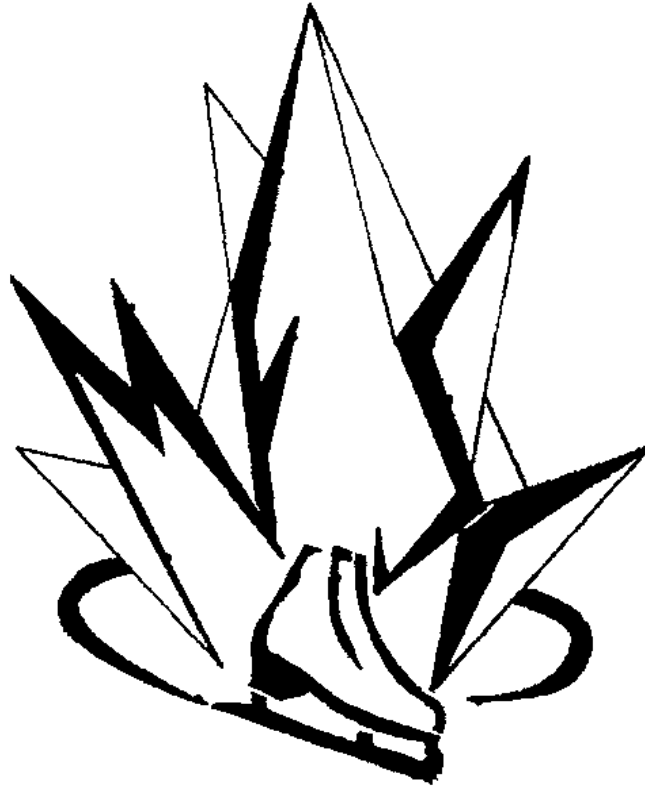


**Mackenzie Figure Skating Club
Parent Handbook
2008/2009**



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Please visit our web site at <http://www3.telus.net/mfsc/>



2008-2009 Club Executive

President: Line Giguere
Vice-President: Jodi Paulson
Treasurer: Debra Barnes
Secretary: Shelley L'Heureux
Test & Competition Chair: Veronica Hartman
Registrar: Jessica McDonald
Registrar: Shelley L'Heureux
Pro-Liaison: Dorinda Kryschuk
Fundraising Chair: Jessica McDonald
Ice & Music: Kerry Tackitt
Publicity: *vacant*
Ice Show Chair: Jodi Paulson
Trustee: Nicole Lavoie
Trustee: Charlene Hunt

Coach: Janet O'Neill

CanSkate Coordinators: *vacant*
FunSkate Coordinator: *vacant*
Junior Coordinator: *vacant*
Senior Coordinator: *vacant*

If you are interested in joining the MFSC Executive, please see one of the current executive members for details.



Important Dates

First Day of Skating: October 6, 2008
Christmas Break: December 22, 2008 – January 5, 2009
Final Day of Skating: TBA
Ice Show: April 3 & 4, 2009
BC Northern Winter Games: February 12 – 15, 2009



Program Descriptions and Costs

Days, times, costs and information listed are believed to be correct at the time of publication. However, some inaccuracies may exist. The MFSC reserves the right to correct these without notice.

****Friday's may be cancelled due to competition****
****Scheduling may be subject to change****

1. CanSkate Program A

Our school-aged learn to skate program. These group lessons are designed for skaters to learn the basics such as forward and backward skating, stopping, turning, edges and crosscuts. Skaters in this program work on badges 1-4 and can move up to CanSkate Program B and CanSkate Program Plus with coaches recommendation..

Days	Times	Cost
Tuesday and Thursday	5:15-6:00 PM	\$215 per season
See below for information on cost breakdowns, fundraising, payment options and refund policy.		

2. CanSkate Program Plus (previously Jumpstart)

An enrichment program for CanSkate Program A and B who are working on badges 3-6. Part group lessons and part private lessons. Parents need to make arrangements for private lessons with coaches. Must get coaches approval to join CanSkate Program Plus.

Days	Times	Cost
Friday	3:30-4:30 PM	\$85 per season (plus the cost of CanSkate or FunSkate)
See below for information on cost breakdowns, fundraising, payment options and refund policy.		

3. CanSkate Program B (previously FunSkate)

Group lessons designed for those skaters who wish to learn the basics of figure skating. Components include stroking, freeskate, dance, synchronized skating and skating skills. Skaters in this program work on badges 4-6 and can include CanSkate Program Plus or move to StarSkate Juniors with coaches recommendation.

Days	Times	Cost
Tuesday	3:00-3:45 PM	\$275.00 per season
Thursday	3:00-4:00 PM	
See below for information on cost breakdowns, fundraising, payment options and refund policy.		

4. **StarSkate Juniors**

Group lessons designed for those skaters wishing to become involved in the test stream and/or competitions. Group lessons will cover the Preliminary level dances, skating skills and free skate elements. Skill improvement, mental focus as well as fun, fitness, good sportsmanship and club spirit will be emphasized. Skater must be working on level 6 or 7 badges and must have coaches recommendation to move to StarSkate Seniors. Private and semi-private lessons are available for booking on the rest of the scheduled ice time for this program. Please contact the coach to arrange these lessons.

Days	Times	Cost
Monday	3:00-4:00 PM	\$435 per season
Wednesday	3:00-4:15 PM	
Wednesday Dryland	4:30-5:00 PM	
Friday AM	6:45-8:00 AM	
See below for information on cost breakdowns, fundraising, payment options and refund policy.		

5. **StarSkate Seniors**

The Senior sessions are designed for those skaters that can practice well on their own and wish to be involved in the StarSkate/Competitive test streams and/or competitions competing in Preliminary competitions or higher. Skill improvement, mental focus as well as fun, fitness, good sportsmanship and club spirit will be emphasized. Group stroking sessions will be provided on Mondays, Wednesdays and Fridays and the rest of the ice time is divided for dance, skating skills and free skate. Private, semi-private and small group lessons are recommended and available for booking to get the instruction needed in the different disciplines. **Please contact the coach a week or more prior to the start of the skating season to schedule lessons.** Skaters must have passed their first tests in order to move to StarSkate Seniors and have coaches recommendation.

Days	Times	Cost
Fees (see footnotes below)		\$65 per season
Monday (required)	4:15-5:45 PM	\$160 per season
Tuesday	3:45-5:00 PM	\$100 per season
Wednesday (required)	6:30-8:00 AM	\$140 per season
Thursday	4:00-5:15 PM	\$100 per season
Friday	4:30-6:00 PM	\$140 per season
See below for information on cost breakdowns, fundraising, payment options and refund policy.		



Cost Breakdowns, Payment Options and Refund Policy

1) Cost Breakdown

All programs (except StarSkate Seniors) include the following in their cost. Seniors must add these fees to their daily choice total.

- a) Skate Canada Fees: \$30.00
- b) MFSC Fees: \$9.35
- c) Insurance: \$0.65
- d) Dinner Raffle Ticket¹: \$25.00

Total: \$65 per skater

¹ Fundraising item. Please note that this fee can be recovered by selling ticket.

2) Payment Options

Lump Sum: Cash, Cheque*, **Post-Dated Cheques:**

Your full payment may be broken into six payments with the following considerations:

- a) 1/6th of lessons fees plus the \$65.00 registration fees must be paid at time of registration; and
- b) 5 post dated cheques the each amount (1/6th of total) dated the 1st of each month starting October and Continuing through to February.

* A \$20 surcharge will be applied to all NSF cheques.

3) Refund Policy

All session fees are non-refundable with the following exceptions:

- a) Medical reasons with a doctor's note
- b) Moving out of Mackenzie
- c) 1st time skater in CanSkate who has formally withdrawn from the lessons. **Formal withdrawal consists of telling the registrar, coordinator or club president of the problem before the end of the first 4 lessons and submitting a written request for a refund to the club president within 4 weeks of the first lesson.**

Refunds will consist of the ice/coaching fee, **MINUS** lessons elapsed, registration fees, as well as a \$5.00 administrative fee.



Coach Information

Janet O'Neill

Canskate and SartSkate Programs Coach

- 28 years of coaching experience
- NCCP Certified Level 3 – Singles
- NCCP Certified Level 2 – Dance & Pairs
- Gold Figure, Freeskate & Dance
- Novice Competitive Singles
- Gold Interpretive Dance
- Competitive Skating Skills
- Skating Skills Class 1 (Gold)
- Private & Semi-private lessons available on ice and off ice



Equipment

Good equipment is important for comfort and safety, as well as ensuring effective progress. All skaters should have their own skates, preferably fitted by a skate shop or by a qualified skate dealer. **A good fit in a pair of quality used boots is better than a pair of low-quality new boots for skaters starting basic figure skating skills.** Leather boots with firm support around the ankle and properly sharpened blades are essential. Molded boots are often too stiff and inflexible.

The boots should be fitted with one pair of socks and there needs to be room to move the toes, but the foot should not slide. The heel must fit firmly and should not be able to move up and down.

Skates need to be laced fairly loosely over the toe and the front of the foot, but snugly over the ankles. Laces should be tucked in and not wrapped around the top of the skate.

The blades need to be clean and free of any rust, nicks and ridges. **Skate guards should be worn to and from the ice surface** but removed for storage. Blades should be cleaned and dried thoroughly after each session to prevent rusting. The blades should be sharpened regularly for the skater's benefit. Skaters need to get their skates sharpened approximately every 25-30 hours. If the skater is skating more often then more frequent sharpening is recommended.

Where to Buy

The Mackenzie Figure Skating Club offers a used skate and dress sale once a year in September. A list of used skates for sale may be found year round on the club bulletin board. The following locations are recommended for:

Skate Purchases and Skate Sharpening		
Skate Tek Plus Paul deCosta	e-mail: pdecosta@pris.ca Dawson Creek	(250)782-3184 Message line 3
ProSkate Service	16972 – 111 th Ave., Edmonton, AB	1-866-481-5532
The Leading Edge	Surrey, B.C. (www.ice-sk8.com)	1-866-888-4454
Koops Bike Shop	1659 S Nicholson Prince George, B.C.	250-563-4828
Skate Sharpening for Lower Level CanSkate and Preschool Level		
Macleods True-Value	700A Mackenzie Blvd	997-4555
Clothing and Accessories		
Bette B Design	353 N Nicholson, Prince George	564-7734
ProSkate Service	16972 – 111 th Ave., Edmonton, AB	1-866-481-5532
The Leading Edge	Surrey, B.C. (www.ice-sk8.com)	1-866-888-4454
Koops Bike Shop	1659 S Nicholson Prince George, B.C.	1-250-563-4828



Anticipated Expenses

Ice Rental, Coaches Salary, office rental and administrative expenses total approximately \$33,000.

In order to keep from raising registration fees the club must raise an additional \$11,000 to cover our anticipated expenses



Fundraising and Volunteering

As figure skating is one of the few amateur sports required to hire a professional coaching staff, the cost of our program is considerably higher than most other sports. Consequently, our club must work extremely hard at fundraising in order to meet both our community and financial obligations while keeping the cost of skating affordable. There are several fundraising events planned for the season that we anticipate will be successful.

It is the policy of the Mackenzie Figure Skating Club that **all families assist the club in fundraising** by volunteering their time helping with club functions. We ask that each family help as many times as possible in order to keep the Mackenzie Figure Skating Club successful.

The tentative fundraising and activities are as follow:

1. Dinner/Raffle: November → TBA
2. Skate-A-Thon: November 21, 2008
3. Ice Show: April 3 & 4, 2009
4. Bottle Drive: → TBA
5. Bake Sales: → TBA
6. Others if necessary: → TBA

Our main fundraiser again this year is the Dinner/Raffle. **Every family will be expected to provide an item valued no lower than \$25.00 for the raffle** which may be handmade or purchased for donation. Please see info attached to your Dinner Ticket which you will receive at the start of skating.

Volunteers will be required throughout the year for the following:

- **Dinner/Raffle:** Set-up & clean-up
- **Bake Sales:** Providing baking or manning sale
- **Ice Show:** Dressing room parent, assisting with advertising, collecting tickets at the door, and decorating/cleaning-up arena
- **Assisting the Coach with the following:** Session music playing and/or serving as an arena assistant i.e. "CanSkate Mom"
- **Other Events as Necessary**

If you can help with any of these tasks or would like to take charge of an event please call Jessica McDonald at 997-4242 or Sharon Simon at 997-6197.



Music Room

The music room is setup for parents to play music for the skaters during skating. The room should stay clean at all time and quiet during ice sessions to help the music player. The following rules apply:

1. The Music Room is for the Music Player, Coach, and for Parents to discuss skating issues;
2. Skaters **must not change** in the music room. They can change in change rooms and keep their skating bags in the stands during their lesson; and
3. No food or beverages in Music Room unless you are playing music and **all garbage must be picked up** before leaving the room.

The Skaters and Coach depend on parent volunteers to play music. **Please** sign up to play music and do your part to help out. If every parent volunteers one day you would only have to volunteer to play music about once a month. Sign up sheet is in the music cabinet.

“Thank you for volunteering”



Preparing for CanSkate Programs

Each child needs:

- Skates (see notes below about proper fit and selection)
- A properly fitted and adjusted CSA-approved helmet
- Warm mitts and clothing (snow pants and warm sweater to start)
- If they find they are too warm, then sweat suits, sweaters and warm mitts are okay
- Skating dresses for the girls are permitted, but warm tights, mitts and a sweater should still be worn

Ensure skates have less than two finger widths of growing room. To check this:

- The child puts the skate on with loose laces, slides his/her foot forward in the boot and bends his/her knees
- Measure the clearance with your index and middle fingers inside the boot at the back of the heel

Tying the skates to check for fit and support:

- Ensure the skate guards are on the skates. Tie laces loosely over the toes and front of the foot, and tie snugly over the ankle and instep.
- Skates should fit snugly around the ankle and heel with some room for movement of the toes
- The child stands up, bends their knees slightly and walks in the skate without the ankles dropping to either side
- The skate should feel comfortable

All newly purchase skates must be sharpened:

- All skates need sharpening approximately every 30 hours depending on usage and care. It is very difficult to learn to skate on dull blades
- Figure skates need special sharpening. See the MFSC Parent Handbook for businesses that sharpen figure skates

Guards are recommended:

- Guards protect the skate blade from dulling and should be worn while walking on all surfaces. It is not recommended to walk outside due to the possibility of gravel getting into the guards and damaging the blade

Dry blades and sole plate completely with a cloth after skating

- Always remove guards before storing skates to prevent rust and air boots after each use



Competitive and Test Skating Information

All Skaters:

- All new programs require one hour of off-ice choreography
- Competition music must be selected at least 8 weeks **prior** to event
- Choreography must be complete 6 weeks **prior** to event
- Skaters 11 years and older must volunteer as program assistants for a minimum of 12 sessions. Talk to the coach early to get your choice of days!

Skating Less Than 3 Days per Week:

- Due to time constraints, only one **NEW** program per season with the coach.

Skater Progression from Recreation (Group Lesson) to Testing and/or Competitive Skating (Private Lessons):

At any time a skater may enter the Test/Competitive program; completion of CanSkate Programs is not a prerequisite. Below is a glossary of terms you will need to know:

- **Recreational Stream** – The skater is interested in learning the fundamentals of skating and will learn some basic figure skating techniques. The programs offered to these skaters are CanSkate Program A, CanSkate Program B, and CanSkate Program Plus.
- **Recreational Stream** – The skater is interested in learning the fundamentals of skating and will learn some basic figure skating techniques. The programs offered to these skaters are CanSkate Program A, CanSkate Program B, and CanSkate Program Plus.
- **Test/Competitive Stream** – The interest is in learning all the aspects of figure skating. The skater will require private lessons during StarSkate Programs (Junior & Senior) to complete the test requirements. As with any private lessons, the skaters are responsible for hiring a professional club coach of their own choice. Testing is performed on the following categories:
 - **Skills:** Exercises containing edges, turns, small jumps and field moves designed to teach fundamental movements to skaters. The basic components of all

disciplines of figure skating are incorporated into the program. Skills exercises are skated to prescribed music.

- **Freeskate:** The more athletic part of figure skating where the skaters practice jumps, spins, interconnecting footwork and field moves and choreographed programs to music.
- **Dance:** Ballroom dancing on ice. Skaters practice compulsory dance patterns to music
- **Interpretive:** Introduced to encourage creativity and interpretation of music rather than technical difficulty. Interpretive programs contain a variety of moves selected for their value in enhancing the interpretation of music.
- **Pairs Skating:** The skating in unison of two people who perform movements in harmony. It includes lifts, throws and side-by-side jumps and spins. It is often confused with ice dancing, however the two disciplines are very different.
- **Competitive Skating:** Specific competitive tests are required to enter the competitive stream and these are accomplished at the juvenile level. Skaters in the competitive stream may qualify for Provincial, National and International events. At competitions there is a panel of three to nine judges that assign the skater a mark based on the level of performance.

Test Information

When a skater advances into the “test stream”, they wait for test days sanctioned by Skate Canada. The Mackenzie Figure Skating Club tries to hold a low test at least once during the season. These skaters are tested in Skills, Freeskate, and Ice Dance. Centralized tests or high tests are for skaters at higher levels and are performed at various club locations in the Cariboo North Central Region. These skaters are evaluated in the above mentioned tests with the addition of Pairs and Interpretive. The skater is evaluated on a scale of excellent, good, satisfactory or needs improvement and the results are given to the coach to share with individual skaters and his or her parents.

Practice Sessions and Descriptions

The club offers specific ice time for the development of Skills, Freeskate and Dance. Also offered are the sessions described below:

- **Stroking:** Incorporates endurance and technique training of the basic skating stroke. This is a prepaid group lesson included in the registration fees
- **Open:** All levels and all disciplines are able to use this ice time.

For further information on Test/Competitive Skating please contact the MFSC Test and Competition Chair.

Private Lessons

Private lessons given by professional club coaches are available to all club members. It is up to the skater or parents to approach the coach if he/she wishes to take lessons. Lessons are generally 15 minutes in duration and are available in all skating disciplines. The coach will inform their students of lesson rates and billing procedures and will recommend a program of lessons based on the amount of skating times per week, goals, and budget. Skaters purchase blocks of ice time from the club for these lessons. It is important that the skaters are able to concentrate and work on their own. In addition to lessons fees, the skater should check with the coach regarding fees for: coaching at test and competitions, music editing for programs,

partnering for dance test, goal setting and year planning and travel expenses. Lessons not cancelled in advance may be subject to a charge.

If for some reason the skater wishes to change coaches, they must notify the current coach and bring their account up to date. Student/Parent/Coach relationships are confidential and therefore any concerns or problems should be discussed and resolved privately. **If a problem or concern cannot be resolved with the coach, it should be addressed, in writing, to the Professional Liaison.**

Club Courtesies and Guidelines

The Mackenzie Figure Skating Club has an acceptable behavior standard and all skaters are expected to conduct themselves within these guidelines. The professional coaches and session coordinators are responsible for ensuring that this standard is maintained and reserve the right to require a skater to leave the ice until prepared to adhere to these guidelines.

Acceptable behavior includes treating the arena facilities in an appropriate manner (e.g. no kicking or digging holes in the ice). Skater should inform a coach or session coordinator of ice damage immediately to ensure the safety of all skaters until a repair can be made.

Session Protocol:

- Please be prompt to ensure the skater receives their entire lesson. Lost lesson time cannot be made up.
- The skater must sign up for buy-ons on the Buy-On Clipboard located in the music cabinet. The skater's name and date must be recorded on the buy-on sheet. The skater will be billed by the club and charged for the length of the session, not actual time skated.
- It is the intention of the club to ensure that all skaters have their music played once per session. After all skaters have had the opportunity of having their solo played, skaters may request their music again. Note that coaches have priority for music when conducting lessons.
- Right-of-way should be given to those skaters having a lessons and/or having their music played.
- Be alert for other skaters. Your safety and that of others is your responsibility!
- Be considerate of others while using the facilities. The skater should pick up their belongings from the ice area, as well as in the dressing room and help keep the dressing room clean by disposing of garbage in a proper manner.
- No food or gum on the ice! Plastic water bottles permitted and encouraged.
- Swearing is not acceptable at any time and is cause for immediate removal from ice.
- Inappropriate behavior will result in the skater being asked to leave the ice.
- Non-skaters are requested to remain in the bleachers to view skating to keep distractions to a minimum.
- Student/Parent/Coach relationships are confidential and therefore any concerns or problems should be discussed and resolved privately.
- Do not interrupt your coach when he or she is giving a lesson to another skater.
- Although skating can be very competitive, all skaters and parents are encouraged to support one another on regular practices as well as at the competitions and tests.
- Respect the property of others in the change room.
- Work enthusiastically and use each session for its designated purpose. Good habits bring positive results.

Dress Code

The more experienced skater should wear a skating dress or skirt with warm tights, bodysuit or warm-up pants. The male skaters should wear straight-legged stretch pants and sweater. This enables the coach to see proper body positions. Gloves should be worn for practices and warm ups. Long hair needs to be tied back.

Expenses to Parents of Competitive and Test Skaters

These vary with each event but can be anywhere from \$30 to \$50. **Test forms and fees must be submitted on time.** Please contact the club Test & Competition Chair for more details.

Registration fees must be paid prior to any function and are non-refundable except in the case of a family emergency or medical reason which requires a doctor's note.

Travel Expenses

When competing or testing, expect costs of transportation, meals and one or two nights of accommodation. These expenses can often be split by sharing with another skater/parent.

Coach Expenses

The coach's travel, accommodation and meal costs will be divided equally among skaters registered to attend away functions. The following rules are to be followed:

- Meal rates not to exceed \$40.00 (breakfast - \$10.00, lunch - \$12.00, dinner - \$18.00)
- Coach will be asked to share accommodations whenever possible
- Accommodations not to cost more than \$100.00 per night
- The coach will be reimbursed for gas (\$ 0.30/km or gas receipts) when taking her own vehicle, but is asked to share transportation whenever possible
- **The coach is not responsible for arranging her transportation. If you are able to offer her/him a ride or share a room please contact her/him as soon as possible so she/he can make arrangements**

Coach Professional Fees

If your child attends a competition or test day you will be billed following the event or test. Coach fee schedules are available from your coach.

Tentative Calendar of Test and Competitions

Please see our website at <http://www3.telus.net/mfsc/> or ask one of the executive members for a copy.



Professional Coaches' Code of Ethics

As a condition of membership, Skate Canada Professional Coaches agree to respect and abide by the Professional Coaches Code of Ethics at all times. Professional coaches are required to provide a copy of this code to all of their customers.

Professional Coaches' Code of Ethics

1.0 SKATE CANADA MISSION STATEMENT

Skate Canada is an Association dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime for fun, fitness and/or achievement.

2.0 PURPOSE OF CODE

The Professional Coaches' Code of Ethics has been developed to aid coaches in achieving a level of behaviour that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings. The athlete/coach relationship is a privileged one and professional coaches play a critical role in the personal as well as athletic development of their athletes.

To create and maintain a positive and successful learning environment, all stakeholders involved in our sport (athletes, parents, coaches, officials and volunteers) must share a common vision and understanding of their role as their actions ultimately contribute to, or undermine, the existence of a positive skating environment. All Skate Canada Professional Coaches are responsible for establishing and maintaining ethical coaching behaviour.

3.0 ETHICAL OBLIGATIONS TO THE SPORT AND THE PROFESSION

- 3.1) At all times conduct oneself in a manner which does not have a material adverse effect on the sport of skating, or on the goodwill and reputation of Skate Canada. Support and promote Skate Canada, its programs and the sport of skating.
- 3.2) Be familiar with and adhere to the standards of coaching as defined under Section 2400 of the Skate Canada Rulebook.
- 3.3) Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations and programs so as to be able to produce a positive skating environment in a professional manner.
- 3.4) Actively participate in the development and/or maintenance of desirable coaching standards in our sport (practice, education, certification and working conditions) and maintain professional competence by continually upgrading one's education in the sport and in related fields beneficial to skating (e.g. the performing arts, sport science, sport psychology, officiating, etc.).
- 3.5) Initiate and support actions that are required to meet the needs of the athletes, the club/school and skating in general with coaching colleagues, judges/evaluators and club/school officials.
- 3.6) Accept personal responsibility for providing and delivering coaching services in a safe and professional manner.
- 3.7) Negotiate coaching contracts in good faith and adhere to their terms.
- 3.8) Accurately represent one's technical, educational and professional credentials and resume.
- 3.9) Dress in a neat, clean and appropriate manner that is becoming of a member of this profession.
- 3.10) Give back a certain portion of time, effort and knowledge to our sport as a volunteer.
- 3.11) Coaches may produce resumes, flyers, pamphlets, web pages or other promotional material to advertise and promote their services, qualifications and experience and may distribute this information to individuals when requested by those individuals.

- 3.12) Coaches may advertise their services, qualifications and experience on-line, and through advertisements in print media (e.g. newspapers or Yellow Pages).
- 3.13) Provided the club or skating school has granted the same permission for all coaches, coaches may display a resume, flyer, brochure, or advertisement for their coaching services or lesson availability on a club bulletin board, club web site or club newsletter.
- 3.14) Coaches may participate in self-promotional activities that do not violate other clauses in this code.

4.0 ETHICAL OBLIGATIONS TO ALL INDIVIDUALS

- 4.1) Exhibit the important character traits of honesty, integrity, fairness, reliability/ dependability and cooperation when dealing with all participants in the sport so as to bring credit to the profession.
- 4.2) Treat everyone fairly within the context of their activity regardless of skating ability and participation goals.
- 4.3) Be a positive role model and encourage sportsmanship by demonstrating respect, courtesy, and positive support for all athletes, coaches, officials and volunteers at all times. Do not engage in actions (verbal or physical) that unfairly disadvantage a given athlete (or athletes) over another. Actively encourage athletes to learn and uphold the rules of their sport and the spirit of such rules.
- 4.4) Refrain from engaging in conduct which constitutes personal harassment or abuse of power in relation to another Skate Canada member. For these purposes:
 - a) "Personal harassment" is defined as improper conduct (comment, conduct, or gestures), which is directed toward an individual, and which is offensive or harmful to that individual, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted.
 - b) "Abuse of power" is defined as conduct which involves the improper use of power, trust or authority inherent in a position held, which is directed toward an individual, and which endangers the job or performance of the individual, or undermines his or her job or performance, or in any way interferes with or influences the performance or career of that individual.
 - c) This conduct includes verbal, psychological and physical forms of behaviour, is demeaning, belittling, or causes personal humiliation or embarrassment, and may be on a one-time or continuous basis.
 - d) This conduct does not have to be made with the intent to harass or to abuse power, as the case may be, to constitute harassment or abuse of power;
 - e) The conduct takes place at or during the course of any Skate Canada business or skating activity or event (including business or skating activities or events of member organizations); or, outside of those situations, when the conduct occurs between members of Skate Canada, and the conduct adversely affects Skate Canada skating environment.
- 4.5) Refrain from engaging in conduct which constitutes discriminatory or sexual harassment. Discriminatory and sexual harassment, whether verbal, physical, or institutional, is unacceptable and will not be tolerated by Skate Canada.
 - a) Discriminatory harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to or motivated by the race, national or ethnic origin, colour, religion, age, marital status, family status, disability, or pardoned conviction of that individual or group of individuals, and which is offensive to that individual or group of individuals, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or

embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

- b) Sexual harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to the sex or sexual orientation of that individual or group of individuals, and which might reasonably be expected to cause offense or humiliation to that individual or group of individuals, or which might reasonably be perceived by the individual or group of individuals as placing a condition of a sexual nature on employment, or on any opportunity for training or advancement. Sexual harassment may be directed at members of the same sex or the opposite sex. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

- 4.6) Never advocate or condone the use of illegal drugs, banned or performance enhancing substances.

5.0 ETHICAL OBLIGATIONS TO ATHLETES/PARENTS

- 5.1) Provide the athlete and parent/s with a current copy of the Skate Canada Coaches' Code of Ethics and review the code with the athlete and parent(s).
- 5.2) Assist the athlete in determining realistic goals and objectives in the sport.
- 5.3) Provide the athlete and parent/s with the information necessary to enable them to choose a realistic and affordable course of action to achieve their goals and objectives. Involve parents in management decisions pertaining to their children's development.
- 5.4) Maintain the best interests of the athlete at heart at all times and communicate regularly and effectively with the athlete and parent(s) as to the athlete's progress, changes in Skate Canada rules or club regulations, or other important or relevant information affecting the athlete's participation in the sport.
- 5.5) Place the emotional and physical well-being of the athlete ahead of a personal desire to win.
- 5.6) Be aware of the influence one can exercise over one's athletes and never abuse this trust or position of power.
- 5.7) Avoid making promises or giving guarantees to the athlete and/or parent(s) of test or competitive achievement but rather endeavour to restrict dialogue to the athlete's personal skating development.
- 5.8) Clearly outline your available coaching services including cost and method of payment prior to providing any services as agreed or contracted by your athlete/parent.
- 5.9) Invoice the athlete/parent for services performed and only for the appropriate value. Invoicing athletes/parents for lessons or professional time not provided or to be provided in the future is not acceptable.
- 5.10) Respect the fact that an athlete and/or parent/s have the right to contract the services of another coach to either replace or supplement the athlete's instruction.
- 5.11) Abstain from the consumption of alcoholic beverages or use of tobacco in the presence of athletes in the training environment. Coaches should be role models for athletes and encourage healthy habits.

6.0 ETHICAL OBLIGATIONS TO PROFESSIONAL COLLEAGUES

- 6.1) Strive to create and maintain cooperative relationships with coaching colleagues for the purpose of ensuring a positive skating environment.
- 6.2) Refrain from criticizing another coach's teaching methods, techniques and/or opinions unless done so with the coach's knowledge or permission.

- 6.3) Respect the fact that a coach becomes the base coach of an athlete from the moment that an athlete contracts the services of that coach, whether individually or in a group situation, and that other coaches must initiate discussion about an athlete's training only through the base coach.
- 6.4) Respect a coach/athlete and/or parent/s' relationship and not solicit or cause to be solicited, directly or indirectly, or through a third party the athlete/s of another coach.
- 6.5) Coaches may respond to athletes or parents who approach them and ask questions regarding their services, experience, qualifications, teaching methodology and coaching philosophy.
- 6.6) Pursue the following course of conduct in the event that any of the following or similar situations occur:
 - (a) To communicate clear, precise guidelines or parameters to a coaching colleague whose services one wishes to retain on a temporary or permanent basis to assist, supplement or replace one's services currently being rendered and to communicate these parameters to the athlete and/or parent/s.
 - (b) To obtain authorization and clear, precise instructions from a coaching colleague as to what the coach wishes to be done with the athlete in the absence of the coach or agreed upon team coaching situation and do nothing to undermine the base coach/athlete and/or parent/s' relationship.
 - (c) To immediately advise a coaching colleague and seek confirmation from that coach that all undisputed coaching and/or related skating bills are paid or arranged to be paid to the reasonable satisfaction of the coach and/or club upon being approached by an athlete and/or parent/s who request to contract your services. This is to ensure that the proper procedure occurs when taking on a new athlete as a student. The parent should have discussed the situation with the previous coach and informed him/her of the change to the new coach. All bills should have been paid to the former coach prior to coaching a new student.

7.0 VIOLATION OF THE PROFESSIONAL COACHES' CODE OF ETHICS

- 7.1) All violations are to be dealt with according to the Dispute Resolution Process of the Club involved and/or Section as specified in the CSE policy. Contact your Club or Section Office for a copy of the Dispute Resolution Process to be followed.

