



Oshawa Skating Club Policies and Procedures

SKATER/PARENT/COACHES ETIQUETTE:

- Skates may not be put on in the lobby. Campus Ice Centre requires all skaters to use the assigned dressing rooms for changing into skates and skating attire. Check the change room number on the TV screen as you enter the arena.
- The City of Oshawa requires all skaters, parents and coaches to adhere to fire evacuation policies. If the alarm is sounded all individuals must evacuate immediately from the building by the nearest exit and may not re-enter until the Arena staff informs them that the hazard has been cleared.
- The City of Oshawa requires that all skaters exit the ice when the Zamboni door opens or the buzzer is sounded. They may not enter the ice surface until the Zamboni door has been fully closed.
- Due to on ice skater safety issues, parents are not permitted to coach, teach, lecture or encourage at the Boards. Interrupting focus during a moving session is considerably dangerous. Parents may enjoy watching their skater from the lobby or the stands.
- Skaters should commit to an energized work ethic that enhances the training environment. Please do not socialize with skaters or coaches mid ice.
- Skaters need to be aware at all times of their surroundings to avoid serious collisions. Priority of right of way shall be as follows whenever possible:
1) skaters in lesson 2) skaters with music 3) all other skaters

PLAYING MUSIC:

- Solos will be played on a rotational basis during freeskate. Only coaches may play music except on the Session D, where skaters may request music but are given second priority to coaches' requests.

PROGRAM ASSISTANTS:

- Program Assistants are volunteer Oshawa Skating Club members who are age 10, and usually in the STAR/Competitive program. These assistants are chosen based on the coaches' discretions. They provide assistance to professional coaches during CanSkate. Program Assistants will earn credits towards next season's skating fees.

REGISTRATION POLICIES:

- All forms, schedules and registration information can be found on the OSC web site: <http://www.oshawaskating.com>.
- Registration of a skater is completed as soon as you complete it on Uplifter. A space has been set aside for your child. You are responsible for payment once registration online is completed.
- Registrations must be received to ensure the Club's liability waiver has been signed.
- All STAR and above should be registered 2 business days before the first session attended.
- Payment can be made in full on the Club's On-Line System, or post-dated cheques will be accepted. The post-dated cheque schedule is as written in the registration package on our website (brochure). Any cheque returned to the Club will have a NSF charge of \$25.00. **Any member whose dues are NOT in good standing will be unable to test with the club or have the club sign their competition forms.**
- No refunds or adjustments will be made due to test days, holidays, illness, maintenance, repairs or ice cancellations. A skater may request a refund under the circumstances of an exceptional medical reason accompanied by a medical note. A refund may also be issued due to moving out of area. Then the skater may apply in writing to the executive for consideration of a refund. The Skate Canada and Oshawa Skating Club membership fees are non-refundable.
- The Club Executive, in conjunction with the skater's coach, may request a skater move sessions due to skater test record or membership session numbers.
- All skaters' requests for skating on a session the skater is not qualified for need to be put in writing and submitted to the Executive for consideration. These requests will be considered individually.
- The OSC reserves the right to alter the qualifications required for each session based on numbers of registrants on the sessions in order to balance the overall program and provide a safe learning environment for the skater.
- Skaters who would like to skate on a session for which they have not registered (Oshawa Skating Club session members) must receive prior approval from the appropriate session representative.

GUEST SKATING:

- Out of Club members or members not enrolled in at least one session, may request an opportunity to guest skate at the OSC with prior approval. The guest skating fee is \$22 for OSC members and \$28 dollars for an out of club member. A 10 Guest skate ticket book is available for OSC members \$180 and out of club members \$230.

TEST AND TEST DAY POLICIES:

- The Skate Canada STAR program includes tests in skating skills, free skating, and dance.
- High test days are determined by the Club Executive and approved by the Skate Ontario Section (SO). STAR 1-5 tests are done during skating sessions.
- In order for a skater to participate in a test, the skater must have a current registration number, must have test fee(s) prepaid and must meet eligibility requirements that have been verified prior to the test.

Four weeks prior to test day:

Coaches submit preliminary test lists (skater names & tests to be tried) to the Test Chair.

Two weeks prior to test day:

Final test lists are verified by the coaches.

Test envelopes that indicate test(s) to be tried and fee structure are distributed to skaters.

One week prior to test day:

The test day schedule will be posted.

- Test times are arranged around the availability of the judges/evaluators.
- Forms of acceptable payment (cash, cheque, money order).
- Should a skater withdraw from a test(s) within fourteen days of the test day and/or after the final test schedule has been posted, all test fees are deemed due and payable.

Test Day:

- Skaters should arrive at least one hour before their scheduled test time – except for the first test of the day where 15 to 20 minutes is sufficient.
- Test envelopes with fees enclosed are due – must be returned to the Test Chair or placed in the locked drop box at arena reception.
- Test fees must be paid before a skater is allowed to test.
- After testing, skaters will receive written documentation on how well the test tried was performed.

Out of Club Testing

- Must be arranged through the Test Chair.
- Written permission must be received from the home club Test Chair.
- A fee will be charged per requested test.

COMMUNICATION

Responses to Members queries

Acknowledgement of member communications shall be made within 48 hrs directly to the member. Where a ruling is possible based on existing OSC policy, such ruling will be communicated to the member within 3 business days. Where a member request requires a new policy or an interpretation of an existing policy, the President of the OSC will decide, in his/her sole discretion, to place the item on the agenda for an upcoming Board meeting, if the request is received at least 2 business days prior to a planned Board meeting; defer the matter to a future Board meeting if received after 2 business days prior to a planned Board meeting; or convene an emergency meeting of the Board within permissible time frames.

Responses to Coaches queries

Acknowledgement of coach's communications shall be made within 48 hrs directly to the coach. Where a ruling is possible based on existing OSC policy, such ruling will be communicated to the coach within 3 business days. Where a coach's request requires a new policy or an interpretation of an existing policy, the President of the OSC will decide, in his/her sole discretion, to place the item on the agenda for an upcoming Board meeting, if the request is received at least 2 business days prior to a planned Board meeting; defer the matter to a future Board meeting if received after 2 business days prior to a planned Board meeting; or convene an emergency meeting of the Board within permissible time frames.

STRUCTURE SESSIONS

Members who have completed their Gold Test in Dance or who certify to the Board in writing that they are undertaking no form of ice dance instruction during the current skating year may receive permission, at Board discretion, to work on step/footwork sequences during the dance portion of structured sessions. Should a member commence ice-dance instruction at a later point in the year, the member should so advise the Board and will be expected to participate during the ice-dance portions of the structured sessions. Changes to the structured sessions, may be made with all the coaches on that session's approval.

These Policies and Procedures are effective as passed by the OSC Executive on the date signed and are subject to annual review.

Any concerns with the OSC Policies and Procedures, can be submitted in writing and given to any OSC executive member or placed in the locked drop box at the arena information desk. They will be discussed at the OSC executive meeting for resolution.

OSHAWA SKATING CLUB:

Darcy Callewaert
President – OSC

Date: August 14, 2017