



Quesnel
Figure Skating Club

QUESNEL FIGURE SKATING CLUB

SKATER AND PARENT MANUAL

2023-2024

ABOUT THE CLUB AND QUICK REFERENCE

The Quesnel Figure Skating Club is a not-for-profit society that delivers skating programs to the community of Quesnel. The Club is run by a board of volunteers and coaching staff that work hard to promote a love of skating and lifelong activity.

QFSC Executive Board:

Alice Grant, President
Chantal Betts, Vice President
Lynne Dunn, Secretary
Amber Swaan, Treasurer
Jasreen Sandhu, Test Chair
Adrian Barry, Director
Stephanie Schisler, Director
Carly Dinicol, Coaches Representative

Director of Skating:

Carly Dinicol

Coaches:

Dacia Kimmie
Kayla Flanagan
Riley Beckman
Kaitlin Barry
Katie Grant

QFSC Contact Information:

Telephone: 250-991-0065
Website: www.quesnelfigureskatingclub.com
Email: quesneljsc@hotmail.com

Please note: We are an organization run by volunteers and we are not often in our office to respond to telephone calls or voicemails. We will respond quicker to emails or Facebook messages.

Have Questions? Who to reach out to:

Director of Skating:

- Skater placement
- Skater development
- Competitions

QFSC Board:

- Registration or Uplifter
- Fees and payment
- Volunteering
- Club administration

Stay informed and keep updated:

- Check your email often
- Like and Follow us on Facebook
- Follow us on Instagram

PARENT INFORMATION & CLUB POLICIES

How to Support your Skater

Parents play an integral role in the development of their skater. Figure skating requires a huge commitment from both skaters and their families. Parents can support their skaters by being encouraging and positive, helping their skater to set goals and measure their progress and by learning as much about figure skating as possible. Parents can also support their skater by promoting healthy eating and sleeping habits, and by ensuring their skaters show up on time and attend all their scheduled sessions.

Our coaches are trained professional coaches that are experienced in skater development and progress and have the best interests in mind for all skaters. Parents should be aware that skater development and progress is different for every skater. It is helpful if parents encourage their skater to focus on their own progress and development and not the progress or development of others.

If you have concerns about your skater's well being, development or have questions about their progress, please email the Director of Skating. The Director of Skating will respond by email, or if appropriate make an appointment to meet with parents and/or skaters. If a parent requests a meeting with the Director of Skating or a coach, please note that the parent may, at the discretion of the Director of Skating or coach, be billed for the time.

Registration & Membership Policies

Registration for all programs must be in Uplifter and skaters must be registered before they can join any on or off ice sessions. Visit our Uplifter site to register: quesnelfigureskatingclub.uplifterinc.com.

The Skate Canada insurance fee is due by September 1st of each season and must be paid prior to stepping on the ice. It expires on August 31st of the following year. The Skate Canada insurance fee is set by Skate Canada each season and it is a fee that the club collects and sends to Skate Canada.

Fees for regular season Advanced Canskate and all StarSkate programs may be paid in full or in installments. Installments will be set up in Uplifter and will be due as follows:

- 1st Installment – due upon registration (includes Skate Canada fee if not already paid + the first installment)
- 2nd Installment – October 20
- 3rd Installment – November 20
- 4th Installment – December 20
- 5th Installment – January 20
- 6th Installment – February 20

You may choose to pay in Uplifter with a credit card or by cash or cheque. If you choose to pay by cash or cheque, please put the cash or cheque in an envelope and provide it to a board member or drop it in our mail slot next to the elevators in the West Fraser Centre lobby. Please do not give cash or cheques to coaches.

If you make a payment by cheque and the cheque is returned NSF, you will be charged a \$30.00 NSF fee which will be added to your invoice in Uplifter. If you set up installments in Uplifter to be charged to your credit card, please note that the payment will automatically go through on the dates set out in Uplifter. If credit card payments are declined or your cheque is returned NSF, we ask that you make the payment as soon as possible. If you require additional time to make a payment or require modified installments, please reach out to the Club President or Vice President to discuss options. If your account is in arrears, skating privileges may be suspended until payment of outstanding fees are received.

All outstanding fees and coach private invoices must be paid in full before a skater will be allowed to register for a new season.

_____ (initials)

2023-2024 Regular Season

The 2023-2024 regular season starts on September 18, 2023 and ends on March 15, 2024. There is a two-week winter break from December 23, 2023 to January 7, 2024.

There will be no skating sessions for our Advanced Canskate, Junior Stars and Senior/Intermediate programs on the following days/times:

September 19 – Advanced Canskate – 6-7 pm
September 21 – Advanced Canskate – 6-7 pm
October 9 – all programs
October 31 – all programs
November 23 – Sr/Int from 3:30 to 4 pm
November 24 – all programs
November 27 – all programs
January 18 – Sr/Int from 3:30 to 4 pm
January 19 – all programs
January 22 – all programs
February 8 – Sr/Int from 3:30 to 4 pm
February 9 – all programs
February 19 – Junior Stars from 5-6 pm (Sr/Int only will skate this day from 5 to 6:30 pm)
February 21 – all programs
February 22 – all programs
February 23 – all programs
March 7 – Sr/Int from 3:30 to 4 pm
March 8 – all programs
March 11 – all programs

Please note that Advanced Canskate will run from 5-6 pm on December 21, 2023 and January 9, 2024.

Regular Season Registration Fees and Private Coach Invoices

Our professional coaches are employed by the club to perform administrative duties, coach group lessons (on and off ice), and various other tasks to ensure our programs run smoothly. In addition to this, our professional coaches also maintain a private coaching business where they offer coaching services to skaters (on and off the ice), music selection and cutting, choreography, coaching at competitions, etc. By registering with our club families agree to contract with club coaches for services provided as part of their private business.

Regular season registration fees include all ice fees as well as group on and off ice lesson time during regular season sessions. For the 2023-2024 regular season, our Advanced Canskate and Junior Stars programs are all group time and there will be no private or semi-private bills for lessons from coaches for regular season sessions for these programs. Senior and Intermediate programs, however, consist of a mixture of group lesson time and private coach billing lesson time during regular season sessions.

Please note that for the 2023-2024 season the following Senior/Intermediate time will be private billing:

Mondays from 4 to 5 pm

Tuesdays from 3:45 to 4:45 pm

Thursday from 4 to 5 pm

Please note: Parents in all our programs except Canskate may receive a private invoice from a coach for the following if applicable:

Music cutting

Choreography

Competition travel expenses

Competition coaching fees

Test coaching fees

Private or semi-private lessons for additional on or off ice sessions (outside of the regular season)

Private meetings with a coach

Coaches will send private invoices to parents via email or give them out by hand. Parents must arrange payment of those invoices with the coach. Each coach has their own private billing rate and the club does not interfere with a coach's private business.

If you have questions about a coach's private business, please reach out to the coach.

_____ (initials)

Additional Club On and Off Ice Sessions

The club will do its best to offer additional club on and/or off ice sessions before the regular season begins, during the winter break and during spring break. Registration for additional club on and off ice sessions will be separate from regular season registration and will be available through Uplifter.

Additional club on and off ice sessions will include any applicable ice fees but may or may not include coaching fees. Parents may receive private invoices from coaches for lessons during additional club on or off ice sessions if coaching fees are not included. The club will specify whether additional club on or off ice sessions include coaching fees so parents may be prepared when registering.

Additional Private On and Off Ice Sessions

There may be times when a coach will arrange additional private on or off ice lessons for a skater separate from the club as part of the coach's private business. The skater will be responsible to pay for all private coach lessons. In addition, the skater is responsible to pay for the cost of the ice booked for additional private on ice sessions. All private ice must be booked through the club for insurance reasons. If a skater and a coach would like to arrange an additional private on ice session the parent and coach must reach out to the Club President or Vice President to book the ice and so the parent can be invoiced for the cost of the ice. The club will bill the parent for the exact cost of the ice booked. Ice can only be booked in half hour increments.

2023-2024 Youth Resident Ice Fees:

Prime Ice (4 pm to 12 am Monday to Friday; 8 am to 12 am Saturday and Sunday; all non school days):
\$95.63 plus GST (total: \$100.41 per hour)

Non-Prime Ice (12 am to 4 pm Monday to Friday; 12 am to 8 am Saturday and Sunday)
\$71.23 plus GST (total: \$74.79 per hour)

Please note: Whether a coach will provide additional private on and/or off ice sessions is at the sole discretion of the coach.

Off Ice Training

Off ice training is critical to a skater's development and is extremely important for preventing injuries. Off ice training provided by the club will consist of a combination of strength and sport specific training. Figure skating requires a great deal of physical strength and coordination, and it cannot be emphasized enough how important off ice training is. Please ensure your skater attends all offered off ice training sessions. If you have questions about off ice training, please email the Director of Skating.

Competitions

The Director of Skating will decide which competitions the club will attend and provide parents with the list of competitions early in the season so parents and skaters can plan and prepare. The club will not arrange coaches for competitions the Director of Skating has not deemed to be a club competition. If a skater wishes to compete at a competition that the club is not attending, the skater must find a coach to put them on the ice and pay that coach directly. Skaters must discuss this with the Director of Skating prior to making arrangements with another coach.

While competing is not mandatory, it is highly recommended that your skater compete as often as possible. Competing is a skill and it builds confidence as well as resiliency. In addition, competing allows skaters to set and meet goals and gauge their progress. Not to mention it's fun!

Below is a guideline of the number of times per season that your skater should compete:

Star 1: twice per season

Star 2/3: three times per season

Star 4+: four times per season

Skaters in Star 5+ are provincially ranked and require 3 competition scores for their provincial rankings. Competing 4 times per season allows Star 5+ skaters to "drop" their lowest score from their total provincial ranking score.

When attending a competition, skaters will be privately invoiced by coaches for the following:

Coach travel expenses to and from a competition (divided by the skaters attending the competition)
Competition coaching fees

Coach invoicing for competitions is part of a coach's private business. Please contact the coach if you have questions regarding invoicing for competitions.

Competitions the club will be attending for the 2023-2024 season are:

OK Interclub (Chase, BC): November 24 to 26, 2023

CNC Regionals (Prince George, BC): January 19 to 21, 2024

OK Regionals (Armstrong, BC): February 9 to 11, 2024

Super Series StarSkate Finale (Kelowna, BC): March 8 to 10, 2024

Starskate Tests

In addition to competing, skaters in our Starskate programs test in the various skating disciplines: free skate, dance, skills and artistic. When a skater is ready to test, the Director of Skating or a coach will let the skater know. The club will hold regular test days/weeks throughout the season during which all testing will take place. Test days/ weeks will be coordinated with our Test Chair. The Test Chair for the 2023-2024 season is Jasreen Sandhu.

For all tests the Test Chair will prepare and send to parents Permission to Test forms. Parents must sign the form and provide the applicable payment for the test to the Test Chair as soon as possible or by the date set out on the form. All Permission to Test forms and test fees must be paid prior to the test day/week. Cash or cheque is accepted and can be given directly to the Test Chair or put it in an envelope and dropped into our mail slot in the West Fraser Centre. Please do not give Permission to Test forms and test fees to coaches.

Test fees are a requirement of Skate Canada to maintain testing records for all skaters. The club does not profit from test fees and any test fees collected by the club go to Skate Canada when submitting testing results.

Star 1 to 5 tests are coach assessed. The club will do its best to host Star 1 to 5 tests during regular season sessions. There may be times when tests will be offered during additional on ice sessions, but this will be discussed with the parents of the skaters to ensure skater availability.

If there are a number of skaters testing at once, there may be several days over which coaches will conduct assessments. Skaters are expected to be present during regular session test days/weeks. If skaters are going to be away during a club test day/week, the parent must let the Director of Skating know as soon as possible. If the test cannot be rescheduled, the skater will have to wait to test during the next available club test day/week which could be the following season.

Parents of skaters taking a Star 1 to 5 test conducted during regular season session will not incur any additional ice fees for the test. Parents may, however, expect to receive an invoice from the coach for the assessment. Coaching/assessment fees for tests are part of a coach's private business. Please contact the coach if you have questions regarding coaching/assessment fees for tests.

Star 6+ tests are assessed by a Skate Canada judge. The Test Chair will arrange a virtual test day for skaters testing in Star 6+. Virtual test days will be booked outside of regular season sessions and parents should expect to pay and/or be invoiced for the following:

Permission to Test Fees (mandated by Skate Canada)

Coaching fees (billed privately by the coach)

Ice fees (divided by the number of skaters testing)

Virtual Assessor/print fees (mandated by the BC/YT Section and divided by the number of skaters testing)

Any other expenses incurred by the club in arranging for or conducting the test day (divided by the number of skaters testing)

Skater Absences

If a skater is going to miss an on ice or off ice session, the parent must contact the Director of Skating to let them know so coaches can plan accordingly. Parents must give the Director of Skating at least 24 hours notice if they will be missing an on or off ice session unless the skater unexpectedly becomes ill then the parent must give notice as soon as possible. Skaters will be billed by coaches for private lessons if less than 24 hours notice is given except in the circumstance of an unexpected illness.

Parent communication protocol for skater absences:

Unexpected illness the day of – text the Director of Skating as soon as possible

Absences with a day or more notice: email the Director of Skating with as much notice as possible

Please do not Facebook message the Director of Skating. Email is the preferred method of communication except in the circumstance of an unexpected illness the day of when texting is preferred.

If a skater is sick, hurt or unable to attend a session for a personal reason, there will be no refund or credit from the club.

_____ (initials)

Club Cancelled Sessions

The club does its best to run all sessions as planned, but there may be circumstances when sessions are cancelled. If the club must cancel an on ice or off ice session, the club will notify parents by email with as much notice as possible. Cancelled on ice sessions will be credited to the parent's Uplifter account.

Skater Withdrawal and Refunds

Our Advanced Canskate and StarSkate programs are a full season commitment. We understand, however, that there may be circumstances when a skater needs to withdraw. Our withdrawal/cancellation policy is as follows:

Refunds will be offered for program fees at a pro-rated rate less an administration fee up to \$50 during the first 2 weeks. After the first two weeks, refunds will only be given with a doctors note, less an administration fee up to \$50, and at the discretion of the Club. Please note we are unable to refund Skate Canada insurance fees. All private coaching bills must be paid in full before a refund will be issued.

If a skater is injured registration fees may be adjusted for periods of longer than two weeks if a doctor's note is provided.

Dressing Rooms

Skaters in our Starskate programs are permitted to use a dressing room to get ready if they would like. Dressing room use is optional. If skaters would like to use a dressing room, skaters are expected to behave appropriately in dressing rooms and are not permitted to take videos or pictures in the dressing rooms. Skaters are also expected to use discretion while getting changed as our dressing rooms are for all QFSC skaters.

Dressing rooms are meant to be a safe space for skaters. Only skaters and coaches are allowed in dressing rooms. Our professional coaches are required to have a criminal record check done and for this reason only skaters and coaches are permitted in dressing rooms. Skaters requiring assistance tying skates or with anything else must step out of the change room.

Parent Volunteer Hours

The club cannot function without the help of volunteers and StarSkate fees do not cover the total cost to run these programs. As such, Starskate parents will be required to complete a minimum number of

volunteer hours each season. Minimum volunteer hour requirements will be reviewed each season and may be adjusted depending on the groups and number of skaters, what volunteer opportunities may be available, and the events the club is hosting that season.

For the 2023-2024 season the minimum volunteer hours requirements will be as follows:

Skaters who skate 5 days per week – 15 hours

Skaters who skate 4 days per week – 12 hours

Skaters who skate 3 days per week – 9 hours

Families with two or more skaters in our StarSkate programs will be required to do the minimum volunteer hours for the skater registered for the most days plus 1 day to a maximum of 5 days. For example, a family with one skater skating 4 days per week and another skater skating 3 days per week will be required to complete the minimum volunteer hours for a 5 day per week package (4 days + 1). Another example, a family with two skaters skating 5 days per week will be required to complete the minimum volunteer hours for a 5 day per week package (5 days is the maximum).

Volunteer hours are a family commitment and can be completed by anyone in the family. Families may make up their volunteer hours doing anything that benefits the club such as:

Organizing a fundraiser

Helping with club fundraisers such as bottle drives, Roos frisbee tosses, Pub Nights, etc

Applying for a grant on behalf of the club

Helping with Galas, competitions or other club events

Canskate and ADCS Liaison or helping with these programs

Being a member of the QFSC executive board

Playing music or being ice captain for SIMs or other events

Anything else that benefits the club

Please note: in an effort not to raise registration fees even further for the 2023-2024 season the club will be selling cash raffle tickets. Winners will be drawn at the Gala on December 17, 2023. Each family will be asked to sell at least two booklets of tickets. Volunteer hours may not be accumulated for the selling of the cash raffle tickets. Instead, the club will be awarding a prize to the top two skaters who sell the most cash raffle tickets.

Parents must submit their volunteer hours via an online form. A link to the online form will be emailed to parents and posted on our website and FaceBook parent page. All volunteer hours must be submitted before the end of March.

Any volunteer hours not fulfilled at the end of March will be invoiced to the parent of the skater in Uplifter at the rate of \$15 per hour not completed. The total amount payable if families do not complete any volunteer hours will be:

5 days per week – 15 hours x \$15 = \$225

4 days per week – 12 hours x \$15 = \$180

3 days per week – 9 hours x \$15 = \$135

Volunteer Hour Commitment Calculation:

To calculate your family volunteer hour commitment, write down the number of days per week your skater is registered for (if more than 1 StarSkater registered choose the package with the greatest number of days and add 1 day to a maximum of 5 days) and multiply it by 3:

of Days Per Week: _____ x 3 = _____ Volunteer Hours

_____ (initials)

Program Assistants (PAs)

Skaters in our Starskate programs ages 11 and up may be asked to be a program assistants (PA) on our CanSkate programs. We cannot run our CanSkate programs without PAs. It is a wonderful opportunity for our older skaters to help out the club and take on a leadership role, plus it's tons of fun!

The club will offer at least two days of PA training at the beginning of every season prior to the commencement of our Canskate programs. All PAs must attend both PA training days or they cannot PA. PA Training for the 2023-2024 season will be September 26 and 28 from 5 to 6 pm.

The 2023-2024 Canskate programs will run as follows:

October to December Canskate:

Tuesdays and Thursdays from 5 pm to 6 pm

October 3 to December 19, 2023

(no Canskate on October 31, 2023)

January to March Canskate:

Tuesdays and Thursdays from 5 pm to 6 pm

January 11 to March 14, 2024

(no Canskate on February 22, 2024)

PAs must be available for set up and clean up during Canskate and should expect to be at the arena assisting with Canskate from 5 pm to approximately 6:15 pm. All PAs are required for the first two weeks of each Canskate program (October to December and January to March). After the first two weeks, the coaches will assess whether all PAs are required and if appropriate arrange a PA schedule that will be shared with PAs and parents.

Please note: PA duties do not count towards family volunteer hours. The club rewards PAs in different ways during the season such as providing snacks during PA training sessions, recognition at the end of a season, and parties or other events arranged by the club. In addition, the Director of Skating and/or the club will provide skaters with a letter when requested that can be used for graduation volunteer hour credits or work experience for a job application.

Fundraising

Fundraising is an extremely important part of ensuring the club can keep registration fees affordable. Without fundraising efforts registration fees would increase considerably. If you have ideas for a fundraiser or would like to organize or help with a fundraiser, please reach out to a board member.

QFSC Skater/Parent Code of Conduct

The following expectations apply to QFSC skaters and parents. Violation of this Code of Conduct may result in disciplinary action and/or suspension of skating privileges. At the beginning of each season, parents and skaters will be required to sign the QFSC Skater/Parent Code of Conduct acknowledging that they read and understood it.

Skater Code of Conduct:

1. Come prepared to work hard and utilize ice time effectively. Standing around for extended periods impedes yours and others progress. If you need to take a break you should move to the boards. Everyone needs to be watching and aware at all times to ensure safety.
2. On the ice skaters will adhere to the Skaters Right of Way:
 - a. Skater in lesson with music
 - b. Skater in lesson without music
 - c. Skater practicing solo with music
 - d. Skater on dance/skill session practicing to the music
 - e. Skater in a spin
 - f. Skater in a jump
3. Un-sportsmanlike behaviour and/or abusive language on and off the ice will not be tolerated. Swearing, bullying, deliberate interference with others and temper tantrums fall under this category.
4. Skaters must ask permission to leave the ice. Coaches must know where all skaters are at all times.
5. Do not interrupt a coach who is in a lesson with another skater unless it is an emergency or if you are asking permission to leave the ice.
6. Food and drink (other than water) are not permitted on the ice surface.
7. For safety reasons, skaters must wear proper skating attire and hair must be pulled back away from the face.
8. Skaters are expected to use exceptional judgment when posting to social media. Ask permission before posting pictures of other skaters to your pages. No pictures or videos are to be taken in the dressing room. Electronic devices including phones are not allowed on the ice surface without coach permission.
9. Only QFSC skaters and coaches are allowed in dressing rooms. Friends, siblings and parents are not allowed in dressing rooms.
10. If a conflict should occur, the parties involved are encouraged to attempt to resolve the issue between themselves. If unable to resolve, parents and skaters may email the Director of Skating and the Club President.
11. Skate Canada Policies and Procedures will supersede in case of a conflict.

Parent Code of Conduct:

1. Notify the Director of Skating as soon as possible if your skater is unable to attend a session.
2. Encourage and support your skater and remember skaters are involved in skating for their enjoyment not yours.
3. Never ridicule or yell at your skater for making mistakes.
4. In the interests of skater safety, coaching from the boards is not permitted by anyone.
5. Never yell, threaten, intimidate or use abusive language when communicating with skaters, coaches or volunteers.
6. Speak to and about skaters, coaches and volunteers in a positive and constructive manner at and outside of skating.
7. Parents, siblings and friends are not allowed in the dressing rooms or locker rooms.
8. Questions or concerns about skater development or progress should be emailed to the Director of Skating. Parents shall not interrupt other skaters' lessons or club coaching time and will be mindful that coaches may need to coach other sessions or leave the arena after a skating session is done.
9. Parent or skater emails with a coach or the Director of Skating may be cc'd to the club President and/or Vice President.
10. Parents are expected to use exceptional judgment when posting to social media. Ask permission before posting pictures of other skaters to your pages.

Resources for Parents and Skaters

Skate Canada website: skatecanada.ca

BC/YT Section website: www.skatinginbc.com

Cariboo North Central Region (CNCR) website: www.skateincncr.com

AGREEMENT WITH CONDITIONS AND POLICIES

I have read through the terms, conditions and polices set out in the QFSC Skater and Parent Manual 2023-2024 and confirm that I understand them and agree to them.

Dated: _____

Skater Name: _____

Parent Name: _____

Signature: _____

**Please detach this page and provide it to a QFSC Board Member