



**Huntington Hills Skating Club**

Parent's Handbook  
2015-2016



SKATECANADA

## Vision Statement

A leader in building champions; Skate Canada is committed to the development of personal excellence through participation in skating.

## Mission Statement

Skate Canada is dedicated to providing Canadians the opportunity to participate in skating throughout their lifetime for fun, fitness, and achievement.

## Ice Disclaimer

All private skaters are asked to register online by August 30, 2015. If there are not enough skaters per ice session, we may have to cancel some ice and move you to another session. We will try our best to accommodate requests.

## Medical Refund Policy

Skaters are eligible for a medical refund (less a \$35 administration fee) with a note from a medical professional. This is intended for anticipated lost ice time of more than a week.

## Missed Ice Policy

- Ice fees have been pro-rated to accommodate known ice cancellations (statutory holidays and other scheduled ice interruptions).
- Ice cancelled by HHSC for tests or other special events can be made up at no additional charge.
- Missed ice for any other reason cannot be transferred or made up at a different time. You must skate the sessions you have registered for or pay the applicable pick-up fees.

## Pick-Up Ice Policy

- Additional ice may be available on sessions you have not registered for.
- Pick-up fees are \$18 per hour, ***payable by cheque only***.
- Pick-up ice must be paid for prior to stepping on the ice (please give the cheque to your coach).

# CANSKATE PROGRAM

CanSkate is Skate Canada's flagship learn-to-skate program, designed for beginners of all ages. When you sign up for CanSkate your skater will be in a program that focuses on fun, participation, and basic skill development. Skaters will earn badges and other incentives as they learn fundamental skating skills.

CanSkate is the feeder program to all other Skate Canada Skating Programs. CSA APPROVED HELMETS AND MITTS ARE MANDATORY. If you have any questions or concerns please approach the coaches at the end of the session.

Our Professional Coaching Team for the CanSkate program is: Tammy Schmidt, Donna Hallatt, and Lesley Stewart. They will be assisted, as required, by trained Program Assistants selected from the StarSkate program at our club. Our coaches look forward to a great season working with your children.

Our coaches have, on average, taught skating programs for 20 or more years. In order to provide a quality lesson for all participants without interruption or loss of focus, we ask that parents / guardians adhere to the following :

- During the lesson, parents / guardians are asked to move to:
  - The bleachers (not the players' boxes)
  - The viewing window on the upstairs concourse
  - The arena lobby
- *Please do not come onto the ice or stand in either of the players boxes, penalty boxes / gates or behind the glass at either end of the arena*
- If your child requires your assistance, the Coach will bring the child to the players box gate and you can meet your child there.

It is our experience that all skaters will make better progress if they are under the direction of the Coach and not distracted during the lesson.

# Helmet Use Policy – Information for Clubs, Coaches and Parents

On July 1, 2011 Skate Canada implemented a Helmet Use policy. This policy was implemented as a proactive safety measure to help protect members in the early stages of the CanSkate program that are learning how to skate. Skate Canada believes it is an appropriate time to implement such a policy to help prevent future injuries to its members that are learning how to skate. In the development of the policy Skate Canada consulted various groups of individuals including parents, and the policy was approved by the Skate Canada Board of Directors earlier in 2011.

Skate Canada is proud of its CanSkate program, the best learn-to-skate program in Canada, and we will continue to develop policies and programming that create a better and safer learn-to-skate experience for our skaters. If you would like more information on helmet use and injury prevention we recommend you visit [Think First](#).

How should the hockey helmet fit?

- A hockey helmet should fit snug to prevent any shifting and maximize protection. Make sure the chinstrap can be adjusted so it gently makes contact under the chin when fastened.
- For an adjustable helmet, open it to the largest setting and gradually begin to downsize the helmet until a comfortably snug fit is achieved. The helmet should rest on the head so that the rim is one finger width above the eyebrow and making contact with the top of your head.
- Although most helmets are lined with protective foam, some helmets will feel better than others. Try on different brands of helmets for fit and comfort.
- All CSA certified helmets have a sticker indicating their certification.

Why only hockey helmets?

- Hockey helmets are designed to help protect against head injuries occurring on ice, whether from a fall or collision. A bicycle helmet, for example, is designed to protect against head injuries should a fall occur while riding a bicycle. It is important to ensure that when a skater is on the ice, they are protected with equipment designed for their sport or activity.

Are face masks required as well?

- Face masks are not mandatory; however young skaters may benefit from the added protection.

Are used hockey helmets acceptable?

- Hockey helmets and face protectors sold in Canada must meet safety standards set by the Canadian Standards Association (CSA). If the CSA sticker is not present, throw the product away. Hockey helmets normally last for about three to five years. Hockey helmets must not be used if previously subjected to a major impact or if older than five years or if showing visible signs of damage or if parts are missing. Hockey helmets must have labelling with the date of manufacture and have a chin strap. It is important that the helmet fit properly in order to ensure proper protection.

Can a parent sign a waiver absolving the club from any liability and allow their child to participate without a helmet?

- No. The requirement to wear a helmet is a Skate Canada Policy and all clubs and members must abide by our policies. Therefore in order to participate in the CanSkate program all skaters who have not achieved Stage 5 in the CanSkate program or who lack good balance and control must wear a CSA approved hockey helmet while on the ice.

Why has up to and including Stage 5 been selected as the benchmark for helmet use?

- Skaters who lack good control/balance when skating forward, backward and have difficulty stopping, as well as maneuvering around obstacles on the ice are at a higher risk of being unable to control a fall, regardless of their age.
- The CanSkate program has been developed to introduce basic skating skills to beginners in a safe and sequential manner. The learning progressions leading to and included in Stage 5 allow skaters to gain the necessary skills (balance, agility, and control) required to safely participate on the ice. While it may be likely that many Stage 5 skaters can skate reasonably well, ice surfaces can be very unpredictable and there is always a risk of falling, no matter what stage a skater is at. CanSkaters participate in a group environment with other skaters on the ice of different levels who may fall and cause other skaters to fall.

## Tips On Skates

Skates (new and second hand) can be purchased at a sporting goods store or at a skating shop. Skates come in different strengths and price ranges.

### CanSkate

Recreational weight figure skates and hockey skates  
(Dominion, Daoust, Lange, C.C.M., Bauer, etc) \$50 – \$70 new

### StarSkate - Figure Skates

Preliminary / Junior \$150 - \$200 new (set)  
(Wifa, Reidell, etc – blade attached)

Intermediate / Senior / Advanced \$250 - \$450 new boot  
(Wifa, Reidell, Harlick, etc \$50 – \$190 new blade

High Performance \$400 - \$800 new boot  
(Reidell, Harlick, GAM) \$500 new blade

Second hand skates and / or blades are usually half this price.

Increasing weight and strength of the boot and blade are required to support the foot and withstand the impact of jumps such as the Axel, double jumps, and jump combinations, as well as other advanced skating manoeuvres.

Our professional coaches do not recommend plastic moulded skates or “quick snap” on boots as they do not allow for knee flexibility which is essential for proper skating.

#### **FIT:**

- It is important to make sure that the skates fit well before each session. **DO NOT BUY SKATES THAT ARE TOO LARGE OR TOO LOOSE.** This will hinder the skating progress and cause stress on the ankles and knees. Contrary to what most people think, the average skater takes a half size smaller than their street / walking shoe size. If your child wears orthopaedic lifts in their shoes, be sure the lifts are worn when purchasing skates, as well as during the skating sessions.
- Skating boots should be fitted with **one** pair of stockings
- There should be room to move the toes, but the foot should not slide around. While standing, have the skater push their heel to the back of the boot. The maximum amount of space between the toes and the end of the boot should be 0.5 inch (the skater should be able to wiggle their toes).
- Skates should fit snugly around the heel and ankle. There should be some room for movement but the ankle, instep, and heel must be firmly supported. The ball of the foot should come just ahead of the point where the sole starts to cut in for the arch. This ensures the proper positioning of the arch and is extremely important.
- The tongue should be sufficiently wide so that it will stay in place and it should be well padded to prevent the laces from cutting into the foot. When laced there should be a gap of 1 to 1.5 inches between the lacings at the instep.
- Please not that with second hand skates, there should be very little buckling of the leather around the ankle. Buckling of the leather indicates that the boot has started to break down and will not provide good support for the foot.

#### ***Here is a test to see if you have the right fit:***

*Lace up the boot, the ask someone to hold the blade down, and see if you can lift your heel. If you can, try a half size smaller.*

#### **LACING THE BOOT:**

- To support the ankle and avoid leg cramps, skates should be laced fairly loosely over the toe and front the front of the foot, but snugly over the ankles.
- Figure skate laces should be hooked securely in a downward direction and with sufficient tension to permit one finger down at the top of the back of the boot.
- Laces should be long enough to be tied in a double bow and tucked in. **NEVER WRAP LACES AROUND THE TOP OF THE BOOT** as this may cause injury to the tendon at the back of the leg.

## **SKATE CARE:**

- Do not walk on metal or concrete surfaces or you will wear down the blade edges and can make deep nicks and scratched in the metal of the blade. Skate guards should be worn when walking to and from the ice. Dull or damaged blades make skating difficult. Gliding, carving edges, and stopping is easier on clean, sharp blades.
- Skate guards should be removed when skates are taken home to keep the blades from rusting. Skate blades should be dried off thoroughly with a towel before being put away in the skating bag. Cloth blade covers (slippers, soakers), are also helpful to protect the blades from rubbing together during storage in the skate bag.
- Leather cleaners, cream polish, and water proofing preparations are available at skating shops to keep your leather boots clean and protected.
- *Skates should be precision sharpened at a professional skate shop.* We do not recommend that skates be sharpened using an arena automatic sharpening machine. Protect your investment. Of the skater is using skate guards, the skates need only be sharpened:
  - Twice a year (September and Christmas break) at the CanSkate level
  - Every 15 to 20 skating sessions for StarSkate level skaters.

## **Where to buy Skates:**

### CanSkate

For new recreational weight skates

Professional Skate Service  
3515 – 18 Street SW  
(403) 243-3663

Tuxedo Source for Sports  
2520 Centre Street N  
(403) 277-2872

### StarSkate

For the purchase of: new and second hand skates  
Skate sharpening of all types of figure and hockey skates  
Other skating related products and services

Professional Skate Service  
3515 – 18 Street SW  
(403) 243-3663

**\*\*For further information or clarification, please ask our Professional Coaches**

# STARSKATE PROGRAM

Skills, Tests, Achievement, Recognition – this is what STARSkate is all about! STARSkate offers opportunities for skaters of all ages to develop fundamental figure skating skills in the areas of ice dance, skating skills, free skate, and interpretive skating. Unique in Canada, this program teaches figure skating skills in a group and/or private lesson format in a progressive and sequential manner and includes specifically designed awards and incentives. Skaters have the opportunity to take Skate Canada Tests through a nationally standardized testing system. Skaters who have mastered figure skating skills in STARSkate may also choose to pursue synchronized skating or pairs skating.

The group and/or private lessons are paid directly to the coaches or dance partner. The coaches and/or dance partner will bill each skater monthly.

Please be aware that there are fees for competitions and test days from the coaches as well as to the host club. ***In previous years, HHSC has covered the costs of the coaches at competitions. As of the 2015-2016 season, HHSC will no longer be able to offer this perk.***

# Volunteer Commitments

The Huntington Hills Skating Club is 100% volunteer operated. Your help will be needed throughout the season to ensure the smooth operation of the club.

Volunteer opportunities include:

- HHSC Board positions
- Fundraising
- Organizing the Year-End Carnival / Gala
- Playing music
- Assisting the coaches with CanSkate
- Sizing and ordering club jackets

***This is not a complete list. If there is something you would like see the club do for our skaters, feel free to contact the board and create a volunteer position for yourself!***

Parents / Guardians can sign up for volunteer positions on the club website under the Volunteer tab. All skaters in the StarSkate programs are required to make a \$100 deposit (to a family maximum of \$200) at registration. You will have ample opportunities to work your deposit back over the course of the season (to a maximum of your initial deposit).

Many hands create light work!

# Fundraising

This year, Huntington Hills Skating Club will be doing various fundraising events. As we are eligible for a Casino only once every 2 years, it is important that we continue to find other fundraising opportunities to help offset ice costs, especially in non-Casino years.

Each family will be required to submit a \$400 fundraising deposit with their registration. As with the Volunteering Commitment, there will be opportunities to “work” this commitment back.

## **1. Cash Calendar (Mandatory Participation)**

- Booklets will be available in October and November
- Each StarSkater will receive one booklet (to a maximum of two per family)
- Booklets of 20 tickets at a cost of \$10 per ticket (total value of \$200).
- How it works: Each day in December, we will draw a name (ticket) and the winner will receive the cash prize for that day.

***\*\* Please Note: By selling all 20 tickets in your booklet, you will have recovered \$200 of the \$400 fundraising commitment you were required to pay at registration.***

## **2. Additional Fundraising – To Be Announced**

Thank you in advance for your assistance and your continued support of your skating club

# Canada's Position Statement on Bullying

November 2013

## POSITION STATEMENT ON BULLYING

Bullying is a form of harassment and is considered to be "personal harassment" as defined in the Skate Canada Membership Complaint Policy section 9. (c). Skate Canada's complaint policies are contained in the Policies and Procedures section of the rule book available on the Members Only portion of the Skate Canada web site under Technical & Programs > Rules > 2013 Official Rule Book > Policies & Procedures > Bylaws.

## STATEMENT OF INTENT

Skate Canada strongly condemns bullying, will not tolerate bullying by any of its members and is committed to raising awareness of this issue and preventing and eliminating bullying behavior within Skate Canada. Skate Canada recognizes that bullying can have a serious adverse impact on personal dignity, self-esteem, confidence, personal safety, performance, enjoyment of skating and of life itself.

All Skate Canada members have the right to participate in a safe, supportive and caring environment free from harassment and they have the responsibility to contribute to the protection and maintenance of this environment.

## WHAT IS BULLYING?

Bullying is a form of personal harassment and includes physical or verbal abuse that occurs once or repeatedly and may involve an imbalance of power. Bullying is intended to hurt and humiliate the victim and may include:

- Insulting or derogatory remarks or gestures
- Insulting or derogatory remarks or gestures
- Rude or vulgar language or gestures
- Shouting, yelling, swearing, name-calling
- Persistent unwarranted criticism
- Public ridicule
- Verbal, written or physical threats and intimidation
- Hitting, kicking, pushing or other types of forceful physical contact
- Bullying may occur in-person or through electronic means including e-mail, texting and social media.

## WHAT TO DO IF YOU ARE BULLIED?

If a member has experienced bullying behavior, or has witnessed another member being bullied, the member may submit a complaint to the Complaint Review Officer at the Skate Canada national office as per the process in the Skate Canada Membership Complaints, Hearing and Investigation Procedures Policy.

## CLUBS AND SKATING SCHOOLS

Skate Canada recommends that all of its member clubs and skating schools post this document on their club/school notice boards and/or web site and make it available for members upon request. Every member club and skating school will inform its athletes, coaches, officials and volunteers of this document and will encourage victims of bullying, and the parents of victims of bullying, to bring forward these items as per the above mentioned process so that all necessary and reasonable steps to stop and prevent bullying behavior can be taken.

# Rules & Regulations

The following is a list of rules and regulations that skaters must follow when attending skating sessions. The HHSC would like to stress that if all skaters follow the rules, skating will be a fun and safe place.

1. The coaches have authority over all skaters attending sessions.
2. No gum, food or candy is allowed on the ice or sitting on the boards around the ice surface. If you must snack please do so in the dressing room or the players bench away from the ice surface. Dispose of your garbage in the receptacles provided.
3. Water is the only beverage allowed at the ice surface.
4. Skaters must get up immediately if they fall unless they are unable to do so.
5. Skaters must use assigned dressing rooms not the lobby or bleachers.
6. Proper skating attire is to be worn. Please tie long hair into a pony of some sort. No jeans, hooded headgear, baseball caps or oversized t-shirts/sweatshirts.
7. If you are sick or going to be away, please have the courtesy to phone your coach to let him/her know. Twenty-four hours notice is appreciated wherever possible, otherwise you may be charged for the lesson that was missed.
8. Skaters receiving lessons, dance partnering or their solo have the right of way.
9. Skaters must respect themselves, each other, the coaches, and parents.
10. Disruptive, disorderly behavior will not be tolerated. Skater's parent, skater & coach or other adult will deal with any concerns in this area. Please treat others, as you would like to be treated.
11. All skaters are expected to follow the above rules or any other rules that may come into effect during the skating season.

# Parent Code of Conduct (Skate Canada)

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. Parents shall abide by this code at all times while participating in any Skate Canada club or school, competition, or activity.

- 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.

# **Coaches Code of Ethics Policy**

**Revised date:** February 4, 2012

## **1.0 SKATE CANADA MISSION STATEMENT**

Skate Canada is an Association dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime for fun, fitness and/or achievement.

## **2.0 PURPOSE OF CODE**

The Professional Coaches' Code of Ethics has been developed to aid coaches in achieving a level of behaviour that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings. The athlete/coach relationship is a privileged one and professional coaches play a critical role in the personal as well as athletic development of their athletes.

To create and maintain a positive and successful learning environment, all stakeholders involved in our sport (athletes, parents, coaches, officials and volunteers) must share a common vision and understanding of their role as their actions ultimately contribute to, or undermine, the existence of a positive skating environment.

All Skate Canada Professional Coaches are responsible for establishing and maintaining ethical coaching behaviour.

## **3.0 ETHICAL OBLIGATIONS TO THE SPORT AND THE PROFESSION**

3.1) At all times conduct oneself in a manner which does not have a material adverse effect on the sport of skating, or on the goodwill and reputation of Skate Canada. Support and promote Skate Canada, its programs and the sport of skating.

3.2) Be familiar with and adhere to the standards of coaching as defined under Section 2400 of the Skate Canada Rulebook.

3.3) Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations and programs so as to be able to produce a positive skating environment in a professional manner.

3.4) Actively participate in the development and/or maintenance of desirable coaching standards in our sport (practice, education, certification and working conditions) and maintain professional competence by continually upgrading one's education in the sport and in related fields beneficial to skating (e.g. the performing arts, sport science, sport psychology, officiating, etc.).

3.5) Initiate and support actions that are required to meet the needs of the athletes, the club/school and skating in general with coaching colleagues, judges/evaluators and club/school officials.

3.6 ) Accept personal responsibility for providing and delivering coaching services in a safe and professional manner.

3.7) Negotiate coaching contracts in good faith and adhere to their terms.

3.8) Accurately represent one's technical, educational and professional credentials and resume.

3.9 ) Follow and abide by the Accreditation for Events Policy, all on-site accreditation requirements and security protocols for all events, and represent one's certification and registration status accurately at events.

- 3.10) Dress in a neat, clean and appropriate manner that is becoming of a member of this profession.
- 3.11) Give back a certain portion of time, effort and knowledge to our sport as a volunteer.
- 3.12) Coaches may produce resumes, flyers, pamphlets, web pages or other promotional material to advertise and promote their services, qualifications and experience and may distribute this information to individuals when requested by those individuals.
- 3.13) Coaches may advertise their services, qualifications and experience on-line, and through advertisements in print media (e.g. newspapers or Yellow Pages).
- 3.14) Provided the club or skating school has granted the same permission for all coaches, coaches may display a resume, flyer, brochure, or advertisement for their coaching services or lesson availability on a club bulletin board, club web site or club newsletter.
- 3.15) Coaches may participate in self-promotional activities that do not violate other clauses in this code.

## **4.0 ETHICAL OBLIGATIONS TO ALL INDIVIDUALS**

- 4.1) Exhibit the important character traits of honesty, integrity, fairness, reliability/ dependability and cooperation when dealing with all participants in the sport so as to bring credit to the profession.
- 4.2) Treat everyone fairly within the context of their activity regardless of skating ability and participation goals.
- 4.3) Be a positive role model and encourage sportsmanship by demonstrating respect, courtesy, and positive support for all athletes, coaches, officials and volunteers at all times. Do not engage in actions (verbal or physical) that unfairly disadvantage a given athlete (or athletes) over another. Actively encourage athletes to learn and uphold the rules of their sport and the spirit of such rules.
- 4.4) Refrain from engaging in conduct which constitutes personal harassment or abuse of power in relation to another Skate Canada member.

For these purposes:

- "Personal harassment" is defined as improper conduct (comment, conduct, or gestures), which is directed toward an individual, and which is offensive or harmful to that individual, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted.
- "Abuse of power" is defined as conduct which involves the improper use of power, trust or authority inherent in a position held, which is directed toward an individual, and which endangers the job or performance of the individual, or undermines his or her job or performance, or in any way interferes with or influences the performance or career of that individual.
- This conduct includes verbal, psychological and physical forms of behaviour, is demeaning, belittling, or causes personal humiliation or embarrassment, and may be on a one-time or continuous basis.
- This conduct does not have to be made with the intent to harass or to abuse power, as the case may be, to constitute harassment or abuse of power;
- The conduct takes place at or during the course of any Skate Canada business or skating activity or event (including business or skating activities or events of member organizations); or, outside of those situations, when the conduct occurs between members of Skate Canada, and the conduct adversely affects Skate Canada skating environment.

4.5) Refrain from engaging in conduct which constitutes discriminatory or sexual harassment. Discriminatory and sexual harassment, whether verbal, physical, or institutional, is unacceptable and will not be tolerated by Skate Canada.

Discriminatory harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to or motivated by the race, national or ethnic origin, colour, religion, age, marital status, family status, disability, or pardoned conviction of that individual or group of individuals, and which is offensive to that individual or group of individuals, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

Sexual harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to the sex or sexual orientation of that individual or group of individuals, and which might reasonably be expected to cause offense or humiliation to that individual or group of individuals, or which might reasonably be perceived by the individual or group of individuals as placing a condition of a sexual nature on employment, or on any opportunity for training or advancement. Sexual harassment may be directed at members of the same sex or the opposite sex. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

4.6) Never advocate or condone the use of illegal drugs, banned or performance enhancing substances.

## **5.0 ETHICAL OBLIGATIONS TO ATHLETES/PARENTS**

5.1 ) Provide the athlete and parent/s with a current copy of the Skate Canada Coaches' Code of Ethics and review the code with the athlete and parent(s).

5.2) Assist the athlete in determining realistic goals and objectives in the sport.

5.3) Provide the athlete and parent/s with the information necessary to enable them to choose a realistic and affordable course of action to achieve their goals and objectives. Involve parents in management decisions pertaining to their children's development.

5.4 ) Maintain the best interests of the athlete at heart at all times and communicate regularly and effectively with the athlete and parent(s) as to the athlete's progress, changes in Skate Canada rules or club regulations, or other important or relevant information affecting the athlete's participation in the sport.

5.5) Place the emotional and physical well-being of the athlete ahead of a personal desire to win.

5.6 ) Be aware of the influence one can exercise over one's athletes and never abuse this trust or position of power.

5.7) Avoid making promises or giving guarantees to the athlete and/or parent(s) of test or competitive achievement but rather endeavour to restrict dialogue to the athlete's personal skating development.

5.8) Clearly outline your available coaching services including cost and method of payment prior to providing any services as agreed or contracted by your athlete/parent.

5.9) Invoice the athlete/parent for services performed and only for the appropriate value. Invoicing athletes/parents for lessons or professional time not provided or to be provided in the future is not acceptable.

5.10) Respect the fact that an athlete and/or parent/s have the right to contract the services of another coach to either replace or supplement the athlete's instruction.

5.11) Abstain from the consumption of alcoholic beverages or use of tobacco in the presence of athletes in the training environment. Coaches should be role models for athletes and encourage healthy habits.

## **6.0 ETHICAL OBLIGATIONS TO PROFESSIONAL COLLEAGUES**

6.1) Strive to create and maintain cooperative relationships with coaching colleagues for the purpose of ensuring a positive skating environment.

6.2) Refrain from criticizing another coach's teaching methods, techniques and/or opinions unless done so with the coach's knowledge or permission.

6.3) Respect the fact that a coach becomes the base coach of an athlete from the moment that an athlete contracts the services of that coach, whether individually or in a group situation, and that other coaches must initiate discussion about an athlete's training only through the base coach.

6.4) Respect a coach/athlete and/or parent/s' relationship and not solicit or cause to be solicited, directly or indirectly, or through a third party the athlete/s of another coach.

6.5) Coaches may respond to athletes or parents who approach them and ask questions regarding their services, experience, qualifications, teaching methodology and coaching philosophy.

6.6) Pursue the following course of conduct in the event that any of the following or similar situations occur: To communicate clear, precise guidelines or parameters to a coaching colleague whose services one wishes to retain on a temporary or permanent basis to assist, supplement or replace one's services currently being rendered and to communicate these parameters to the athlete and/or parent/s.

To obtain authorization and clear, precise instructions from a coaching colleague as to what the coach wishes to be done with the athlete in the absence of the coach or agreed upon team coaching situation and do nothing to undermine the base coach/athlete and/or parent/s' relationship.

To immediately advise a coaching colleague and seek confirmation from that coach that all undisputed coaching and/or related skating bills are paid or arranged to be paid to the reasonable satisfaction of the coach and/or club upon being approached by an athlete and/or parent/s who request to contract your services. This is to ensure that the proper procedure occurs when taking on a new athlete as a student. The parent should have discussed the situation with the previous coach and informed him/her of the change to the new coach. All bills should have been paid to the former coach prior to coaching a new student.

## **7.0 VIOLATION OF THE PROFESSIONAL COACHES' CODE OF ETHICS**

7.1) All violations are to be dealt with according to the Club Dispute Resolution Procedures Policy or Section Dispute Resolution Procedures. Contact your Club or Section Office for a copy of the dispute resolution process to be followed. An individual may apply to Skate Canada to have a violation dealt with under the Membership Complaints Policy or Membership Harassment Policy if applicable.

7.2) Skate Canada reserves the right to publish the name, penalty, reasons for penalty, and expiry of penalty (if applicable) for any professional coaching member who has violated this code, the Membership Complaints Policy, Membership Harassment Policy or any other Skate Canada rule or policy.