

CODE OF CONDUCT POLICIES AND PROCEDURES

Please note that this code of conduct is included as one of the online registration policies you must accept. Please read the document and communicate the information to your child prior to registration.

AN IMPORTANT NOTE TO PARENTS AND SKATERS

The CPA Saint Laurent is a volunteer-run organization. We are dedicated to the sport of skating and the continued existence and success of our organization. If any member has an issue that needs to be addressed, please bring it forward in writing. All members (parents, skaters, coaches) are welcome at any general executive meeting. It is our goal to address any and all issues in a timely and satisfactory manner. There are also numerous opportunities to get involved in the CPA Saint Laurent executive if you would like to take part in decisions affecting your Skating Club.

Be aware of a skater's self esteem. Encouraging words are always welcome. Bragging, boasting, and put downs are neither acceptable nor tolerated in any way. This is especially important on Test Days and at Competitions. Personal Bests are what we encourage, not medals.

Any parent who is concerned that their child's self esteem or skating ability is being attacked by another skater should speak to their skater's coach, who will in turn discuss the situation with the appropriate parties. In the event that an acceptable outcome is not achieved OR the parent is uncomfortable discussing the situation with the coach, the parent is advised to approach the executive of the board of directors.

All members shall always demonstrate good sportsmanship, courtesy, consideration and respect towards others.

Violations against CPA Saint Laurent code of conduct will not be tolerated. Members/Parents will be contacted if skaters act contrary to the code of conduct and in severe and/or repeat cases a suspension of membership (short or long term) is possible.

All skaters registered in private lessons at the Junior, Intermediate and Senior level must familiarize themselves with the following document.

Role of the Parent

We ask you, the parent, to read the following as quoted by K. Leitch - National Coach

1. Love your child for what he/she is.
2. Be realistic about his/her ability.
3. Be realistic about his/her strong areas.
4. Be realistic about his/her weak areas.
5. Don't live your desires through your child.
6. Understand that his/her skating career will have peaks and valleys.
7. To fail a test does not mean the child is a failure.
8. Measure success by his/her development as a person, not a skater.
9. Communicate with the coach. Make sure to ask questions and understand the total involvement and commitment.
10. Be a person your child can be proud of.
11. Understand that Rink gossip can only be harmful to you, your child, and your Club.
12. In consultation with your child and your coaching staff, set realistic goals.
13. Be supportive of your Club and Skaters.
14. Offer help in weak areas rather than criticize. The tests passed, the medal won will be soon forgotten, but the impression you leave will be there a lifetime. Remember - we never get a second chance to make a good first impression.

Supervision of Young Skaters

Please be aware that while your child is participating in our programs they still remain under your supervision. While they are on the ice, they are involved in our programming, however, if they must leave the ice to use the washroom, get a drink, or adjust skates or clothing, our coaches cannot supervise them. For that reason it is imperative that you remain at the arena.

Facilities

Halls A and B are not changing rooms. Rooms are allocated to each ice committee. It is important that you use the assigned rooms and the lock that has been placed at your disposition to lock your possessions. The arena administrators post the room assignments at the entrance to the arena and at the entrance of each hallway. The club has placed a lock at the skater's disposition. The lock is placed on locker 51. The Skater on the first session of the day will retrieve the lock to secure the room. The skaters and the parents are requested to ensure that the room is properly locked at all times whenever there is no one in the room. (Note: ensure that the shower doors are locked!)

Session Protocol

All skaters shall demonstrate good sportsmanship, courtesy and respect towards others, both on and off the ice.

Skating is basically an individual sport, and activities during most practice sessions are pretty unstructured. Some basic rules must be observed for safety and to ensure that everyone can make effective use of their ice time. While the club has grown significantly in the past year, the number of ice sessions has not. These rules will help everyone have a satisfying and safe time while on the ice.

STARSkate sessions are divided by test levels to ensure ice safety and awareness amongst fellow skaters.

Access – Only Coaches and skaters are allowed on the ice. A skater is allowed on the ice only if there is a coach present.

- Skaters must not go on the ice until the Zamboni has left the ice and the Zamboni gate has closed.
- A skater cannot skate on a session in which they have not registered unless they purchase an "ice patch." The ice patch fee MUST be paid prior to stepping on the ice. If a volunteer is not present, please place the payment in an envelope indicating the name of the skater, the date and time of the session and hand it to the PRO-REP (Mari-Beth Mac Fadyen) or slide it under the club door. Cancellations and special events linked to the arena calendar are not cause for reimbursement.
- A skater DOES NOT have the right to continue skating on a subsequent session without the a) permission of a club administrator or delegate and b) having paid for an "ice patch" BEFORE continuing to skate on the session. If a club delegate is not present: payment must be given to one of the coaches on the ice who will submit the "ice fees" to the club. If a skater does not respect the directive of a club volunteer or a club delegate, they will receive a 1) verbal notification and the parents will be advised; 2) a second infraction will result in another verbal notification and the coach and parents will receive a written notice; 3) upon a third infraction, the skater will find their skating privileges suspended on a session of the club's choosing for a period of one month.
- If the behavior of a skater is considered to be a major breach of the code of conduct, the administrative council may choose to suspend the skater immediately. In the case of suspension, NO reimbursement will be granted.
- SOLD-OUT Sessions: Skaters will not be permitted to buy an "ice patch" on any "sold-out" sessions regardless of whether there are "no shows".

Attire - Figure skaters must wear standard skating attire. Jeans or shorts are not allowed. (i.e. long scarves, long dangly earrings or necklaces, etc are not recommended). Hair must be tied or clipped back securely as this can obstruct a skater's sight and pose a safety hazard. Do not use bobby pins; snap-in hair clips are more secure. All skaters registered in the Pre-Junior and private program must train using figure skates. Hockey skates are not permitted.

Cellphones & Personal Audio Equipment - Use of cell phones, personal iPods, and personal MP3 players are not permitted on the ice. Skater and coaches must leave the ice to use any of these devices.

Food - No food, gum or beverages are allowed on the ice. Water is permitted at the boards.

Jumps-Skaters should avoid prolonged repetition of parts of their choreograph in the corners of the rink as you may hinder the jump practice for other skaters or those performing their programs. Execute jumps at the ends of the ice surface (outside the blue lines) – unless practicing a section of your program.

Avoid skating in the Lutz corners of the rink for prolonged periods as this impedes other skaters' ability to perform their elements and programs. Be especially aware of your surroundings when you are in these corners as the approach of the Lutz is long and blind. The skater doing the Lutz is not likely to see you.

General Expectations – It is the skater's responsibility to be aware of other skaters' positions at all times, especially before entering the ice or starting from a stopped position. Be especially alert for reverse jumpers.

Look in the direction of travel when skating backwards.

Keep moving - At no time should a skater stop in the middle of the ice to talk or visit with another skater. If it is absolutely necessary to speak to another skater please do so along the boards. Rest breaks should be taken off the ice surface.

Lessons – The STAR program allows coaches to teach groups of 3-4 skaters depending on level. Coaches with more than 1 group of skaters must ensure that the groups do not skate in close proximity to each other to avoid monopolizing the ice.

Look where you are going at all times- Skaters must be aware of all other skaters on the ice and maintain a safe distance from them. When skating backward, it does not mean everyone has to look out for you. Skaters are responsible for looking in the direction they are skating, forward or backward, and being aware of where other skaters are.

Manners are always important. Be on the ice on time, tardiness will result in a shorter lesson time.

- Coaches should not be asked to move and they should always be shown respect. Yelling or swearing is not permitted at all times on the ice or in arena. Parents, skaters, coaches and volunteers should be respectful at all times.
- All skaters shall use appropriate language at all times. Swearing or the use of abusive language while on the ice, in one of our off-ice classes or any other part of the arena is not appropriate. The arena is for children of all ages.
- Do not ask the advice of a coach about your skating problem during another skater's lesson. Only interrupt a lesson, or try to get the attention of the coach giving a lesson to a fellow skater, in an emergency.
- Respect the rights of other skaters and be constantly aware of who is around you. If you seem to be surrounded by skaters of significantly greater or lesser skills, be especially careful! Strive to avoid collisions!
- Deliberately challenging, scaring or intentionally blocking another skater is prohibited.
- Pushing, shoving, throwing snow or damaging the ice surface by kicking or stomping is not permitted
- Follow Session Designation and Criteria.
- Do not retaliate (verbally or physically) if the other skaters demonstrate poor behavior.
- Always have a positive and supportive attitude on the ice. No one should ever discourage, laugh at, or criticize another skater.
- Skaters should advise their coach if they leave the ice.

Safety –

- The access doors to the rink must remain closed at all times.
- Do not sit or lie on the ice. If you fall, get up quickly. Other skaters will have a much harder time seeing you when you are down low on the ice. Don't stay there any longer than you have to. While falling, keep your fingers away from your blades.
- Racing, speed skating, tag, chain skating, reckless behavior and horseplay are not permitted. No skaters may push, pull, grab or purposely bump into other skaters. Skaters cannot make or throw snowballs. Kicking or digging holes in the ice, except as a normal consequence of toe jumps, is forbidden.
- Pay attention to the position of other skaters at all times. All skaters must be aware of the other skaters on the ice at all times. Try to anticipate the other skater's patterns as you decide to decide

how you will execute your own pattern. Be especially alert for reverse jumpers.

- Less experienced skaters must be extra careful to stay aware of other skaters; look ahead to see what others are doing or about to do to avoid skating in their path.
- Experienced skaters must be patient with less experienced skaters. Remember you were a less experienced skater once too!
- Be understanding if someone gets in your way.
- When standing near the boards, do not enter the flow of skaters without checking to make sure you're not going to cut someone off.
- Look in the direction of travel when skating backwards.
- Coaches using the harness for a lesson are expected to be aware of their surroundings at all times, and should pay particular attention to make accommodation for the skaters who are skating their program with their music.

Spins - Execute spins at center ice (between the blue lines) and ensure there is enough space for your spin, i.e. be aware of where your blade is, in relation to other skaters, while doing a camel spin. Be especially aware of the danger your exposed blade poses to other skaters. Recognize that once you've started the element it will be hard for you to see those around you. Take a good look at your expected "space" before you start the element, and abort it if it looks like you could cause a problem. Other skaters are expected to give the skater free maneuvering room once performing such an element.

Rooms – Changing rooms have been made available to allow the skaters to change and put on their skates. These rooms are not play areas and users must keep them clean. Please use the combination lock provided on locker #51 to lock the rooms. Do not leave your valuables in the rooms. Only coaches are allowed to place their belongings on the players bench. The club cannot be held responsible for lost or stolen objects.

Be aware of the “right of way order”- Note that there are usually multiple lessons at the same time. Make sure you know who has the right of way priority (i.e. who is in a lesson and whose music is playing). When music is being played, identify the skater to avoid interfering with the soloist. Skaters must listen for the solo music being played and the corresponding skater to avoid interfering with the skater's program. Yield to the skater skating to their music.

All skaters should try to give way to skaters performing their programs or taking lessons, but SAFETY is FIRST. Just because your music is playing or you are in a lesson does not give you're the right to put another skater in danger.

MUSIC – The use of the sound system is a privilege. The equipment must be handled with care to avoid damage.

Skaters must have equal opportunity to have their music played.

- During the Free Style and Dance sessions, solos will be played in rotation. Skaters in lesson with their coach will have priority followed by skaters. (maximum 1 per 15 minutes)
- The rotation is as follows: Skater in lesson with coach, skater in lesson with coach, skater, (the pattern then repeats). A coach teaching a group of skater will only be able to cue up one of the skaters in the group to play their music.
- A skater whose music is in queue to be played can only be bumped ONCE by any coach in a lesson. There are NO exceptions. Any skater found bumping another skater's music in queue may be asked to leave their session with NO refund. Any coach who does not follow this rule will receive a written warning form the club for their first offense; thereafter, the coach will risk the loss of privileges on club ice for the remainder of the season.
- A skater's music may not be removed from the queue except by that skater or their coach. Any skater found removing another skater's music from the queue may be asked to leave that work session with NO refund. Any coach who does not follow this rule will receive a written warning from the club for their first offense; thereafter, the coach will risk the loss of privileges on club ice for the remainder of the season.
- Skaters cannot stop and restart music. Once the music is stopped it must go to the end of the queue.
- Every skater should have their music played once before any skater has their music played a second time. If there is no other music in the queue, a skater may play their music a second time.
- Not everyone may be able to play their music on full sessions.

- Skaters may play their music a maximum of 2 times per session during the Fall-Winter season.
- The last coach leaving the ice must return the equipment to the storage area and ensure that the room is locked.

End of session - When the buzzer sounds and the Zamboni doors open, the session is over. Stop skating, help patch holes if requested, and clear the ice quickly.

Skaters, parents and coaches are expected to follow the rules at all times. Disregard for these rules may result in loss of club ice privileges. A warning may be given but is not mandatory.

Competition results:

Skaters MUST submit after each competition a copy of the competition result irrespective of the final result to the attention of the club test chairman. (i.e. Rym Rahmouni). The deadline to submit the last competition result sheet is February 27, 2019.

Programme Assistants:

Becoming a Program Assistant is a privilege and not a right. Skater must have the aptitudes and capabilities to be eligible for selection. Eligibility criteria include being a member of the club for 2 full Fall-Winter seasons, must have completed their complete STAR 3 Free Style test and are 12 years of age by September 30, 2018. They must follow the training program and must successfully complete the Program Assistant assessment.

GENERAL GUIDELINES:

1. Skaters practice their sport for their pleasure and not that of their parents.
2. It is recommended that a parent or guardian accompany and remain with the skater during the session.
3. Parents, guardians and observers are not allowed on the ice surface at any time and are requested not to interfere with the skaters, nor interrupt the coaches while lessons are in progress.
4. Parents, guardians and observers are not allowed to coach their children or provide instruction to skaters unless they are Skate Canada certified, are the skaters coach, and have been authorized to coach by the club.
5. Solicitation par a parent on behalf of a coach or other individuals is not permitted. (Parents should never try to convince a parent to change coaches.
6. Facility Respect- makes sure to pick up the garbage left on the boards after the skating session (empty bottles, Kleenex, snack wrappers).
7. It is not permitted to run down the dressing room halls of the arena nor along the ice boards of the rink. Parents should keep their children within view at all times.
8. The areas at the back of the arena are reserved for Zamboni use and for authorized personnel only. Parents are requested to ensure that their children to not run or play in these areas. The Zamboni drivers are very careful and attentive but there are many blind spots. The Zamboni is a heavy vehicle and difficult to manoeuvre in tight areas. A small child is not readily visible if they sneak up behind the Zamboni. If you have a request, please address your request to the arena personnel, the club executives or a coach.
9. Off Ice- Courtesy, Consideration, Cooperation and Common Sense is also important in changing rooms. Dressing rooms are not designated to certain skaters. Older skaters are expected to make younger skaters feel welcome and to be supportive both on and off the ice.
10. Keep in mind your skating goals and objectives while at the arena and do not interfere with fellow skaters, everyone is there to practice and improve their skating skills.
11. Parents must respect the Skate Canada code of ethics policies, procedures and rules.
12. The arena is a public area and you are responsible for your possessions and those of your child. Do not leave your valuables unattended and please respect the locker policies.
13. Suggestions or concerns regarding the CPA Saint Laurent should be made in writing to the President. If the President is not available, it should be given to an executive member to be passed on to the President at the soonest opportunity. (cpa.stlaurent@gmail.com)

ANY PROFESSIONAL COACH TEACHING IN OUR CLUB OR CLUB OFFICIAL HAS THE AUTHORITY TO ENFORCE THESE RULES. FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN IMMEDIATE REMOVAL FROM THE ICE.