

Courtesy

Skaters should respect the rights of other skaters and be constantly aware of what is happening on the ice. Strive to avoid collisions!

Skater Right of Way

The skater who is "on program" (who's music is playing) has the right of way at all times, and other skaters are expected to give them free maneuvering room. Second in priority are those skaters who are currently in lessons with a coach or dance partner.

Dangerous Singles Moves

Skaters should be aware of the danger an exposed blade poses to other skaters. When undertaking a "blind move", skaters should assess the available space before beginning the move to ensure safety of all skaters.

Falls and Injuries

When a fall occurs, skaters are expected to get up as quickly as possible to avoid collisions with other skaters that may not be aware of the fall.

In the event of a serious on-ice injury:

- Coach(es) on the ice should be notified immediately,
- A coach or Executive member should contact emergency services if required,
- Do not leave an injured skater unattended,
- Another skater should be appointed to stand "guard" to avoid collisions,
- A blanket or warm-up jacket/sweatshirt may be laid over the injured skater while waiting for qualified help to arrive,
- Avoid picking an injured skater up without a coach present to avoid further injury,
- Allow the injured skater to get up on their own,
- The attending coach and/or Executive member will be required to complete an Incident Report for the arena and a copy of the report should be maintained for Club records. Blank templates of the Incident Reports can be found in the First Aid kit located in the cage and in the First Aid kit at the boards.

A small First Aid kit will be kept at the boards during sessions. A complete First Aid kit is stored in the cage and can be accessed as required.

Don't Stand Around

Skaters should refrain from standing around and visiting while on the ice. This presents an additional hazard for other skaters to avoid.

Kleenex

Skaters using tissues should step off the ice to do so and dispose of them in the garbage immediately. Kleenex's that fall on the ice are difficult to see and pose a significant hazard to all skaters.

Helmets

CSA approved helmets are mandatory for CanSkate skaters to Stage 5 level.

Skater Code of Conduct

- Skaters should comply with the Ice Safety policies listed above,
- Skaters need to share the dressing room space. All skaters should take care to keep their personal items contained to a small area,
- Avoid leaving valuables in the dressing room. The Club is not responsible for lost or stolen items.
- Skaters should respect the belongings of their fellow club-mates. Skaters will not handle or move another skater's belongings without that skater's permission,
- Male skaters are welcome to use the referee room,
- There is to be no eating, gum chewing or drinking on the ice (with the exception of water),
- Inappropriate language or harmful activity will not be tolerated on the ice or the dressing rooms,
- Skaters are to be supportive and courteous to all fellow skaters, coaches, and ice captains,
- No drugs or alcoholic beverages are to be in the possession of any skater. Skaters who are under the influence of the above mentioned will be asked to leave the ice immediately,
- Skaters will wear appropriate skating attire while on the ice,
- Skaters will ensure their hair is tied back for proper visibility,
- All skaters in the Starskate program should wear properly fitting and appropriately supportive figure skates.

It is the responsibility of each skater, as a member of the NDSC to conduct herself/himself in a manner that reflects the rules above, whether at home or at any other club. The NDSC holds the right to suspend any skater for violation of these rules.

Parent/Guardian Code of Conduct

- Fathers or other male caregiver's are not allowed in the Starskate dressing room.
- Assistance to tie skates can be provided outside of the dressing room. Should a skater require assistance dressing, an Executive member or coach can suggest an alternate dressing room,
- Parents/guardians are to be supportive and courteous to all fellow skaters, coaches, and ice captains,
- Parents/guardians should avoid "coaching from the boards". It is distracting to the skaters on the ice.
- Off-ice supervision and safety of skaters is always the responsibility of the parent/guardian.
- Due to the nature of the sport falls and injuries can happen and parents must be "reachable" at all times.

Coach Code of Conduct

- All coaches will have a current and valid coaching contract with the Club before commencing to offer coaching services,
- Coaches will maintain appropriate communication with parents and skaters and clearly communicate fee expectations,
- Coaches will abide by the Club policy and procedures,
- Coaches will adhere to the professional education standards set out in the CFSA/Skate Canada Rulebook,
- Coaches will maintain positive and respectful relations with all Club members, skaters, coaches, and instructors.

Executive Code of Conduct

- Executive members will maintain positive and respectful relations with all Club members, skaters, coaches, and instructors,
- Executive members will strive to be positive ambassadors for NDSC and will maintain professionalism when dealing with Club members particularly in conflict resolution,
- Whenever possible, NDSC Executive will be elected to an Executive position for a two year term.

Music Playing

The playing of music will be managed by the coaches on the ice. A music playing schedule may be developed should it be required. Parents/guardians may be requested to assist during specific music playing times.

Solos can only be played during FREESKATE times or during OPEN times. During Dance or Skills sessions, only dance or skill music can be played. The only exception to this is if the music is requested by a coach.

Coach/Dance Partner requests take first priority before skater requests.

Each skater can request their solo music to be played.

The iPad used for the playing of music is the property of the Napanee and District Skating Club and is not to be borrowed or to be removed from the premises unless to be used by a coach for the specific benefit of NDSC skaters. In such a case, permission will have to be obtained from the Club President in advance of its use.

Bingos

If a skater is skating one night, then one bingo is required. If a skater is skating two nights then two bingos are required. A third bingo is not required if the skater is registered for a third night of skating. This commitment is for each skater. When bingo commitments have been fulfilled throughout the skating season, a credit of \$50.00 for each bingo worked will be returned to the parents. Those willing to complete extra bingos may earn a \$50 credit for each bingo worked that can be applied to the next skating session. These credits are not transferrable and unused Bingo credits cannot be redeemed for cash.

Additional Fundraising

To keep the cost of skating as low as possible a variety of fundraisers will take place throughout the skating year. Information will be distributed as fundraisers are set up.

Guest Skating

No more than three guest skaters will be permitted to join the ice at any given session. The total number of skaters must not exceed the maximum number of skaters registered. Consideration may also be given to the level of the guest skater to ensure skater safety. Guest skating should be coordinated with the Registrar to determine if the skater may skate. Guest skaters must comply with the Skater Code of Conduct.

Guest skaters should consult the Club website for form completion.

Cancellations

The Club is not responsible for Facility cancellations.

Registration and Skating Fees

Registration fees may be paid by cheque or cash. All cheques are to be made payable to Napanee & District Skating Club. These fees may be broken down in smaller payments to be made throughout the year on a specific schedule. Skaters will not be permitted to take to the ice without being properly registered with the skating club.

Families with three skaters registering in any N.D.S.C program may deduct half off the third skater's registration costs.

The Napanee and District Skating Club reserves the right to move skaters from one session to another depending on the skaters ability and to change skaters' ice time depending on registration. The skater must register in the category for which they are qualified at the time of registration. A letter of permission from "Home Club" President or Test Chair must accompany the application form for Non-NDSC members.

A \$35.00 mandatory non-refundable membership Skate Canada and Sound fee is included in the registration fee.

There will be no refunds granted after a specified date unless accompanied by a doctor's certificate or at Executive discretion. A letter requesting a refund should be submitted to the Executive of N.D.S.C.

There will be a 10% "Administration Fee" charged in regard to any refund.

A fee of \$40.00 will be charged for any NSF or returned cheques.

Failure to immediately resolve any outstanding debts or to register properly with the skating club will result in an interruption to the skater's skating privileges and the following steps will be taken:

1. If there is an overdue balance an invoice will be delivered to the parents/guardians of the skater by the Treasurer. The family will be given 2 weeks to clear up any late payments.
2. If two weeks pass without payment then the President will be informed and the President will send a letter directly to the family instructing them that they have 30 days to pay or the following steps will be taken: (1) skater's skating privileges will be revoked, (2) Skate Canada will be informed that the skater was no longer in good standing with the Club, (3) test days, competitions and guest skating at other clubs will not be possible

All outstanding debts must be cleared before a skater may register for a new season. The Treasurer and/or President will inform the Registrar of any family that should see the President before registering.

Only the Treasurer and the President should be aware of the personal financial details.

If a member is not in "good standing", the Treasurer will inform the Test Chairs and/or Competition Chairs before registration for upcoming test days/competitions.

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All skaters must register in the category for which they are qualified at the time of registration. Non-NDSC members must submit a letter of permission from the skater's Home Club's President or Test Chair.

Competitions

It is recommended that skaters attending a competition should be accompanied by a certified Skate Canada coach as parents/guardians are prohibited from "boarding" at competitions.

Competition coaching fees and arrangements are the responsibility of the skater and family.

Coaches should coordinate with the Competition Chair, in advance of the competition, to ensure the skating member is eligible to participate and in "good standing".

It is expected that skaters and coaches will work with the Competition Chair to ensure that the skater is registered for the appropriate competition events according to skating test achievement.

Test Days

Typically, the Club hosts three low test days throughout the Fall/Winter skating season and one high test day. The Club will inform skaters as to Test Day dates.

Skaters will be given an envelope with a breakdown of the required test fees. Test fees are to be collected by the Test Chair on/before the test day to ensure skater eligibility.

Low Test Day ice costs will be charged as part of the Test day fee at a subsidized rate of \$10/skater.

The test day schedule will be distributed to all testing skaters one week in advance of the test. Coaches and skaters are expected to review the schedule for accuracy.

Skaters are expected to be at the rink one hour before the test is scheduled.

Coaches will inform skaters of test day attire.

Parents/guardians may be approached by the Test Chair for assistance at the test day.

Test days will be conducted by the Test Chairs according to the policies and procedures found in the Skate Canada Test Chair manual.

Communications

To ensure better communication with skaters and families, the Club will provide information to Club members in either electronic and/or print form.

Club Executive members have been supplied with NDSC email accounts. These email addresses will be made widely available for communication purposes.

Personal member email addresses collected by the Club at registration will be made available to NDSC Executive and coaches as required, but will not be shared with other Club members without permission of the member. The "blind copy" function will be used for Club wide email distribution for privacy purposes.

Information either distributed or posted electronically by the Club will be strictly limited to Club sanctioned news, events, and programs.

It is the responsibility of the skater and family to inquire from the NDSC Executive or coaches should they seek additional information.

Carnival (End of Year)

A Carnival, end of year, ice show is typically organized by the Carnival Chair for a date at the end of March. This show involves skaters of all ability levels. Skater participation as well as volunteer assistance is appreciated.

Awards Banquet

Following the Fall/Winter skating season the Club hosts an Awards Banquet to recognize skater achievement.

Annual General Meeting (AGM)

An AGM will be held no later than 45 days following the end of the Fall/Winter skating season.

Executive Honorarium

Each acting Executive member will be paid a \$100.00 honorarium/year in recognition for their efforts to support the Club. This honorarium can be claimed either in cash payment during the year in which the Executive member holds office or can be redeemed as a credit against their skater's next skating season fees.

Community Out Reach

As an integral part of the greater Napanee community, NDSC will seek out Community Out-Reach opportunities. These events will be Club sanctioned and scheduled into the NDSC skating calendar. The nature and number of events to be undertaken for a given skating season will be determined by the NDSC Executive.

**Helmets
are
Required**



**Adults
&
Children**



**Must be
CSA
Approved**



**Up to &
Including
CanSkate
Stage 5**