



# **Carstairs Skating Club**

## **Skater & Parent Handbook**

Carstairs Skating Club  
Box 831  
Carstairs Alberta  
T0M0N0

[cscpreschair@gmail.com](mailto:cscpreschair@gmail.com)

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The Carstairs Skating Club, established on January 27, 1969, has proudly served the community for over five decades, offering high-quality skating instruction in a welcoming and supportive environment. As a sanctioned member of Skate Canada, the club provides a full range of programming, including Learn-to-Skate, STARSkate, and competitive development opportunities. In addition to individual skating disciplines, the club also offers synchronized skating, promoting teamwork, precision, and a strong sense of camaraderie among skaters. The Carstairs Skating Club remains dedicated to inspiring confidence, skill, and a lifelong love of skating for all participants.

## 1.0 Board of Directors and Membership

### 1.1 Board of Directors

The Carstairs Skating Club (CSC) is operated by a volunteer Board of Directors. Members meet monthly during the skating season (Sept-Mar) and are responsible for managing all aspects of the CSC and Onyx Ice Synchronized Skating. The Annual General Meeting is held within 90 days of the fiscal year end of April 30, where new members of the board are voted in. Board members hold positions for two years, with the maximum of three consecutive terms.

All Board of Directors must have valid Skate Canada Liability and Safe Sport.

#### 2025 2026 Board of Directors

##### Executive

President	Gail Schwartz
Vice President	Jamie Fuhriman
Treasurer	Elvina Ijtsma
Secretary	Jessica Dixon

##### Member at Large (must have three)

Fundraising Director	
Volunteer Director	
CanSkate Representative	Sheryl Tunnell
Test Chair	Crystal Dowden
Registrar	Krystal King
Events Coordinator	
Member at Large - No distinction	Samantha Keogh, Teresa Bauer, Lacey Langlois

## 1.2 Active Membership

As stated in Carstairs Skating Club bylaws, any person who has paid the Skate Canada Liability Fee is an active member and may attend, and vote, at the AGM. They are also welcome to attend any monthly meeting. Active members who are under the age of 18, may appoint a person who may represent them.

## 1.3 Coaching Staff

CSC coaches operate as a “coaching team”. Which means that parents/skaters do not have the opportunity to choose a specific coach for their lessons. Lessons can be provided by any one of the coaches from the team, as directed by the Director of StarSkate.

Carstairs Skating Club prides itself on the coaching team. Each coach compliments the others in their unique style, vision and technique. They mentor each other and create a positive, encouraging environment for the skaters.

All coaches are professionally trained and certified by Skate Canada’s National Coaching Certification Program (NCCP). Each is required to be registered and in good standing with Skate Canada. More about coach requirements can be found at <https://skatecanada.ca/community/coaches/>.

Along with NCCP certification, each coach is also required to have First Aid CPR “C” and AED Certification, Criminal Check and SafeSport. Carstairs Skating Club also operates with a “Rule of Two”, meaning at all times skaters will be with a minimum of two CSC representatives, either coach or CSC approved volunteer.

More about each individual coach and their NCCP certification can be found at <https://carstairsskatingclub.uplifterinc.com/pages/who-we-are/meetthecoaches/>.

## 1.4 Director of StarSkate

Each year the Board of Directors appoints a Director of StarSkate. It is the Director’s job to ensure all the individual needs of each StarSkate participant are being met. This includes, but is not limited to:

- Directing type and frequency of lessons
- Selecting which coach will provide the lesson
- Tracking skaters levels
- Determining when and what to test
- Ensuring choreography is complete and revised if needed
- Determining who and what levels each skater should be competing
- Discussing goals with skaters/parents in a prearrange parent meeting
- Ensure and implementing all safety aspect of the programs and ice surfaces \*\*\*Can be immediate and without advance notice.

## 1.5 Director of CanSkate

Each year the Board of Directors appoints a Director of CanSkate. It is this Director's job to ensure all the needs of the individuals or groups of CanSkate participants are being met. This includes, but is not limited to:

- Determine levels and groups skaters
- Ensure adequate coaching is on hand
- Ensure adequate PA's are on hand and create their schedule
- Ensure ice surface is set up according to Skate Canada CanSkate recommendations
- Ensure safety equipment, such as helmets, are used by each skaters deemed required to do so
- Provide lessons as outlined by Skate Canada recommendations
- Complete report cards for each skater prior to the last session of the registered program.

## 1.6 Program Assistants (PA's)

Program Assistants are individuals who are 14 years of age and have been trained by a CanSkate or PowerSkate coach to assist in the delivery of CanSkate or PowerSkate programs. PA's are typically current skaters with the club. PA's should be good communicators and demonstrators, enthusiastic, team players, good role models, responsible, patient and prepared.

A PA's role may include:

- Ice set up/take down
- Assist or lead warm up, group activities or cool downs
- Lead circuits
- Demonstrating proper execution of a skill
- Add skates who may have additional needs
- Take attendance
- Timing speed drills
- Provide general assistance to Director of CanSkate
- Provide encouragement and feedback to skaters

PA's are not permitted too:

- Deliver lessons
- Instruct or assess skills
- Discuss progress or behavior with parents
- Take children to the washroom
- Remove a skater from the ice without Director of CanSkate permission

## 2.0 Skate Programs

CSC offers various programs to ensure all levels of skaters are getting the ice time and lessons required to progress. Programs may vary each year depending on ice availability, level of skaters and numbers.

### 2.1 Pre/CanSkate

Pre and CanSkate are offered simultaneously for 10 or 11 weeks in both the Fall and Winter, with one or two day options of Wednesdays and Saturdays. PreCanSkate is for children who are at least three years old and are completely new to skating. CanSkate is for skaters who have some experience. There are no age restrictions on CanSkate, all ages are welcome, even adults. Both Pre and CanSkate focus on a series of balance, control and agility skills that will prepare skaters for any ice skating sport or recreational skating. Skate Canada's nationally tested and proven curriculum and delivery methods ensure skater success by utilizing 90% movement.

Pre/CanSkate coaches are professionally trained and certified by Skate Canada's NCCP coaching program. Coaches are assisted by Program Assistants (PA's), who also have training at a club level. Coach/PA to skater ratio is 1:10.

Upon arrival, skaters are divided up by their current skating ability. After the initial warm up, each group will then work through three circuits, each focusing on balance, control or agility, using "Fast Track" as a transition time between each circuit, where skaters do a lap around the ice before moving to the next circuit. As skaters progress they may be moved to another group, but it is not uncommon for a skater to stay in the same group as long as the entire group is advancing. Each group has a Program Assistant (PA) who stays with them to assist and help them move through the circuits and transition to the next one. Coaches circulate to each group providing lessons and instruction. It is not acceptable for PA's to provide instruction, they are there to assist only.

The circuits are drawn on the ice in a series of symbols and arrows. It is typical for young skaters not to follow the exact outline of the circuits. As long as the skaters have 90% movement, they are still following the Skate Canada curriculum. As skaters advance they will follow the symbols more frequently.

Following the circuit training, skaters will be taken through a cool down phase, which is typically a game.

Pre/CanSkaters are required to wear a CSA approved hockey helmet and dress in warm layers.

At the end of the CanSkate program, skaters will receive a report card, including any ribbons/badges earned. It is typical to advance at various speeds through the three categories of Balance, Control and Agility.



## PROGRESS REPORT

SKATER'S NAME

CLUB/SKATING SCHOOL

### PRE-CANSKATE - OPTIONAL READINESS LEVEL

- ☐ Fall down & get up
- ☐ Move forward
- ☐ Move backwards
- ☐ 360° march
- ☐ Balance on two feet
- ☐ Make snow
- ☐ Two-foot twist
- ☐ Two-foot jump

Pre-Canskate ribbon awarded: \_\_\_\_\_

### CANSKATE ELEMENTS

	BALANCE	CONTROL	AGILITY
STAGE 1	<ul style="list-style-type: none"><li>Fall down &amp; get up</li><li>Forward skating</li><li>Forward two-foot glide</li><li>Forward two-foot sit glide</li></ul> <p>4/4 check marks required Ribbon awarded: _____</p>	<ul style="list-style-type: none"><li>Snow slide steps</li><li>Backward skating</li><li>Backward two-foot glide</li></ul> <p>3/3 check marks required Ribbon awarded: _____</p>	<ul style="list-style-type: none"><li>Stationary 180° turn</li><li>Stationary two-foot jump</li><li>Forward skating perimeter of ice surface</li></ul> <p>3/3 check marks required Ribbon awarded: _____</p>
STAGE 2	<ul style="list-style-type: none"><li>Forward sculling</li><li>Forward two-foot to one-foot glide</li><li>Forward push/glide sequence</li><li>Forward one-foot glide with speed</li></ul> <p>4/4 check marks required Ribbon awarded: _____</p>	<ul style="list-style-type: none"><li>Forward stop</li><li>Backward two-foot sit glide</li><li>Backward two-foot to one-foot glide</li><li>Backward push/glide sequence</li></ul> <p>3/4 check marks required Ribbon awarded: _____</p>	<ul style="list-style-type: none"><li>Forward two-foot turn</li><li>Backward two-foot turn</li><li>Forward 180° glide turn</li><li>Forward two-foot jump</li></ul> <p>4/4 check marks required Ribbon awarded: _____</p>
STAGE 3	<ul style="list-style-type: none"><li>Forward stationary blade push</li><li>Forward two-foot slalom</li><li>Forward circle thrusts</li><li>Walking crosscuts</li><li>Forward two-foot to one-foot curve glide</li></ul> <p>5/5 check marks required Ribbon awarded: _____</p>	<ul style="list-style-type: none"><li>Forward stop with speed</li><li>Backward sculling</li><li>Backward two-foot to one-foot glide</li><li>Backward push/glide sequence</li><li>Backward one-foot glide with speed</li></ul> <p>5/5 check marks required Ribbon awarded: _____</p>	<ul style="list-style-type: none"><li>Forward two-foot quick turn</li><li>Backward two-foot quick turn</li><li>Forward 360° step turn</li><li>Backward two-foot jump</li><li>Fast forward perimeter skating</li></ul> <p>5/5 check marks required Ribbon awarded: _____</p>
STAGE 4	<ul style="list-style-type: none"><li>Forward crosscuts</li><li>Forward inside giant slalom</li><li>Forward outside giant slalom</li><li>Forward lunge</li><li>Forward spiral</li><li>Drop-down drill</li><li>Forward "V" start</li></ul> <p>5/7 check marks required Ribbon awarded: _____</p>	<ul style="list-style-type: none"><li>Backward stop</li><li>Backward circle thrusts or pumps</li><li>Backward two-foot slalom</li><li>Backward one-foot glide with curve</li><li>Sustained forward one-foot glide</li><li>Speed drill #1</li></ul> <p>5/6 check marks required Ribbon awarded: _____</p>	<ul style="list-style-type: none"><li>Forward one-foot turn</li><li>Backward 360° step turn</li><li>Forward to backward two-foot jump</li><li>Backward to forward two-foot jump</li><li>Two-foot spin</li><li>Two-foot sit spin</li></ul> <p>5/6 check marks required Ribbon awarded: _____</p>
STAGE 5	<ul style="list-style-type: none"><li>Forward crosscuts figure-8</li><li>Forward inside edges</li><li>Forward push/glide sequence</li><li>Inside spread eagle</li><li>Forward one-foot slalom</li><li>Running lateral crossovers</li><li>Forward perimeter skating with jumps</li></ul> <p>5/7 check marks required Ribbon awarded: _____</p>	<ul style="list-style-type: none"><li>Forward two-foot side stop</li><li>Backward stop with speed</li><li>Backward crosscuts</li><li>Backward inside giant slalom</li><li>Backward push/glide sequence</li><li>Backward spiral</li><li>Speed drill #2</li></ul> <p>6/7 check marks required Ribbon awarded: _____</p>	<ul style="list-style-type: none"><li>Forward one-foot turn</li><li>Forward 360° glide turn</li><li>Forward to backward one-foot jump</li><li>Forward power jump</li><li>One-foot spin</li><li>Alternating foot spin</li><li>Forward tight glide turns</li></ul> <p>6/7 check marks required Ribbon awarded: _____</p>
STAGE 6	<ul style="list-style-type: none"><li>Forward power crosscuts</li><li>Forward outside edges</li><li>Forward one-foot slalom</li><li>Forward one-foot sit glide</li><li>Forward spiral (curve or straight line)</li><li>Forward crossover acceleration</li><li>Forward perimeter skating with crosscuts</li><li>Forward perimeter skating with stops</li></ul> <p>6/8 check marks required Ribbon awarded: _____</p>	<ul style="list-style-type: none"><li>Forward one-foot side stop</li><li>Forward two-foot side stop with speed</li><li>Backward outside giant slalom</li><li>Backward crosscuts figure-8</li><li>Backward perimeter skating with crosscuts</li><li>Backward one-foot slalom</li><li>Backward one-foot spin</li><li>Speed drill #3</li></ul> <p>6/8 check marks required Ribbon awarded: _____</p>	<ul style="list-style-type: none"><li>Forward C step</li><li>Backward C step</li><li>Two-foot multi turns</li><li>Rotating power jump</li><li>Backward toe-assisted jump</li><li>Backward 360 two-foot jump</li><li>Forward one-foot spin with spiraling edge</li><li>Forward two-foot reverse pivot turn</li></ul> <p>6/8 check marks required Ribbon awarded: _____</p>

For more information on Skate Canada programs, please visit: [www.skatecanada.ca/learn-to-skate/all-skating-programs](http://www.skatecanada.ca/learn-to-skate/all-skating-programs)

## 2.2 Parent and Tot Pre/CanSkate

At times, CSC will offer a Parent and Tot program. The formatting is the same as Pre/CanSkate, but in this program a parent may join their skater on the ice. Parent and Tot is for skaters who need a bit more support and are not yet ready to be independent on the ice. Over time it is expected that the parent decreases support and the goal is to have the skater on the ice independently.

The parent who wishes to join must also pay the Skate Canada Liability fee and wear a CSA approved helmet. Parents who have been through Skate Canada programs or who have been assessed by coaching staff may be permitted to remove their helmets. The parent attending must stay consistent and can not flip between parents, unless both have paid the Skate Canada Liability fee.

## 2.3 IntroStar

IntroStar is for skaters who are nearing the end of CanSkate, but are interested in learning more figure skating skills. IntroStar is typically taught in group lesson format. IntroStar participants must be approved by coaching staff.

IntroStar programming can vary season to season depending on level of skaters and ice availability:

- Monday's - 45 minute session either on open ice or combined with another program
- Wednesday's - Ice may be divided up between CanSkate and IntroStar leaving a section of the ice for IntroStar to have a full 45 minute lesson

IntroStar is required to wear a CSA hockey helmet and figure skates. IntroStar will also receive a report card.

## 2.4 PowerSkate

PowerSkate is a program specifically for skaters who want to further develop their skills for hockey, ringette or recreation. Skaters must have completed CanSkate level four as a prerequisite, but CSC may only offer certain age groups depending on interest and ice availability. (U9, U11, U13).

PowerSkate is a 50 minute long program offered on Mondays at 3:45pm for a ten week duration. PowerSkate is only offered in the Fall (Sept-Dec).

Skate Canada NCCP PowerSkate coach and Program Assistant take skaters through Skate Canada PowerSkate curriculum starting with a 5 minute warm up, followed by 30 minutes of skill development on Balance, Control and Agility. The next 10 minutes are dedicated towards speed and resistance drills, followed by a 5 minute cool down with stretching, edges and balance work.

Within the three fundamental areas of Balance, Control and Agility are 15 essential skills identified for hockey and ringette.

Balance	Control	Agility
Stance Forward Stride Forward Edges Forward Crossovers Forward Lateral Movement	Stops Backward Stride Backward Edges Backward Crossovers Backward Lateral Movement	Slaloms Tight Turns Eagle and C-Step Turns Reverse Pivot Turns Starts

Skaters must wear hockey skates, CSA approved helmets, use a hockey/ringette stick and gloves.

Report cards are given out at the end of the ten week program.

BALANCE SKILLS		E	M	A
Stance	2-foot stance FWD			
	2-foot stance BWD			
	FWD 1-foot stance L			
	FWD 1-foot stance R			
	BWD 1-foot stance L			
	BWD 1-foot stance R			
Forward Stride				
Forward Edges	Edges Inside			
	Edges Outside			
	Sustained CW			
	Sustained CCW			
Forward Crossovers	CW			
	CCW			
Forward Lateral Movement				
Please indicate highest rating				
<input type="checkbox"/> GOLD = 11 or more Advanced <input type="checkbox"/> SILVER = 11 or more at Moderate or higher <input type="checkbox"/> BRONZE = 11 or more Early or higher				

AGILITY SKILLS		E	M	A
Slalom	2-foot FWD			
	2-foot BWD			
	FWD 1-foot L			
	FWD 1-foot R			
	BWD 1-foot L			
	BWD 1-foot R			
Tight Turns	180° CW			
	180° CCW			
	360° CW			
	360° CCW			
Eagle/C-step	Eagle CW			
	Eagle CCW			
	C-step LEFT			
	C-step RIGHT			
Reverse Pivot	CW			
	CCW			
Starts	Explosive			
	FWD Crossover L			
	FWD Crossover R			
	BWD Crossover L			
	BWD Crossover R			
Please indicate highest rating				
<input type="checkbox"/> GOLD = 17 or more Advanced <input type="checkbox"/> SILVER = 17 or more at Moderate or higher <input type="checkbox"/> BRONZE = 17 or more Early or higher				

CONTROL SKILLS		E	M	A
Stops	FWD 2-foot L			
	FWD 2-foot R			
	Backward V			
	FWD 1-foot L			
	FWD 1-foot R			
	BWD 1-foot L			
Backward Stride				
Backward Edges	Edges Inside			
	Edges Outside			
	Sustained CW			
	Sustained CCW			
Backward Crossovers	CW			
	CCW			
Backward Lateral Movement				
Please indicate highest rating				
<input type="checkbox"/> GOLD = 12 or more Advanced <input type="checkbox"/> SILVER = 12 or more at Moderate or higher <input type="checkbox"/> BRONZE = 12 or more Early or higher				

BALANCE	AGILITY	CONTROL	OVERALL RATING	SPEED DRILL TIMES		
<input type="checkbox"/> GOLD	<input type="checkbox"/> GOLD	<input type="checkbox"/> GOLD	<input type="checkbox"/> GOLD - 2 or more at Gold level	1st Attempt	2nd Attempt	Difference
<input type="checkbox"/> SILVER	<input type="checkbox"/> SILVER	<input type="checkbox"/> SILVER	<input type="checkbox"/> SILVER - 2 or more at Silver level or higher			
<input type="checkbox"/> BRONZE	<input type="checkbox"/> BRONZE	<input type="checkbox"/> BRONZE	<input type="checkbox"/> BRONZE - 2 or more at Bronze level			
Comments:						
				Coach's Signature: _____ Date: _____		

## 2.5 StarSkate

StarSkate offers opportunities for skaters of all ages to develop figure skating skills in five areas; Skating Skills, FreeSkate, Dance, Artistic and Synchronized Skating.

Discipline	Content
SKILLS	Includes the development of turns in figure form, as well as skill exercises to develop power and control. Field moves are also included in this discipline.
FREESKATE	ELEMENTS: includes the development of jumps and spins in isolation. PROGRAMS: includes the development of program components and element success in a performance situation.
DANCE	Includes the development of skating technique while promoting timing, accuracy, and musicality through pattern dances.
ARTISTIC	Includes the development of movement, creativity, projection, and interpretation through programs.
SYNCHRO (STAR 2, 3 and 4)	Includes the development of synchronized skating elements through a variety of skating skills and teamwork.

These areas are taught in either group or private lessons in a progressive and sequential manner starting with Star 1. Skaters work at their own pace and level, focusing on their own personal goals. It is typical for skaters to be at different Star levels in the five skating disciplines.

As skaters master the requirements for each Star level and disciple, they will be assessed either by coach or official prior to moving on to the next level.



Overview: STAR Assessment Content

	Skills	Freestyle		Dance	Artistic	Synchro
		Elements	Program	Elements/Pattern Dance		
<b>STAR 1</b>	Fwd Edges Fwd Three-Turns FI C Step Sequence Fwd Spiral Circles Choice of Field Move: Fwd 1ft Sit Glide; Inside Spread Eagle; Ina Bauer STAR 1 Skills Exercise – Basic	Waltz Jump Single Salchow Single Toe Loop Fwd Upright Spin Bwd Upright Spin		Fwd Progressives Fwd Chassés Fwd Slide Chassés Fwd Outside Swing Roll Sequence Fwd Outside Cross Rolls		
<b>STAR 2</b>	Bwd Edges Bwd Three-Turns Fwd Circle on Circle 2ft to 1ft Multi Turns Fwd Outside Turn Sequence	Single Salchow Single Loop Single Flip Waltz/Toe Loop Combination Fwd Sit Spin Change Foot Upright Spin Fwd Camel Spin	STAR 2 Program	2A: Dutch Waltz 2B: Canasta Tango		Linear Element (Block) Linear Element (Line) Intersection Rotating Element (Wheel or Circle)
<b>STAR 3</b>	Fwd Spiral Circles Choice of Field Move: Bwd 1ft Sit Glide, Spread Eagle, Y-Spiral, Ina Bauer STAR 3 Skills Exercise – Power	Single Flip Single Lutz Single Loop/Loop Combination Bwd Upright Spin Bwd Sit Spin Fwd Camel/Sit Spin	STAR 3 Program	3A: Baby Blues 3B: Bwd Progressives Bwd Chassés Bwd Swing Roll Sequence Fwd Inside Open C Step RFO Cross Roll, Cross Behind FO Three-Turn, BO Edge		Pivoting Element (Block) Linear Element (Line) Intersection Rotating Element (Wheel) Rotating Element (Circle)
<b>STAR 4</b>	Fwd Brackets Bwd Brackets Fwd Double 3s Bwd Circle on Circle Fwd Change of Edge	Single Lutz Single Axel Single Flip/Toe Loop Combination Single Loop/Loop Combination Bwd Camel Spin Change Foot Sit Spin Flying Camel or Sit Spin Fwd Combination Spin	STAR 4 Program (Must attempt axel)	4A Swing 4B: Fiesta Tango		Transition Exercise #1 Transition Exercise #2 Intersection Moves Element: Spiral



	Skills	Freestyle		Dance	Artistic	Synchro
		Elements	Program	Elements/Pattern Dance		
<b>STAR 5</b>	Spiral Sequence STAR 5 Skills Exercise: Quick Edges STAR 5 Skills Exercise – Bwd Slalom	Single Axel Double Jump (2S – 2Lz) Single Lutz/Toe Loop Combination Spin in 1 Position Sit or Camel Spin Combination Spin	STAR 5 Program (Must land clean Axel)	5A: Willow Waltz 5B: LFO Open C Step FO Double Knee Bend Fwd Progressive - Swing Roll Sequence Bwd Progressive - Swing Roll Sequence Ten-Fox Progressive LFO Cross Behind FO Cross Rolls FO Cross Roll, Three- Turn BO Rolls	Choreographic Step Sequence Field Move Sequence OR Spiral Sequence Artistic Spin	
<b>STAR 6</b>	Backward Double 3s Forward Rockers Backward Rockers Forward Counters Backward Counters STAR 6 Skills Exercise – Forward Change 3s	Single Axel Combination 2 Different Double Jumps Sit or Camel Spin - (may attempt 1 feature) Layback or Crossfoot Spin Change Combination Spin	STAR 6 Program (as per current Technical Program Requirements)	6A: Ten-Fox 6B: European Waltz 6C: Fourteenstep		
<b>STAR 7</b>	Forward Loops Backward Loops Forward Inside S Step Backward Outside S Step Twizzles STAR 7 Skills Exercise – Backward Change 3s	3 Different Double Jumps Jump in Combination (1+2, 2+1, 2+2) Flying Camel /Sit Spin Sit or Camel Spin (1 feature) Change Combination Spin	STAR 7 Program (as per current Technical Program Requirements)	7A: Foxtrot 7B: Tango 7C: American Waltz	Choreographic Step Sequence Field Move Sequence Artistic Spin	



	Skills	Freestyle		Dance	Artistic	Synchro
		Elements	Program	Elements/Pattern Dance		
<b>STAR 8</b>	Forward Rocker-Three Sequence Backward Rocker- Three Sequence Forward Counter-Bracket Sequence Backward Counter-Bracket Sequence 2 Field Moves (different) STAR 8 Skills Exercise – Rolling Edges	4 Different Double Jumps Jump Combination (1+2, 2+2) Sit or Camel Spin - (minimum 1 feature) Flying Change Combination Spin Spin in One Position (different from Camel or Sit – minimum 1 feature)	STAR 8 Program (as per current Technical Program Requirements)	8A: Kilian 8B: Rocker Foxtrot 8C: Starlight Waltz		
<b>STAR 9</b>	Forward Loop Change Loop Backward Loop Change Loop 360 Degree Spiral Challenge STAR 9 Skills Exercise 1 – Rockers STAR 9 Skills Exercise 2 – S Step	Single Axel Double Jump #1 Jump Combination (2+2, must be different, may not repeat solo jump) Change Combination Spin - (features permitted) 3 Different Spins of Any Nature (1 feature) (may not be USp, CUSp, FUSp or FCUSp)	STAR 9 Program (as per current Technical Program Requirements)	<b>STAR 9 Dances (2 of 3)</b> 9A: Paso Doble 9B: Blues 9C: Silver Samba	Choreographic Step Sequence Field Move Sequence Artistic Spin	
<b>STAR 10</b>	One-Foot Turn Sequence 360 Degree Field Move Challenge Step Sequence STAR 10 Skills Exercise – Counters	Single Axel 5 Different Double Jumps Jump Combination (2+2) Spin of Any Nature (minimum 1 feature) Change Combination Spin - (minimum 1 feature)	STAR 10 Program (as per current Technical Program Requirements)	<b>STAR 10 Dances (2 of 3)</b> 10A: Cha Cha Congelado 10B: Westminster Waltz 10C: Quickstep		
<b>Gold</b>	9 Turn Challenge Step Sequence Field Move Sequence Skills Exercise Challenge		Gold Program (as per current Technical Program Requirements)	<b>Gold Dances (2 of 3)</b> Gold A: Viennese Waltz Gold B: Argentine Tango Gold C: Rhythm Dance	Choreographic Step Sequence Field Move Sequence or 360 Degree Field Move Artistic Spin	
<b>DIAM OND</b>	<b>Diamond Dances (4 of 6)</b> Rhumba, Ravensburger Waltz, Austrian Waltz, Golden Waltz, Tango Romantica, Yankee Polka					

Star Skate is offered September until March. Skaters may register for one day or any combination of the following:

- Mondays 4:45-7:15
- Wednesdays 4:45-7:15
- Fridays 4:15-6:30

During their ice time, skaters will receive a minimum of one 15 minute group or private lesson. It is the expectation that skaters are practicing their skills, elements, dances and programs in a self-directed manner for the remaining amount of time, while following the practice schedule outlined by the coaching staff:

Monday and Wednesday Ice Schedule \*subject to change without warning or notification

- Skills 4:45-5:15
- Dance 5:15-5:45
- Stroking 5:45-6:00
- FreeSkate 6:00-7:00
- Spins 7:00-7:15

Friday Ice Schedule \*subject to change without warning or notification

- Skills & Dance 4:15-5:00
- FreeSkate 5:00-6:30

In addition to on ice practice, skaters benefit from off ice sessions. Off ice will typically be one day a week, every three weeks and skaters are expected to attend. Sessions can focus on endurance, stretching, body positioning, proper nutrition and overall health, combating competition stress, and overall health.

Includes Off Ice Sessions for 2025/2026 season

- Sept 12 6:00-7:00
- Oct 1 7:30-8:30
- Oct 24 6:45-7:45
- Nov 12 7:30-8:30
- Dec 3 7:30-8:30
- Jan 7 7:30-8:30
- Jan 28 7:30-8:30
- Feb 6 6:30-7:30

## 2.6 Modified StarSkate

Modified StarSkate is the same as StarSkate but for younger skaters who may not yet have the endurance to be on the ice for such a long period of time. Modified is typically for skaters who are Star 1-3.

Modified Star Skate is offered September until March for two days per week:

- Mondays 4:45-5:45
- Wednesday 4:45-5:45

As the season progresses, coaches may invite Modified skaters to stay an additional 15 minutes to partake in the Stoking session at 5:45-6:00.

Some Modified skaters may be required to wear a CSA approved helmet. The Director of StarSkate will advise when helmets will no longer be required.

## 2.7 Onyx Ice Synchronized Skating Teams

Onyx Ice is the synchronized skating part of the Carstairs Skating Club. Each season skaters will be invited to join various team levels to experience a team based skating discipline. Synchronized skating is in addition to StarSkate. Skaters must practice StarSkate a minimum of two days per week in order to join a synchro team, but this can be done at other clubs.

Teams consist of between 8 to 12 members, depending on the level. Most teams require 8 skaters in order to be a competitive team. Team coaches determine what level each skater may skate and whether they are able to compete, hold a training spot or be an alternate for the team.

Should teams not have the required number of skaters, they continue as an Exhibition team only. This means they can still attend competitions, but only to showcase their program.

Team practice is on Saturdays starting from September until March. There are also periodic additional practices prior to competition.

Typically Onyx Ice competes in three competitions:

- Rose Bowl (Calgary)
- Mountain Regionals (BC or Alberta)
- IceFest Synchronized Skating Invitational (Carstairs)

Star 3 and Star 4 may attend Interclub competitions as well. Coaches determine if teams and skaters are ready for competition and can decide not to compete should they determine the team or skater is not adequately ready. Which competitions also depend on budget restraints.

In addition to ice practice, skaters also have off ice practice. During these sessions, skaters work on endurance, stretching, timing, choreography, strength training. Some teams have off ice weekly, while others maybe biweekly.

Because synchronized skating is a team sport, skaters have strict expectations:

- Attend all practices and activities throughout the season (including during injury – to observe/listen) unless there is a medical/family emergency. Should a skater not be able to attend, notification needs to be provided to the coach prior.
- Be punctual and ready to get on the ice prior to schedule time (15 minutes)

- Be prepared to work hard
- Bring necessary equipment; skaters, guards, black leggings, warm up jacket, black layers, water bottle, snack, yoga mat, running shoes
- Attend off ice sessions preceding practice
- Maintain a positive, team spirit attitude
- Only skaters, Coaches, and Team Managers are permitted in the locker rooms and/or hotel rooms. This pertains to practices as well as competitions.
- Skaters must attend and skate at the last practice at home, as well as the official competition practice ice sessions preceding the competition. Any skater who does not attend the practice or off ice training may not be permitted to skate in the competition. It is the Coach's discretion whether a skater will take on alternate status if the last home and/or competition practice ice session is missed. Skaters' attendance throughout the season may also be a factor in your opportunity to skate at competitions or exhibitions.
- Skaters should eat good meals and avoid snacks high in sugar and limit alcohol consumption throughout the entire competition season

## 2.8 Spring and Summer Skating

In the spring, The Town of Carstairs removes the ice surface. In order to keep skaters on the ice, CSC secures ice in surrounding areas. This could mean that CSC has ice dedicated solely to CSC or it could mean that ice is shared with another club. Spring and Summer skating are subject to ice availability and registrations. Additional clubs can be invited to ice share. Skaters will receive information in March regarding availability. No refunds are issued for Spring or Summer skating.

## 3.0 Competitions (StarSkate)

As skaters progress some may wish to go to competitions. Competitions must be agreed upon by the Board of Directors, coaches, parents and skaters.

There are two types of figure skating competitions typically available:

- Interclub Competitions - there are competitions hosted by other skating clubs offered to CanSkate and/or Star 1-3 StarSkaters. These are events involving many of the clubs in the same region. There are no restrictions on how many Interclub competitions a skater can compete at.
- Invitational Competitions - These are events coordinated by a section or club and offered, generally to StarSkater and competitive skaters. Most events fall within skate Canada's specification regarding program length and eligibility to compete. There can be limitations on how many of these competitions a skater can attend.

Parents are responsible for paying competition fees, transportation, accommodations and coaching fees associated with the competition.

## 4.0 Assessments

As the skaters skills develop they have the opportunity to take Skate Canada Tests through a nationally standardized tested system. The Star 1- Gold assessment structure consists of assessments in Skills, FreeSkate (Elements & Program), Dance, Artistic and if skater desires, Synchronized Skating.

The chart below is an overview of the assessments available to skaters within the Star 1-Gold structure. Skaters may move through the assessment at their own pace but must complete the full level in the discipline prior to moving to the next level in the same discipline.

Skills	Freestyle		Dance			Artistic	Synchro
	Elements	Program					
STAR 1	STAR 1	STAR 1	STAR 1				
STAR 2	STAR 2	STAR 2	STAR 2A	STAR 2B			STAR 2
STAR 3	STAR 3	STAR 3	STAR 3A	STAR 3B			STAR 3
STAR 4	STAR 4	STAR 4	STAR 4A	STAR 4B			STAR 4
STAR 5	STAR 5	STAR 5	STAR 5A	STAR 5B		STAR 5	
STAR 6	STAR 6	STAR 6	STAR 6A	STAR 6B	STAR 6C		
STAR 7	STAR 7	STAR 7	STAR 7A	STAR 7B	STAR 7C	STAR 7	
STAR 8	STAR 8	STAR 8	STAR 8A	STAR 8B	STAR 8C		
STAR 9	STAR 9	STAR 9	STAR 9A	STAR 9B	STAR 9C	STAR 9	
STAR 10	STAR 10	STAR 10	STAR 10A	STAR 10B	STAR 10C		
Gold		Gold	STAR Gold A	STAR Gold B	STAR Gold C	STAR Gold	
Diamond Dances	Diamond Dances (4 of 6) Rhumba, Ravensburger Waltz, Austrian Waltz, Golden Waltz, Tango Romantica, Yankee Polka						

Coaches will notify skaters and families when they feel a skater is ready to test. A strict test schedule will be provided to skaters in advance of test day. Time requests will not be accepted. Should a skater not be able to attend their time slot, they will be added to the next test day schedule.

## 5.0 Coaching, Partnering, Test, Competition, Simulation and Pick Up Ice Fees

### 5.1 Coaching Fees

Registration fees for Modified and StarSkate cover ice time and group stroking sessions. In addition to this, skaters will receive private or group coaching. The fee for coaching will be invoiced by the coach, directly to the parent. Parents are to discuss with coaches at the beginning of the season any budget restraints the families may have.

If families fall behind in coaching fees, lessons will be discontinued. Coaches will notify the Board of Directors on all outstanding amounts. Any family in arrears in coaching fees, shall be considered not in Good Standing with the club. Members will not be permitted to take part in

any Club activities including but not limited to skating, off ice, competitions, team building events, carnival, or banquets, if fees are not paid within 30 days of the date set for payment.

## 5.2 Partnering

Carstairs Skating Club is fortunate to have a partner who frequently joins our ice times to practice the various dances needed for assessments. Just like the coaching fee, invoices will be sent directly to the parents. The Board of Directors will be notified of any outstanding invoices.

## 5.3 Test Fees

There are fees associated with the Skate Canada Assessments.

- Low Assessment - Star 1 - 5 Assessors
  - A qualified coach may assess disciplines Star 1-5
  - Assessment is done on regularly scheduled ice
  - \$15 Assessment fee per test
- High Assessment - Star 6 - Gold Evaluator
  - A Skate Canada Evaluator must be brought in to assess
  - Additional ice must be secured
  - \$45 Assessment fee per test

Assessment fees must be paid in advance and for each test attempted. Should a skater not pass their assessment refunds will not be given and the skater will be required to pay again at the next attempt.

If a skater is scheduled to have two assessments, but one is dependent on passing the other and they should not pass the required one, the fee for the second will be held as a credit for the next assessment day.

There can be additional fees associated with assessments:

- Coach fees - coaches invoice families for assessing skaters and/or for attending High Assessment days
- Partnering fees - families will be invoiced directly for partnering at a High Assessment day

## 5.4 Competition Fees

In addition to the registration costs for a skater to attend a competition, families must also cover the cost of having a coach attend. This fee includes accommodations, mileage, and coaching. The total expense is divided between the number of skaters attending the competition. Given the expense, coaches and the Board of Directors must approve which competitions are available to skaters.

## 5.5 Simulation Days

Periodically, and prior to competitions, the club will secure ice for Simulation. This is dedicated ice for the skaters who are attending an upcoming competition to practice their program as if they are at competition. Skaters are required to have on a skating dress, their hair and makeup done neatly and act as though they are competing. A small fee of \$15 is required to help cover the cost of the ice for Simulation days.

## 5.6 Pick Up Ice

At times skaters may want to attend additional days they are not regularly scheduled to attend. Skaters must first seek approval from coaching staff. Upon approval, the skater may then purchase a Pick Up Ice fee of \$25.

Skaters who miss their regularly scheduled day and want to come a different day are still required to pay a pick up ice fee.

## 6.0 Special Events

Carstairs Skating Club hosts many events throughout the seven month season.

- Halloween - Skaters, coaches and PA's are encouraged to dress in costume the week prior to Halloween. Halloween treats are provided for all CanSkate and PowerSkate registrants.
- Christmas CanSkate Wrap Up - We end the Fall session of CanSkate with a Christmas Wrap Up Skate. Skaters get the opportunity to take their parents on to the ice to demonstrate what it is they have been learning. Quickly the skaters become coaches, encouraging their parents to navigate the circuits as they have the past ten weeks.

After exiting the ice, skaters receive a goodie bag and candy canes.

- Winterfest - In early December, Carstairs Skating Club hosts a CanSkate level 5-6 and StarSkate 1-3 Interclub competition. Young skaters from all around join us for this fun, energetic, encouraging competition. Skaters receive ribbons or medals, swag bags, the opportunity to purchase custom competition sweaters and more.
- IceFest Synchronized Skating Competition - Whether you are involved in synchro or not, skates are encouraged to come watch. Teams from all over Alberta, Saskatchewan and BC come to Carstairs to compete every March. It is amazing to watch what these teams can do.

- Year End Carnival - Every season we end by hosting a club carnival. Every skater enrolled with CSC is a part of it. This showcase is themed based, with costumes, music and choreography. It is the highlight of the year.
- Year End Banquet - As a new tradition for CSC, we end the season by celebrating the progress and successes of our skaters and teams. Awards are given, slide shows are presented and great food is had by all. The banquet is held in early April and all skaters and families are invited to attend.

## 7.0 Ice Rules and Ediquette

The safety of our skaters is the utmost priority. Because of this some strict rules are in place to ensure the safety of all.

- All skaters must follow the ice schedule as laid out in the above section 2.5 StarSkate
- Skaters must yield and provide right of way as outlined below
- Skaters are to be continually moving and training on the ice at all times
- Skaters must skate with eyes up at all times
- Skaters must wear the neon vest when playing their music
- Politely saying “excuse me” or “heads up” is acceptable when needed for safety reasons only
- Practice spins are to be in the middle section of the ice only
- If a skater falls they are to immediately get up; no laying on the ice
- Skaters are not permitted to stop and gather in the middle of the ice; move to the boards
- Monday, Wednesday and Friday ice is for StarSkate; those who want to practice synchro routines may do so but may not be connected
- Watch for skaters moving backwards
- Skaters must ask permission to exit the ice; coaches are responsible for knowing where skaters are at all times
- No food or gum on the ice; water only at the boards
- Hair must be pulled back, no claw clips
- Tight fitting clothes; no baggy pants or hoodies
- Profanity, disrespect, harassment, bullying of fellow skaters, coaches or other arena patrons will not be tolerated
- Keep players box doors closed at all times

### Right of Way

There are times when certain skaters have the “Right of Way” on the ice. Other skaters must make adjustments and yield to:

- Any skaters who is in a lesson with coach or dance partner
- Skaters who’s music is playing; skaters doing a run through of their program are required to wear the neon vest
- Skaters in the harness

In addition to proper ice etiquette, CSC has expectations of the skaters in the arena and changeroom.

- No screaming or running
- Treat peers with respect and encouragement
- Clean up after yourself; leave the locker room empty of garbage
- Do not leave your items in the change room; CSC is not responsible for your lost or damaged items
- Skaters are not permitted to access the bathroom upstairs
- Do not invite friends or siblings into the change room. It is for CSC skaters only.
- Females only; skaters are frequently changing, respect their privacy

Any skater who may cause damage to the arena or personal items of others will receive disciplinary measures and be responsible for all repair/replacement costs.

## 8.0 Registration, Mandatory Volunteering and Mandatory Fundraising

### 8.1 Registration

All CSC programs are offered through our website <https://carstairsskatingclub.uplifterinc.com>  
Each year the skater is required to purchase the Skate Canada Liability fee and is not permitted to access the ice until this fee is paid in full.

In addition, most programs have payment options available. However, the first payment is required prior to skating. Late registrations will be prorated.

Should a family still owe from previous years, their skater is not permitted to begin the new season until full payment of the previous year and first payment of the current year have been received.

## 2025 2026 Programs and Fees (plus \$61.65 Skate Canada Fee)

### Pre/CanSkate & PowerSkate

CanSkate	Fall or Winter Session - Wednesdays Only	\$165
CanSkate	Fall or Winter Session - Saturdays Only	\$165
CanSkate	Fall or Winter Session - Wednesdays & Saturdays	\$320
CanSkate	Full Season - Wednesdays Only	\$320
CanSkate	Full Season - Saturdays Only	\$320
CanSkate	Full Season - Wednesdays & Saturdays	\$565
PowerSkate	Fall - Mondays	\$185

### StarSkate

IntroStar	Full Season - Mondays	\$330
IntroStar	Full Season - Wednesdays	\$330
IntroStar	Full Season - Mondays & Wednesdays	\$585
Modified	Full Season - Mondays & Wednesdays	\$750
Star Skate	Full Season - Two days (Mon, Wed, Fri combination)	\$865
Star Skate	Full Season - Monday, Wednesday & Friday	\$1175

### Onyx Ice Synchronized Skating

Star 3	Full Year - Saturdays	\$415
Star 4	Full Year - Saturdays	\$1376
Star 6	Full Year - Saturdays	\$2775
Star 8	Full Year - Saturdays	\$3210

## 8.2 Mandatory Volunteering

The Carstairs Skating Club requires a substantial amount of volunteers throughout the season. It is vital that each family contributes in order for the club to continue offering the competition opportunities it has in the past.

Each skater, or parent/guardian if skater is under the age of 18, agrees to commit to 3-5 hours of volunteer time. This is mandatory for all CanSkate, Modified, StarSkate and any Synchronized Skating Teams skating out of Carstairs Skating Club.

Volunteer Opportunities for the 2025-2026 skating season:

- Various positions at Winterfest (December 7th)
- Various positions at IceFest (March th)
- Year End Carnival (March 29th)
- Carstairs Skating Club year end banquet (April 11th)

Additional opportunities may arise as the season progresses.

Families enrolling have the option of opting out at the time of registration by paying the \$150 charge. Should the volunteer commitment not be fulfilled, the above mentioned fee will be invoiced to the members account.

More information will be emailed out regarding opportunities closer to the beginning of the season.

### 8.3 Mandatory Fundraising

In order to keep our fees manageable and cover ice costs, CSC relies on fundraising.

Families wishing to avoid fundraising may wish to pay the opt out fee of \$150.

Upon registering, families are agreeing to the fundraising commitment. Skaters registered in the Fall CanSkate or Winter CanSkate only, will participate in one fundraiser, but if skaters are registered for FULL year CanSkate, both are required. Both fundraisers are mandatory for IntroStar, Modified, StarSkate and Synchronized Skating programs.

Typically the fundraisers are:

- Fall - Hutterite Chickens (forms due back Nov 3rd)
- Winter - Winter Raffle (funds and stubs due back Feb 28th)

Additional fundraisers could be added throughout the season. They will not be mandatory, but encouraged.

Should a family enrolling want to opt out of Fundraising, they can pay a \$150 fee at the time of registration. If a family does not fulfill their fundraising commitment, the above mentioned amount will be invoiced to their account.

Because skating fees can be costly, CSC may organize a personal fundraiser. Proceeds from this fundraiser go towards the skaters fees by way of credit on account; however club mandatory fundraising must be completed too prior to personal fundraising. Should a family not fulfill club fundraiser, but did personal, the \$150 opt out fee will come out of those proceeds. Personal fundraisers will be held on account only; no cash refunds will be provided.

## 9.0 Communication

### 9.1 Forms of Communication

Carstairs Skating Club and Onyx Ice Synchronized Skating strive to have open communication with families and skaters. There are several avenues of communication:

- Email - Updates, reminders and information are frequently emailed out by the club President. If you have not received emails, check you spam or promotional folders ([cscpreschair@gmail.com](mailto:cscpreschair@gmail.com))
- Facebook - CSC, Onyx Ice and each Onyx Ice team have their own Facebook pages. Team pages are provided, but CSC and Onyx Ice pages are public pages. General information is frequently posted.
- Website - Information, updates, schedules and registration can be found here. <https://carstairsskatingclub.uplifterinc.com/>
- Instagram - CSC has an Instagram page
- Teamsnap - Onyx Ice teams and PA's have their own Team Snaps. This is a very important tool to these groups.

### 9.2 Coach Communication

At times it may be necessary for coaches, skaters and parents to meet to discuss a skater's needs or goals. Should a parent or skater wish to discuss with coaches, they are required to contact the Director of StarSkate prior to make mutually agreed upon arrangements. Parents are to refrain from entering the player's box, change rooms or hallway to discuss with coaches.

Meetings are scheduled in 15 minute intervals and parents will be invoiced for the coaches time.

## Carstairs Skating Club Policies

### 10.0 Withdrawals and Refunds

#### 10.1 CanSkate/PowerSkate Fall or Winter Session

A skater may withdraw from the PowerSkate or CanSkate Fall or Winter session for a full refund, less administration charge of \$20 prior to the program's start date. After the program has begun, skaters have up to two weeks to withdraw. Refunds during the two week period will be a prorated amount based on if it is the first or second week, less the administration fee of \$20. If a skater withdraws after the two week period, no refund will be issued.

The Skate Canada Fee is non-refundable (\$61.65).

If a skater needs to withdraw from CanSkate for a medical reason and the inquiry is not visual, a medical note may be required. Refunds due to medical concerns will be prorated based on the number of days skated.

Refunds are not provided for closure due to Inclement Weather or unexpected closure. Should a skater miss a session, there are no make up sessions available. CSC has the right to cancel programs should they deem not enough registrations are enrolled.

#### 10.2 CanSkate Full Season (Fall and Winter) & IntroStar

A skater may withdraw from the CanSkate Full Year (Fall and Winter) or IntroStar session for a full refund, less administration fee of \$20 prior to the program's start date. After the program has begun, skaters have up to two weeks to withdraw. Refunds during the two week period will be a prorated amount based on if it is the first or second week, less the administration fee of \$20. If a skater withdraws after the two week period, no refund will be issued.

After the Fall session is complete and prior to the Winter session beginning, families have the opportunity to withdraw from the CanSkate program. The refund will be half of the full year price. However, if a family withdraws midyear, but has not fulfilled any volunteering or fundraising commitments, \$150 will be deducted from the refund.

The Skate Canada Fee is non-refundable (\$61.65).

If a skater needs to withdraw from CanSkate for a medical reason and the inquiry is not visual, a medical note may be required. Refunds due to medical concerns will be prorated based on the number of days skated.

Refunds are not provided for closure due to Inclement Weather or unexpected closure. Should a skater miss a session, there are no make up sessions available. CSC has the right to cancel programs should they deem not enough registrations are enrolled.

### 10.3 Modified and Star Skate

A skater may withdraw from the Modified or StarSkate program for a full refund, less administration fee of \$20 prior to the program's start date. After the program has begun, skaters have up to two weeks to withdraw. Refunds during the two week period will be a prorated amount based on the number of session days past, less the administration fee of \$20. If a skater withdraws after the two week period, no refund will be issued.

If a skater needs to withdraw from skating for a medical reason and the inquiry is not visual, a medical note may be required.

Medical refunds will be determined based on:

1. Prorated based on number of dates into or left in the September to March season
2. Status of account
3. Status of account with all coaches and partnering person
4. Volunteering and/or fundraising commitments (if commitments have not been met, it could result in a \$300 deduction from refund)
5. Less administration charge of \$20

The Skate Canada Fee is non-refundable (\$61.65).

Refunds are not provided for closure due to Inclement Weather or unexpected closure.

No refunds or make-up lessons will be offered for lessons missed due to short-term illness (e.g. colds or flus), vacations, or management disputes.

No refunds will be provided if the Board of Directors removes a skater for disciplinary reasons.

Refunds can take up to 30 days to process and will only be issued to the payee.

No refunds are issued for Spring or Summer skating.

## 11.0 Accounts in Arrears

### Member in Good Standing - Club and Coaches

As per our bylaws, a member (skater) is considered in Good Standing with CSC upon the payment of the Skate Canada registration fees and any required club fees. Club fees include, but are not limited to, ice fees, fundraising fees, volunteer fees, costume fees, travel expenses, merchandise and test fees. Any member in arrears in coaching fees, shall not be considered in Good Standing with the club. Coaches are to notify the Board of Directors within 30 days of non payment via email. Should a family fall into arrears with the club or coaches, they shall not be considered in Good Standing, resulting in the next steps of the collection process.

## 11.1 Accounts in Arrears Collection Process

All communications regarding accounts in arrears will be conducted through email including the President and Treasurer of the club.

- 1) If payment is not received within 30 days of the set date, skaters will be notified by email they are not be permitted to take part in any CSC or Onyx Ice activities including, but not limited to:
  - skating
  - off ice
  - competitions
  - team building events
  - Carnival
  - Banquets
- 2) After 30 days preceding termination of activities, a Final Collection Notice will be issued via email and mail to the member.
- 3) If payment is not received after 30 days of final notice, CSC will proceed to external actions, this may include one or both of the following:
  - a) Collection Agency
  - b) Small Claims Court

Skaters with outstanding balances will not be permitted to register the following season.

If the skater decides to leave CSC and skate with a different club, that club is obligated to contact Carstairs Skating Club to determine the status of the skaters account. CSC will inform if the skaters account is in arrears.

## 12.0 Cancellation Policy

No refunds or adjustments will be made due to holidays, illness, maintenance repairs or unexpected facility closures.

Make-up sessions or refunds are not available for skaters who are unable to attend a skating lesson or ice time.

CSC has the right to cancel any program due to lack of program enrollment.

## 13.0 Inclement Weather

The safety of our coaches and skaters are of utmost priority. For consistency, if the local School Division cancels school due to Inclement Weather, so will Carstairs Skating Club.

In the event that weather turns while during skating lesson or ice time, Carstairs Skating Club has the right to cancel mid session to allow coaches and families safe travel.

No refunds or replacement lessons will be provided for Inclement Weather.

## 14.0 Spectator Viewing Policy

Spectators, including parents and siblings of skaters, are welcome to sit in the bleacher area of the area for viewing purposes. Spectators are not permitted to use the player's box or the ice entrance/exit for viewing.

## 15.0 Accident, Injury or Incident Policy

In the case of an accident, incident or injury Carstairs Skating Club will:

- Follow first aid guidelines
- Call 911 if necessary
- Report to parent or guardian immediately
- All incidents will be reported immediately and documented to the Board of Directors

The Board of Director and Coaching Staff shall:

- Review the incident
- Identify any areas of concern regarding CSC policy around the incident
- If deemed necessary follow and report to [Skate Canada Incidents of Injury Reporting and Management Procedure](#)
- Take corrective action if deemed necessary

## 16.0 Helmet Policy

All Carstairs Skating Club registrants must wear a CSA approved hockey helmet in all programs offered unless approval has been submitted by the Director of CanSkate or Director of Star Skate. This includes parents participating in the Parent and Tot program.

Coaches should not dictate that a skater should not wear a helmet.

- Skaters working on STAGE 5 and below, as well as all skaters in the PowerSkate program, MUST wear CSA Group approved hockey helmets with the CSA mark.
- Skaters working on STAGE 6 or higher may choose to continue to wear a helmet at their discretion. The skater, parent/guardian have the final say as to whether or not the skater will or will not wear a helmet.
- Coaches are in charge of ensuring what a skater wears on the ice is safe. This applies to clothing, hair, skates etc.

Friends and family members participating in special events must wear CSA helmets and sign a liability release.

Coaches reserve the right to revoke their previous no helmet required permission if deemed necessary.

More about [Skate Canada's Helmet Policy](#).

## 17.0 Concussion Policy

Carstairs Skating Club adheres to [Skate Canada's Concussion Policy](#).

## 18.0 Code of Conduct - Skater

The Carstairs Skating Club is committed to fostering a safe, inclusive, and supportive environment where all skaters—regardless of background or ability—are encouraged to be their best and uplift one another. We embrace a shared vision that promotes both individual growth and a strong team spirit among all members of the Club.

Whether participating recreationally or competitively, all skaters are expected to uphold the highest standards of ethics and sportsmanship. Through skating, we aim to develop not only athletic skill but also strong character and essential life values that extend far beyond the ice.

As a proud member of the Carstairs Skating Club, I understand that maintaining a positive, respectful, and ethical environment is essential to the success of all athletes. To remain in good standing, I agree to uphold the following values:

## Trustworthiness

- I will be worthy of trust in all that I do.
- I will uphold high standards of ethics and sportsmanship, always acting with integrity, even when it is difficult or unpopular.
- I will not lie, cheat, steal, or engage in dishonest or unsportsmanlike conduct.
- I will honor my commitments, do what I say I will do, and strive to be on time for practices, competitions, and tests.

## Respect

- I will treat everyone—fellow skaters, coaches, officials, volunteers, and board members—with respect, both inside and outside the Club.
- I understand that punctuality demonstrates respect for others and helps sessions run smoothly.
- I will skate with class, display good sportsmanship, be gracious in victory, and accept defeat with dignity.
- I will not engage in disrespectful behavior, including profanity, obscene gestures, discriminatory remarks, taunting, or any actions that demean others or the sport.
- I will respect the decisions of judges and officials and refrain from arguing during or after any skating event or test.

## Responsibility

- I understand that participation in sport is a privilege, not a right. I will represent my Club, coach, and myself with honour at all times, on and off the ice.
- I will consistently demonstrate good character and act as a positive role model for others.
- I will take care of my health and avoid the use of illegal or harmful substances including alcohol, tobacco, and drugs. I will also avoid any unhealthy weight-control methods.
- I will be punctual for all skating sessions, private lessons, stroking sessions, and off-ice training classes. If I am unable to attend, I will notify a coach or board member in advance.

## Fairness & Caring

- I will uphold the principles of fair play and will keep an open mind, always willing to listen and learn.
- I will show genuine concern for others and will never intentionally harm another athlete.
- I will not engage in reckless or careless behavior that could put myself or others at risk of injury.

By agreeing to this Code of Conduct, I acknowledge the importance of these values in helping to create a safe, supportive, and high-integrity skating environment. I understand that failure to uphold these standards may result in disciplinary action and affect my standing with the Carstairs Skating Club.

## 19.0 Code of Conduct - Synchronized Skating

To ensure safety, team unity, and the best possible performance at synchronized skating competitions, CSC has implemented the following mandatory Code of Conduct for all synchro team members. This applies to all skaters, including alternates and injured athletes, and must be followed throughout the competitive season.

### 1. Attendance & Commitment

- Skaters are expected to attend all practices, training sessions, and team activities throughout the season. This includes attending practices while injured (to observe and listen), unless excused due to a medical or family emergency.
- Skaters must attend and skate at:
  - The final home practice before competition, and
  - All official competition practice ice sessions.
- Failure to attend required practices may result in removal from the competition roster. The Head Coach will determine whether the skater will remain an active participant or be moved to alternate status.
- A skater's attendance and commitment throughout the season will be considered when determining participation in competitions and exhibitions.

### 2. Social Media Policy

- No social media posts of team dresses, music, or choreography are allowed before the competition season begins.
- Skaters must refrain from posting inappropriate content, including offensive or disrespectful messages, images, or comments related to the team, club, or other participants.

### 3. Competition Preparation & Attire

- Skaters must arrive at competition with all required items from the Competition Checklist, as provided by the Team Manager.

- All personal jewelry (rings, earrings, necklaces, etc.) must be left at home to ensure safety on the ice.
- Skaters (including those not skating in a particular competition) must wear:
  - Designated team attire including team costumes, travel outfits, and proper hair and makeup.
  - Team attire must be worn at all times until skaters exit the competition venue and are dismissed.

#### 4. Travel Expectations

- For all travel competitions:
  - Skaters must travel with the team, remain with the team, and follow all rules and instructions provided by coaches and team managers.
  - Skaters are required to stay in the designated team hotel the night before and during the competition.
  - Skaters must inform the Team Manager of their whereabouts at all times during travel and competition.
  - Curfews set by Coaches and/or Team Managers must be respected and followed.

#### 5. Health & Conduct

- Skaters are expected to demonstrate responsible and healthy behavior at all times.
- The use or possession of alcohol, tobacco, cannabis, vaping products, or non-prescribed drugs is strictly prohibited during all team activities, including practices, travel, and competition.
- Any skater found under the influence of or in possession of these substances will be subject to immediate disciplinary action, which may include removal from the team and notification of parents/guardians (for minors).
- Skaters must also refrain from engaging in any conduct that puts their health or safety—or the health and safety of others—at risk.

#### 6. Behavior During Competition

- Skaters are not permitted to swim until after their final event has concluded.
- Skaters must remain with the team until officially dismissed by the Coach and Team Manager.

- Skaters are expected to display exemplary behavior and sportsmanship at all times, representing CSC with pride and professionalism.

Failure to comply with any part of this Code of Conduct may result in disciplinary action, which could include suspension from competition or removal from the team at the discretion of the Coach and Board of Directors.

## 20.0 Code of Conduct - Parent/Guardian

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 child that they expect them to do the same. Parents will assume the major responsibility for their child'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 child offering praise for competing fairly, participation and skill development.
- Parents shall model and encourage their child to maintain a healthy balance between skating and life. (e.g., school, other activities, social life, etc.)
- Parents shall model and encourage balanced, healthy food choices and subscribe to an active and healthy lifestyle.
- Parents shall set high, but reasonable expectations for their child's participation in skating focusing on development and enjoyment for the child.

- Parents shall instill confidence in their child's ability and skill development, always avoiding comparisons with other skaters.
- Parents shall celebrate the acquisition of skills and goals achieved by their child.
- 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 child 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 will not use technology or social media to disrespect or exploit others.
- Parents are not allowed to record another child that is not their own unless they have consent from the club.
- 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 and the club at all times.

## 21.0 Anti Bullying Policy

Everyone has the right to feel physically and emotionally safe at skating. It is expected that every CSC member works to create and preserve a physically and emotionally safe environment. Carstairs Skating Club has a zero tolerance policy on any type of bullying.

**Bullying refers to verbal acts, physical acts, or other acts of harassment by using electronic devices.**

SOME EXAMPLES OF SPECIFIC BEHAVIORS THAT CONSTITUTE BULLYING INCLUDE:

- Spreading rumors or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (also known as "cyber-bullying")
- Taunting or making sexual slurs about a person's gender orientation or sexual status
- Name-calling, joking, or making offensive remarks about a person's appearance, religion, gender, ethnicity, or socioeconomic status or level of skating/team you skate on

- Purposefully excluding others
- Physical acts of bullying, such as punching, slapping, kicking or tripping someone

**We understand that bullying, whether it is cyberbullying, physical, or verbal acts that disrupt the learning/skating environment in or outside the arena, will result in the following disciplinary actions:**

**1st Offense:** Name reported to President, Coaches or Team manager

- Conference with Head Coaches
- Put on probation/loss of spot.

**2nd Offense:** Name reported to President, Coaches or Team manager

- Conference with Head Coaches
- Loss of practice and/or competition, with mandatory parent meeting

**3rd Offense:** Name reported to President, Coaches or Team manager

- Conference with Head Coaches and President
- Expulsion from the club

## 22.0 Conflict and Dispute Resolution Policy

It is expected that all members of Carstairs Skating Club adhere to the rules and policies of both Skate Canada and Skate Alberta, as well as the rules and policies set out by CSC. Should a conflict arise, the individuals involved must take every effort to resolve the conflict amongst themselves.

Where reasonable efforts to resolve the conflict fail, a written request may be made to the Board of Directors for assistance in resolving the issue. Upon receipt of the concern, an evaluation of the severity of the concern will be performed to determine whether an investigation is required. Complaints that are serious and significant (discrimination, harassment, abuse of power, etc.) as defined by Skate Canada National Safe Sport Program will be referred to Safe Sport Misconduct Reporting and Resolution Process.

A 24 hour cooling off period must be taken prior to filing a complaint, however the complaint must be filed within two weeks of the incident.

No person is permitted to disclose either the existence of a complaint or information about the complaint, except for the purpose of complying with the objective of the Conflict and Dispute Resolution policy. Information shared will be kept confidential.

CSC may summarily dismiss a complaint and there shall be no appeal process from the clubs decision.

Once a written complaint is filed to the President:

1. The President will acknowledge the receipt of the complaint within two business days of receiving it.
2. The President will make meeting arrangements. Meetings must:
  - a. Include a minimum of two members of the Board of Directors
  - b. Take place in a neutral, comfortable location
  - c. Meeting minutes must be taken
3. The purpose of the meeting is to:
  - a. Ensure the board clearly understands the circumstance and details of the complaint
  - b. Explain the Conflict and Dispute Resolution Policy steps to the person with the complaint
  - c. Ensure the person with the complaint would like to move forward in the process
4. Once approval to move forward has been granted:
  - a. The person with the complaint will have their name mentioned with discussing their concern with others involved
  - b. The board will inform of all involved parties of the complaint
  - c. All involved parties will receive copies of the written complaint
  - d. Involved parties will have one week to provide written responses to the board regarding their perspective of the concern.
5. The President, Vice President, Secretary and Treasurer will then investigate the statement of conflict and response through interviews conducted with:
  - a. Person with the complaint
  - b. Other involved parties named in complaint
  - c. Witnesses
  - d. Director of StarSkate or Director of CanSkate (providing not named in complaint)
6. The above listed Board of Directors will provide a confidential, written report to all parties involved that includes:
  - a. The original complaint
  - b. Record of findings during the interviews
  - c. Recommendations as to how to resolve the issue appropriately or course of actions
7. Following the Board of Directors written report, both parties:
  - a. Have seven days to inform the board in writing if they accept the recommendations.
  - b. Should both accept all recommendations, the dispute will be considered resolved.
8. Should both parties accept the recommendations, the Board of Directors will follow up with both parties in six weeks to ensure all are following recommendations made.
9. Should a resolution not be found, the Board of Directors will refer the matter to Skate Alberta or Safe Sport for assistance.

[Complaint or Dispute Form](#)

## 23.0 Suspension and Expulsion

The Board of Directors or Coach has the authority to remove any skater, PA, or volunteer from the ice for non-compliance of CSC policies.

**1st offence** - Verbal warning for non-compliance may be issued by the Board of Director or Coach. The skater or PA's parent/guardian will be informed, should the skater be under the age of 18.

**2nd offence** - Should an additional warning be deemed necessary, the Board of Director or Coach will provide a written warning to the skater and family, requesting parent meeting

**3rd offence** - After a 3rd offence, the skater will receive a one month suspension. This includes regular ice practice, competitions, assessment days and Carnival. No compensation will be provided and any outstanding fees will still be required.

**4th offence** - Full expulsion from the club and all its activities.

As per Carstairs Skating Club bylaws, a member or skater may be terminated or superceded by Majority resolution of the board of director in the event a member fail to remain in goods standing with either Skate Canada, the club, the coaches or fails to observe and conform to the rules and regulations of Skate Canada, Skate Alberta or the club's policies or bylaws.

## 24.0 Misconduct Reporting and Resolution Policy - Skate Canada Safe Sport

As an organization, Carstairs Skating Club is committed to fostering a sport environment that is free from misconduct and maltreatment, and that reflects our core values of respect, dignity, and fairness. We share this responsibility with all members of the skating community, including athletes, coaches, officials, volunteers, and administrators at all levels of our sport.

Should a parent or skate feel the club or coach acted in misconduct, the incident can be reported to Skate Canada [Safe Sport](#).

## 25.0 Skate Canada Privacy Policy

The Skate Canada Privacy Code (the "Code" and/or "Privacy Code") pertains to the protection of personal information collected by Skate Canada as part of our interactions with you. Skate Canada is committed to protecting your privacy whether you are browsing for information or conducting business with Skate Canada. The handling of all personal information is governed by the Personal Information Protection and Electronic Documents Act (the Act or PIPEDA)

Your privacy is important to us: At Skate Canada, protecting the privacy and confidentiality of the personal information entrusted to us is very important and an integral part of our commitment to excellence. To help us meet this commitment, Skate Canada has appointed a Privacy Officer to oversee Skate Canada's privacy practices.

You have choices: In an era in which technology increasingly facilitates the circulation and exchange of information, we encourage you to read this Privacy Code so that you understand how we collect, use, share, and protect your personal information and how you can manage your information in a way that suits you.

More about [Skate Canada Privacy Code](#)

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