



INFORMATION AND POLICY HANDBOOK

Athabasca Skating Club

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Athabasca, AB

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Facebook Page – Athabasca Skating Club

Instagram - @athabascaskating

September 2025

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1. INFORMATION

1.1 Skating Program Overview

PreCanSkate

The PreCanSkate program is designed for preschool children that are completely new to skating. We aim to provide a positive first experience on the ice. This class is recommended for children 2-5 years old who can stand independently on skates. Class consists of a 5 minute off-ice warm up, 25 minutes on ice instruction. The coach will notify you if your child is ready to move into the regular CanSkate program. If this move happens mid-session, you will pay the pro-rated fee based on the time left in the season. PreCanSkate is not a pre-requisite for enrolment in CanSkate.

CanSkate

The CanSkate program is a complete series of balance, control and agility skills that will prepare skaters for any ice skating sport or recreational skating. The nationally-tested and proven curriculum and delivery method guarantees skater success by utilizing 90% movement. We employ certified coaches trained specifically in teaching the mechanics and proper technique of skating. Our coaches are assisted by trained program assistants. This format ensures a 1:10 coach/program assistant to skater ratio or lower. Our goal is to provide kids with the best foundation for figure skating, hockey, speed skating and ringette while promoting fun, fitness and participation.

Skaters are grouped by similar skill level, not necessarily by a specific badge level. Each group has a Program Assistant (PA) who stays with the group and moves them from one station to the next as well as assisting at each station. Periodically, skaters will be moved within groups, however if your child is not changing groups, it does not mean they are not advancing. Typically, skaters will progress through Stages 1 and 2 more quickly than Stages 3 to 6. It may take three to four full seasons to progress through to the end of Stage 6.

Warm-up

The warm up is about 10-12 minutes. It begins with an off-ice warm up with skates on. This allows the skaters to get a feel for their skates and practice certain stationary skills prior to getting on the ice. The off-ice warmup will include activities and stretching exercise to get the muscles moving and heart rate up. Once on the ice, skaters follow a specific sequence including forward and backward skating as well as dynamic stretching. This allows the skaters to stretch their legs and work on speed and power.

Stations

Our club uses a four station format with 10-12 minute rotations. The circuits are built to cover a range of skills associated in each of the three areas: Balance (forward skating, glides), Control (stops, backward skating, glides), and Agility (turns, spins, and jumps.) Two of the stations have coaches assisting and teaching on circuits. The third station is a review circuit lead by a senior PA or Coach (one that the skaters did the week prior) to



reinforce the skills learned. This also assists skaters who have missed a session. The fourth station is a Fun Zone, also led by a senior PA. This circuit is based on the week's theme and incorporates skills previously learned.

Group Activity

After groups have rotated through each station, all the skaters come together for a group activity that is theme based. This is a continuous movement activity (not a game) which promotes fun and inclusion while reinforcing skills.

Cool down

Cool down last approximately 5 minutes. This is a group activity which again allows full use of the ice, while allowing the skaters to cool-down in a safe manner before the end of the session.

PreStarSkate

PreStarSkate is a custom Athabasca Skating Club program, developed to provide an introduction to figure skating. We feel that once skaters get past a certain basic skating stage, it's important to challenge them to achieve higher skill levels. PreStarSkate is CanSkate Stages 5 and 6. Skaters will be recommended to join PreStarSkate once they have passed Stage 4. To move them up earlier, frequently results in the following problems:

- Fear, as other skaters are going substantially faster and that can be intimidating.
- Frustration of the skater, as they are unable to work on the skills they are being asked to.
- Coaches endeavour to give equal time to all the kids in PreStarSkate, and cannot facilitate giving more time to one PreStarSkate skater over another, regardless of whether a skater is ready for stage 5 or not.
- Skaters tend to learn bad habits if they skip ahead, which are very difficult to correct later on. Once they get into StarSkate, they may even not pass assessments because of these bad habits.

STARSkate

Skills, Tests, Achievement, Recognition – this is what STARSkate is all about!

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

Progress

Parents play a key role in the success of their children skating. It is important that parents encourage their children to move forward with their skills, and to respect the coaches and program assistants. Helping your child stay excited about skating is one of the biggest factors in your child's success.



StarSkate A & B are for all levels of StarSkate and allows for a more inclusive program that allows the skater to choose time commitment.

StarSkate C is for StarSkate level 2 and up

PowerSkate

Get a step up on the competition with PowerSkate, a high-energy instructional power skating program geared to hockey and ringette players. This program focuses on balance, control and agility skills including components of power and speed. Skating skills, techniques and performance drills are taught in a progressive format by Skate Canada coaches certified through the NCCP to enhance the skating ability required in game situations.

Skaters may be any age and must have previous skating experience that equates to Stage 4 in CanSkate or higher. All PowerSkate participants must have hockey skates, gloves, a stick, and helmet. Full equipment is optional.

AdultSkate

Discover the joy of skating at any stage of life with our diverse programs for adults! Whether you're aiming to master the basics with CanSkate, delve into figure skating with STAR 1-5, or enhance your hockey and ringette prowess with PowerSkate, we have a class tailored to your goals. Join us and embrace the excitement of skating, no matter your skill level or experience.

1.2 Parent Responsibilities

The responsibilities of the Athabasca Skating Club can only be met by parent participation, since the Club is operated by the parents of the skaters. Parents are expected to contribute to the overall operation of the club in the following areas:

a) Registration Fees

Registration must be completed at least two days before your child's class to allow submission to Skate Canada. Fees must be paid in full before any given session or your child will not be allowed onto ice due to liability. There are two sessions of lessons for all classes (if numbers allow): a fall session and a winter session. Recent changes have split PreStarSkate and StarSkate into 2 sessions as well. If you require any information, details or help please visit our website at www.athabascaskating.club or email info@athabascaskating.club

b) Operation and Administration

Club operation is administered by Club Executive which is composed of parent volunteers. In order for the smooth operation of the Club and so that a small percentage of parents will not be doing all the work, parent involvement is essential. Every parent is required to help in some area(s).

c) Safety

Every effort is made to ensure the safety of our skaters. Please ensure your child is dressed appropriately and is picked up immediately following their lesson. The arena is not a place for children to be left unattended. Coaches and Program Assistants are only responsible for your child while under their direct supervision during lesson time. Skaters who have to use the washroom or wish to leave the session early are no longer under direct supervision. Coaches and PA's are not responsible for taking your child to the washroom. Please remain in the arena or appoint a responsible person in your



absence to attend to your child. When your child steps off the ice, they are your responsibility. The only exception is in the case of injury. If you have an issue with a child off the ice, please speak to your coach directly. If the issue cannot be resolved, please email info@athabascaskating.club. Please follow the posted Athabasca Regional Multiplex Society policy for unattended children.

d) Important Notes

Spectators are asked to sit in the stands to watch their child/children. Spectators are not allowed to sit in the player's box as it distracts skaters and causes a safety hazard on ice for other skaters. Please support the coach, communicate, and get skaters to the rink on time. Be a good sport, everyone deserves to be treated fairly and with respect. Support your Club.

e) Fundraising/Volunteer

Each family is expected to volunteer and fundraise for each session their child(ren) is registered in. Please see Volunteering and Fundraising under the Policy section for detailed information.

f) Club Communication

Communication is through emails and our Facebook page. If you choose to opt out of the email communication during your online registration, we cannot be held responsible for your missing communication that we send out via email.

1.3 Competitions/Test Days

Star 1-5 are coach assessed. Above Star 5 will be scheduled test days determined by Coach and Test Chair (2 dates guaranteed). Test fees and Coaching expenses will be paid by Athabasca Skating Club. Competitions will be agreed upon by the Executive, Coach and Skaters. Skaters will be responsible for keeping their own tests and test records. These can be viewed on the Skate Canada website. Club records are kept but from time to time Skater test copies are destroyed or lost.

1.4 Skating Schedule *

PROGRAM	MONDAY	WEDNESDAY
PreCanSkate	4:45-5:15 pm	5:15-5:45 pm
CanSkate 1-3	4:30-5:15 pm	5:00-5:45 pm
CanSkate 4-6	4:30-5:30pm	5:00-6:00 pm
Pre-StarSkate	3:45-4:45 pm	3:45-4:45 pm
StarSkate	3:30-5:45 pm	3:30-5:45 pm
Adult Skate		
PowerSkate	6:00-7:00pm	6:00-7:00 pm

1.5 Ice Etiquette

- All skaters are to avoid collisions. No longer does 'lesson' or 'program' have right-of-way. The only exception is if a skater is undergoing an assessment, in which case the ice may be cleared for safety.
- Pay attention to ice traffic when entering ice or moving away from boards.
- Profanity, disrespect, harassment, bullying, and exclusion of fellow skaters or coaches will not be tolerated.
- No loitering in the dressing rooms or lobby.
- No gum, food, or coloured drinks allowed on ice at any time. A water bottle is permitted but must remain at the boards.
- No outside shoes allowed in the player's box or on ice at any time.
- All skaters must be in appropriate attire. Baggy clothing, long scarves, hoodies, and dangly jewelry are not allowed.
- The Coach has the authority at all times and will enforce the above rules when required.

1.6 Evacuation from the site

EMERGENCY ACTION PLAN	
Event:	Athabasca Skating Club skating lessons
Site:	Athabasca Regional Multiplex - Arena
Charge Person:	Tamara Jackson
Alternate Charge Person:	Sheena Oulton
Location of attendance sheets (head count):	Clipboard on boards at coaches box
Safe location (muster point):	Outside north exit (past dressing room 4 at end of arena)
Alternate safe location (muster point):	Outside east exit (lobby past front desk)
First aid person:	Tamara Jackson
Alternate first aid person:	Angie Missler
Location of club first aid kit:	Red First Aid backpack in coaches box
Location of arena first aid kit:	front desk



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Location of Emergency Contact Information:	Folder inside red First Aid backpack in coaches box
Call Person:	Angie Missler
Alternate Call Person:	Sheena Oulton
Location of phones near arena:	Cell phones (Tamara); front desk
TELEPHONE NUMBERS	
Ambulance/Fire/Police:	911
Poison Control (PADIS):	1-800-332-1414
Hospital	780-675-6000
Directions to facility for emergency personnel:	
Facility Address:	#2 University Drive, Athabasca
FROM ATHABASCA FIRE, AMBULANCE, OR RCMP STATIONS Follow Highway 55 west approximately 3.5 km to 63rd Street. Turn left (south) onto 63rd Street and follow 1.5km to University Drive. Turn right (north) into parking lot. Area Access: through main doors to Cenovus Arena (past concession) on right Muster Point #1: Flagpoles near main entrance of building Muster Point #2: Follow access road north to end of parking lot. Muster point is on north side of building.	

1.7 **Club Special Events ***

AGM	September 11th 2025
Try before you buy/Bring a friend	October 15, 2025
Element Event	November 22, 2025
Family Fun Skate	December 17, 2025
Skating Gala & Awards	March 25, 2026

1.8 **Executive Members 2025/2026***

President	Kayla McGuigan	president@athabascaskating.club
Vice President	Michelle Taite	vicepresident@athabascaskating.club
Secretary	Melanie Buchanan	secretary@athabascaskating.club
Treasurer	Sheena Oulton	treasurer@athabascaskating.club
Test Chair	Angela Missler	testchair@athabascaskating.club
Communication	Michelle Taite, Sheena Oulton and Angela Missler	info@athabascaskating.club
Coaching Rep	Tamara Jackson	coachingrep@athabascaskating.club

1.9 **Program Assistants**



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Program assistants (PA's) are individuals who have been trained by a CanSkate coach to assist in the delivery of the CanSkate program. Program assistants may be drawn from a number of different groups of people including current skaters at the club, former skaters, and skaters from other sports (hockey, ringette, and speed skating). Program assistants should be good communicators and demonstrators, enthusiastic, team players, good role models, responsible, punctual, patient, prepared and organized, able to lead groups, encourage skaters and offer praise. Above all, PA's will keep skaters moving while having fun. To be eligible to volunteer during a session, all PA's must be currently registered Skate Canada members and must have completed yearly Program Assistant training. Volunteers over the age of 18 will also have provided the club with a valid criminal record check.

A PA's role may include:

- Assisting or leading warm-ups, group activities or cool-downs
- Assisting with the setup of circuits and stations
- Leading circuits and rotations
- Demonstrating proper execution of skating skills
- Providing assistance to skaters who may have additional needs
- Taking attendance
- Timing speed skills
- Providing general assistance to the coaches on the session
- Providing encouragement and general feedback to skaters
- Assisting with tracking of skill acquisition

A PA's role does not include:

- Delivering lessons at a designated teaching station
- Instructing skills or assessing skills
- Discussing skater progress or behaviour with parents or guardians

1.10 Coaches*

Skate Canada is home to nearly 5600 professional coaches who are dedicated to delivering best-in-class learn-to-skate, power skating and figure skating programs to thousands of skaters across the country. Our coaches are teachers, mentors and role models committed to teaching individual development and life skills to help each skater realize his/her personal best – on and off the ice. All Skate Canada coaches are professionals who are trained and certified through Skate Canada's National Coaching Certification Program (NCCP). All Skate Canada professional coaches must be registered coaching members in good standing. To be a coach in good standing coaches must also have a valid First Aid certification, background screening, Respect of Sport Training Activity Leader Training as well as the Skate Canada Code of Ethics. Detailed information regarding coaching can be found at

www.skatecanada.ca/skate-canada-coaches/#profession

Tamara Jackson – Head Coach and Coaching Representative

Tamara has been with our club for over 20 years as a coach and volunteer. As Coaching Rep, she is the liaison between the coaches and executive. Her role as Head Coach involves direct/indirect supervision and mentorship of all other coaches as well as point of contact for members in regards to coaching questions or concerns. She is Intermediate STARSkate/Provincial Coach (ISPC) Trained and a STAR 1-5 Assessor. Tamara has achieved Gold in Dance, Senior Silver Skills, and Junior Silver Freeskate. She continues to update her coaching profile to keep up to date on the changes within the Skate Canada system.



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Dianna Freh – CanSkate Coach

Dianna completed the CanSkate program during high school, and became a coach back then. After taking a break, she stepped back on the ice as a Program Assistant in 2016, and has since been certified as a CanSkate coach and is in the process of getting her PowerSkate coaching certificate. Dianna loves helping people learn the fundamentals of skating and can't wait for this skating season to start and to see everyone progress!

2. POLICY

2.1 Registration Fee *

The Executive Members shall set a registration date each year. Each skater must register online and the policies accepted by a parent or guardian together with payment on or before the registration date. Online payment is preferred but payment may be collected by an Executive Member the 1st week of skating at the Registration Table.

Full payment of registration fees may be deferred until December 1 if payment is made by monthly post-dated cheque(s) and all post-dated cheques are given to the Treasurer prior to the first skating session. You may choose the installments option on the website, as part of the registration process.

2025/2026	TIER 1	TIER 2	TIER 3
PRECANSKATE Monday Wednesday	AGES 2-4 (unparented) \$130/SESSION SESSION 1- Oct-Dec. (10weeks) SESSION 2- Jan.-Mar. (10 weeks) FUNDRAISING \$50 CHQ REQUIRED VOLUNTEER \$100 CHQ REQUIRED Min:6 Max:10 per class Mon: 4:30-5:00pm or Wed: 5:00-5:30pm	280/SESSION NO VOLUNTEERING NO FUNDRAISING	N/A
CANSKATE Stages 1-3 Monday Wednesday	AGES 4+ & UP \$150/SESSION VOLUNTEER \$200 CHQ REQUIRED FUNDRAISING \$100 CHQ REQUIRED SESSION 1- Wednesdays: Oct-Dec. (10 weeks) SESSION 2- Wednesdays: Jan.-Mar. (10 weeks) Min:12 Max:40 per class Mon:4:30-5:15pm or Wed: 5:00-5:45pm	\$350/SESSION NO VOLUNTEERING FUNDRAISING \$100 CHQ REQUIRED	\$450/SESSION NO VOLUNTEERING NO FUNDRAISING
CANSKATE Stages 4-6 Monday Wednesday	AGES 5 & UP \$160/SESSION VOLUNTEER \$200 CHQ REQUIRED FUNDRAISING \$100 CHQ REQUIRED SESSION 1- Wednesdays: Oct-Dec. (10 weeks) SESSION 2- Wednesdays: Jan.-Mar. (10 weeks) Min:12 Max:40 per class Mon: 4:30-5:30pm or Wed: 5:00-6:00pm	\$360/SESSION NO VOLUNTEERING FUNDRAISING \$100 CHQ REQUIRED	\$460/SESSION NO VOLUNTEERING NO FUNDRAISING

PRESTARSKATE	Completed CanSkate Level 4 \$280/SESSION VOLUNTEER \$250 CHQ REQUIRED FUNDRAISING \$150 CHQ REQUIRED SESSION 1- Oct-Dec. SESSION 2- Jan-Mar. Mon 4:00-5:00pm Wed 4:00-5:00pm	\$530/SESSION NO VOLUNTEERING FUNDRAISING \$150 CHQ REQUIRED	\$680/SESSION NO VOLUNTEERING NO FUNDRAISING
STARSKATE Includes all StarSkate levels Time commitment: 3hrs/week	Completed CanSkate Level 6 \$345/SESSION VOLUNTEER \$350 CHQ REQUIRED FUNDRAISING \$250 CHQ REQUIRED SESSION 1- Oct-Dec. SESSION 2- Jan-Mar. Mon 3:30-7:00pm Wed 3:30-7:00pm	\$695/SESSION NO VOLUNTEERING FUNDRAISING \$200 CHQ REQUIRED	\$945/SESSION NO VOLUNTEERING NO FUNDRAISING
Powerskate	\$200/SESSION SESSION 1- Oct-Dec. SESSION 2- Jan-Mar. Wed 6:00-7:00pm		NO VOLUNTEERING NO FUNDRAISING
Adult Skate	\$150/SESSION Session 1 Oct-Dec Session 2 Jan - Mar. Mon. 5:45 - 6:4 pm		NO VOLUNTEERING NO FUNDRAISING

*** ALL SKATERS PAY A NON-REFUNDABLE SKATE CANADA FEE OF \$65 PER YEAR ***

*** NOTE: Fundraising/Volunteering is based on the highest skater level registered per family ***

*** ATTEND THE AGM AND RECEIVE 10% OFF YOUR SKATING FEES ***

2.2 Late Registration

Registration closes one week prior to the start date. Late registration requests can be emailed to info@athabascaskating.club and will be reviewed by the Executive on a case by case basis.

2.3 Non-Sufficient Fund (NSF) Cheque

The payee of the cheque will be contacted by phone as soon as the Treasurer receives a returned NSF cheque from the bank. The individual will have 5 days from the Treasurer's phone call to repay the NSF cheque along with a \$30.00 NSF fee. Failure to comply with these instructions will result in a letter being sent requesting full payment immediately on or before your child's next skating day. If full payment is not received the club will assume that the child's parent has withdrawn their child from the program (perhaps not allowed on ice, until payment is made, as opposed to withdrawn). There will be no exceptions to this policy as the Executive must be fair to all parents with children in the program

2.4 Refund Registration Fee/Withdrawal

A member may withdraw from the Club by submitting written notice to the Executive Members through the Treasurer via email at treasurer@athabascaskating.club.

Prorated refunds for full seasons will be considered by the Executive Members for up to 1 month after the skater's start date. Prorated refunds for half seasons will be considered for up to 1 month after the skater's start date.

Refund for withdrawal shall be determined as follows:

- Medical reasons; a doctor's note must be provided.



- b) If the Executive Members remove a skater for disciplinary reasons there will be no refund given.
- c) Refunds will be considered on a case by case basis at the discretion of the Athabasca Skating Club Executive.
- d) Refund less Skate Canada fee of \$65.

The Executive Members may refuse any refund of registration fees requests due to extenuating circumstances.

2.5 Fundraising Policy

Registration fees do not cover the total cost of skating. The Athabasca Skating Club wants the skating experience for everyone to be enjoyable and knowledgeable. For our Club to continue to improve and have a fun experience, we need to commit to volunteer time and fundraising activities throughout the season.

The following is the requirements and commitment we need from every family that registers:

- a) Please see 2.1 Registration Fee for the tiered schedule details for fundraising requirements. A fundraising deposit cheque in your tiered amount, post-dated for December 31, 2024, will be required from each family at registration before those participants will be allowed on the ice. Each family must complete the fundraising requirements or their deposit cheque will be cashed. **If you wish to buy out your requirement, please do so during registering online. You will find "opt-out" options in your shopping cart under "add Suggested Subscription."**
- b) The ASC will evaluate and implement activities that will meet the fundraising requirements that we need to succeed in our goal.
 - ❖ There will be 2-4 fundraisers per year which will be announced on a later date.
 - ❖ Casino – Fort McMurray

2.6 Volunteer Policy

Volunteer time:

- a) Please see 2.1 Registration Fee for the tiered schedule details for volunteer requirements. Volunteer deposit cheques in your tiered amount, post-dated for December 31, 2024, will be required from each family at registration before those participants will be allowed on the ice. Each family must complete the volunteer requirements or their deposit cheque will be cashed. **If you wish to buy out your requirement, please do so during registering online. You will find "opt-out" options in your shopping cart under "add Suggested Subscription."**
- b) Volunteer sign-up will be done online at volunteersignup.org, all links will be sent out. Those who sign up first will have first choice of activities. Those who do not sign up will be assigned activities or the deposit cheque will be cashed. Volunteer duties TBD by Volunteer Coordinator.
- c) All families are expected to follow through with activities they signed up for. We understand emergencies arise and it is up to the signed person to arrange to switch with someone else for another activity and to notify the Athabasca Skating Club Executive of the switch or the deposit cheque will be cashed.



- d) Please note that we encourage and appreciate the amount of time and commitment the executive and coordinators donate towards the ASC. Their time does count for revenue-generating volunteer time and the following positions will not be expected to participate in Fundraising activities:

- Executive
- Casino Workers
- Fundraising Coordinator
- Registrar
- Element Event Coordinator
- Gala Coordinator
- Compliance Director

☐ All the duties of these volunteer positions must be fulfilled or the deposit cheque will be cashed.

The Athabasca Skating Club appreciates all the cooperation of working together to make our Club an educational, exciting and affordable experience for everyone involved. Thank you for helping our skaters excel in something they enjoy!

2.7 Cancellation of Classes

No refunds or adjustments will be made due to holidays, inclement weather, illness, maintenance repairs or ice cancellations. Make up sessions are not available for skaters who are unable to attend a skating lesson. Any other class cancellations will be on a case by case basis. Communication will be sent out via email.

2.8 Spectator Viewing Policy

Spectators are invited to sit in the bleacher area for viewing during all skating lessons. We ask that you not sit in the players' boxes or stand around the boards as it distracts the skater(s) from focusing on their lesson.

2.9 Accident, Injury, Incident Policy

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

- Report to the parent or guardian immediately.
- Follow the first aid guidelines.
- Call an ambulance or RCMP if the coach feels it is warranted.
- All incidents will be reported immediately, documented and handed into the Board of Directors

2.10 Helmet Policy

All Athabasca Skating Club members must wear a CSA approved hockey helmet while on the ice. This includes participants up to and including Stage 5 child or adult.

Skate Canada Policy –

www.info.skatecanada.ca/index.php/en-ca/policies/58-helmet-use-policy.html

2.11 Insurance – On Ice Volunteers



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All on ice volunteers must submit their name, email, phone number, province of residence and date of event volunteering at least 21 days before the event to a member of the Executive Board. Athabasca Skating Club must submit this information no later than 14 days before the event. On the day of the event, said volunteer(s) must wear a CSA approved helmet on ice as per the helmet policy. This is Skate Canada rules for insurance purposes.

2.12 Abuse Policy (Behaviour Management – On Ice)

To ensure that all children receive equal program time, any overly disruptive behaviour will be dealt with accordingly. This is a confidential process between the child, parents, Coach and Board Executives. The Coach will discuss the problem with the parent or may ask the parent to remove the child from the class for the day. Should this occur more than three times, it will be left to the Coach's discretion to determine if the child is being overly disruptive or threatens the safety of other children, in which case the child will not be able to attend the skating lesson until the behaviour is addressed.

A 5 minute time out in the players' box will be given. If this occurs 3 times in a day the skater will be out for the rest of the lesson that day at the Coaches discretion. Once the skater is off-ice they are the parents' responsibility as per Information 1.2. – Parent Responsibilities.

2.13 Membership Harassment, Bullying and Discrimination Policy

Skate Canada Policy -

<https://info.skatecanada.ca/index.php/en-ca/policies/46-membership-harassment-bullying-and-discrimination-policy.html>

2.14 Membership Complaint Policy

Skate Canada Policy -

<https://info.skatecanada.ca/index.php/en-ca/policies/48-membership-complaints-policy.html>

When filing a grievance or making an appeal the following procedure must be followed:

- A grievance must be first presented in writing to the board at a regular board meeting or via email to info@athabascaskating.club . Should the grievance require immediate attention, a special meeting can be called
- Special meeting of the Board may be called at any time by the Board of Directors or at the request of at least five members of the club.
- The Board will decide on the grievance. If a member is unsatisfied with the decision an appeal can be made
- A vote will be held
- All grievances received by the Board will be confidential

2.15 Club Dispute Resolution Policy

Skate Canada Policy -

<https://info.skatecanada.ca/index.php/en-ca/policies/60-club-dispute-resolution-policy.html>

2.16 Audit of Club Books

Club By-law 34

The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Club elected for that



purpose at the annual meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the annual meeting of the Club. The books and records of the Club may be inspected by any member of the Club at the annual meeting or at any time upon giving written notice 7 days in advance and arranging a time satisfactory to the officer or officers having charge of same.

2.17 Privacy Policy

<https://info.skatecanada.ca/index.php/en-ca/policies/43-privacy-policy.html>

3. WAIVER

3.1 Club Waiver

In consideration of the benefits awarded to us by acceptance of this application, the undersigned agrees to hold and save harmless, the Athabasca Skating Club and its Executive Members, Coaches or Volunteers for any claims or injuries sustained during skating or off-ice sessions, or loss of property. You the registrant agrees to abide by all the rules and regulations of the Club, and of Skate Canada as set forth in the Information and Policy Handbook from the Association, and to be responsible for and pay promptly for all lessons and sessions booked by the skater named above (or by parents/guardians). (online while registering)

3.2 Medical Waiver

In case of an emergency or illness, every effort will be made to contact parents and/or guardians. If contact cannot be made, **I AGREE** that in case of an emergency or illness, qualified medical personnel may attend to my skater. (online while registering)

3.3 Skater Development Workshop Waiver

The undersigned understands, acknowledges and agrees that the Athabasca Skating Club shall not be liable for injury or loss incurred by the athlete while travelling to/from or during the Skaters Development Workshop event nor shall the Athabasca Skating Club be responsible for any damages or losses caused by the athlete during the same time. The undersigned athlete and/or athletes' parent(s)/legal guardian agree to hold harmless the Athabasca Skating Club from any claims or demands in respect of such loss or damage. (online while registering)

3.4 Information Release

I give permission for the Athabasca Skating Club to publish my skaters name, Club information and/or photo on the bulletin board or showcase or newspaper and for any necessary club business. I also give the Athabasca Skating Club permission to release my name, address, and phone number for the purpose of fundraising (ex. Casino) (online while registering)

3.5 Skate Canada Assumption of Risk and Waiver

1. **ACKNOWLEDGMENT OF INHERENT RISK** I understand that participation in skating, figure skating, and any other sporting activities listed in the enclosed appendix (hereinafter the "Sports Activity") is voluntary, and involves inherent risk during participation, including the risk of possible accidents, physical injury, or exposure to the COVID-19 virus or other infections or infectious diseases as a result of attending training, club events or competitive events. I freely accept and fully assume all such risks, dangers and hazards, including but not limited to personal injury, disease transmission, death, property damage or loss, resulting from my participation. I have carefully considered the risks involved, and I have full confidence that reasonable precautions will be taken to ensure the safety and well-being of myself (or my son/daughter/ward).



2. **WAIVER** I do for myself (or my child), and our respective heirs, executors, administrators, successors and assigns, hereby waive, release, and forever discharge Skate Canada and/or Skate Canada: Alberta-Northwest Territories/Nunavut Association (Skate Canada: Alberta-NWT/Nunavut Section), all Regions of Skate Canada: Alberta-NWT/Nunavut Section, Athabasca Skating Club, their officers, partners, agents, employees, servants, representatives, volunteers, coaches, officials, successors and assigns (the "Representatives") of and from any actions, causes of action, complaints, demands and claims or any recourse whatsoever ("Claims") that I have or may have in the future in any way connected with my (or my child's) participation in the Sports Activity contemplated herein, whether in law or in equity, in respect of personal injury, illness or disease transmission, loss of life, or property damage of any kind or nature, and I do hereby discharge the Representatives from any such liability. This includes negligence, breach of contract or breach of any statutory or other duty of care.
3. **INDEMNIFICATION** I further agree to fully indemnify and defend Skate Canada and/or Skate Canada: Alberta-NWT/Nunavut Section, all Regions of Skate Canada: Alberta-NWT/Nunavut Section, Athabasca Skating Club and any of their Representatives from and against any and all Claims brought against Skate Canada and/or Skate Canada: Alberta-NWT/Nunavut Section, all Regions of Skate Canada: Alberta-NWT/Nunavut Section, Athabasca Skating Club and any of their Representatives, including all related costs and expenses, and against any loss, costs, damages, or expenses which Skate Canada and/or Skate Canada: Alberta-NWT/Nunavut Section, all Regions of Skate Canada: Alberta-NWT/Nunavut Section, Athabasca Skating Club and any of their Representatives may sustain, suffer, incur, or be liable for resulting from, arising from, or in any way related to my (or my son/daughter/ward's) participation in the Sports Activity. I also agree and undertake not to make any claim or take any proceedings against the Representatives set out above, or any other person or corporation which might claim contribution or indemnity under the provisions of any statute or otherwise from the Representatives set out above.
4. **SEVERABILITY** The provisions of this Assumption of Risk and Waiver shall be deemed severable and if any provision or portion thereof is held invalid, illegal or unenforceable for any reason, the remainder shall not thereby be invalidated, but shall remain in full force and effect.

Acknowledgement: I am aware of the nature and effect of this Assumption of Risk and Waiver and I fully understand all of the terms and conditions above. I understand that I have given up substantial rights by signing this Assumption of Risk and Waiver and I am signing it freely and voluntarily without inducement.

Parent/Guardian: I certify that I am the parent or legal guardian of the participant named below and that I am entitled to his or her custody and control. I understand the aforesaid inherent risks that could arise from these activities, I grant permission for my son/daughter/ward to participate in the Sports Activity and other activities incidental thereto and I execute this Assumption of Risk and Waiver on behalf of myself and my son/daughter/ward.



4. CODE OF CONDUCT

4.1 Skate Canada Code of Ethics

PURPOSE

The purpose of Skate Canada's Code of Ethics is to outline the organization's expectations and guiding principles for appropriate decision making and behaviour.

SCOPE

This code of ethics applies to all skaters, officials, coaches, employees, board members, volunteers, alumni, and hall of fame members of Skate Canada and its affiliate organizations. This code of ethics also applies to parents and guardians who participate in and observe related activities.

CODE OF ETHICS

- a. I will conduct myself in a manner that is of the highest standards, follows Skate Canada's vision and mission, and is athlete-centered.
 - i. I will treat all people with respect, dignity, and sportsmanship.
 - ii. I will act on the belief that the athlete as a person is more important than their success or my success in the sport.
 - iii. I will conduct myself professionally during all interactions in and surrounding Skate Canada activities.
 - iv. I will use positive discipline that includes setting fair rules, listening, problem-solving, encouraging, and being a good example. I will not use harmful methods such as but not limited to hitting, name-calling, yelling, or using insults, intimidation, or rejection.
 - v. I will disclose any conflict of interest and not allow myself to be influenced in a way that could conflict with the best interest of the organization or the organization's reputation.
 - vi. I will not engage in behaviour that is intended to wrongfully manipulate the outcome of a competition or test.
 - vii. I will respect the coach/athlete relationship and will not solicit the athlete/s of another coach.
 - viii. I will never engage in any exploitative, abusive, or corrupt relationships. I will always act in a kind and judicious manner.
 - ix. I will support an inclusive sport for all, regardless of race, ancestry, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability or any other ground of discrimination prohibited by human rights legislation.
 - x. I agree to follow the ISU's Code of Ethics at all hosted and non-hosted ISU events.
 - xi. I agree to advocate and practice the principles of Safe Sport.
- b. I will not participate in activities that are abusive or criminal. I will also not participate in activities that disrespect human rights or that risk the reputation of Skate Canada.
 - i. I will adhere to all federal, provincial, municipal, and host country laws.
 - ii. I will notify Skate Canada if I face any new related criminal charges, ongoing criminal investigations, convictions, or bail conditions.
 - iii. I will not use my power or authority in an attempt to coerce another person to engage in sexual activity or to participate in unethical and/or criminal activities.

- iv. I will not in any way behave sexually with children or youth. This includes but is not limited to the use of sexual jokes, language, and/or names; participation in sexual touching and/or exploitation; the use of, reference to, or participation in pornography.
 - v. I will not participate in any form of bullying, harassment, discrimination, physical or verbal abuse, neglect, intimidation, or exploitation.
 - vi. I will not use technology or social media to disrespect or exploit others.
 - vii. I will not abuse or exploit children or youth in any way and will immediately report to the appropriate authorities and Skate Canada (safesport@skatecanada.ca) if I see or suspect anyone else doing so.
 - viii. I will not possess, use, or promote the use of illegal substances or performance enhancing drugs.
- c. I will follow all of Skate Canada's bylaws, policies, and rules and commit to reading all amendments and updates at the time of registration and throughout the year.
- d. I will not attempt to cover up or conceal any conduct of an individual that is, or may be, in breach of this Code and will report any violations.
- e. I will fully cooperate with Skate Canada's investigations.
- f. I understand that a violation of this Code on my part may be subject to disciplinary action up to and including expulsion from Skate Canada.

The above commitments constitute Skate Canada's Code of Ethics

<https://info.skatecanada.ca/index.php/en-ca/policies/79-skate-canada-code-of-ethics.html>