



OSHAWA SKATING CLUB

www.oshawaskating.com

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
- Solos will be played on a rotational basis during freeskate. Only coaches may request music except on the STARSkate 3 session where skaters may request music but are given second priority to coaches' requests.
- When your name is called for your music, wave your hand. This helps the music person find you and permits other skaters to recognize you as the soloist.
- When a lesson is taking place, the coach or skater is not to be disturbed by either a parent or another skater.

PLAYING MUSIC:

- Music is a very important and integral part of our program. As in the past, we will continue to organize parent volunteers to play music for STARSkate sessions. The session representative will work with parents to arrange music schedules as required.
- Playing music may also be of interest to siblings and/or high school students needing to earn volunteer hours. Please see your session representative for arrangements.

PROGRAM ASSISTANTS:

- Program Assistants are volunteer Oshawa Skating Club members who are usually in the STARSkate/Competitive program. They provide assistance to professional coaches during CanSkate and Special Blades sessions. Program Assistants are requested to volunteer for a minimum of one Learn to Skate session and earn credits towards next season's skating fees.

REGISTRATION POLICIES:

- All forms, schedules and registration information can be found on the OSC web site: www.oshawaskating.com.
- Registration of a skater will not be processed until the registration information and payment have been received. This is done on a first come first served basis due to limitation of numbers on sessions.
- Registrations must be received to ensure the Club's liability waiver has been electronically signed.
- All StarSkate and above must be registered 2 business days before the first session attended. There is a 2 business day waiting period before a skater can step on the ice after registration on our website.
- 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 (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. 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 changes or additions to their original registration during the season must be made through their coach using the "Coaches Request to change/Add Session Form" and guidelines followed as per the form.
- 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. There is a limit of 10 extra sessions in Winter school and 3 sessions in Spring School at the cost of \$15 per session.

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 \$25 and there is a limit of 10 guest skates during the Winter session and 3 guest skates during the Spring session.

TEST DAY POLICIES:

- The Skate Canada STARSkate program includes tests in skating skills, free skating, dance and interpretive as well as separate qualifying tests for competitive singles skaters, pair and dance couples.
- Individual test days are determined by the club executive and approved by the Eastern Ontario Section (EOS).
- In order for a skater to participate in a test day, 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 test day.

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.
- Test envelopes with fees enclosed are due – must be returned to the Test Chair or placed in the locked drop box at arena reception.
- 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 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 1 business day 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 the 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 member communications shall be made within 1 business day 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 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 the 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. Acceptations 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:

Mandy Klock
President – OSC

Date: October 12th, 2011

