



# **StarSkate**

# **Skater Handbook**

## **2023**

This handbook will provide you with an introduction to Orillia Figure Skating Club programs and policies. Whether you are a parent, skater, new to club or have been involved for years, this handbook will provide you with useful information.

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## **WELCOME**

Welcome to the Orillia Figure Skating Club!

Since 1950, the Orillia FSC has been offering skating instruction to ages from young child to adult. We have a membership of 350+ skaters and operate 6 days per week out of the Rotary Place Arena and the Brian Orser Arena in Orillia, ON. The OFSC has been encouraging the instruction, practice, enjoyment and advancement of our members in all aspects of skating for over 73 years.

The Orillia FSC is a non-profit organization, directed solely by a dedicated volunteer board of directors. Our club coaches have a variety of skating experience and achievements, from National and International Competitors, National Coach of the Year achievements as well as synchronized skating experience and Special Olympics coaching experience.

The Orillia Figure Skating Club operates from September to May offering fall/winter and spring skating programs. These programs include PreCanSkate, CanSkate and Starskate programs.

Orillia FSC programming is geared towards skaters of all ages and skill levels from learn to skate through to adult skating. Our environment helps athletes lead healthy active lifestyles, while promoting teamwork, independence, goal setting, community leadership, and fun. Every season, we strive to provide our skaters with opportunities for recognition and achievement in their sport and daily lives. The Orillia Figure Skating Club is committed to growing, developing and encouraging skaters of all levels and abilities, to strive for success in a positive, and supportive environment. We are proud to be a Skate Canada member club.

## **MISSION STATEMENT**

The Orillia Figure Skating Club is dedicated to providing nationally recognized programming to foster the development of skating skills within our community; while encouraging achievement through safe, fun and positive participation.

## **LAND ACKNOWLEDGMENT**

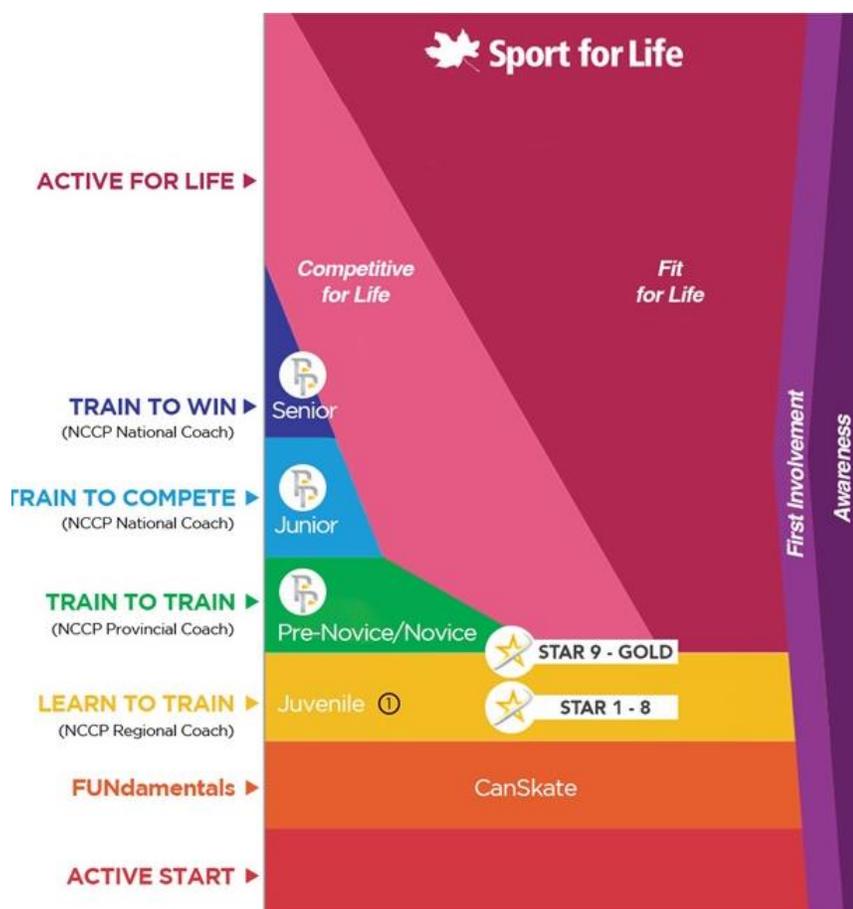
The Orillia Figure Skating Club acknowledges that we are situated on the traditional land of the Anishnaabeg people. The Anishnaabeg include the Ojibwe, Odawa, and Pottawatomini nations, collectively known as the Three Fires Confederacy. We are dedicated to honouring Indigenous history & culture and are committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people. Today, this area is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work, live and play on this land.

## SKATE CANADA PROGRAM STRUCTURE

The Orillia FSC follows Skate Canada's nationally developed program structure and therefore skaters and their families have a variety of choices and growth opportunities.

CanSkate is the flagship Skate Canada learn-to-skate program. Skaters have the flexibility to move from CanSkate into other avenues of skating and may also participate in a combination of programs.

Skate Canada has developed three figure skating streams: StarSkate, Podium Pathway and Fit for Life. Once skaters have completed CanSkate they will continue to the StarSkate pathway. Skaters who want to pursue higher levels of figure skating may have the option to enter the Podium Pathway. Advancement in the Starskate pathway is based on successful completion of assessments and not on the skater's age or competition achievements. Skaters who enjoy skating as a recreational sport typically choose the StarSkate pathway. The StarSkate pathway offers a variety of local club competitions that use fun and awards to encourage skaters of all levels. Participating in skating opens doors and provides a multitude of opportunities to be involved with and connected to sport for life. Opportunities include continuing to skate at the Adult level, volunteering or working in sport related careers. Here are some of the many options.



For more information on Skate Canada's Long Term Development visit:  
<https://skatecanada.ca/long-term-development/>

## **ORILLIA FIGURE SKATING CLUB STARSKATE PROGRAMS**

### **StarSkate**

StarSkate offers opportunities for skaters of all ages to develop fundamental figure skating skills in areas of skating skills, freeskate, dance and interpretive skating. This program teaches figure skating in both a group and private lesson format in a progressive and sequential manner that includes specially designed awards and incentives. Skaters have the opportunity to take Skate Canada tests through a nationally standardized testing system.

Our Starskate program divides skaters into one of three sessions.

**Bronze Session** – Skaters must have passed Stage 6 of the CanSkate program.

**Silver Session** – Skaters must have passed Star 5 Skills, all Star 5 Dances and be approved by the board according to the Orillia FSC point system.

**Gold Session** – Skaters must have passed Star 5 FreeSkate, Star 8 Skills, One Star 8 Dance and be approved by the board according to the Orillia FSC point system.

Starskaters are required to skate a minimum of 2 days per week.

### **Enhancement Team**

The Enhancement Team is by invitation only for skaters at Star 5 or higher and includes a fall/winter session and spring session. The Enhancement program provides skaters with the opportunity to develop their skating skills through extra training time and dedicated coaching staff to help guide them through their StarSkate and/or Podium Pathway skating.

### **Development Team**

The Development Team is by invitation only and is designed to focus and improve each skater's abilities. A team of professional coaches runs each 55-minute Development Team session. Skaters will be given group lessons in edges, turns, power, stroking, crosscuts, field moves, spins, jumps, footwork. Group instruction will be varied and will follow a structure that the coaching staff have agreed upon as a solid repertoire of skills for our skaters. Skaters are encouraged by being with their peers, motivated by performing for others or by seeing others performing skills beyond their current ability, and by having constant observation and instruction from coaches

## **Special Olympics**

The Orillia Figure Skating Club is proud to partner with Special Olympics Ontario to offer skaters with intellectual disabilities the opportunity to train and compete in figure skating. Special Olympics athletes are fully integrated into OFSC's CanSkate and Star Skate programs. Coaching and support are customized to the skaters' unique needs and learning styles.

Special Olympics Ontario, along with the Orillia Figure Skating Club is dedicated to enriching the lives of Ontarians with an intellectual disability through sport. For many athletes, participating in Special Olympics is a path to healthy living, empowerment, acceptance and friendship. Special Olympics is dedicated to increasing physical fitness, confidence and other sport and life skills of our athletes; all in a positive and supportive environment.

### **Am I eligible for Orillia Figure Skating Club's Special Olympics programs?**

In order to participate as an athlete with Special Olympics, you must:

- be eight years of age or older (does not apply to Learn to Skate Programs)
- have been diagnosed with an intellectual disability.

Head Coach Tracey Zwiers leads Special Olympics programming within the Orillia Figure Skating Club. Tracey has been a member of Special Olympics Team Canada participating at the Special Olympics World Winter Games in 2017 and 2022, as well as being the Head Coach for Team Ontario on several occasions. OFSC members have had great success representing Ontario and Canada at the National and World stages. The OFSC offers competitive and recreational skating opportunities to support Special Olympics athletes of varying abilities.

## COACHING STAFF

All Orillia Figure Skating Club coaches are contracted by the club and are certified through the Coaching Association of Canada's National Coaching Certificate Program (NCCP).

***All Starskaters are required to arrange for private lessons from one of the Orillia FSC club coaches.***

Lessons are given in 15 minutes sessions and are charged directly to the parent. Private lessons are not required on CanSkate sessions.

### Club Coaches:

#### Tracey Zwiery

**Head Coach & PreCan/CanSkate Coordinator**

\$14.00 per 15 minute lesson



Tracey has been coaching for 35 years. She is National (Level 3) Certified, Special Olympics World Level coach. She coaches at all levels from PreCan to Gold StarSkate, both at the recreational, competitive, Special Olympic and Adult levels. She has her Gold Assessment level in Figures, Skills, Freeskate and Dance.

In 2022, Tracey was awarded the Skate Canada Club Coach of the Year Award.

Over her coaching career, Tracey has been awarded several achievements including:

- 2017 Coaching Award of Excellence from the Coaching Association of Canada
- 2011 & 2012 Skate Canada Club Coach and Recreation Coach of Excellence
- 2012 Selected for CanSkate Resource Team for Skate Canada
- 2009 Top 20 Best of the Best CanSkate Coaches in Canada
- 2005 COS Volunteer Coach
- 2000 COS Club Coach

#### Susan Scott

**CanSkate & StarSkate Coach, Enhancement Team, Solo Simulation & Little Stars Coordinator**

\$14.00 per 15 minute lesson



Susan has been coaching for 33 years. She is National (Level 3) Certified and coaches all levels from PreCan to Gold Starskate, both at the recreational, competitive and Adult levels. When not coaching for the Orillia FSC, Susan also provides power skating lessons to many hockey players to improve their skating skills and edges. She has her Gold Assessment level in Figures, Skills, Freeskate and Dance.

During Susan's skating career, Susan competed at the National level for 7 years and was a National team member. She placed 2nd at the National Figure Skating Championships and 8th at the Junior World Figure Skating Championships.



## **Skyanne Tilloston**

**CanSkate & StarSkate Coach, Enhancement Team, StarSkate & Development Team Coordinator**

\$12.00 per 15 minute lesson

Skyanne has been coaching for 8 years. She is Regionally Certified as well as CanPower Certified. Skyanne coaches all levels from PreCan to Gold Starskate, as well as Adult skaters.

Skyanne started skating at the age of 5 with the Orillia Figure Skating Club and skated until she was 18. She has her Gold Assessment level in Skills, Interpretive (Artistic), Freeskate and Dance. She has skated Synchro with the Barrie Royal Blades.



## **Erin Shaw**

**CanSkate & StarSkate Coach**

\$12.50 per 15 minute lesson

Erin has been coaching for over 15 years. She is a Certified Provincial Coach. Erin coaches all levels from PreCan to Gold Starskate.

Erin skated with the Orillia FSC for 15 years, competed competitively in Dance and Synchronized Skating and for Wilfrid Laurier's University Varsity Skating team. She grew up Program Assisting with the Orillia Figure Skating Club's CanSkate Program, Assistant Coached WLU's Varsity Skating team and achieved coaching certifications under the guidance of Tracey Zwiers. Erin has always been a proud member of the OFSC and looks forward to continuing to share her love and passion for the sport of figure skating with many young skaters in the community!

## Speciality Coaches:



### **James Callan**

#### **Ice Dance Coach**

\$15.00 per 15 minute lesson

James has been coaching for over 30 years. He is NCCP Level 2 Certified and coaches in the Orillia FSC and Mariposa School of Skating

James is a six time national ice dance competitor and has coached multiple ice dance teams at the National level and International Levels.



### **Markus Leminen**

#### **Freeskate Coach**

\$14.00 per 15 minute lesson

Markus has been coaching for 20 years. He is National (Level 3) Singles Certified and coaches in both Orillia and Bradford Figure Skating Clubs. Markus offers harness and jump lessons as a speciality freeskate coach.

Markus is a 7 time Finnish National Freeskate Champion. He has guest coached for Finland's Junior Team as well as in New Jersey and Hong Kong.

*Coaches are not permitted to solicit parents or skaters according to Skate Canada rules. Parents and coaches enter into a private agreement which may be ended at the discretion of the coach or parent. It is recommended to choose a coach for the season and then re-evaluate your skaters needs at the end of the year. Skaters may have more than one coach to work on the different disciplines in skating.*

*Parents/Guardians, in conjunction with the coach, decide what their goals are for the skater and how many lessons they wish to have per week. Group lessons can be requested with one or more skaters to reduce costs. Parents and coaches should communicate regularly about how the skater is progressing and which assessments they will be ready to try and when. It is the skater's (and/or parents/guardians) responsibility to inform their coach of an absence from a lesson or you may be charged for a missed lesson.*

## **CARNIVAL**

The Orillia Figure Skating Club is currently in its 73rd year! This year we will be celebrating by hosting a Carnival (Ice Show)!

**The Orillia FSC is excited to announce the theme of this years Carnival will be the Wizard of Oz!**

### **Mark your Calendars!**

Dress Rehearsal - Friday February 23, 2024

Carnival - Saturday February 24, 2024 - 2 Shows - 2pm & 7pm

If you are interested in joining our Carnival Committee to assist in planning our upcoming Carnival (Ice Show), please email [ofscmedia@gmail.com](mailto:ofscmedia@gmail.com)

Carnival updates and information will be posted on our website @ <https://www.orilliafigureskatingclub.com/pages/special-events/carnival/>



## SKATER CODE OF ETHICS

Skating is a competitive sport requiring safe and courteous behaviour from all participants, both on and off the ice. Skaters need to be aware of one another to ensure the safety of everyone. Although skating is primarily an “individual” sport, all skaters must act as a team and exhibit team mentality while sharing the ice.

Each skater at the Orillia Figure Skating Club (OFSC) is responsible for being aware of and practicing the rules of etiquette and safety as noted in this document. This code of Ethics must be followed during all training sessions. All OFSC skaters are expected to act in accordance with these rules while representing our Club at exhibitions, competitions and other events.

### General Ethics:

1. Skaters must be courteous at all times to everyone, including their fellow skaters and parents, both on and off the ice in accordance with the [Skate Canada Code of Ethics](#) and the [City of Orillia Respect + Policy](#)
2. A Board Member or Coach has the authority to remove any skater from the ice for non-compliance of this code or non-payment of fees.
3. Coaches are not to be disturbed during lessons or in the Coaches' Area of the OFSC Office.
4. All Skaters must have a coach from the Bronze Level upwards.
5. Skaters may go to another session for a private lesson with a coach. The skater is to remain on the ice only for the time of the lesson. These lessons are limited to a maximum ½ hour, 3 times per month or the guest fee will apply. No group lessons are permitted off session, except dance or freeski pairs. Skaters may skate up or down one session only, with approval only.
6. Guest fees must be paid before skating. Guest fees are payable to a Board Member or your coach. Please notify your coach of your intention to guest skate. Guest Skating is limited to 3 times.
7. Money and valuables should not be left unattended. OFSC can bear no responsibility for lost or stolen items.
8. Skaters are encouraged to make an effort to support their fellow skaters during regular sessions and competitions/events.
9. Concerns/Complaints will be reviewed only if submitted in writing to the Board and will be reviewed by the OFSC Board in “Committee of the Whole” (closed session).

### Ice Rules & Right of Way

1. Skaters in a lesson or during their solo to their music have the **right of way**. Regardless of priority – safety must come first. Use common sense and regardless of who has the right of way, both skaters must stop before a collision.
2. When a dance is played, the skater with the coach who requested the dance music will skate first.
3. Solo or dance music will be played in the order of coach request.
4. Spin in the center. Jump at the corners. Do not linger in these areas.
5. It is important to always be **aware, cautious & considerate** of everyone on the ice. Within each session, there are a variety of skating levels sharing the same ice.

## Conduct:

1. Skaters may not enter the ice surface until the Zamboni doors have closed and a coach must be on the ice.
2. Food, drink and gum are not permitted on the ice. Water bottles must be left at the boards. No glassware is permitted.
3. Skaters are expected to be skating at all times when on the ice. Skaters must get up promptly after a fall in order to keep pathways clear for other skaters.
4. Attention must be paid to the position of other skaters and coaches while skating to ensure the safety of all.
5. Foul language, yelling, abusive or aggressive behaviour, including kicking or picking holes in the ice, and the intentional making of “snow” is prohibited.
6. Pushing, tripping, horseplay, tag, racing or intentional interference with other skaters is not permitted on the ice.
7. Proper attire must be worn by all skaters on all sessions (non-baggy athletic pants or leggings, tights/skating dresses or skirts, skating pants). NO shorts or hoodies allowed during on-ice sessions. Long hair should be tied back.
8. All Skaters who have not passed Stage 5 must wear a CSA approved helmet. There are **no** exceptions.
9. Skaters must follow the session schedule i.e. free skate only during free skate time, dance only during dance time, etc. unless in a lesson with their coach.
10. All skaters, including guest skaters, must skate on the session for which they are qualified.
11. All skaters are to participate in group stroking sessions unless receiving a private lesson.
12. Skaters should not leave the ice surface during a session unless absolutely necessary. It is good practice to obtain a coach’s permission before leaving the ice.
13. Skaters must clear the ice promptly at the end of the session.
14. All out of town and guest, skaters must abide by the OFSC’s Code of Ethics.
15. Skaters must conduct themselves professionally during all interactions in and surrounding Skate Canada activities.
16. Skaters will not participate in any form of bullying, harassment, discrimination, physical or verbal abuse, neglect, intimidation, or exploitation.
17. Skaters will not use technology or social media to disrespect or exploit others.

## Appropriate Clothing & Equipment

Appropriate Clothing:	Clothing Not Permitted
<ul style="list-style-type: none"><li>• Layers of light, stretchy clothing</li><li>• Gloves</li><li>• CSA approved helmet (If not passed Canskate Stage 5)</li><li>• Glasses (if required)</li><li>• T-shirts / long sleeve shirts</li><li>• Skating Dress</li><li>• Tights</li><li>• Sweater or vest</li><li>• Leggings</li><li>• Athletic pants</li></ul>	<ul style="list-style-type: none"><li>• Hats</li><li>• Earmuffs</li><li>• Scarves</li><li>• Baggy Pants</li><li>• Shorts</li><li>• Hoodies</li><li>• Long and/or Bulky Sweaters</li><li>• Baggy or Fuzzy Mitts</li><li>• Elbow, Wrist, Knee, or Face Guards (only required if needed to prevent injury)</li></ul>

## PARENT CODE OF ETHICS

The Orillia Figure Skating Club (OFSC) 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 OFSC environment.

In this code "parents" shall refer to "parents and guardians". This code applies to all parents who are members of the OFSC or have children who are members of the OFSC. Parents shall always abide by this code while volunteering, attending or participating in any OFSC event, competition or sessions. 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 behavior 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 always treat all individuals and property with dignity, courtesy and respect, including but not limited to skaters, coaches, officials, volunteers, other parents, members of the Board and all other individuals that are part of the club, Section or Skate Canada.

### General Ethics:

1. Parents/Guardians must be courteous at all times to everyone, including skaters, their fellow parents and members of the Board in accordance with the [Skate Canada Code of Ethics](#) and the [City of Orillia Respect + Policy](#)
2. For insurance reasons, Parents/Guardians are not permitted on the ice surface.
3. Parents, Guardians or designate should remain in the arena for the entire session.
4. Coaches are not to be disturbed during lessons or in the Coaches' Area of the OFSC Office.
5. Parents/Guardians shall refrain from any behaviour or comments which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
6. Parents/Guardians 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.
7. Parents/Guardians shall set high, but reasonable expectations for their child's participation in skating focusing on development and enjoyment for the child.
8. Parents/Guardians shall instill confidence in their child's ability and skill development, always avoiding comparisons with other skaters.
9. Parents/Guardians shall celebrate the acquisition of skills and goals achieved by their child.
10. Parents/Guardians, 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.
11. Parents/Guardians shall respect that the professional coach is responsible and empowered for the on-ice and off-ice development of the athlete. A parent/guardian'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 provide moral and emotional support.

12. Parents/Guardians shall ensure their child wears proper skating clothing and equipment.
13. Parents/Guardians shall openly support and uphold this code of ethics policy and take action and steps to ensure other parents follow and uphold this code of ethics policy.
14. Parents/Guardians shall adhere to the policies, procedures, rules, standards, and ethics of the OFSC and Skate Canada at all times.
15. Parents/Guardians will not use technology or social media to disrespect or exploit others.
16. Concerns/Complaints will be reviewed only if submitted in writing to the Board and will be reviewed by the OFSC Board in "Committee of the Whole" (closed session).

### **Disciplinary Action:**

*The OFSC Board will only commence Disciplinary Action when a written letter of complaint is forwarded to the Board. This letter will be reviewed by the board in "Committee of the Whole"*

Upon receiving a written letter of complaint outlining a violation of the Code of Ethics, the OFSC Board will proceed with the following disciplinary action:

**1<sup>st</sup> Offence:** Letter from the OFSC Board will be addressed to the Parent/Guardian outlining the nature of the violation.

**2<sup>nd</sup> Offence:** Suspension of the Parent/Guardian from all Club programs without compensation for 1 month. This includes all OFSC competitions, test days and mandatory club commitments. The Parent/Guardian will be responsible for finding a replacement for any Club commitment that falls within the suspension period.

**3<sup>rd</sup> Offence:** Suspension of the Parent/Guardian from all Club programs without compensation for 6 months. This includes OFSC all competitions, test days and mandatory club commitments. The Parent/Guardian will be responsible for finding a replacement for any Club commitment that falls within the suspension period.

**4<sup>th</sup> Offence:** Suspension for both the Skater and the Parent/Guardian from all Club programs without compensation for 1 year. This includes all OFSC competitions, test days and mandatory club commitments. Any outstanding account balances or fees for unfulfilled Club commitments that will be added to your account and must be paid in full within 30 days of the start of the suspension period.

In the case of a serious breach of ethics, the Parent/Guardian may be immediately suspended at the Board's discretion. In cases of suspension or expulsion, no refund of any kind will be granted.

The OFSC Board may, at their discretion, choose to file a complaint directly with the City of Orillia as per the terms of the Respect which could result in suspension from attending any sport related activities at facilities under the management of the City of Orillia.

# CLUB COMMITMENT POLICY

## Policy Statement

Orillia Figure Skating Club (OFSC) is a membership-based organization recognized by Skate Ontario, the governing body for the Orillia Figure Skating Club and by Skate Canada, which is the governing body of Skate Ontario.

The purpose of this policy is to contribute to the growth and development of skating for our community in a safe sporting environment by providing our OFSC members with information on club commitments.

This Policy strives to provide increased accountability to both parties and provide a mechanism for transparency, identification of governance issues and an enhanced commitment to safe sport.

## Scope

This Policy applies to all Orillia FSC members.

## General

Club commitments have played a vital part in subsidizing registration fees for our members. During registration, members will be required to confirm participation in one or more of the club commitments. Once confirmation is selected, each commitment's associated fee will be deducted from the actual cost of registration.

Families can choose not to participate in one or more of the commitments at time of registration. The associated fee(s) of the selected commitment(s) will then remain as part of the actual cost of registration and there will be deductions.

These mandatory commitments raise valuable funds to help offset the operational costs and ice costs of the club that in turn reduce the cost of skating for our membership.

The base registration fee includes ice costs, coaching and uplifter fees.

It does not include any of our general costs such as, but not limited to, office space rentals, program coaches fees, storage, office supplies, etc.

The OFSC skating season runs from September 1<sup>st</sup> to August 31<sup>st</sup>. Skaters/parents who opt into commitments are required to complete the activities/fundraisers during the skating season.

## Music Commitment

CanSkaters: Not Applicable

StarSkaters: StarSkate parents must commit to a regular rotation of playing music during their child's registered session(s).

- It is the parent's responsibility to find a replacement or switch days with another parent if they cannot attend on the scheduled date.
- If a parent continuously misses or fails to find a replacement for their session, the \$120.00 fee will be charged to the StarSkater's account.
- The penalty payment must be paid within thirty (30) days of the fee being added to the account.

For questions in regards to music, please email: [ofscmusic@gmail.com](mailto:ofscmusic@gmail.com)

## **Gas for a Year Fundraising Commitment**

CanSkaters: Parents are welcome and encouraged to participate, but it is not mandatory.

StarSkaters: Families are required to sell two (2) booklets of tickets for the fall/winter skating session.

- Each booklet has five (5) \$20.00 tickets for a total value of \$200.00.
- The completed ticket stubs and money must be returned to the Club prior to the draw dates.
- If tickets/money are sold or returned, the \$200.00 fee will be charged to the StarSkater's account.
- The penalty payment must be paid within thirty (30) of the fundraising event.

## **Tag Day Fundraising Commitment**

CanSkaters: Families are welcome and encouraged to participate.

- Please advise an OFSC coach if interested in participating.

StarSkaters: Families are required to participate in Tag Day.

- Tag Day involves skaters (and parents for children under 13) standing outside a pre-determined store to receive donations for the club.
- This fundraising occurs in the spring of each skating season and each StarSkater will be required to participate for a total of two (2) hours.
- StarSkaters aged 13 years old or younger must be accompanied by an adult who will remain with them for the duration of their time slot.
- Dates and sign-up information will be communicated a few months prior to the event dates.
- StarSkaters will sign up for one (1) two (2)-time slot.
- The penalty payment must be paid within thirty (30) days of the fundraising event.

For questions regarding any fundraising events, please email [ofscfundraising@gmail.com](mailto:ofscfundraising@gmail.com) .

## **Club Commitment Opt Out Option**

If you wish to opt out of any (or all) of the Club's commitments, this can be done at the time of registration. Music and Tag Day each have a fee of \$120.00 and Gas for a Year has a fee of \$200.00 for a total of \$440.00 that will not be deducted from the posted registration cost.

## **Penalty**

If any of the required commitments are not done by the required timelines, the fee of the commitment will be charged to the StarSkater's account.

- The penalty payment must be paid within thirty (3) days of the fundraising event or the fee being applied to the StarSkater's account.
- Failure to pay will result in suspension of the StarSkater.
- The skater will not be permitted to skate on their current session or register for any other programs until the balance is paid in full.
- Skaters will also be prohibited to participate in any club events such as Carnival, Club Competitions or try assessments until the balance is paid in full.

## **Policy Administration**

This Policy will be maintained by the Orillia Figure Skating Club and will be reviewed on an annual basis.

## PAYMENT & CANCELLATION POLICY

Applies to: All Members

Implementation Date: September 2019

Revision Date: August 13, 2023

### Policy Statement

Orillia Figure Skating Club (OFSC) is a membership-based organization recognized by Skate Ontario, the governing body for the Orillia Figure Skating Club and by Skate Canada, which is the governing body of Skate Ontario.

The purpose of this policy is to contribute to the growth and development of skating for our community in a safe sporting environment by providing our OFSC members with billing and payment information and procedures for payments, refunds and credits.

This Policy strives to provide increased accountability to both parties and provide a mechanism for transparency, identification of governance issues and an enhanced commitment to safe sport.

### Scope

This Policy applies to all registered members of the Orillia Figure Skating Club.

### General

*Prices:* All prices are in Canadian currency and are inclusive of any applicable taxes.

*eTransfer Payments:* will be accepted by sending payments to [ofsctreasurer@gmail.com](mailto:ofsctreasurer@gmail.com)

*\*This is the only email address set up to receive payments\**

*Online Credit Card Payments:* The following credit cards will be accepted by the Orillia FSC and all credit card transactions will be subject to a maximum 2.8% service processing administration fee.



*\*\*In person payments by cash or cheque are not available.*

### Program Payments

#### **PreCanSkate, CanSkate & Other Non-StarSkate Programs:**

Payments can be made in full or in monthly installments (on the 30<sup>th</sup>) of the 2023-2024 season and the payment method will be established (credit card or etransfer) at the time of registration. Skaters will **not** be permitted on the ice until the first installment payment is made in full. The skater's place in the program cannot be guaranteed if payment is not received in the required timeline. The last payment of this season will be on January 24, 2024.

#### **StarSkate & Enhancement:**

Payment will be in full or in monthly installments for the duration of 2023-2024 season; payments are due at regular intervals each month (on the 8<sup>th</sup>). Skaters will not be permitted onto the ice until the first payment is made. The last payment for this season will be on February 8<sup>th</sup>, 2024.

### **Requests for Special Payment Plans:**

Special payment plan requests must be submitted in writing to [president@orilliafigureskatingclub.com](mailto:president@orilliafigureskatingclub.com) and will be reviewed by the Board for approval. If a skater is eligible for any type of sponsorship like JumpStart, please contact the Orillia FSC President at the above email.

### **Registration Requirements**

#### **PreCanSkate, CanSkate & Other Non-StarSkate Programs:**

Skaters may select one (1) or two (2) days out of the three (3) day sessions offered (Monday, Wednesday, Friday).

#### **StarSkate:**

Skaters must register for a minimum of two (2) skating sessions per week.

#### **Enhancement:**

Enhancement is only available for StarSkaters and is by invitation only. Skaters must be registered for three (3) skating sessions per week (full time membership) in order to be in the enhancement program.

#### **Development Team:**

Development Team is only available by invitation only with a focus on skaters on badge 5 & 6 as well as StarSkaters working at the Star 1-5 level wanting more ice to help develop their skills.

#### **Little Stars:**

Little Stars is only available by invitation only with a focus on skaters in our early CanSkate program wanting more ice to help develop their skills and showing a love of the sport.

### **Fees Include**

#### **PreCanSkate, CanSkate & Other Non-StarSkate Programs:**

- Club Group Coaching Fees
- Ice Expenditures
- Insurance

#### **StarSkate:**

- Club Group Time
  - Bronze – Stroking, Skills, Dance, Synchro and Artistic
  - Silver – Stroking, Synchro and Artistic
  - Gold – Stroking
- Ice Expenditures
- Insurance

*\*Individual coaching fees are invoiced and paid separately for all StarSkaters.*

## All Skating Programs

### Skate Ontario Lottery Tickets:

PreCanskaters, CanSkaters and StarSkaters will receive a booklet of tickets to sell as part of the OFSC's fundraising efforts with Skate Ontario. The cost of these tickets has been added to your registration fee. There are twenty (20) tickets in each booklet for a total of \$40.00. Sell each ticket at \$2.00 each and you keep the money. All ticket stubs will be due back before the Christmas break.

If you are part of the Enhancement Team, you will receive an additional booklet. The cost of these tickets has been added to your enhancement registration fee.

**Note:** *The member, who wins the free fall/winter membership at the annual AGM, is not eligible to receive a booklet of tickets. (They can however purchase a booklet for \$40.00)*

### Skate Canada Membership:

A Skate Canada membership is mandatory for all skaters. Regardless of how many or which skating program a skater is registered for, this one-time annual fee must be paid prior to the start of the skater's first skating day of the season. Skaters will not be permitted onto the ice until payment is made in full.

The Skate Canada membership season is from September 1st to August 31st of the following year. The fee is \$60.00 for both children and adults which includes the OFSC administration fee. All Skate Canada fees are final and are not subject to refund or credit.

*\*All dates and prices are subject to change\**

### Program Changes:

Any changes to a skater's category (eg. moving up from CanSkate to StarSkate) must be approved by the Orillia FSC Board and is subject to a prorated fee increase.

### NSF Payments:

The OFSC will charge an administration fee of \$35.00 for each NSF cheque received.

### Overdue Payments:

Each overdue payment is subject to an eighteen percent (18%) interest rate per annum, calculated on the daily outstanding balance and compounded monthly from its due date, both before and after demand, default and judgment, until paid.

Skaters will have 10 days to pay their overdue payment. If payment is not made, the skater will not be able to skate on their session until payment is received or a payment plan has been established with the OFSC President. For the final payment of the season, there will be no exceptions for the last payment. If payment is not received on the day indicated upon registration, the skater will not be able to participate in Carnival.

Skaters with overdue accounts will **not** be allowed to register for any other programs until the balance is paid in full. Skaters may be prohibited from participating in any Club events, Club competitions and Testing until the balance is paid in full.

## Refunds and Credits

### **Withdrawal from a Skating Session Before the First Day of Skating:**

Skaters who wish to withdraw from skating for any non-medical or non-injury related reason may receive a refund provided they withdraw before the start of the first skating session. These cases will be charged a \$50.00 administrative fee.

### **Withdrawal from a Skating Session Once a Skating Session has Started:**

Skaters who wish to withdraw from skating for any non-medical or non-injury related reason may receive a refund. The Skate Canada membership and OFSC administration fee of \$50.00 is non-refundable regardless of which skating program a skater is being withdrawn from.

### **PreCanSkate, CanSkate & Other Non-StarSkate Programs:**

- Withdrawal from any two day program will be charged an additional \$75.00 administration fee.
- No refunds will be processed after the 2nd scheduled class of the session without a medical certificate.

### **StarSkate & Enhancement:**

- No refunds will be processed after November 15th for the Fall/Winter session or April 15th for the spring session without a medical certificate
- If eligible for a refund, it will be prorated based on the sessions skated.

### **Withdrawal from All OFSC Skating Sessions Due to Injury/Medical Reasons:**

Skaters who are unable to skate due to an injury or medical reason may be given a credit towards a future season. The Club may request an official Doctor's Certificate from the skater requesting the credit. The credit may be pro-rated depending on how much of the season the skater has completed.

Any refunds and credits that are required due to any other circumstances will be determined at the discretion of the OFSC Board. All requests for refunds must be submitted in writing to the OFSC's President at [president@orilliafigureskatingclub.com](mailto:president@orilliafigureskatingclub.com) and will be reviewed by the Board for approval.

If a refund is granted, the method of refund will be determined by the OFSC. If a credit is granted, it will be processed against the skater's account that may be applied to an invoice for future skating or test tickets.

No refunds or credits are provided for missed sessions. Make-up ice for hours missed on a skater's scheduled day will **not** be granted. The Club is **not** obligated to refund registration fees for unforeseen ice closures due to special events/circumstances, snow days or equipment/mechanical breakdown beyond our control.

### **Credits:**

Credits on Uplifter will expire 2 years after the finish of that fiscal year end.

# FUNDRAISING OPPORTUNITIES

## Loveable Labels



This fundraiser runs throughout the year! 20% of every order will support our club. Place orders at [www.OrilliaFSC.lovablelabels.ca](http://www.OrilliaFSC.lovablelabels.ca)

### 2024 Ontario's Skaters' Promotional Contest

PreCanskaters, CanSkaters and StarSkaters will receive a booklet of tickets to sell as part of the OFSC's fundraising efforts with Skate Ontario. The cost of these tickets has been added to your registration fee. There are twenty (20) tickets in each booklet for a total of \$40.00. Sell each ticket at \$2.00 each and you keep the money. All ticket stubs will be due back before the Christmas break.

If you are part of the Enhancement Team, you will receive an additional booklet. The cost of these tickets has been added to your enhancement registration fee.

**2024 Ontario Skaters' Promotional Contest**

**Grand Prize**  
2024 Nissan Kicks (MSRP \$33,000 tax incl)

**2024 Nissan Kicks**

**2nd Prize**  
Dyson Package\*

**3rd Prize**  
Apple Package\*  
(1 iPad and 1 Apple Watch)

**4th Prize**  
(3 prizes to be won)  
\$1,000 Amazon E-Gift Card\*

**5th Prize**  
(2 prizes to be won)  
Meta VR Headset

**6th Prize**  
(5 prizes to be won)  
Apple AirPods

**Draw Date:** Friday, June 7, 2024  
**Time:** 12:00 Noon, EST  
**Draw Location:** Skate Ontario  
For Contest Rules see back of ticket.

\*Prizes may not be exactly as shown.  
Dyson®, Apple®, Amazon® and Meta® have no affiliation with the contest, prize allocation or promotion.  
Contest conducted in compliance with sec. 14.05 of competition act (revised edition of Canada.  
Contest void where prohibited by law.

## Gas for a Year

**WIN GAS FOR A YEAR!**

WITH THE

**Orillia Figure Skating Club**  
*a Skate Canada member*

**\$20 PER TICKET**

**2 EARLY BIRD DRAWS OF \$250**  
**DATE: OCTOBER 30, 2023**

**GRAND PRIZE DRAW OF \$2600**  
**DATE: DECEMBER 21, 2023**



Each Starskater will receive 2 ticket booklets as part of our club commitment. Each booklet has 5 tickets.

Tickets are sold for \$20.00 each.

Two early bird draws of \$250 each will be done at October 30<sup>th</sup>, 2023. The grand prize draw of \$2600 will be done of December 21<sup>st</sup>, 2023.

Tickets will be handed out in September.

If a skater wants to sell more than 2 booklets of tickets, please contact our Fundraising Coordinator for more tickets.

## Tag Day

Tag Day is part of our club commitment. Skaters will stand outside of a pre-determined store to receive donations for the club. This fundraiser occurs each spring and each Starskater is required to participate for a total of 2 hours.



**\*\*If you have any questions regarding the below fundraisers please contact the Fundraising Coordinator – [fundraising@orilliafigureskatingclub.com](mailto:fundraising@orilliafigureskatingclub.com) \*\***



## ORILLIA FIGURE SKATING CLUB 2023-2024 SPONSORSHIP

The Orillia Figure Skating Club is dedicated to providing nationally recognized programming to foster the development of skating skills within our community while encouraging achievement through safe, fun and positive participation.

Skating involves a large commitment by our athletes and a high financial cost to their families. We are asking for financial support to assist these athletes.

**It is through the support of businesses that we can offer such great opportunities for our youth!**

By contributing to the Orillia Figure Skating Club, you are helping to provide young people with the chance to develop their skills and talents in a sport they are passionate about while instilling values such as resiliency, dedication, and teamwork.

Company Advertising	Sponsorship Level & Cost			
	Bronze \$250	Silver \$500	Gold \$1000	Platinum \$2000
Logo & Link on Club Website	✔	✔	✔	✔
Logo in Monthly newsletter	✔	✔	✔	✔
Club Banner Advertising	Name	Name	Logo	Logo
Carnival Event Program Advertising	Business Card Size	1/4 Page	1/2 Page	Full Page
Club Instagram Page Post		1/month	2/month	4/month
Club Facebook Page Post		1/month	2/month	4/month
Club Towel (400+, distributed to all skaters)				Logo

**Complete the sponsorship form with the link below before October 31, 2023.**

**[Complete Form using the below QR Code or Link](https://form.jotform.com/232357847020252)**



<https://form.jotform.com/232357847020252>

## CLUB WAIVER

This waiver is signed/agreed to at the time of registration.

*The applicant agrees to release the Orillia Figure Skating Club, its directors, coaches, and members from any claims for damages arising from any accident, injury, or loss which is caused by or arising from participation in any program, including the use of the harness. Furthermore, the applicant agrees to abide by the rules and regulations of Skate Canada, Skate Ontario and the OFSC. The applicant also grants the right to the collection and use of personal images by photography or video recording. These may be used on the OFSC's website, on social media, in newsletters and publications as well as distributed to members. The applicant further acknowledges that their image may be used by the OFSC and media to promote skating in the future.*

## CONTACT US

### Office Address

Rotary Place Arena  
100 University Ave  
Orillia, ON

**Phone:** 705-242-5513

### Mailing Address

Orillia Figure Skating Club  
PO Box 2123  
Orillia, ON L3V 6R9

**Email:** [info@orilliafigureskatingclub.com](mailto:info@orilliafigureskatingclub.com)

*\*\*For the quickest response, please reach out to the Orillia FSC via email as phones are only monitored weekly\*\**

**For further information about programming or policies, please visit our website at [www.orilliafigureskatingclub.com](http://www.orilliafigureskatingclub.com)**

To find contact information for the board of directors please visit our website (above) and select "About Us".

To speak with a coach please email [info@orilliafigureskatingclub.com](mailto:info@orilliafigureskatingclub.com)

Follow Us on Social Media:



@OrilliaFigureSkatingClub



@orilliafigureskating

***The latest club news and information will be posted our website.***



***The most recent edition of this Handbook can be found on the website.  
All information is subject to change and is not an official statement of Club policy.***