



NORTH DORCHESTER
Skating Club

NDSC Skater Handbook



www.ndsc.ca



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NORTH DORCHESTER
Skating Club

NDSC Goals:

- To promote the interest of our skater's goals and provide opportunities to help them through good quality coaching, high quality programs, opportunities to perform, all within a positive environment.
- To encourage involvement of skaters of all ages and genders.
- To obtain good community relations and promote our club and its programs.
- To promote sustainability of the club through structured meetings and adherence to constitution, bylaws and guidelines for operation.
- To embody the Skate Canada Core Values.





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Skater/Ice Rules

Objective: To establish a set of guidelines to treat all skaters and their families equally

Ice Rules

1. Every skater, coach, and executive member must be in good standing with Skate Canada.
2. a) Home Club solos will be played in alphabetical order with priority given to pro requests. Senior Skaters with no coach can make one request per session that will be played in rotation with the pro requests.
b) Skaters with two solos (ie. Long, Short, Interpretive) may choose the second one to be played if time permits, once all skaters have had their solo played once.
c) Only one pro request by any pro per skater. Second requests will be honoured if time permits.
3. a) Dance and Skills will be played in order with priority given to Pro requests. No skaters or parent will request a dance or skill.
b) No free skate on dance or skills session unless the skater is in a free skate lesson.
4. No group coach shall give private lessons during group instruction time (**this includes stroking**).
5. It is permissible for any skater in the Club to move up or down a level for one 15 minute private lesson in free skate, skills or dance. This policy is to be strictly adhered to and must not be abused by either Skaters or Coaches.
6. Skater who have just passed the fifth level of the Canskate Program may register for or move up to Junior group lessons.
7. Switching or substitutions of sessions will be allowed for Intermediate and Senior Skaters only. No substitution will be allowed for time lost during test days or holidays. A skater who misses their usual session must 1) notify the Session & Coach Rep. When they are using a substitution session. 2) announce to the music person that they are substituting onto that session. 3) provide the music player the date that they missed for record keeping. No substitutions will be allowed on ice that is full to 20 skaters. Guest skaters will be allowed on before substitutions. **No skater shall enter the ice without paying for the session first.**
8. All skaters must wear suitable attire, including professionals. For reasons of safety, nothing other than those items attached to the boot by the manufacturer may be affixed to a skate. This includes items such as stickers, pompoms, etc...



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9. Skaters and coaches are expected to refrain from using foul and abusive language, and members will conduct themselves in a manner becoming the Club at all times. Failure to do so will result in disciplinary action.
10. LUTZ Corners: These jumps are commonly performed in the 8 o'clock and 2 o'clock corners of the rink. The approach to a Lutz is long and blind. The skater doing the Lutz is not likely to see you. After executing the Lutz, the skater should always head to the boards to follow the traffic on the ice - remember skaters may be headed into the corners after you.
11. SPINS - All spins should be done in the middle of the rink.
12. Skaters are reminded not to stand at the boards talking and socializing. It is important to keep moving while on the ice.
13. The last three weeks of skating are normally devoted to carnival practice only. This usually includes March Break. New schedules will be posted at that time.
14. Permission slips are required for all tests and competitions. The Test Chairperson must sign these, or in the absence of the Test Chairperson, the President must sign.

Guest Skaters Policy

Skaters may skate on another session as a "guest" with session rep permission (according to ice availability). The number of registrants will dictate the maximum number of skaters for each session. Guests must pay the full \$25 for the ice to the club (via e-transfer) before going on the ice. It is the coaches responsibility to ensure this is done. It is to be noted that solos for guest skaters will be played if time permits.

Refund Policy

With the exception of the \$35 administration fee, Skate Canada Fee, & Promotional Booklet fee, refunds for registration fees will be available during the first month of skating on the dates specified by the club and published on the Registration page of the website. After the first month of skating, partial refunds will only be available under the following circumstances:

1. Extended illness/injury accompanied by a doctors note.
2. Unforeseen family circumstances.



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The parent must request refunds to their Session Representative. It is then the responsibility of the Registration Rep, and the Treasurer to see that the refund is valid, and if so issue the refund via Uplifter.

Unscheduled Ice

No member is to book ice or rooms on behalf of the NDSC Club. This is the right of the Ice & Pro Rep, Head Coach or President only.

Bond Policy

Volunteering is a major activity of the skating club. It is beneficial that as many skating families as possible take part in the various activities to keep skating fees as low as we can. At registration, families will be charged one bond payment via Uplifter. This payment will be refunded when the family has completed their volunteer commitment during the season.

Incident Reports

Accidents do occur on the ice from time to time. All incidents are to be reported, but especially those requiring first aid or medical attention. When one takes place, the following format is to be followed:

1. Immediately after the injury has been attended to, the Session Pro fills out an incident report.
2. The incident report is then given to the Session Rep who is responsible for notifying the Board.
3. The Secretary will keep on file a copy of the incident report for future reference.
4. Follow up with the Skater/Skaters Family is important and not to be overlooked. The Session Rep will follow up with a call to the family and report back to the Board.
5. Depending upon the accident a determination will be made about whether the skater is issued a refund, partial refund, temporary absence refund or no action required.
6. The accident file will be closed only upon complete satisfaction of all parties.

Funding for Qualified Skaters

Bursaries and funding is available from Skate Ontario. Inquires can be addressed with the NDSC President for further information.



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Program Assistant Development

Once again, it is the responsibility of the Club to encourage the development of figure skating. As such the Club will do the following:

1. Pay for all Program Assistant Clinics
2. Award volunteer hours for high school skaters
3. Being a Program Assistant is a volunteer based position
4. All Program Assistants must pay the annual Skate Canada fee.

Complaints Reporting

There are times when skaters, skaters' families or coaches have complaints. The following describes the procedure to be followed in reporting/handling complaints:

1. The person involved should first address concerns to the Session Rep. If the Session Rep can solve the problem satisfactorily, with taking the issue further, he/she should do so. However, the Session Rep should make a report to the Ice & Pro Rep. Ice & Pro will then draft a brief outline of the complaint and the resolution. It will be filed with both Ice & Pro records and with the Secretary of the Board of Directors.
2. In circumstances where a problem cannot be solved as outlined above, the complaint must be addressed in writing to the Ice & Pro Rep and acted upon at the first possible opportunity. The Ice & Pro Rep will analyze the problem and arrive at a solution. The appropriate person will be contacted immediately thereafter by the particular Session Rep regarding the Ice & Pro Reps decision, followed by a written report of the decision. This report will then be filed with the Ice & Pro and with the Secretary of the Board of Directors. The Ice & Pro Rep will notify the Board of the events and the resolution. Hopefully this will result in a suitable conclusion to the matter at this level.
3. If the matter cannot be resolved as above, the person must be notified in writing that the issue will be put on the agenda for the next meeting of the Board of Directors, after which time the Ice & Pro Rep will notify that person of the Boards decision. Once again, the decision will be put in writing and copies filed with both the Ice & Pro Rep and the Secretary of the Board. At the time of the meeting, it will be decided whether the complainant may make his/her own case before the Board of Directors.

It is to be emphasized that no skater, skaters family member or coach has the right to speak to any member of the Board of Directors other than to the appropriate Session Rep regarding the dispute/complaint. Also, no Board member may attempt to resolve the problem on his/her own. The complainant **MUST** be referred to the appropriate Session Rep and reminded of the proper procedure to be followed.



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Definitions:

For the intent of the North Dorchester Skating Club, the following defines our skating categories. We have several programs available to teach the fundamentals of skating, each for a different target group.

Precanskate: Program content is similar to the Canskate lesson plan but designed especially for children aged 3 to 5 years old, or non skaters. Program goal is to create a positive first skating experience. Helmets must be worn, along with warm pants, jackets and mittens.

Canskate: A recreational learn to skate program for skaters wishing to learn basic skating skills. This is a base for Canpowerskate, Synchro, and the Test Stream. Skaters learn in a group instruction format and skills are evaluated on the National "Desired Performance Level". Helmets for all Canskaters (Level 1-5) are a must. Appropriate attire includes warm pants, jackets and mittens. Private lessons are available.

Skate Canada Test Stream: Skaters pursuing a greater challenge to learn more complex skills and to be tested against a National standard join the Skate Canada Test Stream. Skate Canada's Test Stream acts as an entry into the competitive stream by qualifying skaters for various levels of events. Proper skating attire is required. Levels include:

- Junior: A skater who has passed Canskate 5. This session offers lessons in a group format. Private lessons are available.
- Intermediate: A skater who has passed two of the Pre-Preliminary dances or Skills tests. This session will include stroking, skills, dance and free skate. This session has no Club offered group lessons other than stroking.
- Senior: A skater who has passed Junior Bronze free skate or has passed Senior Bronze Skills and Senior Bronze Dances. This session has no Club offered group lessons other than stroking.

Family Discount

A 20% discount will apply to one (1) program fee if there are three (3) skaters from one family registered in a Skate Canada program for the full skating season.



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Policies/Procedures

The following links to policies can be found directly on our website (www.ndsc.ca) under “NDSC Policies”:

- Skate Canada
 - Safe Sport
 - Privacy Code
- Skate Ontario
 - Concussion Code of Conduct for Parents & Skaters
 - Removal from Sport Protocol
 - Return to Sport Protocol
- Rowans Law
 - Age 10 & Under
 - Age 11-14
 - Age 15 & Up



NORTH DORCHESTER
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2024/2025 Board of Directors

Kori Garside	President Website Manager
Christine Hutchinson	Vice President Test Chair Communications
Sara Reckman	Secretary
Denise Galajda	Treasurer Carnival Representative
Sarah Bachert	Ice & Pro Representative
Rachel LaFleche	Registration Canskate Representative
Stephanie Weaver	Junior, Intermediate, & Senior Representative
Michelle Arthur	Bond Representative
Tammy Whitlock	Communications
Lynne Finlay	Coaches Representative Synchro Representative