



**MEMBER HANDBOOK
2016-2017**

Parents, please take the time to read this handbook as it contains valuable information on how the skating club works.

*Find our group on Facebook ~ PCFSC
Pcfsc2@gmail.com*

Please note that for insurance reasons, registration forms must be submitted prior to stepping on the ice at the beginning of the season.

SKATING SCHEDULE 2016-2017

Please check the figure skating board and monthly newsletters for any changes to the schedule.

MONDAY

Senior	4:30-6:25	Marnee/Mike
Synchro Pre Novice	6:30-7:25	Marnee

WEDNESDAY

Intermediate	4:30-5:50	Marnee/Kaitlyn Bell
Canskate	6:00-6:45	Marnee/Liz/Kaitlyn Bell
Senior	7:00-8:30	Marnee/Liz

FRIDAY

Synchro Elementary	4:30-5:30	Marnee
Synchro Beginners	5:15-5:50	Marnee
Private Lessons	6:00-6:55 (open to 2 nd year intermediate skaters and up)	
	6:55-7:25 (must have passed preliminary free skate/elements)	

Please see details below for change to private lesson session requirements.

SATURDAY

Pre Novice Synchro	7:30-8:50	Marnee
Canskate	9:00-9:45	Marnee/Kaitlyn Bell
Elementary Synchro	9:45-10:50	Marnee
Beginner Synchro	11:00-11:30	Marnee
Intermediate	11:30-1:00	Marnee/Kaitlyn Bell

COACHES

Marnee Reid	764-0926	marnee.reid@sympatico.ca
Mike Gallagher	646-0898	
Liz Beane		liz@centralcartservices.com
Kaitlyn Bell		
Susan Wilson	705 641 1327	

Welcome Message from the Executive:

Welcome to PCFSC's 2016-2017 skating season! We ask that you take the time to read through our handbook, as it contains important information for all skaters! Of particular importance to note, **ALL CANSKATERS ARE REQUIRED TO WEAR A CSA APPROVED HOCKEY HELMET AT ALL TIMES WHILE ON THE ICE.** A winter sport helmet or ski helmet is not acceptable as they are not designed for use in more than one "collision" or fall, where Hockey Helmets are specifically designed to protect through many impacts. It is the responsibility of the skater's parent or guardian to ensure that the helmet worn complies with this Skate Canada Policy!

The costs of the day to day operation of our club have again increased this year, with a small increase in rates for ice time. Our program rates have increased slightly to reflect this, but remain low in comparison to neighbouring clubs, thanks in part to the subsidized ice fees from the Township of Muskoka Lakes. Fundraising remains a very important necessity for our club and we ask that all families participate in our fundraising efforts!

Everyone is encouraged to participate in the running of the club, and we encourage parents and skaters to ask questions, provide constructive criticism, and bring topics of concern to our monthly executive meetings. Should you want a specific topic put on the agenda, please bring it forward to any member of the executive before the scheduled meeting.

It is up to everyone, not just the members of the executive, to volunteer their time in this non-profit organization... **remember many hands make short work.**

Here is this year's executive:

President	Laurie Campbell	765-7239	thecampbells@live.ca
Vice President	Erika Morrison		efergy@hotmail.com
Secretary	Morgan Kadonoff		morgan_kadonoff@hotmail.com
Treasurer	Cheryl Hollows		cheryl.hollows@gmail.com
Registration	Tina Norrie		tmarien98@hotmail.com
Synchro Liaison	Sandy Sellens		sandrasellens@hotmail.com
Photographer	Tina Norrie		tmarien98@hotmail.com
Media	Sandy Sellens		sandrasellens@hotmail.com
Fundraising	Martha Topalnitky	765-6141	martha@remaxhallmark.com
Vintage Blue Rep	Tracy Larkman		info@downtownbracebridge.com
Canskate Liaison	Marianne Eagleson		marianneeagleson@hotmail.com
Social Committee	Lourae Killins		loulou1481@gmail.com
Intermediate Liaison	Dan Gardiner		dgardiner@muskoka.com
Senior Liason	Jodie Evans		jevans@vianet.ca
Santa Skate Chair	BJ Stevens		bjstevens4@gmail.com
Competition/test chair	Paula Croxon		fishingcroxon@hotmail.com
Carnival Chair	Tracy Larkman		info@downtownbracebridge.com
Coaches' Liaison	Marnee Reid	764-0926	marnee.reid@sympatico.ca

The club's 'Annual General Meeting and Banquet' is held every spring. This is a very important meeting for all skaters as we recognize their accomplishments during the past skating season. At this time we also vote in the club executive for the following season. The executive works for a two-year term.

Together we can make this another successful year!

MEMBERSHIP INVOLVEMENT

Parents take note:

All Canskate and Intermediate skaters MUST have a parent/caregiver present during the skating session. Arena staff is **NOT responsible for skaters or their siblings!**

It is MANDATORY for Canskaters to wear CSA approved hockey helmets on the ice at all times.

Should you have to leave the arena, please ask another adult to supervise for you. At registration we are asking for an alternate contact person in case of an emergency to ensure your child's safety while at the arena. Supervision of Senior skaters will be left to the discretion of the parents and coaches. Remember ~the coach will not chase down skaters who have left the ice!

Fundraising: Fundraising is critical to the survival of our club as the costs of running our programs have increased dramatically over the last few years!

The executive has chosen a number of fundraising events for the club, which will be outlined in our first newsletter. Participation of all parents is mandatory for Santa Skate, Carnival and at least 2 other fundraisers. At registration, we require a post dated cheque for \$100, which will be returned to you upon completion of your Santa Skate obligations, which includes a donation of about 3 hours of your time on the day of the event. In the event that you do not participate in Santa Skate, your cheque will be cashed!

Canteen Duty: Canteen Duties will be assigned to each skating family at the beginning of the season. A calendar outlining the canteen schedule can be found on the canteen door, and will be initialed by a member of the executive at each shift. **It is your responsibility to ensure that your duty is covered!! If you are unable to do your shift in the canteen, it is your responsibility to find a replacement!** Please cross out the name of the person you are replacing and have an executive member initial the change. The club receives 10% of sales made, so it's important to keep the canteen open and running. If you are new to canteen duty, please ask one of the executive, who will be happy to "show you the ropes" if you've never worked the canteen before! Once the schedule is established, it will be emailed monthly, and will be posted on the door of the canteen. We're relying on each of you to fulfill your canteen obligations!

***Do you have a good idea for fundraising???* Please present it to our fundraising rep Martha Topalnitky.**

PROGRAM ASSISTANTS

Qualified skaters who are at least ten years of age and who have completed the PA training, are encouraged to volunteer their time to assist our coaches while teaching the youngsters in the Canskate Program. Our volunteer skaters work under the direction of our professional coaches.

On behalf of our coaches we want to thank our volunteers, as they are greatly appreciated and very helpful. Keep up the good work!

SYNCHRONIZED SKATING

The Port Carling Figure Skating Club is proud to be the home of three youth synchronized skating teams!! The cost of joining the Synchro team is separate from our regular registration. Along with the synchro registration fee, there is an additional team fee, determined at the beginning of the season, which goes toward competition registration fees and other incidental fees associated with team membership. These fees will be explained by the team manager at the beginning of the season. If your skater is interested in joining a team, please speak to Marnee.

Synchronized Skating is a team sport for skaters from Canskate level 4-5 to Seniors. It involves a minimum of 8 skaters doing a carnival style routine for 3 minutes. The focus is to learn the skills required for synchro skating and have fun in a team atmosphere.

It is the policy of the Port Carling Figure Skating Club, that members of our synchronized skating teams be enrolled in a singles program as a requisite for synchronized skating participation. This provides all team skaters with valuable opportunities to practise and hone necessary skill development and refinement, and also compliments the limited time that synchronized skaters have for team practices alone.

Skaters who are working on senior silver status in either dance, skills or free skate may be given consideration for an exception to this rule.

PRIVATE LESSONS

Private lessons are held on Fridays, and are arranged between you and your child's coach. They are extremely beneficial for preparing for competition or improving on a specific skill. **Please note that skaters in their first year on the intermediate session may have a private lesson with a coach, but are not eligible to skate the Friday night free skate session alone until their second year in intermediate. All other skaters may skate the Friday night free skate session as follows: the first 55 minutes will be open to all skaters from 2nd year intermediate and beyond; only skaters who have passed preliminary free skate/elements may skate the full session.**

All lessons and money transactions are between you and the coach.

SKATERS CODE OF CONDUCT

All skaters and parents need to be aware of what is expected of them at each skating lesson. We have developed a comprehensive skater's code of conduct which will be provided to you at registration. Please read, sign and return the bottom portion of the code to indicate that you have reviewed this document with your skater.

PCFSC IS NOT RESPONSIBLE FOR ANY ITEMS THAT SKATERS CHOOSE TO LEAVE AT THE ARENA IN THE SKATING ROOM OR CHANGEROOMS ~ SKATERS DO SO AT THEIR OWN RISK!

UNDERSTANDING OUR PROGRAMS

For information on the Skate Canada programs that we offer, please refer to the detailed information on the Skate Canada website at: <https://info.skatecanada.ca/hc/en-ca>

Please note: to advance to Senior, a skater must have passed preliminary freeskate or introductory interpretive and one of the following: preliminary skills or jr bronze dance. Advancement will be at the coach's discretion.

Inclement Weather

At times throughout the season, poor weather conditions result in the cancellation of skating sessions. All efforts will be made to determine cancellation by 2 p.m. Cancellations will be noted on our FACEBOOK page, and we will attempt to have an announcement on the local Bracebridge radio station. If you are unsure, please contact the arena at 765-5725.

REFUND POLICY

If you find after the first few weeks of skating that your child does not care for this activity, you may request a refund minus the Skate Canada registration fee, regional skater's development fee and skater's liability fee of \$45. After that time period we are unable to refund the entire amount.