



**MEMBER HANDBOOK
2021-2022**

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

*Website: portcarlingskatingclub.ca
pcfsc2@gmail.com*

Welcome Message from the PCSC Board of Directors:

Welcome to PCSC's 2021-2022 skating season!

We are beyond excited to be returning to the ice in September!!! Our first night of skating will be September 9th!!!

We are diligently working on fine tuning all the details about how our season is going to run this coming year with guidance and support from Skate Ontario, the Township of Muskoka Lakes and the arena management team. We are in frequent discussion with the arena management team and the township about the rules and regulations around safely returning to sport. The information you are going to find in this handbook is subject to change without notice as information and rules from the Township of Muskoka Lakes may change or be updated without notice to us.

We ask that you take the time to read through our handbook, as it contains important information for all skaters!

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 board meetings. Should you want a specific topic put on the agenda, please bring it forward to any member of the board before the scheduled meeting. Board meetings are held approximately every 5 weeks.

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

Here is this year's board of directors:

President	Erika Morrison	efergy@hotmail.com
Past President	Laurie Campbell	thecampbells@live.ca
Vice President	Sarah MacKay	bsmackay@live.com
Secretary	Melissa Goltz	melgoltz@hotmail.com
Treasurer	Sheryl Vankruistum	savk1096@gmail.com
Registration	Sarah MacKay	bsmackay@live.com
Photographer	Brenda Mannings	brenda.mannings16@gmail.com
Media Committee Chair	Brenda Mannings	Brenda.mannings16@gmail.com
Fundraising Chair	Amy McDonald	amcdonald@chestnutpark.com
Vintage Blue Rep	Tracy Larkman	tracylarkman@gmail.com
Canskate Liaison/Social	Sarah Wallace	sarahmuskoka@gmail.com
Intermediate Liaison/Social	Marianne Eagleson	marianneeagleson@gmail.com
Senior Liason/Social	Dan Gardiner	dgardiner317@gmail.com
Competition Chair	Lisa Gonneau	lisagonneau@gmail.com
Test Day Chair	Paula Croxon	fishingcroxons@hotmail.com
Communications Chair	Dan Gardiner	dgardiner317@gmail.com
Carnival Chair	Tracy Larkman	tracylarkman@gmail.com
Coaches' Liaison	Marnee Reid	marnee.reid@gmail.com
Director	BJ Stevens	bjstevens4@hotmail.com

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 board of directors for the following season. The board members work for two-year terms.

MEMBERSHIP INVOLVEMENT

Parents take note:

For information on the Skate Canada programs that we offer, please refer to the detailed information on the Skate Canada website [All skating programs – Skate Canada](#) or on Skate Ontario's website [Home Page - Skate Ontario](#). Both websites are great resources for you to access.

To align with Skate Ontario's guidelines, any individual participating in club activities is required to complete a COVID-19 Waiver upon registration. This waiver applies to all skaters, board members, coaches and volunteers.

All skaters will be required to complete a health screening form prior to their skating session and a tracking form will also be completed for each session.

Parents and guardians will also be expected to complete a health screening form prior to entering the arena.

Masks are mandatory for all while in the lobby of the arena. Skaters will be able to remove their masks as soon as they engage in their skating lesson. Program Assistants are encouraged to wear masks while supporting other skaters to ensure safety for all.

Social distancing is required by lobby participants. Skaters are able to engage in physical contact and close proximity while they are engaged in activity on the ice surface.

COVID-19 guidelines are subject to change without notice. More information and details will be provided prior to the start of the season.

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

Due to COVID gathering restrictions, the amount of family members in the facility maybe limited. An update on facility guidelines will be provided upon the start of the season.

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!

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

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.

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. PA training takes place late September. An email will be sent out to families notifying them of the date and time of the training session. Any skaters interested in volunteering is asked to speak to Coach Marnee prior to the training session.

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 board has chosen a number of fundraising events that our club is going to participate in over the season. Other fundraisers may pop up throughout our season as COVID-19 safety restrictions lift.

Tag Day ~ Thanksgiving Weekend

Stephen's Butcher Shop Meat Fundraiser ~ Fall and Spring

Club Competition ~ December 2021 or January 2022 *Mandatory participation by all membership

Raffle or 50/50 ~ Date to be determined

Carnival ~ April 2, 2022

Participation of ALL parents is mandatory at our Club Competition, Carnival, and at least 2 other fundraisers.

During our Club Competition, all families are obligated to donate of 3 hours of their time, per child registered, on the day of the event. This event is our club's major fundraiser of the season and we require all-hands-on deck to ensure the event runs smoothly. A volunteer signup book with times and positions will be available 6 weeks prior to the event to provide you with time to organize and plan your personal schedule.

***Do you have a good idea for fundraising???* Please present it to our fundraising chair, Amy McDonald.**

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 lessons and money transactions are between you and the coach.

Coaches available for private lessons are:

Marnee Reid	705-764-0926
Kaitlyn Bell	705-644-9308 (not available until January 2022)
Susan Wilson	705-641-1327

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 take the time to read and sign this important document.

Please Note: PCSC 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!

ASSESSMENT DAYS

Part of a skaters' skill development process is assessment. Star 1-5 skaters have the ability to be assessed by club coaches during club ice time. These assessments can be performed when your skater's skills have developed to a point where the coaches feel your skater is ready to move on to the next skating skill level. Assessments are paid on an individual basis. When your skater is ready to be assessed, a coach or our Assessment Day Chair will provide you with an envelope with the amount owing written on the front. Payment must be made before a coach can assess our skater.

Star 6-10 skaters need to be assessed by a certified Skate Canada judge. Our club hosts two in club assessment days.

Assessment days will be announced once our assessment day request has been approved by Skate Ontario.

SYNCHRONIZED SKATING

The Port Carling 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. If your skater is interested in joining a team, please speak to Marnee.

Synchronized Skating is a team sport for skaters in the Star Skate programs. 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. Teams will compete in 2-4 competitions around Ontario throughout the skating season. Individual families are responsible for hotel and travel fees. Teams are responsible for competition entry fees, dresses, and makeup requirements. Team managers will announce the competition schedule and locations once that information becomes available.

It is the policy of the Port Carling 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 practice and hone necessary skill development and refinement. It also compliments the limited time that synchronized skaters have for team practices.

Synchro Fundraising:

Synchronized Skating has their own fundraising initiatives that take place throughout the skating season. It is important that all synchro skating families participate in these initiatives as it helps to off set the team skating costs. Synchro has two mandatory and one voluntary fundraisers. First mandatory fundraiser being a Spaghetti dinner, that happens in the Fall. Families are expected to provide **one silent auction item** per child skating on a team, **sell 4 spaghetti dinner tickets and volunteer their time at the event**. The money raised from this event goes towards to synchro teams who host the event.

The other mandatory synchro fundraiser is, Port Carling Winterfest. Families are asked to volunteer their time and ingredients for the Beaver Tail booth. This fundraiser has proven to be very successful and valuable for our synchro teams. Money from this fundraiser is evenly divided between all synchro teams.

The voluntary fundraiser is working at the Bala Cranberry Festival. In years past we have been responsible for selling buttons at one designated Button Booth. The money raised from our volunteer efforts at the Cranberry Festival will be divided amongst the teams whose families volunteered.

****Currently these fundraisers are on hold due to COVID-19, but could be running upon short notice if COVID restrictions lift. Other fundraisers will be put in place if these functions are unable to run. We request that families do their part to help with whatever initiative gets put into place.**

Synchro Attire:

Synchro attire is mandatory for all synchro skaters. All skaters will be required to have a team jacket, warm up shirt or long sleeve sweater. After registration, team managers will be in touch with all families to see if they are in need of new synchro attire. If your skaters clothing still fits from the previous year, you are not required to purchase anything new.

It will be expected that all skaters wear their synchro jackets, black pants and practice shirts to ALL synchro practices unless otherwise stated. Team 'competition' shirts will be ordered and expected to be worn at competitions only. Parents will not be expected to purchase the competition shirts.

COMPETITIONS

During the skating season, Skate Ontario offers a variety of event and performance opportunity formats for all skater levels and disciplines. Competitions and applications for competitions are available online at [Skate Ontario Event Schedules & Registration](#).

These competitions are specifically for singles skating. All synchro competition registrations are taken care of by the synchro team managers.

If your skater is interested in competing in any of the singles competitions, please speak with Coach Marnee at the beginning of the season so programming can be choreographed and registration can be arranged.

**Due to COVID-19, no events have been posted. Skate Ontario is working diligently on developing a schedule that aligns with all the COVID-19 safety protocols put in place by the government of Ontario.

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 705-765-5725.

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 \$50. After that time period we are unable to refund the entire amount.

PCSC also has a COVID-19 refund policy. This policy issues a \$5 refund per session if a skater

- i. Fails the COVID-19 screening
- ii. Skater has been in close contact with a confirmed or suspected case of COVID-19
- iii. Public health officials close the arena
- iv. Township of Muskoka Lakes closes the arena
- v. PCSC requires your skater to miss a session in order to meet COVID-19 guidelines.

All communication throughout the skating season will be delivered through email. If you have any questions or need clarification, feel free to send an email to the pcfsc2@gmail.com.