



**MEMBER HANDBOOK
2025-2026**

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 2025-26 skating season!

We are beyond excited to be returning to the ice in September!!! Our first night of skating will be September 3, 2025 for our Intermediate and Senior Skaters

Our club is made up of a volunteer board that works behind the scenes to help make our sessions run smoothly. Our head coach Marnee Reid and her team of coaches offer an exceptional program.

We ask that you take the time to read through our handbook, as it contains important information for all skaters and will help to answer questions you may have about our skating season.

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.**

Our Season will end with our Carnival event on April 12, 2026. This is an amazing event that showcases our skaters' accomplishments over the skating season.

Here is this year's board of directors:

President	Sarah MacKay	bsmackay@live.com
Vice President	Cindy Guild	cindy_lynn1@hotmail.com
Secretary	Kristan Farlie	info@balagardencentre.com
Treasurer	Chrissie Clark	christineaclark@live.com
Registration	Cindy Guild	pcfsc2@gmail.com
Social Convenor	Angie Keresturi	angie_keresturi@hotmail.com
Fundraising Chair	Currently seeking new member	
Canskate Liaison/Social	Andrea McDermott	difeboan@gmail.com
Intermediate Liaison/Social	Ali Fraser	we5frasers@gmail.com
Senior Liason/Social	Jenn Buchanan	g.jneverlost1984@gmail.com
Competition Chair	Lisa Gonneau	lisagonneau@gmail.com
Test Day Chair	Paula Croxon	fishingcroxons@hotmail.com
Communications/Media Chair	Lisa Gonneau	lisagonneau@gmail.com
Carnival Chair	Jessica Bell	jessicawraybell@gmail.com
Coaches' Liaison	Marnee Reid	marnee.reid@gmail.com
VB/Indigo Liaison	Marianne Eagleson	marianneeagleson@gmail.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.

Our Coaching Team

Marnee Reid- Head Coach/ Synchro
Kaitlyn Gilroy- Canskate/ All levels
Bridgette MacKay- Canskate/All levels

Cheryl Bessey- Canskate Lead / All levels
Ashley Clark- Canskate/All levels

MEMBERSHIP INVOLVEMENT

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.

Rowans Law/Concussion Policy

Athletes must confirm that they have reviewed the Government of Ontario Concussion Awareness Resources below and Skate Ontario's Concussion Code of Conduct for Athletes and Parents/ prior to registration and/or on the first day of skating.

Please Note: Skaters and their parents who are registered in CanSkate, and STAR 1-4 programs are exempt from this requirement. The following information should be reviewed prior to completing the Acknowledgement Form: Government of Ontario Concussion Awareness Resources – Rowan's Law E-booklet:

<https://skateontario.org/rowans-law-concussion-information/>

<https://skateontario.org/wp-content/uploads/2020/05/mtcs-rowans-law-booklet-ages-10-and-under-en-2019-05.pdf>

<https://skateontario.org/wp-content/uploads/2020/05/mtcs-rowans-law-booklet-ages-11-to-14-en-2019-05.pdf>

<https://skateontario.org/wp-content/uploads/2020/05/rowans-law-ebooklet.pdf>

https://skateontario.org/wp-content/uploads/2020/06/Skate-Ontarios-Code-of-Conduct-Athletes-and-Parents-Guardians-Acknowledgement-Sheet-1_June_2020-002.pdf

<https://skateontario.org/wp-content/uploads/2020/06/Skate-Ontarios-Code-of-Conduct-Athletes-and-Parents-Guardians.pdf>

PORT CARLING SKATING CLUB PROGRAMS

Canskate Program



Our canskate program runs from October 1, 2025 to the end of our season April 12, 2026 on Wednesday and Saturdays for a 45 min session. 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. Port Carling Skating club participates in the Skate Ontario Skate Excellence program which ensures we follow all the recommended programming requirements. Canskaters will be invited to participate in our annual Carnival at the end of the season.

CANSKATE PROGRAM ASSISTANTS VOLUNTEER PROGRAM

New this year we are requesting ALL Intermediate and Senior skaters volunteer for minimally 5 Wednesday Canskate Sessions and 5 Saturday Canskate Sessions. This will ensure we have enough helpers on the ice to help teach our youngest skaters. 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. A schedule will be made at the start of the season and you will be required to fill your spot if you are unable to attend. Any skaters interested in volunteering for more sessions are asked to speak to Sarah MacKay, Coach Cheryl or Coach Marnee prior to the training session.

SUPERVISION AT THE ARENA

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!

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!

JUNIOR/ INTERMEDIATE

The intermediate Ice consist of skaters from levels ranging from star 1-3 ages 6-13 years at the coach's discretion. The sessions run on Wednesday and Saturdays for roughly 1.5 hours per session. Skaters work on various skills and dances during these sessions. Friday nights are available for skaters who register to practice their skills independently for skaters who have completed one year of intermediate ice. If you would like your skater to have a private lesson please reach out to one of the coaches.

SENIOR

Senior Ice consist of skaters from levels ranging from star 4 and up, ages 12-17 years at the coach's discretion. The session run on Monday and Wednesday evenings for roughly 2 hour per session. Skaters work on building various skill and dances during these sessions. Friday night ice is available to any senior skater who registers to practice their skills independently or have a private lessons with a coach.

SYNCHRONIZED SKATING

The Port Carling Skating Club is proud to be the home of four 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 as well team attire. 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 prerequisite for synchronized skating participation with our club or another club. 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. It is at the coaches discretion to remove this requirement should the skater senior silver or higher in Dance and Skills.

Synchro families are often required to do additional fundraising outside our regular club fundraising to help our teams purchase dresses, go to competitions and pay coaching costs. Our Spaghetti dinner in the fall is one fundraising event we host each year.

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 leggings type 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. This is an extra cost to families.

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.

Online Raffle, 50/50 draw

Club Sponsorship/ Sponsor a skater

Tag Day ~ Thanksgiving Weekend (Canskate family required to participate)

Stephen's Butcher Shop Meat Fundraiser ~ Fall and Spring

Christmas Fundraiser-Skate-a-thon

Raffle or 50/50 ~ Date to be determined

Carnival ~ April 11 & 12 2026

Over the years our club has hosted a Competition as a huge part of our fundraising. We were not able to host the competition this year so we are asking for families to help out and offer as much fundraising as they can. Fundraising is the only way we can keep registration fees lower for families. Please help by participating in at least 3 of our fundraisers.

Do you have a good idea for fundraising??? Please present it to a member of the board

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 1 mandatory fundraiser that happens in the Fall. Our Spaghetti dinner is held at the community centre. 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 synchro fundraisers we participate in are the Bala Cranberry Festival as well the Dave Ellis Pro Am, and other fundraisers that may be needed to cover team costs.

All skaters are encouraged to help with as many fundraising efforts as possible as it helps to keep our fees low.

PRIVATE LESSONS

Private ice time is available on Friday evening. Private lessons can be completed during this time and/or during your skaters intermediate or senior session as long as it doesn't interfere with regular club lessons. Lessons should be 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.**

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

Coaches available for private lessons are:

Marnee Reid	705-205-1119
Kaitlyn Gilroy	705-644-9308
Cheryl Bessey	705-783-2807
Bridgette MacKay	705-394-5512
Ashley Clark	705-205-2510

SKATERS CODE OF CONDUCT

Skaters are expected to arrive on time and ready to skate at the scheduled time each session. All skaters and their parents/guardians must conduct themselves in a kind, safe and respectful manner when on or off the ice to all members of PCSC and their coaches. Bullying, victimizing, harassing (sexual or otherwise or behaviour that constitutes harassment), impersonating, slander, vandalizing or theft will not be tolerated both on or off ice or on any social media platform. Conduct directed towards an individual or group which is offensive, abusive, racist, sexist, degrading or malicious will not be tolerated. 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.

Payments for tests can also be made via etransfer to portcarlingskatingclub@gmail.com. You **must** write in the memo your skaters name and the name of test you are paying for. Once this payment has been received your skater may complete the test.

COMPETITIONS

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

These competitions are specifically for singles skating. Parents are required to complete the registration for their skater and pay the required fees. If your coach is attending the competition you will be required to pay your coaches fees. Please communicate with your coach regarding that fee.

All synchro competition registrations are taken care of by the synchro team managers. There will be a parent registration requirement once the team is registered with no cost attached to it.

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

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 and by email. If you are unsure, please contact the arena at 705-765-5725.

REGISTRATION AND FEE REQUIREMENTS

Canskate registration:

Canskate registration will be available August 18-29th. Limited space is available for this program. Parents must complete the registration in full and pay the required registration fee. Early Bird Pricing is available during this time. After August 30th regular pricing will be applicable. All forms are required to be completed prior to your skater going on the ice on their first day. Please arrive early to complete the forms. Canskate families are required to participate in the Tag Day Fundraiser (Fill a skate) on the Saturday of the thanksgiving weekend. All fees are required to be paid at the time of registration via e-transfer to the portcarlingskatingclub@gmail.com. You must put your skaters name and what you are registering for in the memo. An invoice will be sent to you upon completion of the registration from QuickBooks. This will show all payments made.

Junior/Intermediate/Senior/Synchro registration:

Registration links will be sent out to families in July for skaters registering for Junior/Intermediate, Senior and Synchro teams. Early bird pricing will be available from July 14-July 25th, 2025. Registrations received after this date will require regular price fees to be submitted. Parents/guardians are required to complete all required fields, read the parent handbook, and complete any required forms prior to going on the ice.

Junior/Intermediate/Senior/Synchro families may pay a \$200 deposit at the time of registration in July to secure Early bird Pricing. All fees must be paid in full by December 1st, 2025. Payment plans can be made by reaching out to the President or Treasurer of the club prior to the start of skating.

(see below for full price details)

Financial support: JUMPSTART/CHILDREN'S FOUNDATION INFORMATION

Families may apply for registration fee assistance through Jumpstart or Children's Foundation of Muskoka. Please visit the website for more information.

<https://jumpstart.canadiantire.ca/pages/individual-child-grants>

<https://www.childrenofmuskoka.com/sports-and-recreation/>

REFUND POLICY

If you find after the first 4 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 \$100. No refunds will be given after this time.

COMMUNICATION

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. There is also information posted on the 2 bulletin boards at the arena. If you do not receive an email from pcfsc2@gmail.com in the first month of skating please let us know so we can fix our distribution list.

Skating Fees 2025-26

Skating Fees		E.B	REG	Synchro Fees	
CanSkate:	Wed/Sat (choose one)	\$375	\$425	Beginner Synchro	\$355
	Wed & Sat	\$425	\$475	Elementary Synchro	\$480
Intermediate:	Wed & Sat	\$550	\$595	Juvenile Synchro	\$500
	Wed/Fri/Sat	\$620	\$665	Pre Novice	\$515
Senior:	Mon only	\$535	\$580		
	Mon/Wed	\$585	\$630		
	Mon/Wed/Fri	\$655	\$700		

For skaters registered only in synchro, they must be actively registered in at least one singles program at our club or another club or senior silver level skills and dances/coaches discretion.

Fees are as follows:

Beginner- \$455.00 Elementary- \$580 Juvenile- \$600 PreNovice-\$615.00

Port Carling Skating Club 2024-25 Schedule

Intermediate, Senior and Synchro Session Start September 3 2025- April 11 2026

CanSkate Session starts Wednesday Oct 1 2025- Saturday April 1 2026

There will be no skating on any Statutory Holidays, Feb 7, 2026(competition weekend)

Monday Session (PM)

4:30-5:50 Senior

5:50-6:20 Senior and PreNovice Stroking

6:20-6:30 Flood

6:30-7:20 PreNovice Synchro

Wednesday Session (PM)

4:30-5:50 Junior/Intermediate

5:50-6:00 CanSkate Set up

6:00-6:45 CanSkate

6:45-7:00 Flood

7:00-8:20 Senior

Friday Session (PM)

4:30-5:20 Elementary Synchro

5:30-6:50 Juvenile Synchro

7:00-8:50 Private Ice

Saturday Session (AM)

7:00-8:45 Pre-Novice (off ice 9:00-9:30)

9:00-9:45 CanSkate

9:45-10:15 Beginner Synchro
10:15-10:30 Junior Session (stroking)
10:30-11:20 Junior Session (skills/dance/free skate)
10:45-11:15 Juvenile Off Ice
11:35-12:20 Intermediate Session
1:00-1:50 Juvenile Synchro

Please Note: There will be schedule changes during the month of September to add Synchro time for each team to set the programs and utilize CanSkate Ice times. This schedule will be sent via email after registration.