



SKATECANADA
LAKE BONAVISTA FIGURE SKATING CLUB

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2017/2018

Lake Bonavista Figure Skating Club

STARSkate and CompetitiveSkate Policies and Guidelines

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STARSkate and CompetitiveSkate Policies and Guidelines – 2017/2018

© Lake Bonavista Figure Skating Club
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Applicability

These Policies and Guidelines apply to all STARSkate and CompetitiveSkate skaters for the 2017/2018 fall/winter sessions. **All dates set forth in this document apply to all skaters regardless of the date of registration.**

Revisions

The LBFSC Executive reviews the policies and guidelines set forth in this document continuously and may change them from time to time. The current applicable document will be posted on the LBFSC website.

LBFSC Executive

The LBFSC has an elected board of executives. Meetings are held once per month. The Board members volunteer their time to ensure the proper and transparent administration and operation of the club. Any questions or concerns can be raised to any board member who will raise it with the LBFSC Executive for discussion if warranted. A list of email contacts is listed at the end of this document and is also posted on the LBFSC website.

LBFSC Membership

All community and non-community residents are invited to join LBFSC provided there is a LBFSC Coach available for the skater. The LBCA (Lake Bonavista Community Association) and the LBFSC (Lake Bonavista Figure Skating Club) are two separate memberships. The LBCA membership is discussed below. The LBFSC membership allows the member to participate in the LBFSC program which follows Skate Canada's guidelines. Skaters must have both valid memberships to participate in the Skate Canada program at LBFSC unless otherwise noted. The following is an excerpt from the LBFSC Bylaws:

- 4.1 Membership in the Club shall be open to all, irrespective of sex, age, creed or colour. All Club members participating in skating programs will also be members of the Lake Bonavista Community Association.
- 4.2 All members shall uphold, observe and conform to the rules of Skate Canada, the By-Laws of the Club and such regulations as set forth from time to time by the Executive of the Club.
- 4.3 Members of the Club shall be registered with Skate Canada and pay such registration fees as set forth in the Skate Canada rulebook.
- 4.4 Fees, age limits, skating rules and skating hours shall be as the Executive decides from time to time. Club membership shall commence on the first day of the Skate Canada

membership year, September 1, or the date that the fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, August 31.

- 4.5 To be considered in good standing, all members of the Club must pay all Club fees as stipulated by the Club Executive. Any member wishing to resign from the Club may do so upon written notice to the Executive through its Secretary. Members in arrears over 30 days to the Club or to the Coaches will not be permitted to take part in any Club activity. If any arrears are not paid within 30 days of the date set for payment such members shall be considered as having terminated their membership.

Lake Bonavista Community Association Membership

The LBCA membership payment is required each year to participate in activities offered at the LBCA Recreation Centre. It is available to all residents and non-residents of Lake Bonavista. The cost is \$30 per annum per family payable in July of each year. (Membership year - July 1 - June 30)

LBFSC Communication

Email is the primary form of communication used by the LBFSC. In addition, important notices will be posted on the bulletin board outside of the large ice. The LBFSC Executive will be hosting a mandatory parent meeting in mid-September to advise families of the policies and expectations. The LBFSC also inserts a paragraph in the Lake Bonavista Bugle to inform the community of the ongoing activities and posts competition and test results. LBFSC families are encouraged to have open communication with their coaches and to raise any questions/concerns to any member of the LBFSC Executive.

Registration

Early Registrant Discount

An early registration discount of \$50 will be allowed for those registering on or before August 15, 2017.

Ice Time Changes

No ice time changes will be processed before August 15, 2017.

Payments

NO CHEQUES will be accepted for program registration full or installment payments or test day payments – ONLY American Express, MasterCard, Visa or Visa Debit.



Qualifications for Freeskiate Ice Sessions

The qualifications for all freeskate ice sessions are based primarily on the skating test qualifications as well as the availability of the coaches' times to provide lessons.

Junior: has not passed any Freeskate test

Intermediate: has passed Preliminary or Junior Bronze Freeskate

Senior: has passed Senior Bronze Freeskate or higher or *Competitive (skaters who competed at Sectionals or are planning to in 2017-2018)*

Skaters are required to (i) consult with their coaches before registering for Ice Sessions; and (ii) register only for those sessions on which they are qualified.



Members will be asked to read and agree to this policy on their registration.

Skaters who register for ice sessions they are not qualified for risk losing priority in the registration process. If an ice session is full or the skater is not qualified, they will be notified by email and asked whether they would like to switch to a different day and time or be added to a wait list. ***LBFSC reserves the right to place skaters on appropriate ice sessions and to change both ice schedules and ice costs.***

Non-Prime Ice

It is mandatory for each skater (with the exclusion of those that have passed their Gold Dances, Gold Skills or Gold Freeskate) to purchase 2 hours of non-prime ice. If, prior to November 1, 2016 there are ice session capacity issues, LBFSC may require skaters who have not purchased 2 hours of non-prime ice to change ice sessions and, where applicable, a refund will be issued in accordance with the refund policy. Following November 1, 2017, skaters who have not purchased 2 hours of non-prime ice will not be required to change sessions due to capacity issues as there are no refunds available.

Ice Sessions Exceeding Capacity

Prior to November 1, 2017 in the event that the registration for an ice session has exceeded capacity, the following priority will apply in accepting the registrations: (i) skaters who are qualified for the ice session will have first priority (ii) skaters who have purchased 2 hours of non-prime ice will have the second priority; (iii) skaters 18 years and under will have the third priority and (iv) where all members are equal, priority will be given to the skaters on a first come first served basis as determined by the registration date/time.

Purchasing Additional Ice Time

Additional ice sessions may be available for purchase during the winter session provided that: (i) there is space available; and (ii) the skater meets the applicable session qualification unless there are less than 8 skaters registered for the session in which case LBFSC has the right to waive the qualification requirement. Skaters or parents must contact the Skate Canada registration chair for determination of costs and availability. The skater must also obtain their coach's approval prior to registering for additional ice sessions. All requirements for each additional ice sessions purchased must be honoured, including but not limited to rink chair.

Additional ice sessions purchased before November 1, 2017, will not be pro-rated. Additional ice sessions purchased after November 1, 2017 will be pro-rated accordingly.

Note: additional ice sessions may only be purchased after November 1, 2017 where the registration for such ice session has not reached capacity.

Switching/Exchanging Ice Sessions

Except as otherwise stated, switching or exchanging ice sessions is not permitted. If a skater misses their regularly scheduled ice session, they are not permitted to switch or exchange times and skate on another session. **Skating on another session will be considered as pick-up** (see **Pick-up Ice** definition below). The 15-minute grace period will apply when a skater needs to be held over on a session due to the coach's request.

Exchanges to registered ice sessions may be permitted provided that the exchange is of a permanent nature, availability of ice time, and coach approval. Such a request must be made in writing or by email to the Skate Canada registration chairperson for approval. Special consideration will be given to coach requests and to skaters who experience illness or injury in duration of three weeks or more. In the case of illness or injury, a doctor's note will be required.

Alumni Skaters

An Alumni Skater is a skater who skated with the LBFSC previously, does not wish to test or compete and no longer skates full time or takes lessons. They must have a current Skate Canada membership and shall pay the pick-up ice fee at a rate of **\$18/hr.**, if they are not entitled to pick up more than 5 hours in the fall/winter skating season. There is no requirement for the skater to: (i) participate in the rink chair duties; (ii) pay the LBFSC membership fee; (iii) pay the LBCA membership fee; or (iv) meet the fundraising and volunteer requirements including providing the fundraising and volunteer deposit cheques. If the skater wishes to skate more than 5 hours in the fall/winter skating season, they must: (i) pay the LBCA fee; (ii) pay the LBFSC membership fee; and (iii) comply with all the requirements of LBFSC membership, including but not limited to participating in the rink chair duties, meeting the fundraising and volunteer requirements, and providing the deposit cheques.

Guest Skaters (Out of Club – not a member of LBFSC)

A guest skater is an out of club skater. They must have a current Skate Canada membership and shall pay the pick-up ice fee at a rate of **\$20/hr.** There is no requirement for the skater to: (i) pay the LBCA membership fee; (ii) pay the LBFSC membership fee; (ii) participate in the rink chair duties; or (iv) meet the fundraising and volunteer requirements including providing the fundraising and volunteer deposit cheques.

Cancellation and Refund



Members will be asked to read and agree to this policy on their registration.

No charges will apply to cancellations made on or before **September 7, 2017**. Cancellations made after **September 7, 2017** but before **November 1, 2017** will be subject to a \$35 administration charge and the amount equal to 1/3 of the ice costs will not be refunded. All cancellations after **September 7, 2017** must be in writing and emailed to the Skate Canada registration chair. No refunds will be issued for cancellations made after **November 1, 2017** unless due to an illness or injury that prevents the skater from continuing with the skating season, or portion thereof, where a confirming doctor's note is provided with a minimum of (4) four weeks. Such refunds will be subject to a **\$35** administration charge and an additional surcharge of 20% of all unused ice costs. Skaters will require the approval of the Winter Skating Director upon return.

Pick-Up Ice

Pick-up ice will only be available where an ice session is not filled with registered skaters. Skaters can only pick-up on sessions for which they are qualified to skate on and shall be on a first come, first served basis. LBFSC members will be given priority over non-members. Skaters must check in with the rink chair prior to skating to ensure there is space and to provide payment. Skaters are required to pay for the pick-up session either with cash or cheque for the session, or where they have purchased a pick-up pass, the pass will be debited. The cost of pick-up is **\$18.00/hr**. Pre-paid pick-up passes are available for purchase online at a cost of **\$120.00** for 10 – 1 hr. sessions (**\$12/hr.**) for skaters that designate LBFSC as their home club and have purchased 2 hours of non-prime (morning) ice time. One pass can be shared among family members who qualify. Passes do not expire and can be used for subsequent winter season ice time in the following year. Passes cannot be used for spring/summer school, Christmas ice, or warm-up week.

A 15-minute grace period is allowed if the skater is picking up to partner for dance in preparation of a test day or if the coaches holds the skater for a lesson. Skaters are expected to exit the ice upon completion of the lesson or partnering.

Rink Chair

Each ice session requires a person to play music for skaters. Guidelines for playing music are posted in the music room. All ice sessions are divided equally amongst skaters of that session to ensure that all families are being assigned as Rink Chair equally. There are no exceptions to this requirement and it does not qualify for Volunteer Credits. The Rink Chair schedule is distributed in advance and Rink Chairs are welcome to swap, exchange, trade dates with other members or hire a Rink Chair substitute and pay them directly at the rate of **\$15/hr**. A Rink Chair "no show" will result in a charge of **\$30** per session being billed to that family. All Rink Chairs must sign in on their session to ensure that they get credit for their attendance. The Rink Chair is responsible for assisting the coaches in ensuring the safety of the skaters on the ice. If Rink Chairs witness behaviors that may jeopardize the safety of other

skaters, it is expected that they will discuss with the coaches. The Rink Chair has the authority to ask a skater to leave the ice.

Off-Ice Programs

The LBFSC offers various off-ice programs. The fees for these programs are set out in the registration pricing. It is strongly encouraged that all skaters participate in at least one of the off-ice programs. Off-ice programs are heavily subsidized by LBFSC to encourage training.

Testing

LBFSC offers testing in accordance with Skate Canada's guidelines. Coaches will determine when their skaters are ready to challenge for a test and notify the family. Test days are pre-scheduled. Skaters are responsible for paying a testing fee which consists of a LBFSC testing fee, Skate Canada testing fee and costs for the facility and ice time. **Test fees can vary for each test day and will be communicated via email to those skaters it applies to.**

Before the schedule is posted many factors will have been considered (i.e. judge timing, partner timing, coach's request, skater's request and lastly Test Chair time). If a skater anticipates any conflicts with timing, they are expected to advise their coach prior to the schedule being posted. It may not be possible to accommodate the request, but it is difficult to do so after the schedule is posted. Changes will not be made to the schedule after it is posted. If a skater is not able to attend their scheduled test, they will still be required to pay the fee, unless a medical reason is provided and supported by a doctor's note.

Test Day Deadline Discount

A discount of **\$10** per test will be granted if payment has been made by the required deadline.

Coaching Fees

Each coach will set their policies for coaching fees and communicate with their skaters. Billing will take place either bi-weekly or monthly. Generally, payment of coaching fees is due within 14 days of receipt of invoice. In additions to lessons, skaters will be billed for costs such as tests, competition, music editing, and other additional charges as communicated by the coach. Consultation with the coach is necessary to understand all charges that may be billed and whether the coach will apply a cancellation fee for cancelled lessons. Skaters with overdue accounts are not permitted to take tests or register for any subsequent ice sessions.

Dressing Rooms

Skaters often come straight from school and require the dressing room to change into their skating clothes. Therefore, no fathers (or other male figures over the age of 5 years old) are allowed in the "girls" dressing room, and no mothers (or other female figures over the age of 5 years old) are allowed in the "boys" dressing room. If the skater requires assistance in tying skates, this can be done on the player's bench inside the rink area.

Etiquette and Parent Code of Conduct

 **Members will be asked to read and agree to this policy on their registration.**

Each skater must be familiar with both the ice etiquette and parent code of conduct. The parent code of conduct is posted on the LBFSC website and must be strictly adhered to. The ice etiquette is set out below and all skaters must adhere to it. Parents are expected to review the following statements with their skater.

1. The soloist (the skater whose music is being played) has the first right of way. Other skaters must be considerate and move out of the way for the soloist.
2. Skaters in a lesson with their coach have the second right of way. Other skaters must allow the skater and coach room to work. Other skaters must choose a different area of ice to work and not disrupt a lesson.
3. For skaters to reach their full potential, they are expected to attend all their registered sessions.
4. Skaters are expected to be on time for all on and off ice sessions and to train throughout the entire session. Unless requested by their coach, skaters must leave the ice when their session is finished.
5. It is expected that the parents avoid talking to and/or coaching skaters that are on the ice.
6. Jumps are to be practiced on the perimeter of the ice and spins are to be practiced in the center of the ice to maximize the flow of all sessions.
7. If a skater falls, they must get up quickly. If the skater is injured, they must ask for assistance immediately.
8. Skaters will not bring food or gum on the ice. Water bottles must be stored at the bench and must be made of durable plastics, or other non-breakable material.

Volunteer and Fundraising Requirements



Members will be asked to read and agree to the shortened policy below on their registration.

VOLUNTEER POLICY

A minimum of 10 volunteer hours is required and to ensure that this requirement is met, each family is required to provide a \$150.00 volunteer deposit cheque (posted dated to April 1, 2018). An invoice will be added to each member's account and will be due within 30 days of receipt. If the cheque has not been received the account will go into arrears and the member will not be able to register for any future programs, test days or events. Families who do not volunteer will have their cheque cashed at the end of the 2017-2018 skating season unless there are extenuating circumstances that have been approved by the LBFSC Executive.

NOTE: When families transition to the STARSkate program from the **Pre-STARSkate or CanSkate** program for the Winter Session each family is required to provide a \$150.00 volunteer deposit cheque (postdated to April 1, 2018).

FUNDRAISING POLICY

To ensure that this requirement is met, each family is required to provide a \$150.00 fundraising deposit cheque (posted dated to April 1, 2018). An invoice will be added to each member's account and will be due within 30 days of receipt. If the cheque has not been received the account will go into arrears and the member will not be able to register for any future programs, test days or events. Families who do not participate in the fundraising activities will have their cheque cashed at the end of the 2017-2018 skating season.

NOTE: When families transition to the STARSkate program from the **Pre-STARSkate or CanSkate** program for the Winter Session each family is **NOT** required to provide a \$150.00 fundraising deposit cheque do to the lack of fundraising opportunities in the Winter Session.

NOTE: LBFSC may provide financial support to those who declare LBFSC as their home club, compete in Skate Canada sanctioned competitions and are determined eligible by the LBFSC Executive. **Members who have not completed their Volunteer and Fundraising requirements are not eligible for this subsidy.**

REQUIREMENTS

Each family is required to meet the volunteer and fundraising requirements for the skating season starting June 1 to May 31. This includes, Spring School, Summer School and Fall and Winter sessions.

Volunteers are essential to the operation of LBFSC. The combined efforts of our members ensure not only that administrative responsibilities are carried out, but also facilitate our events and activities. Hundreds of hours go into running the club so each family is expected to volunteer their time. A minimum of 10 volunteer hours is required and to ensure that this requirement is met, each family is required to provide a **\$150.00** volunteer deposit cheque (posted dated to April 1, 2018). An invoice will be added to each member's account and will be due within 30 days of receipt. If the cheque has not been received the account will go into arrears and the member will not be able to register for any future programs, test days or events. Throughout the year it will be each family's responsibility to keep track of their volunteer hours and record them on-line through the LBFSC website on the "Volunteer Credits" form. **Note that rink chair duties are not considered as volunteer hours.**

Families who do not volunteer will have their cheque cashed at the end of the 2017-2018 skating season unless there are extenuating circumstances that have been approved by the LBFSC Executive.

Where there are not enough volunteer opportunities to allow for each family to meet their requirement, the LBFSC Executive will consider this before cashing any cheques.

Some of the volunteer opportunities anticipated for this year are:

- Club Apparel Sales
- Mini Competition
- Test Days
- Club Picture Night
- Fundraising organization and delivery
- Skaters' Showcase
- Year End Banquet
- Casino - LBCA ONLY

Any questions regarding volunteering requirements or opportunities can be directed to the Volunteer Coordinator at volunteer@lbfsc.ca

Fundraising is important to all members of our club as it defers many of the costs skating families would have to incur otherwise. The funds raised go towards subsidizing costs of ice sessions, off-ice sessions, awards, and the year-end banquet. One of our major fundraising opportunities is the Casino which is allotted every 18 months. This event provides LBFSC with a good base of funds but such funds must be designated and spent on Alberta Gaming Commission sanctioned expenditures and therefore additional fundraising is required. Information regarding the fundraiser(s) chosen for the upcoming season will be provided in the fall of 2017. To ensure that this requirement is met, each family is required to provide a **\$150.00** fundraising deposit cheque (posted dated to April 1, 2018). An invoice will be added to each member's account and will be due within 30 days of receipt. If the cheque has not been received the account will go into arrears and the member will not be able to register for any future programs, test days or events. Families who do not participate in the fundraising activities will have their cheque cashed at the end of the 2017-2018 skating season.

Please note:

Lake Bonavista Community Association Casino counts towards volunteer credits.

Lake Bonavista Figure Skating Club Casino counts towards both fundraising and volunteer credits.

Any questions regarding fundraising requirements or opportunities can be directed to the Fundraising Chairperson at fundraising@lbfsc.ca.

Program Assistant Recognition

"Skate Canada: Alberta-NWT/Nunavut considers the role of Program Assistant (PA) to be that of a volunteer." All PAs must be registered Skate Canada members, must be at least 12 years of age and have a skating level of Preliminary Freeskate. All PAs are required to attend the September PA Clinic for review of the PA expectations. Program Assistants must volunteer 20 hours prior to being eligible for recognition by LBFSC. Further details will be communicated at the PA Clinic.

Competition Subsidies

LBFSC may provide financial support to those who declare LBFSC as their home club, compete in Skate Canada sanctioned competitions and are determined eligible by the LBFSC Executive. **Members who have not completed their Volunteer and Fundraising requirements are not eligible for this subsidy.**

Photo and Video Consent



Members will be asked to read and agree to this policy on their registration.

The registration process requires registrants (or their parent/guardian if under the age of 18) to consent to the use of photos and videos for training purposes and for use in the website and other media.

Privacy Policy

The privacy policy is set out in the LBFSC website and is reproduced below:

The LBFSC values the privacy of our members and customers. This privacy statement discloses the privacy practices of this website, www.LBFSC.ca.

LBFSC will collect personal information, such as names, addresses, email addresses, phone numbers, on a voluntary basis by you through membership, program registration and purchases.

The LBFSC will use this information for the following purposes:

- to communicate information relating to the operation and promotion of the club with our members and program participants including, but not limited to, organization details, existing and upcoming program information, club communications, event promotion and details, member communications, fundraising and volunteer information.

- to arrange for instruction and encourage the practice and enjoyment of the sport

- to help organize and operate competitions, contests and performances

- to communicate with prospective members about club information and promotions

- to enable the LBFSC's administrative staff and governing body to administer business activities, programs, registrations through the acts including, but not limited to, completing program and event registrations, responding to questions, informing members or upcoming events, programs and promotions and fundraising and volunteer activities.

- to enable the LBFSC to provide better services and processes to better meet the needs of our membership

- to register your membership with club associated governing bodies that you consent to (e.g.: Skate Canada)

The LBFSC does not store any credit card number and security information (e.g.: CVV numbers) online on the website, www.LBFSC.ca.

The LBFSC does not sell, rent or exchange any of the personal information collected in the manner described above with any third party except as described herein or as you may otherwise consent. All information gathered by the LBFSC through your purchases, registrations or website visits is kept confidential. We respect your privacy and confidence as a valued member. For normal club operations, the LBFSC may disclose some information to service providers and suppliers for the operation of this website, arrange instruction and to manage your membership, purchases and registrations. The LBFSC may also provide your personal information in good faith when required by law.

The LBFSC may use "cookies" to track your web browsing and registration activities and preferences on www.LBFSC.ca. Cookies are data files transferred to your computer's hard-drive through your browser by a website to keep track of certain preferences or activities to streamline subsequent website visits.

The LBFSC's website may log IP addresses and browser details during your site visit.

The LBFSC is committed to the protection of our members' information. Sensitive and personal information is kept secure and strictly confidential. Our website has maintained using industry standard security measures to protect against loss, misuse, alteration and theft. Access to your personal information by the LBFSC's administrative staff and governing body is limited to a need-to-know basis.



If you have any questions about this privacy policy or the practices of this website, you can send an email to info@LBFSC.ca or you can send mail to:

Lake Bonavista Figure Skating Club
1401 Acadia Drive SE
Calgary, Alberta
T2J 4C6, Canada

Lake Bonavista Figure Skating Club reserves the right to change this privacy policy from time to time.

Contacts

president@lbpsc.ca (Heather Campbell)
vicepresident@lbpsc.ca (Jacqueline West)
treasurer@lbpsc.ca (Sharlene Delon)
secretary@lbpsc.ca (VACANT)
rinkchair@lbpsc.ca (Melissa Sterna)
testchair@lbpsc.ca (Lorie Hynes)
starskate@lbpsc.ca (Irene Liew)
pastpresident@lbpsc.ca (Jody Gibson)

fundraising@lbpsc.ca (Kristi Hallett)
events@lbpsc.ca (Christiane Myslicki)
volunteer@lbpsc.ca (Kimberly Feser)
canskate@lbpsc.ca (Simone Saeger)
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communications@lbpsc.ca (Marilyn McKnight)
info@lbpsc.ca (Corinne Morrissey – System Admin)