

VALLEY EAST SKATING CLUB

Orientation Package

2018-2019 Season

Included in Orientation Package:

- Welcome to Valley East Skating Club
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- Coaches' corner
- Fundraising 2018-2019
- Fundraising as a group – Bingo
- Volunteering system – New this year!
- Fees

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Welcome to your Club! We are pleased to have you join us for the 2018-2019 skating season. The Valley East Skating Club (VESC) season is now well underway and we are looking forward to great winter season!

The VESC is a non-profit Skate Canada sanctioned organization that has been instructing the Valley East area since 1970. The Club is run by a volunteer Board of Directors, along with parent/guardian/family volunteers. Our Club's skaters range in age from 3 to adult age and they are enrolled in beginner to competitive programs while being coached by Skate Canada Certified coaches.

We operate in a positive and team focused environment. With the benefit of regular physical activity, our programs aid in the development of important life skills such as good work habits, self-confidence and time management.

I am especially excited to be back at the rink working with our coaches as well as the athletes. Teaching and coaching everyone so that they reach their individual potential in a fun environment is what we strive for and what we do best.

Yours in skating,



Ron Rancourt

President

Valley East Skating Club

Valley East Skating Club Overview

Serving our community since 1970, the Valley East Skating Club, utilizes only certified Skate Canada coaches and instructors. We have been instrumental in the development of the skating skills of the thousands of children who have enrolled in our programs over the years.

- Some have simply learned to become competent recreational skaters.
- Some have advanced to higher levels of hockey and ringette.
- Others have advanced to the highest levels of figure skating and,
- Several have achieved their goals of becoming coaches or competitors at the professional level.

The Valley East Skating Club is a non-for-profit organization of parents/guardian/family members and skaters. Our goal is to encourage the instruction, practice, enjoyment and advancements of its members in all aspects of skating in accordance with the Rules and Regulations of Skate Canada.

The general management of the club shall be vested in an Executive consisting of a President, Vice-President, Secretary, Treasurer, Coaches' Representative, Committee Representative and Immediate Past President.

Board members for 2018-2019 Season

POSITION	MEMBER
President	Ron Rancourt
Vice-President	Nathalie Robins
Secretary	Manon Plante-Rancourt
Treasurer	Cindy Lafleur
Coaches' representative	Lori Leclair
Committee representative	Josée Viau
Past-President	Cynthia Mack

Coaches

Lori Leclair, Professional Head Coach
 Janna Hunt, Professional Coach
 Madison Burton, Professional Coach
 Sara Hancharyk, Professional Coach

VESC contact information

WEBSITE: www.vesc.ca
 EMAIL: info@vesc.ca
 PHONE: 705-222-SKAT
 MAIL: P.O. Box 62, Hanmer, Ontario, P3P 1S9

Programs offered

1. CANSKATE & PRESTAR

What is CanSkate?

CanSkate is a dynamic learn-to-skate program that focuses on fun, participation and basic skill development for skating.

Who is it for?

For beginners of all ages, as well as for those wishing to improve their basic skating skills whether their focus be for figure skating, hockey, speed skating, ringette or just for fun.

Who teaches it?

Certified Skate Canada professional coaches, assisted by trained program assistants.

What will you learn?

A complete series of balance, control and agility skills taught in six stages of learning that pertain to hockey, ringette, speed skating and figure skating as well as general recreational skating. CanSkate uses a nationally tested and proven curriculum. Our delivery methods promote skater success by developing stronger basic skating skills.

Within each CanSkate session, the coaches divide the children into smaller groups according to their skating skill level. This means that any child can register in a CanSkate session, regardless of level. They will be placed in the group that will allow them to make the best progress during the session.

What can you expect?

Skaters progress at their own rate with the help of trained coaches. The coaching staff make our sessions active using teaching aids and upbeat music with a wide variety of activities to create a motivational environment and promote learning. Badges, ribbons (see Appendix A for Badge system) and other incentives are used to benchmark skaters' progress and reward effort and participation.

What do you need to participate?

All you need are skates, a CSA-approved hockey helmet, long pants, mittens, warm sweater or jacket. Dress in layers – it will get warm!

What happens after you reached all goals from CanSkate program?

The session provides opportunity for advancement into our PreStar program.

The PreStar program includes skaters working on stages 3 to 6 (See Appendix B for CanSkate Stage Chart) for achievement badges.

Skaters in the Canskate and PreStar sessions are working on badges up to and including Stage 6. It is mandatory skaters wear a CSA approved hockey helmet (NO BICYCLE HELMETS).

* For the CanSkate Program fall session, children must be three (3) years of age as of October 1st, 2018.

* For the CanSkate Program winter session, children must be three (3) years of age as of January 1st, 2019.

2. STARSKATE

Skills, Tests, Achievement, Recognition is what the StarSkate program is all about!

How does StarSkate work?

This program offers opportunities for skaters to develop basic figure skating skills in four different areas:

1. Skating skills
2. Free skating
3. Interpretive
4. Ice dance

1. **Skating Skills** are a combination of fundamental skating movements, typically executed in a pattern. The main objective of the Skating Skills program is the mastery of the fundamentals of skating – edge quality, control, power and speed. Skating skills are instructed in levels up to Star 5.
2. **Free skate** consists of the execution of jumps, spins, footwork, field movements and stroking, either done in isolation or performed with music.
3. **Interpretive** is to encourage and develop a skaters' creativity, expression, musicality, movement, interpretation of music, as well as use of space, rhythm, line and style. The program provides skaters with opportunity to explore the performance aspect of skating without focusing on technical elements.
4. **Ice Dance** teaches timing, musicality, rhythm interpretation, structure as well as basic skating skills such as edges, flow, control and unison.

Each discipline is grouped into the following levels:

Star 1: Must have passed CanSkate Stage 4/5 before the starting of the season. Figure skates are now required at this level. You may also request private and semi-private lessons at this stage – See Coaches' Corner for more information on lessons.

Star 2 & 3: Must have passed corresponding Skate Canada Canskate tests.

Star 4: Must have passed the Preliminary Freeskate test.

Star 5: Must have passed the Jr. Bronze Freeskate test.

What does “tests” and “evaluations” mean?

Assessments for STAR 1 to 5 Free skate, Skills, and Dance up to the Junior Bronze level are performed in class by the skater's coach.

Star 5 and higher tests will continue to be conducted by Official Skate Canada judges on club Test Days.

Coach assessments for levels below Star 5 provide the following benefits:

- **Skaters are free to move through the program at their own rate.** In previous years, skaters had to wait for a Test Day to be assessed. STAR 1-4 assessments, as well as most STAR 5 assessments, are designed to be available to the skaters on their regular session, during their normal time slot.
- **Coaches are 100% accountable for skater development.** Coaches have the opportunity to help skaters develop from CanSkate through to STAR 5. This ensures skater development is consistently monitored, nurtured and encouraged.

- **Costs to the skater is reduced.** Only the Skate Canada Assessment fee is paid per assessment. Extra fees required to host a Test Day at the club are eliminated.

Each assessment must be paid for *in advance*. The coach or coaches responsible for the assessment schedules the test during one of the skater's regular classes once presented with proof of payment.

Evaluation sessions will be determined at the discretion of the coaching team depending on the progress of the skater. Parents/guardian/family member will be notified and reminded of upcoming evaluation dates.

Can I compete at this level?

At the beginning of the season, a list of the competitions will be distributed to all StarSkaters, including local and out of town events. Registration for competitions must be done online and must be completed approximately 30 days prior to the event. Once parents/guardian/family member have reviewed the list for the year, they are asked to notify the head coach on which competitions they will attend for the year. See Appendix C for more information on competitions.

3. SPECIAL EVENTS

As outlined in our Year at a Glance, (See Appendix D) there are several special event days listed. For most of these, there are no significant preparations required on your part. Throughout the year, notes will be handed out to our skaters regarding these special events and the details involved. Of special note:

- Theme days: Every month, we will have a theme day, such as Halloween, Disney Day, etc. where kids are encouraged to dress for the occasion. Participate for a chance to win a \$5 DQ gift card!
- Christmas showcase: This is an annual event for our PreStar and Star skaters. It is an opportunity for them to show off to family and friends what they have learned thus far.

Coaches' Corner

The coaches will all work as equals to provide lessons for all skaters. This method is the recommended coaching style by Skate Canada. Your skater will receive lessons from all coaches on the ice. This format allows for your skater to receive expertise from each coach's unique coaching style and benefit from the strengths of each member of our coaching team.

Types of coaching:

- **Private lessons:** Typically, private lessons are in fifteen (15) minutes increments in which one coach will work on skills targeted to areas that your skater needs to work on most. Coaches' keep a detailed record of lesson content to ensure that each skater is receiving well rounded lessons from each coach.
 - At the beginning of the year, you will be discussing whether you want your child to have private lessons by our coaches.
 - Private lesson costs are NOT included in your registration fees. You will receive an invoice from each coach monthly (on the last skating day of the month). Payment is due within 5 business days of being handed out. They are payable directly to the coach by cash, cheque or e-transfers.
 - Your private lesson rate will vary depending on the qualification and experience of the coach. Make sure you know the coach's rate before committing to any private lessons.
- **Semi-private and group lessons:** These types of lessons entails that one coach instructs multiple skaters at the same level during one (1) fifteen (15) minute session. The coaching fees are divided by the number of skaters plus \$2.00 per skater. Semi-private lesson costs are NOT included in your registration fees.
- **Club lessons:** Typically club lessons are fifteen (15) minutes in length in which all skaters participate and one coach instructs. Club lessons are paid by the club and are included in your registration cost. Each skating session typically consists of 2 club lessons. A lesson can focus on stroking, dance, skills, edges, field movements as well as free skate.

2018-2019 Fundraising

Our fundraising revenue helps to cover some of the costs that are not included in the registration fees. These costs include, but are not limited to special events, social events, extra administration fees etc... Your registration fees cover the costs of coaching, the Skate Canada fees, club administration fees and a part of the ice rental fees.

Fundraising commitments are evaluated from season to season and are subject to increase or decrease depending on the Club's financial needs. We have reviewed and taken into consideration the results and strategies of the 2017-2018 season, along with members' inputs to formulate the 2018-2019 season's Fundraising Strategy.

The Club will have **one (1)** fundraising event this winter season.

In order to fulfill your fundraising obligations, you will be required to sell fifteen (15) raffle tickets at \$5/each.

Families of skaters may choose to either:

- Buyout the \$60.00 fee at the time of registration and be exempt from fundraising, or
- Fundraise and sell a minimum of one fifteen (15) raffle tickets at \$5/each.

Important note: If you chose the fundraising option, we will require a security deposit equal to the amount of the buyout option. The security deposit is made by leaving us a post-dated cheque. If your **full** fundraising commitment (all fifteen (15) tickets sold and money returned) is not completed by January 31st, 2019, your security deposit payment will be processed.

Your payment is ONLY processed if your minimum fundraising requirement are not completed by the above-mentioned date. Once you have completed selling your tickets, your post-dated cheque will be returned to you uncashed.

PLEASE REMEMBER: The whole purpose of fundraising is so that we can have affordable registration fees for our members.

Fundraising as a “group” – Bingo

Bingo is **highly** profitable for the Club. All our skaters share the proceeds from bingos as a whole. The funds raised are applied directly to our ice rental fees for the season. For the 2018/2019 season, the club has made Bingos mandatory for PreStar and Star skaters families. Each family must attend two Bingo events per season (this includes any training that is required prior to working a Bingo).

Families of **PreStar and Star** skaters may choose to either:

- Buyout the \$150.00 per bingo fee at the time of registration (\$300 total), or
- Work Bingo and volunteer for a minimum of two (2) bingo events per season.

Important note: If you chose the work Bingo option, we will require a security deposit equal to the amount of the buyout option. The security deposit is made by leaving us a post-dated cheque. If your minimum requirement of two (2) bingos is not completed by August 31, 2019, your security deposit payment will be processed.

Your payment is ONLY processed if your minimum of two (2) bingo events requirement is not completed by the above mentioned date. Once you have complete your two (2) bingo events and they are validated by club officials, your post-dated cheque will be returned to you uncashed.

*See Appendix E for more information on your responsibilities as a Bingo volunteer.

Volunteer Requirements



FREQUENTLY ASKED QUESTIONS

I have been member of this Club for years and never had to volunteer. Why do I have to now?

The Club depends entirely on the volunteerism of its members. The success of the Club depends on the volunteer efforts of **all** its members. Volunteering in the Club is a great opportunity to learn about the sport of skating, how the club runs, as well as a fun way to meet other Club members and have a good time while helping out.

Volunteer participation also translates to affordable fees and savings that supplement on- and off-ice fees, subsidize competition fees, test fees and provide skaters with club jackets, among other things.

Historically, we have relied on a small group of volunteers to do an enormous amount of work. Our goal is to increase our volunteer base. We want to give all of our members a better understanding of the club's goals and operations, and attract new members to our Board of Directors, once they see that the commitment is manageable.

**And considering that the Club's Executive Members is comprised of volunteers – there is just too much for us to do – we need your help.
After all, it is for “our” kids!**

Who is

**required to
volunteer?**

We ask **all** families to volunteer a little of their time to help perform tasks so that we may continue to grow and prosper for our skaters – our children!

How are minimum volunteer hours determined?

The amount of time required from each family is based on the skater's ice time per week.

How much are the volunteer buyout fees and what am I needed to volunteer for?

Families may choose to either:

- Cankaters \$75.00 volunteer buyout fee at the time of registration
- Prestar and Star skaters \$100.00 volunteer buyout fee at the time of registration

For those who choose to help us, please speak with a club official during your child's first skating night so that you may choose a specific volunteering task.



Why am I required to pre-authorize payment of the Volunteer Fee?

If you chose the volunteer option, we will require a security deposit equal to the amount of the buyout option to ensure that you fulfil your volunteering commitment. The security deposit is made by leaving us a post-dated cheque. If your volunteer commitment is not completed by March 31, 2019, your security deposit payment will be processed.

Your payment is ONLY processed if your volunteer commitment is not completed by the above mentioned date. Once you have complete your volunteer commitment, your post-dated cheque will be returned to you uncashed.

If you volunteer but only partially complete your required volunteer hours, the full Volunteer Fee will be processed as we do not pro-rate the Volunteer fee.

Families who elect to opt out of volunteering will be required to pay the full **Volunteer Buyout Fee** upon registration and your family will not be required to fulfill volunteer time.

How and where do I sign up to volunteer?

At your child's first skating session, we will explain our volunteer system and you will sign up before your child is goes on the ice.

Questions?

Email us at info@vesc.ca.

See Appendix F for description of each Committee and Volunteer Commitment Form (to be filled out upon registration).

***** Please note that the volunteer system is in line with other Skating Clubs in the region, and necessary because of the high volume of work involved in running a skating club. *****

Fee schedule

This season, the Valley East Skating Club has implemented more payment options.

- Cash
- Cheque
- E-transfer to treasurer.vesc@gmail.com
- Visa and Mastercard
- Interac Online (coming soon)

2018-2019 winter session fees

PROGRAM	WINTER SESSION COST
CANSKATE MONDAYS	\$150.00
CANSKATE THURSDAYS	\$160.00
CANSKATE BOTH DAYS	\$235.00
PRESTAR MONDAYS	\$155.00
PRESTAR THURSDAYS	\$165.00
PRESTAR BOTH DAYS	\$245.00
STAR 1 MONDAYS	\$155.00
STAR 1 THURSDAYS	\$165.00
STAR 1 BOTH DAYS	\$245.00
STAR 2 & ↑ MONDAYS	\$185.00
STAR 2 & ↑ THURSDAYS	\$195.00
STAR 2 & ↑ BOTH DAYS	\$300.00

*Includes non-refundable fees such as Skate Canada membership fees and administration fees.

Fees include:

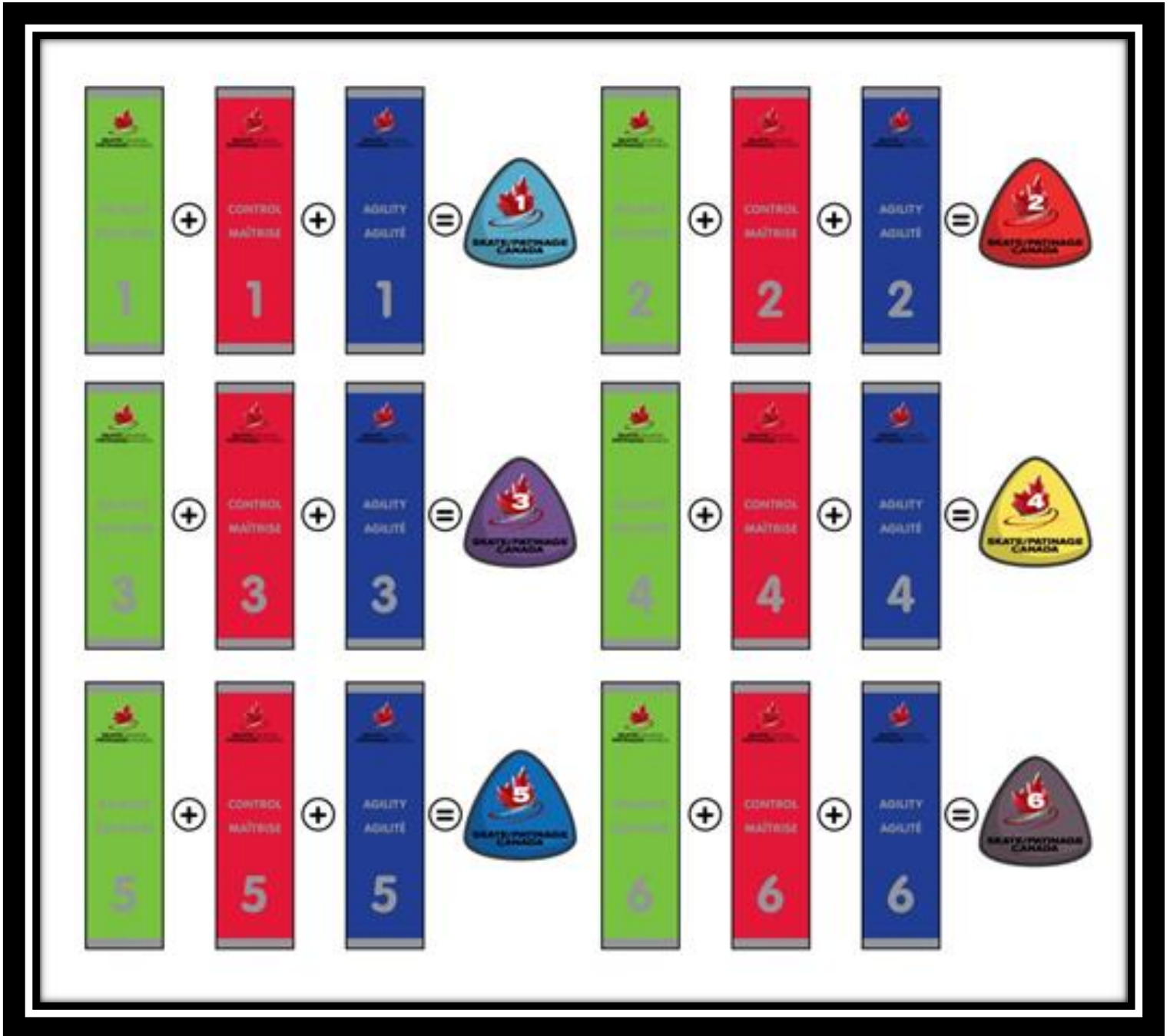
- \$36 Skate Canada fee
- Club's administration fees
- Some ice rental costs (other rental costs are covered by fundraising and bingo revenues)
- Group club lessons for Star skaters
- Full session coaching for CanSkate and PreStar skaters

Fees do **NOT** include:

- Individual lessons – these are to be negotiated with coaches and paid for by parents/guardians
- Skates (paid by parents/guardians)

Appendix A

Badge system



Appendix B

CanSkate Stage Chart

	Stage 1	Stage 2	Stage 3
Balance	<ul style="list-style-type: none"> Fall down & get up 	<ul style="list-style-type: none"> Fwd 2-ft sculling 	<ul style="list-style-type: none"> Fwd stationary blade push
	<ul style="list-style-type: none"> Fwd push/glide sequence 	<ul style="list-style-type: none"> Fwd 2-ft to 1-ft glide 	<ul style="list-style-type: none"> Fwd 2-ft slalom
	<ul style="list-style-type: none"> Fwd 2-ft glide 	<ul style="list-style-type: none"> Fwd push/glide sequence 	<ul style="list-style-type: none"> Fwd circle thrusts
		<ul style="list-style-type: none"> Fwd 1-ft glide with speed 	<ul style="list-style-type: none"> Walking crosscuts Fwd 2-ft to 1-ft curve glide
Control	<ul style="list-style-type: none"> Snow slide steps 	<ul style="list-style-type: none"> Fwd stop 	<ul style="list-style-type: none"> Fwd stop with speed
	<ul style="list-style-type: none"> Bwd 2-ft skating/walking 	<ul style="list-style-type: none"> Bwd 2-ft sit glide 	<ul style="list-style-type: none"> Bwd 2-ft sculling
	<ul style="list-style-type: none"> Bwd 2-ft glide 	<ul style="list-style-type: none"> Bwd 2-ft to 1-ft glide 	<ul style="list-style-type: none"> Bwd 2-ft to 1-ft glide
		<ul style="list-style-type: none"> Bwd push/glide sequence 	<ul style="list-style-type: none"> Bwd push/glide sequence Bwd 1-ft glide
Agility	<ul style="list-style-type: none"> 2-ft turn 	<ul style="list-style-type: none"> Fwd 2-ft turn 	<ul style="list-style-type: none"> Fwd 2-ft quick turn
	<ul style="list-style-type: none"> 2-ft jump 	<ul style="list-style-type: none"> Bwd 2-ft turn 	<ul style="list-style-type: none"> Bwd 2-ft quick turn
	<ul style="list-style-type: none"> Fwd skating perimeter of ice 	<ul style="list-style-type: none"> Fwd 180° glide turn 	<ul style="list-style-type: none"> Fwd 360° step turn
		<ul style="list-style-type: none"> Fwd 2-ft jump 	<ul style="list-style-type: none"> Bwd 2-ft jump Fast fwd perimeter skating



	Stage 4	Stage 5	Stage 6
Balance	• Fwd crosscuts	• Fwd crosscuts Figure-8	• Fwd power crosscuts
	• Fwd Inside slalom	• Forward Inside edges	• Fwd perimeter skating with crosscuts
	• Fwd Outside slalom	• Fwd push/glide sequence	• Forward Outside edges
	• Fwd drag	• Fwd perimeter skating with jumps	• Fwd 1-ft slalom
	• Fwd spiral	• Inside spread eagle	• Fwd shoot the duck
	• Drop-down drill	• Fwd 1-ft slalom	• Fwd perimeter skating with side stops
	• Fwd "v" start	• Running lateral crossovers	• Fwd spiral on a curve • Fwd "crossover" acceleration
Control	• Bwd stop	• Fwd 2-ft side stop	• Fwd 1-ft side stop
	• Bwd circle thrusts	• Bwd stop with speed	• Fwd 2-ft side stop with speed
	• Bwd 2-ft slalom	• Bwd crosscuts	• Bwd outside Slalom
	• Bwd 1-ft glide with speed	• Bwd Inside slalom	• Bwd crosscuts figure-8
	• Fwd 1-ft glide from blue line to blue line	• Bwd push/glide sequence	• Bwd perimeter skating with crosscuts
	• Speed drill #1	• Bwd spiral	• Bwd 1-ft slalom
		• Speed drill #2	• Bwd 1-ft spin
		• Speed drill #3	
Agility	• Fwd 1-ft turn	• Fwd 1-ft turn	• Fwd 180° stepturn (FI mohawk)
	• Bwd 360° stepturn	• Fwd 360° glide turn	• Bwd 180° stepturn (BO or BI mohawk)
	• Fwd to bwd 2-ft jump	• Fwd to bwd 1-ft jump	• 2-ft multi turns
	• Bwd to fwd 2-ft jump	• Fwd power jump	• Rotating power jump
	• 2-ft spin	• 1-ft spin	• Bwd toe-assisted jump
	• 2-ft sit spin	• Alternating foot spin	• Bwd 360° 2-ft jump
		• Fwd tight glide turns	• Fwd 1-ft spin with spiraling edge
		• Fwd 2-ft reverse pivot jump	



Appendix C

All about competitions

Hello from your coaching team!

Some of you are new to the world of competition and some have it down to a science! Whichever is the case, we want to provide you with some extras to equip you and your skater for competition.

Below you will find a competition checklist that you may find handy when packing for the big day! **Remember to bring 2 copies of your music** to give at registration upon entering the competition.

If you have any questions about the competition specifically (dates, fees, requirements etc.) please let us know!

Competition Checklist

Clothing

- Warm up Jacket
- Gloves
- Tights if applicable
- Dress or skating outfit
- Change of Clothes
- Skate socks
- Running Shoes (optional)

Equipment

- Skates
- Guards and Blade covers
- Towel to wipe blades

Extras

- Water Bottle
- Make-up if applicable
- Hair supplies (brush, gel, elastics, clips, etc.) if applicable
- Inhaler/medications (if needed)

Essentials Star 2 and Up

- 2 CD's with solo/Interpretive music

Please remember to discuss competition costs with your coaches before registering in **any** competition. Your registration fees **do not** include any competition entry fees or coaches' fees/expenses for competitions.

Appendix D



YEAR AT A GLANCE

2018-2019

Parent Meetings To be determined Ongoing as needed

August

- 18 Registration @ Annual Family Summer Fun Day Centennial Arena 10am-4pm
- 25 Bingo – early
- 28-30 Registration Hanmer Mall 5:30-8:30pm
- 29 Bingo – early



September

- 1 Bingo - early
- 8 Tagging at Canadian Tire
- 10 First day Prestar & Star for Monday skaters Raymond Ploudre 4-6pm
- 13 First day Prestar & Star for Thursday only Raymond Ploudre 4-6pm
- 14 Bingo – early
- 15 Bingo – late



September

(cont'd)

- 17 Minutes to Win It Games
- 20 Minutes to Win It Games
- 17 & 20 Try Skate 6-7pm
- 24 PA training 5-6pm on-ice training 6-7pm off-ice training Diner provided Raymond Ploudre



* Registration at Raymond Ploudre on September 10, 13, 17, 20, 24, 27 from 4:30-6pm



October

- 1 & 4 Prestar & Star skaters Centennial arena for rest of season
- 8 No skating – Thanksgiving
- 11 First Canskate Thursday Centennial arena – 6:10-7pm
- 15 First Canskate Monday Centennial arena – 6:10-7pm
- 25 Halloween Skate
- 26 Bingo – early
- 27 Bingo – late
- 29 Halloween Skate
- 30 Bingo – early



November

- 19 Jersey Day
- 22 Jersey Day
- 25 Caroling
- Details to follow
- 27 Bingo – early

SKATERS FIRST



December

- 13 Holiday Showcase – Prestar & Star Details to follow
- 15 Bingo – late
- 17 Holiday skate
- 20 Holiday skate
- 21 Bingo – early
- 23 No skating
- 24 No skating
- 27 No skating
- 30 No skating
- 31 No skating





2019

January

- 3 Back on ice for Prestar & Star Skaters 11
- 3 No skating for Canskaters 14
- 7 Canskate Monday winter session begins 15
- 10 Canskate Thursday winter session begins 16
- 18 Bingo – early 18
- 19 Bingo – early 25
- 21 PJ Day 28
- 24 PJ Day

February

- 11 Canskate Monday Show
- 14 Canskate Thursday Show
- 15 Bingo – early
- 16 Bingo – late
- 18 No skating
- 25 Disney Day
- 28 Disney Day

March

- 4 Beach Day
- 7 Beach Day
- 11 No skating
- 14 No skating
- 22 Bingo – early
- 23 Bingo – late
- 25 Bring a parent
- Last day for Monday only skaters
- 28 Bring a parent
- Last day for all groups
- * AGM – date to be determined
- * Banquet – date to be determined



Bingo hours:
Early: 8-10:15pm
Late: 10:15pm-

Board meetings to be determined as per availability of its members



Appendix E

Bingo Roles and Responsibilities

Because Bingo is our biggest revenue generator, it is essential that all families of PreStar and Star skaters volunteer for a minimum of two (2) Bingo events. The Bingo schedule is available to the Club on a quarterly basis and usually varies from quarter to quarter. This year, the Club organizers will prepare the volunteer schedule in advance. This way the Club is assured that the required number of volunteers are present at each bingo and that families will have an equal opportunity to do the required bingos. You will be advised accordingly. The Bingo hall has also instituted training sessions that are mandatory for all volunteers to attend before they can work Bingo. In order to ensure a professional representation at the Bingo events, a dress code is in effect:

- Black dress pants (NO JEANS OR TRACK PANTS)
- Black VESC polo shirts (**you will be responsible to pick it up at the arena the week before your Bingo and return at your child's next skating session**)
- Comfortable shoes (no open toe, crocs, high heels)
- No hats
- No food or beverages other than water (including Tim Horton's coffee)

Roles and Responsibilities:

1. Volunteer must be there at least 5 minutes before as tardiness or absenteeism may lead to loss in revenue or even suspension – it is your responsibility to find a replacement for your scheduled Bingo should you not be able to attend.
2. Introduce yourself upon arrival.
3. Sign-in is mandatory.

All Bingos take place at:

Delta Bingo Gaming

2914 Old Hwy 69, Val Caron

Telephone: 705-897-7005

Jeff McVeety is our Bingo Coordinator. He puts in many hours and is exceptionally dedicated to our revenue-generating Bingo Program. Some of his duties include but not limited to: application to bingo hall, application for permit with licensing department, fields questions with license officers, financial procedures, schedules volunteers, ordering of dress shirts for volunteers and much more.

Should you need to get in touch with Jeff regarding Bingos, please contact him at:

jeff.mcveety69@gmail.com

Appendix F - Volunteer Commitment Form

Board of Directors: The Board is responsible for the overall management of the club. Individual members have duties such as hiring coaches, setting the budget, obtaining ice, scheduling programs, setting policies and event planning. The Board approves all the major decisions. The Board generally meets once a month.

Committees' responsibilities

Advertising Committee: Responsible for advertisement of the Club. With a budget set out by the Board of Directors, this committee will be responsible to advertise our Club. Advertising can include, but is not limited to: flyers in the school and daycares, organizing information tables at event such as Darling Halloween Events, etc... This committee is also responsible for the management of our website, Facebook, Snapchat, Twitter and Instagram accounts. Once the season is over, the Chair of this committee is responsible for advising the volunteer committee @ volunteer.vesc@gmail.com which members have fulfilled their obligations (so that security deposit can be waived).

Banquet Committee: Responsible for organizing and executing a plan of action for the Year End Banquet. Members of this committee will be responsible for choosing venue, reservations, selling tickets, consultation with Head Coach for awards, ordering awards, etc... After the Banquet, the Chair of this committee must advise the Volunteer committee @ volunteer.vesc@gmail.com which committee members have fulfilled their volunteering obligations (so that security deposit can be waived).

CanSkate Committee: Responsible for desk duties. The members of this committee have to sign up for desk duties as set out by the Chair of this committee. Volunteers for desk duties take care of a number of tasks including, organizing skater's name tags, taking attendance, answering parent's questions, distributing notes to parents, answering questions or leading the member to the person who can, etc.. Once a member has fulfilled their duties, the Chair must advise the volunteer committee @ volunteer.vesc@gmail.com that the committee member has fulfilled their volunteering obligations (so that security deposit can be waived).

Fundraising Committee: Responsible for executing the fundraising activity chosen by the Board of Directors. For the 2018-2019 season, there is one fundraising activity: spirit basket raffle tickets. Members of this committee will be responsible for preparing tickets, providing tickets to the session coordinators for distribution, receiving returned tickets and monies from the session coordinator, executing the draw, announcing the winner as per licence's obligations, and advising the Volunteer committee @ volunteer.vesc@gmail.com which committee member have fulfilled their volunteering obligation (so pre-authorize payment can be waived).

Showcase Committee: Responsible for organizing and executing a plan of action for the Showcase event. For the 2018-2019 Season, the showcase is on December 13th. After the Showcase, the Chair of this committee must advise the volunteer committee @ volunteer.vesc@gmail.com which committee members have fulfilled their volunteering obligations (so that security deposit can be waived).

Volunteer Committee: Responsible for executing volunteers' program set by the Board of Directors. Members of this committee will be responsible to ensure that members execute their volunteer commitments, help other committees to recruit extra volunteers for special event, if required, sign volunteer's tracking sheets, advise the treasurer @ treasurer.vesc@gmail.com once a committee member has fulfilled their volunteer requirement (so that security deposit can be waived).

**First meeting of every committee will be held with the Committee Representative to explain your duties and elect a Chair.
Committee Chair will report to the Committee Representative of the Board of Directors.**

Position in each committee:

Committee Chairs: Lead the committee to plan and execute plan of action. Chair will also advise the Volunteer Committee @ volunteer.vesc@gmail.com once members have completed their minimum volunteer requirement.

Committee Members: Executing the plan of action with the leadership of the Chair. For many committees, any member of the club can join in to help with the planning and organization of a specific area.

Event Volunteers: Every event needs people to come out and help. Event volunteers are needed on the day of the special event (ex. to cover the admission table at the showcase, etc.). Event volunteers are to be recruited by that particular event's committee.

Coordinator's responsibilities

PreStar Coordinator: Liaison between committees and parents.

Star Coordinator: Liaison between committees and parents.

Appendix G

Codes ethics and of conduct

Coaches Code of Conduct - As stated on the Skate Canada website

Rule 2401 - Skate Canada Professional Coach Defined: A Skate Canada Professional Coach is defined as a person who teaches figure skating or skating as a profession and meets the criteria to teach as determined in Rule 2402 and other provisions from time to time by the Skate Canada Board of Directors, and is a member of Skate Canada.

This job description is a brief statement of responsibilities of a Valley East Skating Club Coach. Additional responsibilities may be assigned to meet the needs of the VESC.

Roles and Responsibilities of the VESC Coach:

- To abide by the Skate Canada Coaches Code of Ethics and maintain up-to-date membership with Skate Canada as a Professional Coach.
- To be an "expert" in coaching and figure skating.
- To identify and address potential moral or ethical issues.
- To be competent at guiding parents, preparing skaters, and club board members in skating and coaching related matters.
- To be clear, respectful and honest when communicating to skaters, parents and executive members.
- To communicate figure skating skills instructions and make coaching decisions effectively.
- To work with our team of coaches and resource personnel to ensure that the skater receives the best training possible.
- To assume leadership roles for other coaches when asked or needed.
- To communicate clearly goals and objectives developed with your skaters, parents, and executive members prior to the skating session debut.
- To be up-to-date with Skate Canada rules and rule amendments at all times.
- To be responsible for upgrading your skills and knowledge in the sport of figure skating on a regular basis.
- To analyze, identify errors and provide constructive feedback to the skaters, and parents.
- To organize and implement a fun, safe and enjoyable environment to all skaters.
- To administer first aid when needed.
- To accept additional responsibilities in a professional manner.
- To train, supervise, assess and evaluate Program Assistants.
- To organize and/or assist and attend parent information sessions.
- To provide advice on skating matters - e.g. equipment, progression to other programs and future opportunities.

For Coaches' Code of Ethics, please visit:

<http://www.skateontario.org/wp-content/uploads/2016/11/Coaches-Code-of-Ethics-Policy.pdf>

Skaters' Code of Conduct - As stated on the Skate Canada website

Skating is an individualized sport that requires safe and courteous behaviour from all participants, on and off the ice. Skaters need to be aware of one another, and react predictably to ensure their own and others' safety. Each skater is responsible for being aware of and practicing the rules of etiquette and safety noted below.

- Due to insurance requirements, only registered Skate Canada members are permitted on the ice, except in a medical emergency.
- Skaters are expected to be on time and to skate the duration of their session.
- Food, drink, and gum are not permitted on the ice; plastic water bottles are acceptable, but must be left at the boards. Glass bottles are prohibited.
- Spectators, including parents of skaters, may watch quietly from the stands or seating area — not by the boards — and must refrain from conversing with or offering directions to skaters on the ice. (If a skater needs more direction, the coach should be consulted after the session, and a plan developed to help the skater become more independent.)
- Skaters and parents should be respectful of all coaches.
- Parents and/or skaters must notify the coach of any lessons to be missed. Coaches have the prerogative to charge for missed lessons not cancelled the day before.
- For safety, if you must leave a session before its completion, please tell a coach.
- Skaters should be dressed neatly, and in the proper skating attire. Long hair should be tied back and off the face.
- The gates in the rink boards must be kept closed while a session is in progress, to ensure the safety of skaters on the ice. Sitting on the boards is not permitted.
- Once music tapes for solos and dance are placed in the lineup for playing, the order cannot be adjusted except for lesson requests.
- Only coaches are allowed to request music.

Behaviour on the Ice - As stated on the Skate Canada website

- Skaters must always look both ways when leaving the boards.
- Skaters are expected to be skating at all times while on the ice, and to get up promptly after a fall in order to keep pathways clear for other skaters.
- The ice surface should be used for practice, not for conversation. (Working in small groups with coach's approval is acceptable.)
- When practicing routines, skaters must learn to manoeuvre around other skaters and still do jumps, spins, and footwork successfully. The skater whose music is playing has the right of way. Calling out "Excuse me!" or "Heads up!" will alert other skaters to get out of the way.
- Skaters should use the centre of the ice, between the blue lines and away from the boards, for practicing spins. This allows room at the ends of the rink for preparations for jumps, and for other skaters to manoeuvre around the spinning skater.
- Bathroom breaks should be taken during floods or at start or end of session, unless absolutely necessary. Kleenex, mitts, gloves and non-glass water bottles must be brought with you at the beginning of the session.
- Foul language, yelling, and abusive or aggressive behaviour, including kicking holes in the ice, are prohibited, and will result in loss of privileges.

Parent Code of Conduct - As stated on the Skate Canada website

Skate Canada is committed to ensuring that all skaters have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. Parents have an enormous influence on skaters' experiences in the sport. The quality of a skater's experience is determined by their relationships with parents and the manner in which parents conduct themselves in the Skate Canada environment.

In this code "parents" shall refer to "parents and guardians". This code applies to all parents who are members of Skate Canada or have children who are members of Skate Canada.

- All parents are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect.
- Parents shall always model positive responsible behaviour and communicate with their son/daughter that they expect them to do the same. Parents will assume the major responsibility for their son/daughter's on ice conduct and attitude.
- Parents shall at all times treat all individuals and property with dignity, courtesy and respect, including but not limited to skaters, coaches, officials, volunteers, other parents, and all other individuals that are part of the club, skating school, Section or Skate Canada.
- Parents shall refrain from any behaviour, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
- Parents shall emphasize the importance of values like sportsmanship, respect, cooperation, competition and teamwork to their son/daughter offering praise for competing fairly, participation and skill development.
- Parents shall model and encourage their son/daughter to maintain a healthy balance between skating and life. (i.e., school, other activities, social life, etc.)
- Parents shall model and encourage balanced, healthy food choices and subscribing to an active and healthy lifestyle.
- Parents shall set high, but reasonable expectations for their son/daughter's participation in skating focusing on development and enjoyment for the child.
- Parents shall instill confidence in their son/daughter's ability and skill development, always avoiding comparisons with other skaters.
- Parents shall celebrate the acquisition of skills and goals achieved by their son/daughter.
- Parents, along with the professional coach and the athlete, shall be considered members of a team whose main concern is the child's overall progress and development. Parents shall respect that the professional coach is responsible and empowered for the on-ice and off-ice development of the athlete. A parent's role shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, adherence to off-ice training regimen set by the coach or other fitness professional, overall health, life-balance, and moral and emotional support.
- Parents shall ensure their son/daughter wears proper skating clothing and equipment.
- Parents shall never provide alcohol or drugs to minors in a Skate Canada environment.
- Parents shall never provide or advocate the use of performance enhancing drugs or substances.
- Parents shall avoid any conduct, which brings their club, skating school, Section or Skate Canada, into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and gambling.
- Parents shall openly support and uphold this code of conduct policy and take action and steps to ensure other parents follow and uphold this code of conduct policy.
- Parents shall adhere to the policies, procedures, rules, standards, and ethics of Skate Canada at all times.

Club obligations to the skater and parent - As stated on the Skate Canada website

- To provide up-to-date quality Skate Canada skating programs to all members in accordance with delivery standards prescribed by Skate Canada.
- To provide the skater and parent(s) with the basic information necessary to enable them to choose a realistic and affordable course of action to achieve their goals and objectives.
- To outline clearly all club programs including cost and method of payment.
- To outline clearly all club policies including parent responsibilities, safety issues, carnival fees, test days, ice qualifications, etc.
- To ensure that sufficient, qualified coaches are available to teach all programs within the club, including private and group instruction.
- To adopt a philosophy of being athlete centered in all decision making.
- To ensure that the best interests of all skaters in the club are taken into account in club decision making. To ensure that each skater is able to participate and progress at his/her own level and that no skater is held back.
- To communicate as regularly and effectively as possible with skaters and parents as to club activities, changes in Skate Canada rules and regulations, club regulations and policies and other important or relevant information affecting the skater's participation in the sport.
- To help ensure that a positive learning environment is maintained in the club.
- To respect all members' racial and religious practices.
- To inform all members regarding the club's constitution and by-laws and requirements for the Annual General Meeting.
- To implement an appeal process to deal with customers requesting special consideration.

Club obligations to the sport - As stated on the Skate Canada website

- To maintain a current working knowledge of the ISU, Skate Canada and Section rules, policies, regulations and programs so as to be able to deliver the product of skating in an organized and professional manner.
- To exhibit the important character traits of honesty, reliability/dependability and cooperation when dealing with all participants in the sport.
- To share responsibility with the Skate Canada Board, the Section, Skate Canada Officials (judges, evaluators, referees, data specialists) and coaches to initiate and support actions that are required to meet the needs of the skaters and skating in general.
- To promote Skate Canada and its programs and the sport of skating in general.