



NEPEAN SKATING CLUB  
PARENTS' HANDBOOK

Welcome to the Nepean Skating Club!

Whether you are new to our Club, or a returning member, WELCOME! The Nepean Skating Club is a registered club of Skate Canada. This ensures that the programs offered, the skills developed, and the instruction provided to our skaters all meet a specified standard that is consistent across Canada. All of our coaches are certified by Skate Canada through the 3M National Coaching Certification Program (NCCP), and our coaches in turn train our volunteers to assist on the ice with instruction.

The Club develops skaters of all ages and abilities, from recreational first-time skaters to competitive skaters. Our Club also encourages and supports the development of volunteers such as Club Board members and Skate Canada officials (judges, evaluators and accountants). Our Club offers year round skating sessions: the Fall/Winter session from September to March; the Spring session which takes place from late March to mid May and our summer program that begins in June with a warm up and ends the middle of August.

Our Club programs are available at both of the arena facilities in Nepean - the Sportsplex and the Walter Baker Centre. Recreational programs are also held at Merivale Arena and the Bell Arena.

Our Club Mission is to provide quality skating programs for all levels of skaters, recreational to competitive, in which the skills of each skater are developed to their highest potential.

**CORE VALUES**

- We are committed to skating excellence, which we work to achieve through high quality coaching, innovative programs and first-class facilities.
- We are financially responsible organization, accountable to our membership and the greater skating community.
- We value the important role of our club within skating's organizational bodies.
- We provide a safe, caring environment where skaters are treated with respect and fairness.
- We value the club's history of performance, coaching and organizational excellence.
- We support and encourage the ongoing skills development of our coaches and our employees.
- We recognize the essential contribution that volunteers make to the survival of the club; we are committed to their recruitment and development.

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## A BRIEF HISTORY OF OUR CLUB

In November of 1964, Mrs John Potts started the creation of the Nepean Skating club at the request of the Nepean Township to encourage skating programs at the townships two planned arenas, Merivale and Centennial. Mrs. Potts canvassed in the Nepean Township for additional money for the two arenas to be built and in August of 1965 the two new arenas were completed.

In June of 1965 Mrs. Potts was appointed to the Arena's Management Committee and on June 21st submitted to the Committee the schedule of ice times, membership and fees for the new skating club. This proposal was accepted by the Nepean Community Centre Board and promised assistance. The first skating session was held on Sunday October 17th 1965.

The constitution for the club was drawn up in March of 1965. The first Board of Directors meeting was held in October 7, 1965 with six Directors. Application for membership was made to the Canadian Figure Skating Association (now Skate Canada) on October 1st, 1965. Nepean Skating Club was granted membership in the Canadian Figure Skating Association on November 16, 1965.

Our Club has grown over the years and is now one of the largest clubs in Canada. In 2002 the Nepean Skating Club was awarded the Skate Canada Award of Merit for 2001-2002 for the club's efforts and enthusiasm in its pursuit of excellence in skating program delivery and customer service.

The Nepean Skating Club has hosted many skating competitions and events over the years including; Eastern Ontario Section Interclub Competition, Divisionals, The Eastern Challenge, Nepean Skating Club Annual Club Competition, two World Championships and three Skate Canada Championships.

Our Club has a tremendous reputation throughout our Region and Eastern Ontario. Many of our skaters have reached high levels of achievement. Our skaters have competed at many prestigious events including Skate Canada Sectionals, Divisionals, Canadians, and even at international events. Two well know skaters from out club was the 1997 Canadian Senior Ladies Champion, Janet Morrissey, who went on the represent Canada at Worlds and Angela Derochie the 1998 Canadian Senior Ladies Champion

The Nepean Skating Clubs involvement is not limited to just on ice achievements. Many of our current members are Skate Canada Officials. Past and present Club members have served on the Skate Canada Eastern Ontario Board of Directors and the Skate Canada Board of Directors.

The Nepean Skating Club remains today committed to the development of skaters and the growth of skating as a sport and recreational pursuit for our members.

## A LITTLE ABOUT SKATE CANADA

Skate Canada (and its predecessor) has been in existence since 1887, and is an association dedicated to enabling every Canadian to participate in skating throughout their lifetime for fun, fitness, and/or achievement. It initiates and develops many programs in support of every level of skating, from the Canadian "grass roots" local skating club to international world levels, including development and training of elite skaters, skating judges, accountants and paid coaches. Skate Canada hosted the 2001 World Figure Skating Championships in Vancouver last year, and is the largest figure skating governing body in the world. It is organized into 13 regional sections: one for each province, and 4 in Ontario (Northern, Central, Western and Eastern).

Our Club is in the Eastern Ontario Section (EOS), which stretches from Deep River, to Ottawa, Kingston, and Oshawa. EOS is further divided into 6 Regions, of which we are in Region 6 (including Deep River, Nepean, Pembroke, Eganville, Barry's Bay, Renfrew and Amprior). Part of your Club Registration fee includes an individual Skate Canada membership fee paid to Skate Canada, and a skater development levy paid to Skate Canada Eastern Ontario. These fees help Skate Canada provide support to skaters, skating volunteers, coaches, and Clubs by various means such as workshops and clinics.

### **YOU MAY FIND THE FOLLOWING BACKGROUND INFORMATION ABOUT SKATE CANADA OF INTEREST. LAST YEAR (2000/2001) THERE WERE:**

- 159,000 registered skaters. Of these, there were 120,000 skaters in Skate Canada's recreational skating programs, including CanSkate, CanPowerSkate and Synchro skating.
- 34,000 skaters were registered in Skate Canada's test program
- 3,400 competitive skaters competed in qualifying events (Sub-Sectional, Sectional, Challenge, and/or Canadians)
- More that one-quarter of the members are males
- There are 4,200 registered coaches, and 1,400 skating clubs; in our Eastern Ontario Section there are 100 clubs. On average across Canada, there were 111 skaters per club, and 3 coaches per club.

## NEPEAN SKATING CLUB SKATING PROGRAMS

The skating programs offered by the Nepean Skating Club enable skaters of all ages to have fun while improving their skating skills. Professional Skate Canada coaches teach all Nepean Skating Club programs. Trained amateur coaches assist our CanPowerSkate, CanSkate and Special Junior Programs.

### CANSKATE

CanSkate teaches fundamental movements (go forward, backward, stop, turn, spin and jump) and basic skills. The program is set up in seven stages. The CanSkate program emphasizes fun and continuous movement and is taught in a group lesson format. Skaters are tested when they are ready -there are no specific test days for CanSkate skaters. Skaters receive badges as they progress through the skills.

### CANPOWERSKATE

CanPowerSkate provides an alternative to figure skating, teaches balance, power, agility, speed and endurance -- skills that are especially important for hockey and ringette players. This program is best for skaters aged approximately six or older who already have basic forward and backward skating skills and are able to stop on command without use of the boards. CanPowerSkate teaches skaters to develop and improve both their personal style of skating and the biomechanical efficiency of their skating. Once the individual is skating efficiently, the focus changes to developing power and strength. Instruction is through group lessons. Figure skaters also benefit from CanPowerSkate as a cross-training exercise, and young skaters who are unsure of whether they want to go into figure skating or hockey sometimes take CanPowerSkate.

### SPECIAL JUNIORS

The Special Junior program is a transitional stage that serves as a bridge from CanSkate to the Skate Canada test program. It is taught in a group lesson and

optional private or semi-private lesson format. The skaters are introduced to the three primary elements: Freeskate, Dance and Skating Skills. Independent work skills are introduced at this level.

### PRELIMINARY

This level is for skaters who have not passed any Freeskate Tests. The Preliminary level is available in Freeskate, Dance and Skating Skills. There are a number of invitational competitions available to the skater at this level. Instruction is entirely on a private or semi-private lesson format based on a contractual agreement between the skater's parents and the professional coach.

### JUNIOR

This level includes skaters who have passed their Preliminary or Junior Bronze level Freeskate tests. Invitational competitions are available to these level skaters and sectional competitions begin for the skaters who have passed their Junior Bronze level Freeskate test and are under the age requirement set by Skate Canada. Instruction is entirely on a private or semi-private lesson format based on a contractual agreement between the skater's parents and the professional coach.

### INTERMEDIATE

This level is for the skaters who have passed their Senior Bronze Freeskate or their Juvenile Competitive Test. The instruction is on a contractual basis between parent and professional coach. At this level the skaters should have an inner desire to skate resulting in independent work habits.

### SENIOR

This level is available for the skaters who have passed their Senior Silver Freeskate or their Novice Competitive Test. The instruction is on a contractual basis between parent and professional coach.

### ADULT

These will be open to adults of any skating ability, and will comprise of group lessons, as well as optional private or semi-private instruction. Alternatively, adults can apply to skate in any of the other programs.

### PAIR PRIORITY SESSIONS

These Freeskate sessions give first priority to our Pair teams and the "right of way" on the ice. Since Pair skating is a very demanding discipline, the session is open to only limited numbers of Intermediate and Senior freeskaters. However, our freeskaters must make an effort to recognise the usual patterns skated by the pairs and where lifts are performed on the ice. Freeskaters are welcome but they must be willing to make an extra effort to get out of the way of the Pair Teams.

### INTRODUCTION TO FREESTYLE PAIRS AND MIXED DANCE

This session was developed to allow our younger skaters the opportunity to enter either dance or Pairs as a skating discipline. Skaters learn to skate with a partner while improving stroking. This can be coached as a group or as private lessons.

### PROGRAM ASSISTANT

These are skaters from our club who have been selected by the CanSkate Director to help out during CanSkate sessions. They assist in the coaching and work with the children. Program Assistants are also a role model for the younger skaters. Skater must first do 10 hours of volunteer work and then they are credit funds towards their skating

account. We highly recommend our skaters participate in this program.

### TRAINING ICE

This is additional ice time which is not on the regular schedule. Many skaters wish to rent ice to learn a new program, or prepare for an up coming competition. The City of Ottawa grants the Nepean Skating club ice at a substantial discount and use of the ice is done according to the City of Ottawa restrictions.

There cannot be more than 5 skaters on the Ice or 3 pair teams for that hour.

For the Fall to Spring session we require the skater to be registered in a full skating program at the Nepean Skating Club. There is a required numbers of freeskates is need to meet the requirements. Example: Senior Skater requires 4 Freeskates per week.

### ADDITIONAL REQUIREMENTS

1. Only skaters who are in "good standing" (i.e. Accounts paid up) with the club will be allowed to book training ice.
2. Only Nepean skating club coaches can book ice.
3. During peak demands for training ice, the Nepean skating club Executives retain the right to limit the hours of training ice that any one coach or skate wishes to book during a particular week or weeks.

A detailed explanation of the training ice rules can be requested at the office.

## SKATING STREAMS

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Skate Canada organises figure skating into two streams. These streams are referred to as the STARSkate (test) and Competitive Streams. Skaters initially start in the STARSkate stream. Once a skater has passed the Junior Bronze level Freeskate test the skater can choose to participate in the Competitive stream.

The STARSkate stream offers the skater a program of progressively more advanced skating tests with the option of skating in regional skating events. Advancement within the STARSkate stream is done based upon completion of a test and not by the skater's age or competitive achievements. A skater who enjoys skating as a recreational sport typically chooses the STARSkate stream.

The competitive stream offers the skater a program of competitive events eventually leading to the national championships. The skater's age and achievement of a qualifying test determine advancement within the competitive stream. Skaters at the Pre-Juvenile competitive stream level can choose to participate in the test, and/or competitive streams. At and above the Juvenile competitive level, skaters cannot compete in both the test and competitive streams.

The competitive levels and STARSkate Stream Levels are set by Skate Canada and can be changed at any given year.

### STARSKATE STREAM

Most skaters will participate in the STARSkate stream, which has been the mainstay of figure skating in Canada for more than four decades. The STARSkate program offers opportunities for skaters to develop basic skating skills in four different areas: Skating Skills, Free Skating, Dance, and Artistic/ Interpretative, which are then grouped according to the following levels:

#### PRIMARY LEVEL TESTS

- Skating Skills: Preliminary, Junior Bronze
- Free Skating: Preliminary, Junior Bronze
- Dance: Preliminary, Junior Bronze

#### INTERMEDIATE LEVEL TESTS

- Skating Skills: Senior Bronze, Junior Silver
- Free Skating: Senior Bronze, Junior Silver
- Dance: Senior Bronze, Junior Silver, Dance Variation, Bronze Rhythm Dance
- Artistic: Bronze, Adult

#### SENIOR LEVEL TESTS

- Skating Skills: Senior Silver, Gold
  - Free Skating: Senior Silver, Gold
  - Dance: Senior Silver, Gold, Diamond; Silver and Gold Interpretive Dance
  - Artistic: Silver, Gold
- \* Please note that each Dance level requires passing at least three individual dances.

In most cases, a single evaluator assesses the tests, using a scale of "Needs Improvement, Satisfactory, Good and Excellent". Each test has its own specifications as to what must be performed at a Satisfactory or better level in order to pass the test. Tests are held periodically throughout the year in our Club.

Test days are held during each session. Every Club in our Section holds test days, so if a skater is unable to test during our scheduled test days they may travel elsewhere, with Club or section approval, to be tested (at their own expense). Testing outside the Nepean Skating club events must be arranged through the club test chair person. When a skater is taking a test they are required to be at the rink one hour before the test unless they are the first test, then they need to be at the rink ½ hour before the test. This allows for the skater to not miss their test if the testing schedule is running ahead of schedule.

The test program also offers skaters the opportunity to compete. The most familiar of these competitions is the Interclub, in which only skaters from the 7 Clubs in our Region compete. Throughout the year, there are also many competitions hosted by different clubs in our section. An important competition is the Eastern Ontario Winter Invitational. The Eastern Ontario Sectional

Invitational Championship (EOSIC) held in February each year, is another high profile event for STARSkate stream skaters. Skaters that place in the top standings at EOSIC can compete in the All-Ontario Championships (now called Ontario Interclub) usually held in March of each year.

### COMPETITIVE STREAM

This program is for skaters in singles, pairs and dance wishing to compete in Skate Canada qualifying events. Skaters take tests specific to the discipline in which they wish to compete. Skaters may enter the competitive stream at anytime, and may choose to switch back to the STARSkate stream at any time. However, skaters competing in certain competitive qualifying events may not be able to skate in the STARSkate stream competitions. There are no prerequisites for competitive tests, meaning that a skater may begin testing at the level at which they wish to compete.

### THE COMPETITIVE FREE SKATE LEVELS ARE :

- Pre-Juvenile
- Juvenile
- Pre-Novice
- Novice
- Junior
- Senior

Competitive tests are judged by a panel of three individuals. Judges award two marks for each competitive test as follows:

- Singles (Free Program)-Technical Merit, Presentation
- Pairs (Short Program)-Required Elements, Presentation
- Pairs (Free Program)-Technical Merit, Presentation

Skaters must receive minimum marks in each category to pass; for example, for the Pre-Novice Competitive Singles test, passing marks are 3.5 or higher on each of Technical Merit and Presentation, for a passing total mark of 7.0 or greater.

## COMPETITIVE STREAM CONTINUED...

There are far fewer competitive tests, competitions, and qualifying events, than in the test program, because of the need for a panel of three qualified judges. Skaters may have to travel in the Section for a competitive test. Competitive tests are sometimes held in conjunction with competitions.

The main qualifying events and competitions are Eastern Ontario Sectionals (EOS) which is held in November; the Eastern Challenge, from which qualifying skaters from Eastern Canada will compete held in December; and Junior Canadians which is held in late January, and Canadian Championships which will be held in January 2002

If a skater chooses to switch to the STARSkate program from Skate Canada's competitive program they can continue testing from the level to which they have been granted equivalency. Skaters passing competitive tests are granted the corresponding Skate Canada STARSkate level. For example,

- Juvenile Competitive Singles test is granted the Sr. Bronze Free Skate test;
- Pre-Novice Competitive Singles test is granted the Junior Silver Free Skate test;
- Novice Competitive Singles test is granted the Senior Silver Free Skate test; and
- Junior Competitive Singles test is granted the Gold Free Skate test.

For further formation about competitions and test days, please contact the Club.

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## COACHES PROFILES

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The coaching team is a key part of a skating club. They are the people who directly pass on the knowledge, and build the skills of our skaters. Skating requires technical skills (whether spinning, jumping, or doing fancy foot-work), mental preparation (particularly for competitions and tests), physical training (stamina, strength, flexibility), and musical interpretation (to give physical expression to music). Our coaches guide our skaters in all of these areas. All Skate Canada coaches are also certified in First Aid. The coaching team shapes the nature of the club, and the atmosphere on the ice. We're fortunate to have a great coaching team in the Nepean Skating Club, with a good mix of experienced, and new coaches -all of them dedicated, enthusiastic, and talented.

### OUR COACHES MISSION STATEMENT IS

to assist skaters to achieve their full potential and to develop as individuals whether they are Skate Canada Recreational, STARSkate or Competitive streams.

recognise the whole person rather than just the skater and to seek to instill skills and values which will last throughout life.

A coaches booklet is available in the Nepean Skating Club office.

## REGISTRATION TIPS

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Check the dates that the registration is due and the priority date that given to Nepean Skating Members to ensure you receive the days you have requested. After the priority date members of other EOS clubs are allowed to register for available space within the Nepean Skating club programs. Many other clubs do not operate year round and use the Nepean Programs in their off season. Registration for new session is done on a first come first place process.

It is advisable to check the availability of coaches for specific dates and programs before completing the registration.

Please note on the registration the start date of the sessions and the end date.

Test days are also printed on the application.

## SKATING ETIQUETTE

To ensure that participation in the Nepean Skating Club is an enjoyable and safe experience and to help the parents get value for the money they pay, we ask skaters, parents and coaches to observe the following:

- Skaters should arrive ahead of the start of their session, and be changed and ready to go on the ice at the start of their session.
- Skaters must wear appropriate skating attire during regular sessions. Skaters should not wear any bobby pins or other loose items that may fall and trip another skater.
- The rink doors must be closed during a skating session.
- During skating tests skaters must wear appropriate attire (check with your coach).
- Skaters should be moving on the ice, unless they are waiting for the start of their program to be played. (Skaters should not be standing around.)
- To ensure the safety of all skaters, it is very important that skaters be aware and watchful of those around them. A collision between skaters could result in serious injury. The coaches determine the music played, with priority in order of request. Skaters should try to give skaters who are doing their program with music the right of way on the ice. We have provided pink florescent armbands for the skater to wear during their program to heighten their visibility on the ice to the other skaters.
- Spins should be done in the centre of the ice and jumps in the corners.
- Profanity is strictly prohibited, in the dressing room and on the ice.
- Parents—not the coaches are responsible for their children, and should be present during their child's session, particularly at the lower levels. (It is mandatory that each CANskate participant has a responsible adult present in the arena at all times.)

- Skaters who fall should get up and out of the way of other skaters. (No sitting on the ice.)
- We look to our senior skaters to be role models for our younger athletes, on and off the ice.
- Gum, candy, food and drink are strictly prohibited from the ice surface.
- Due to insurance requirements, family, friends and coaches are prohibited from the ice surface if not a registered Skate Canada member, except in a medical emergency.
- Lockers can be rented in the Nepean Skating Club change room each year
- "Guest Skaters" are only permitted lessons from Skate Canada coaches affiliated with our Club if all the needs of the registered skaters on that session have been met (had their music played and received their scheduled lessons).
- Skate Canada coaches not affiliated with our Club must obtain Club Executive approval prior to attending any Club Session for the purpose of providing instruction either on or off ice (for example, for Guest Skating prior to a competition).
- Skate Canada members must obtain prior Club permission to access the ice surface during a Club Session they have neither registered nor paid for. Permission can be granted to "guest skate", by the office or Head Coach. A Guest Skate Form must be filed in and given to the office. This form is to be filled out prior to the skater going on the ice. For all non Nepean skating club members the same rules apply however the cost for the ice must be collected prior to the skater going on the ice.
- Skate Canada coaches affiliated with our Club must obtain Club Executive approval prior to inviting a skater from another Club to "guest skate" for the purpose of providing instruction to a skater either on or off ice. Such a request will be considered only for infrequent lessons.
- A more detailed explanation of our guest skate policy can be obtained at the office.\*\*\*

The Board of Directors meets every three weeks, usually on a Thursday evening, at the Nepean Sportsplex. Parents and coaches are encouraged to bring any questions or issues to the attention of any Board member.

### PRESIDENT

The President chairs the meetings, drafts the agenda, and generally provides the overall leadership and direction for the Club.

### VICE PRESIDENT

The Vice-President provides support and direction to the Club in all areas, and acts on behalf of the President in her absence. The Vice-President is also part of the Personnel Committee, our City Liaison and responsible for Properties.

### TREASURER

The Treasurer prepares the Club budget, and authorizes all expenses. The Treasurer is also part of the Personnel Committee, Policy Committee and Office Management.

### SECRETARY

The secretary records minutes of Board meetings and summary of action items, as well as part of the Personnel Committee and Policy Committee.

### RECREATIONAL PROGRAMS

Develops program schedules for year round programs, organises Simulation, seminars, workshops and talent identification and is part of the Personnel Committee.

### OTHER PORTFOLIOS INCLUDE:

- Advertising & Communication
- Test program
- Music Equipment & Players
- Volunteer Program
- Coaches Representative
- Hospitality
- Banquet
- Fundraising
- Boutique
- Jackets/Team uniforms
- Club Competition
- Showcase

We have 10 Directors who administer these portfolios. In addition we have two office staff employees:

Jill Goodkey - Office Administrator

Diana Giardino - Accounts Administrator

Our Coaches Representative on the board is David Graham. This position is elected by the coaches on a yearly basis.

In addition to these assignments we have volunteers who donate their time to such things as:

- Competitions
- Club Photos and Web Site
- Test Chair
- Seminars
- Second Hand Skate Sale

As a non profit organization we cannot survive without our volunteers. Please feel free to leave your name with the office if you can spare any free time to help out. You will learn more about the sport your child has chosen to pursue and give you an opportunity to meet other parents from our club.

As a parent we want to provide challenges and goals for our children. This can be difficult, not only on a day-to-day basis, but especially when involved in a competitive sport. Not all children learn at the same rate as others and we should always allow the children to control their own dreams and ambitions.

Keeping children motivated is always a difficult challenge. As a parent always try to instill enthusiasm and lots of hugs and kisses. Encourage your children to believe in themselves and that you believe in them too. Be positive in their accomplishments and supportive during the ups and downs.

Set goals, foster self-responsibility, discourage excuses, encourage persistence, support their coach and always remember that winning is not always measured by a medal but it can simply be achieving a goal they have set, whether that be a test passed, landing a double loop or doing their best program ever.

Please always try to remember that we all strive to provide a safe and happy environment for our children to learn, develop self confidence and pride in their accomplishments. When your child steps out onto the ice the following poem by W. A. Clennan describes what we are all trying to achieve:

*"The contest lasts for moments,  
though the training has taken years.*

*It wasn't the winning alone that was worth  
the work and tears.*

*The applause will be forgotten,  
the prize will be misplaced,  
but the long hard hours of practice will never be a waste.*

*In trying to win you build a skill,  
you learn that winning depends on will.*

*You never grow by how much you win,  
you only grow by how much you put in.*

*So any challenge you have just begun,  
put forth your best and you have already won."*

If you have any comments, suggestions, or corrections for the next revision of our Club Manual, please contact Lynda Pitre.

Information about Skate Canada was taken from the Skate Canada website, where much more information can be found: [www.skatecanada.ca](http://www.skatecanada.ca)

## BACK COVER

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