

Spencerville



Skating Club

2018-2019

Parent and Skater
Information Handbook

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Spencerville Skating Club

Parent and Skater Information Handbook

1. Welcome to the Spencerville Skating Club!

Whether you are new to the Club, or a returning member, WELCOME! The Spencerville Skating Club (SSC) is a registered club of Skate Canada. The programs offered, the skills developed, and the instruction provided to our skaters all meet a specified standard that is consistent across Canada. SSC coaches are certified by Skate Canada through the National Coaching Certification Program (NCCP) and they in turn train our volunteers to assist with on-ice instruction.

Spencerville Skating Club has been teaching skating in the community for over 50 years. Our club develops skaters of all ages and abilities, from recreational first-time skaters to competitive skaters.

2. Mission Statement

It is Spencerville Skating Club's mission to provide quality skating programs for all levels of skaters, recreational to competitive, in a safe, healthy and functional environment. Our goal is to provide all skaters with opportunities to learn about, develop in, and excel at the sport of skating, to their highest potential.

3. OUR CLUB

The Spencerville Skating Club (SSC) is a non-profit organization run under the direction of a volunteer Board of Directors.

The Board of Directors is responsible for the overall running of the club, its finances, the scheduling of programs, publicity, special events and the liaising with the coaching staff. The "Club Code of Ethics" is located at the back of this handbook (See Appendix B). The board thanks you for all your support as Club

members and extends a special thank you to all the parents who volunteer their time and assistance throughout the season. Help is always appreciated. We rely on volunteers to run the club. If you are interested in volunteering or if you have any questions or concerns, please contact a Club board member.

WHAT IS SKATE CANADA?

As a member of the Spencerville Skating Club, you are also a member of Skate Canada. Our club is sanctioned by Skate Canada and the programs we offer are structured to align with those of other Skate Canada clubs across Canada. Coaches, both Professional and Program Assistants (trained Junior and Senior club skaters who volunteer their time) are members of Skate Canada and are trained in accordance with their rules.

All registered skaters must be members of Skate Canada by payment of an annual fee. The Skate Canada year runs from September 1st to August 31st and the fee is payable at the time of registration. Once registered with Skate Canada you will be given a Skate Canada number, which remains with you throughout your skating years.

4. Please Note

- Correspondence from the Spencerville Skating Club to all members is done via EMAIL board@spencervilleskatingclub.com; including SHORT NOTICE situations such as cancellations and schedule changes.
- SSC is governed by its own policies, however, Skate Canada Policy always supersedes.

Like us on Facebook (<http://www.facebook.com/SpencervilleSkatingClub>) You do not have to have a Facebook account to visit our page. For more valuable information for skaters, visit spencervilleskatingclub.com or Skate Canada at www.skatecanada.ca and Skate Canada Eastern Ontario at www.skate-eos.on.ca

Welcome and may you have many happy hours on the ice!

5. SKATING PROGRAMS

The first two to three weeks of skating programs are generally used for assessment and skaters may be moved into a different group based on their ability.

PreCanSkate - This 30 minute program is designed for skaters aged 3-5 years old. There is no previous skating experience required for this program as it gives skaters a chance to learn what it is like to be on skates before progressing to the CanSkate program. Lessons are given in a group and led by an NCCP certified professional coach and Program Assistants (PAs). In the PreCan session, our goal is to get the children moving, getting up on their own and to view skating as a FUN activity. The wearing of a CSA approved hockey helmet is mandatory along with a visor or cage.

CanSkate is Canada's only learn-to-skate program for beginners of all ages. It focuses on fun, participation and basic skill development. The program is 50 minutes long. Forward and backward skating, stopping, turning, jumping and the four basic edges are taught in a group lesson format. Badges are earned as the skills are performed. There are a total of 7 badges sanctioned by Skate Canada with each one having a primary focus: Balance, Glide Forward, Glide Backward, Edges, Power, Speed, Pre-Preliminary. The wearing of a CSA approved hockey helmet is mandatory until Level 5 badge has been attained. A visor or cage is encouraged.

STARSSkate - Skills, Tests, Achievement, Recognition – this is what STARSSkate is all about! This program has been the mainstay of figure skating in Canada for more than four decades.

Some of the Awards and incentives that have been developed to encourage athletes in the STARSSkate Program are:

- Opportunities to be recognized through a nationally standardized testing system for achieving specific figure skating skills
- Complimentary Gold Test pins
- Invitational and interclub competitions, including the national STARSSkate championship stream
- Specifically designed awards and incentives such as badges, tattoos and stickers
- STARSSkate Skater of the Year awards program

- Progress updates and report cards
- Special STARSkate events and club functions
- Opportunity to be talent-scouted
- Opportunity for personal growth and the development of important life skills such as goal-setting, self-discipline, confidence, time management, healthy lifestyle and coping strategies to deal with success and failure.

The STARSkate program consists of figure skating skills in four areas: Freeskate, Skills, Dance and Synchronized Skating (optional)

Freeskating – Consists of the execution of jumps, spins, footwork, field movements and stroking, either in isolation or performed in sequence to music.

Skating Skills – The objective of this program is mastery of the basic fundamentals of skating – edge quality, control, power and speed executed on a pattern and skated solo to prescribed music.

Ice Dance – This test program teaches timing, musicality, expression, rhythm interpretation, structure as well as basic skating skills such as edges, flow, control and unison.

Private or semi-private lessons are given in STARSkate. The Skate Canada Test Program includes separate tests for each discipline through a nationally standardized testing system. Testing at this level is done by coaches and there is an additional fee for testing of this type. Tests are optional.

The dance tests can be tried in any order but a candidate must pass the required number of dances in a dance test before proceeding to the next level. The Freeskate consists of 2 parts – Elements in Isolation and a Free Program.

Once in the STARSkate program, the skater has several options. They may choose to remain in the STARSkate Program, taking tests (although not mandatory) and/or choose to enter competitions. Other skaters may feel that they have progressed to a point where they may wish to enter the Skate Canada Competitive Skate program.

Tests

Whether the skater decides to be competitive or remain recreational, they may at somepoint take a test. Talk to your coach about tests and he/she will be able to advise if the skater is ready.

Competitions

Each individual skater will decide with their coach as to which competition events they will attend. Please talk to your coach if you have any questions.

Fees

The STARSkate coach bills skaters separately for lessons (privates), mileage and for solo music. Payment is made directly to the coach. Ice time is paid to the club.

Program Assistants – or PAs, are skaters from our club who volunteer their time to help out during CanSkate sessions. They assist in the coaching and work with the children. Program Assistants are also role models for the younger skaters. Spencerville Skating Club is very grateful to our dedicated PAs who give so much of their time to the CanSkate program! CanSkate wouldn't be possible without them.

6. SKATING ETIQUETTE

(Revised Sept 2012)

To ensure that participation in the Spencerville Skating Club is an enjoyable and safe experience and to help the parents get value for the money they pay, we ask skaters, parents and coaches to observe the following:

- Skaters should arrive in advance of the start of their session, and be changed and ready to go on the ice at the start of their session.
- Skaters should wear appropriate skating attire during regular sessions. Skaters should not wear any bobby pins, barrettes or other loose items that may fall and trip another skater.
- The doors to the ice surface must be closed during each skating session.
- During skating tests, skaters must wear appropriate skating attire (check with your coach).

- Skaters should be moving on the ice, unless they're waiting for the start of their program music to be played. (Skaters should not be standing around).
- To ensure the safety of all skaters, it is very important that all skaters be aware and watchful of those around them. A collision between skaters could result in serious injuries. The coaches determine the music to be played, with priority in order of request. Skaters should try to give skaters who are doing their program with music right of way on the ice.
- Skaters who fall should get up and out of the way of others. (No sitting on the ice).
- We look to our senior skaters to be good role models for our younger athletes, on and off the ice.
- Profanity is strictly prohibited, on the ice and in the dressing room.
- Parents, not the Board nor the coaches, are responsible for their children and should be present during their child's session, particularly for those at the lower levels. (It is mandatory that each CanSkate participant has a responsible adult present in the arena at all times). If a parent cannot be present at the rink at the time of their child's session, arrangements should be made by the parent with a go-to person for their child.
- Gum, candy, food and drink (with the exception of water bottles) are strictly prohibited from the ice surface.
- Due to insurance requirements, family, friends and coaches are prohibited from the ice surface if they are not a registered Skate Canada member, except in a medical emergency.
- "Guest Skaters" are only permitted to have lessons from Skate Canada coaches affiliated with our Club if all the needs of the registered skaters on that session have been met (had their music played and received their scheduled lessons). A \$10 fee per session will be charged to the guest skater.
- Skate Canada coaches who are not affiliated with our Club must obtain Club Executive approval prior to attending any Club Session for the purpose of providing instruction either on or off ice (for example, for Guest Skating prior to a competition).
- Skate Canada members must obtain Club permission prior to access to the ice surface during a Club Session they have neither registered nor paid for. The Board or Head Coach can grant permission to "guest skate".
- Skate Canada coaches affiliated with our Club must obtain Club Executive approval prior to inviting a skater from another Club to

“guest skate” for the purpose of providing instruction to a skater either on or off the ice. This type of request will be considered only for infrequent lessons.

7. PARENT'S ROLE

As parents we want to provide challenges and goals for our children. This can prove difficult, not only on a day-to-day basis, but especially when involved in a competitive sport. Not all kids learn at the same rate as others and we should always allow the children to control their own dreams and ambitions.

Keeping children motivated is always a challenge. As a parent, always try to instill enthusiasm and give lots of hugs and kisses. Encourage your children to believe in themselves and above all, that you believe in them too. Be positive in their accomplishments and supportive during both the ups and downs.

Set goals, foster self-responsibility, discourage excuses, encourage persistence, support their coach and always remember that winning isn't always measured by a medal but it can simply be achieving a goal they have set, whether that be a test passed, landing a double loop or doing their best program ever. Please refer to "Parent Code of Conduct" in Appendix A of this handbook.

Please always try to remember that we all strive to provide a safe and happy environment for our children to learn in, to develop self-confidence and pride in their accomplishments.

8. Appendix A

PARENT CODE OF CONDUCT

October 2008

Skate Canada is committed to ensuring that all skaters have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. Parents have an enormous influence on skaters' experiences in the sport. The quality of a skater's experience is determined by their relationships with parents and the manner in which parents conduct themselves in the Skate Canada environment.

In this code "parents" shall refer to "parents and guardians". This code applies to all parents who are members of Skate Canada or have children who are members of Skate Canada. Parents shall abide by this code at all times while participating in any Skate Canada club or school, competition, or activity.

- All parents are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect.
- Parents shall always model positive and responsible behaviour and communicate with their son/daughter that they expect them to do the same. Parents will assume the major responsibility for their son/daughter's on ice conduct and attitude.
- Parents shall at all times treat all individuals and property with dignity, courtesy and respect, including but not limited to skaters, coaches, officials, volunteers, other parents, and all other individuals that are part of the club, skating school, Section or Skate Canada.
- Parents shall refrain from any behaviour, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
- Parents shall emphasize the importance of values like sportsmanship, respect, cooperation, competition and teamwork to their son/daughter offering praise for competing fairly, participation and skill development.

- Parents shall model and encourage their son/daughter to maintain a healthy balance between skating and life. (i.e., school, other activities, social life, etc.)
- Parents shall model and encourage balanced, healthy food choices and subscribing to an active and healthy lifestyle.
- Parents shall set high, but reasonable expectations for their son/daughter's participation in skating focusing on development and enjoyment for the child.
- Parents shall instill confidence in their son/daughter's ability and skill development, always avoiding comparisons with other skaters.
- Parents shall celebrate the acquisition of skills and goals achieved by their son/daughter.
- Parents, along with the professional coach and the athlete, shall be considered members of a team whose main concern is the child's overall progress and development. Parents shall respect that the professional coach is responsible and empowered for the on-ice and off-ice development of the athlete. A parent's role shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, adherence to off-ice training regimen set by the coach or other fitness professional, overall health, life-balance, and moral and emotional support.
- Parents shall ensure their son/daughter wears proper skating clothing and equipment.
- Parents shall never provide alcohol or drugs to minors in a Skate Canada environment.
- Parents shall never provide or advocate the use of performance enhancing drugs or substances.
- Parents shall avoid any conduct, which brings their club, skating school, Section or SkateCanada, into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and gambling.
- Parents shall openly support and uphold this code of conduct policy and take action and steps to ensure other parents follow and uphold this code of conduct policy.
- Parents shall adhere to the policies, procedures, rules, standards, and ethics of Skate Canada at all times.

9. Appendix B

SKATE CANADA CLUB CODE OF ETHICS

April 2005

1.0 SKATE CANADA MISSION STATEMENT

Skate Canada is an Association dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime for fun, fitness and/or achievement.

2.0 PURPOSE OF CODE

The Club Code of Ethics has been developed to aid volunteer club executive members, club staff and club members in achieving an appropriate level of ethical behaviour that will help them operate an efficient and successful Skate Canada Member Club.

To create and maintain a positive and successful learning environment, all stakeholders involved in our sport (athletes, parents, coaches, officials, volunteers and club staff) must share a common vision and understanding of their role, as their actions ultimately contribute to, or undermine, the existence of a positive skating environment. All volunteer club executive members, club staff and club members are responsible for establishing and maintaining ethical behaviour.

3.0 ETHICAL OBLIGATIONS TO THE SPORT AND SKATE CANADA

3.1) At all times conduct oneself in a manner which does not have a material adverse effect on the sport of skating, or on the goodwill and reputation of Skate Canada. Support and promote Skate Canada, its programs and the sport of skating.

3.2) Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations and programs so as to be able to produce a positive skating environment in a professional manner.

3.3) Initiate and support actions that are required to meet the needs of the athletes, the club/school and skating in general with coaches, judges/evaluators and SkateCanada.

3.4) Recognize and support the importance of quality Skate Canada Programs in the club. To ensure these quality programs, facilitate the needs of your professional coaches and staff.

3.5) Ensure that all participants and professional coaches on club ice and on club committees are registered members of Skate Canada.

4.0 ETHICAL OBLIGATIONS TO ALL INDIVIDUALS

4.1) Exhibit the important character traits of honesty, integrity, fairness, reliability/dependability and cooperation when dealing with all participants in the sport so as to bring credit to the sport and the Association.

4.2) Treat everyone fairly within the context of their activity regardless of skating ability and participation goals.

4.3) Be a positive role model and encourage sportsmanship by demonstrating respect, courtesy, and positive support for all athletes, coaches, officials and volunteers at all times. Do not engage in actions (verbal or physical) that unfairly disadvantage a given athlete (or athletes) over another. Actively encourage athletes to learn and uphold the rules of their sport and the spirit of such rules.

4.4) Refrain from engaging in conduct which constitutes personal harassment or abuse of power in relation to another Skate Canada member. For these purposes:

a) "Personal harassment" is defined as improper conduct (comment, conduct, or gestures), which is directed toward an individual, and which is offensive or harmful to that individual, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted.

b) "Abuse of power" is defined as conduct which involves the improper use of power, trust or authority inherent in a position held, which is directed toward an individual, and which endangers the job or performance of the individual, or undermines his or her job or performance, or in any way

interferes with or influences the performance or career of that individual.

c) This conduct includes verbal, psychological and physical forms of behaviour, is demeaning, belittling, or causes personal humiliation or embarrassment, and maybe on a one-time or continuous basis.

d) This conduct does not have to be made with the intent to harass or to abuse power, as the case may be, to constitute harassment or abuse of power.

e) The conduct takes place at or during the course of any Skate Canada business or skating activity or event (including business or skating activities or events of member organizations); or, outside of those situations, when the conduct occurs between members of Skate Canada, and the conduct adversely affects the Skate Canada skating environment.

4.5) Refrain from engaging in conduct which constitutes discriminatory or sexual harassment. Discriminatory and sexual harassment, whether verbal, physical, or institutional, is unacceptable and will not be tolerated by Skate Canada.

a) Discriminatory harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to or motivated by the race, national or ethnic origin, colour, religion, age, marital status, family status, disability, or pardoned conviction of that individual or group of individuals, and which is offensive to that individual or group of individuals, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

b) Sexual harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to the

sex or sexual orientation of that individual or group of individuals, and which might reasonably be expected to cause offense or humiliation to that individual or group of individuals, or which might reasonably be perceived by the individual or group of individuals as placing a condition of a sexual nature on employment, or on any opportunity for training or advancement. Sexual harassment may be directed at members of the same sex or the opposite sex. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

5.0 ETHICAL OBLIGATIONS TO ATHLETES / PARENTS

5.1) Provide up-to-date quality Skate Canada skating programs to all members in accordance with delivery standards prescribed by Skate Canada.

5.2) With the assistance of the club's professional coaching team, provide the athlete and parent(s) with the information necessary to enable them to choose a realistic and affordable course of action to achieve their goals and objectives.

5.3) Be athlete-centred in all club decision making ensuring that each athlete is able to participate and progress at his/her own level and that no athlete is held back.

5.4) Communicate regularly and effectively with the athlete and parent(s) as to changes in Skate Canada rules or club regulations, or other important or relevant information affecting the athlete's participation in the sport.

5.5) Clearly outline all club programs including cost and method of payment prior to providing any services as agreed or contracted by an athlete/parent.

5.6) Clearly outline all club policies including parent responsibilities, athlete conduct, athlete grouping criteria, safety rules, test days, fees and fundraising activities, etc.

5.7) Ensure that a sufficient number of qualified coaches as per Skate Canada Program Delivery Standards are available to teach all Skate

Canada programs within the club including private and group instruction.

5.8) Inform all members regarding the club's constitution and by-laws and requirements for the club's Annual General Meeting.

5.9) Implement an appeal process to deal with customers requesting special consideration.

5.10) Be aware of the influence one can exercise over an athlete and never abuse this trust or position of power.

5.11) Never advocate or condone the use of illegal drugs, banned or performance enhancing substances.

5.12) Abstain from the consumption of alcoholic beverages or use of tobacco in the presence of athletes in the training environment. Club executives and members should be role models for athletes and encourage healthy habits.

6.0 ETHICAL OBLIGATIONS TO PROFESSIONAL COACHES

6.1) Hire only Skate Canada professional coaching members who have paid the current Skate Canada coaching membership fees.

6.2) Follow the Professional Coach Recruitment Guidelines and communicate the club's expectations and the professional coach's responsibilities prior to the beginning of the skating year.

6.3) Provide a reasonable contract to professional coaches which does not infringe upon their right to earn a living. Negotiate those contracts in good faith and honour their terms. Refrain from firing a coach for unjust reasons.

6.4) Refrain from criticizing a professional coach's teaching methods and judgement regarding an athlete's readiness for testing, competition preparation, and skill development unless done so with the coach's knowledge or permission.

6.5) Refrain from soliciting, directly or indirectly, a professional coach's athlete(s) for another professional coach.

6.6) Respect the coach/athlete and/or coach/parent relationship and promote good communication between these individuals.

6.7) Provide accurate information when advertising to attract coaches to a location.

6.8) Respect the selection of the coaches in the club for the Club Coach Representative position on the Club Board of Directors.

6.9) Hold club executive meetings at a convenient time so as to permit the Club Coaching Representative to attend.

6.10) Involve the Club Coach Representative in the process of developing policies, procedures and regulations for the operation of the club, to monitor the club's programs and overall performance.

6.11) Provide equal opportunity for all coaches to display a resume, flyer, brochure, or advertisement for their coaching services and/or lesson availability on a club bulletin board, club web site or club newsletter.

7.0 VIOLATION OF CLUB CODE OF ETHICS

7.1) Clubs must develop, implement and use a dispute resolution process. Please refer to Appendix D of this Handbook for Spencerville Skating Club's Dispute Resolution Process.

7.2) All violations are to be dealt with according to the Dispute Resolution Process of the Club involved and/or Section as specified in the CSE policy.

7.3) If the Club's Dispute Resolution Process has been exhausted and the matter is not resolved, either party may direct their concern in writing to the Section Chairperson.

7.4) The matter will then be referred to the Section Conflict/Dispute Resolution Committee which shall consist of at least three persons in accordance with the Section's Dispute Resolution process.

7.5) The Section Conflict/Dispute Resolution Committee will review the matter and, if necessary, meet with the parties involved.

7.6) The Section Conflict/Dispute Resolution Committee shall attempt to assist the parties in helping them to resolve the concern. The Committee shall then provide a recommendation and that decision is final and absolute.

7.7) A fee may be charged by the Section to the parties involved.

10. Appendix C

PROFESSIONAL COACHES' CODE OF ETHICS

Revised October 2, 2010

1.0 SKATE CANADA MISSION STATEMENT

Skate Canada is an Association dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime for fun, fitness and/or achievement.

2.0 PURPOSE OF CODE

The Professional Coaches' Code of Ethics has been developed to aid coaches in achieving a level of behaviour that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings. The athlete/coach relationship is a privileged one and professional coaches play a critical role in the personal as well as athletic development of their athletes.

To create and maintain a positive and successful learning environment, all stakeholders involved in our sport (athletes, parents, coaches, officials and volunteers) must share a common vision and understanding of their role as their actions ultimately contribute to, or undermine, the existence of a positive skating environment. All Skate Canada Professional Coaches are responsible for establishing and maintaining ethical coaching behaviour.

3.0 ETHICAL OBLIGATIONS TO THE SPORT AND THE PROFESSION

3.1) At all times conduct oneself in a manner which does not have a material adverse effect on the sport of skating, or on the goodwill and reputation of Skate Canada. Support and promote Skate Canada, its programs and the sport of skating.

3.2) Be familiar with and adhere to the standards of coaching as defined under Section 2400 of the Skate Canada Rulebook.

3.3) Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations and

programs so as to be able to produce a positive skating environment in a professional manner.

3.4) Actively participate in the development and/or maintenance of desirable coaching standards in our sport (practice, education, certification and working conditions) and maintain professional competence by continually upgrading one's education in the sport and in related fields beneficial to skating (e.g. the performing arts, sport science, sport psychology, officiating, etc.).

3.5) Initiate and support actions that are required to meet the needs of the athletes, the club/school and skating in general with coaching colleagues, judges/evaluators and club/school officials.

3.6) Accept personal responsibility for providing and delivering coaching services in a safe and professional manner.

3.7) Negotiate coaching contracts in good faith and adhere to their terms.

3.8) Accurately represent one's technical, educational and professional credentials and resume.

3.9) Dress in a neat, clean and appropriate manner that is becoming of a member of this profession.

3.10) Give back a certain portion of time, effort and knowledge to our sport as a volunteer.

3.11) Coaches may produce resumes, flyers, pamphlets, web pages or other promotional material to advertise and promote their services, qualifications and experience and may distribute this information to individuals when requested by those individuals.

3.12) Coaches may advertise their services, qualifications and experience on-line, and through advertisements in print media (e.g. newspapers or Yellow Pages).

3.13) Provided the club or skating school has granted the same permission for all coaches, coaches may display a resume, flyer, brochure, or advertisement for their coaching services or lesson availability on a club bulletin board, club web site or club newsletter.

3.14) Coaches may participate in self-promotional activities that do not violate other clauses in this code.

4.0 ETHICAL OBLIGATIONS TO ALL INDIVIDUALS

4.1) Exhibit the important character traits of honesty, integrity, fairness, reliability/dependability and cooperation when dealing with all participants in the sport so as to bring credit to the profession.

4.2) Treat everyone fairly within the context of their activity regardless of skating ability and participation goals.

4.3) Be a positive role model and encourage sportsmanship by demonstrating respect, courtesy, and positive support for all athletes, coaches, officials and volunteers at all times. Do not engage in actions (verbal or physical) that unfairly disadvantage a given athlete (or athletes) over another. Actively encourage athletes to learn and uphold the rules of their sport and the spirit of such rules.

4.4) Refrain from engaging in conduct which constitutes personal harassment or abuse of power in relation to another Skate Canada member. For these purposes:

a) "Personal harassment" is defined as improper conduct (comment, conduct, or gestures), which is directed toward an individual, and which is offensive or harmful to that individual, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted.

b) "Abuse of power" is defined as conduct which involves the improper use of power, trust or authority inherent in a position held, which is directed toward an individual, and which endangers the job or performance of the individual, or undermines his or her job or performance, or in any way interferes with or influences the performance or career of that individual.

c) This conduct includes verbal, psychological and physical forms of behaviour, is demeaning, belittling, or causes personal humiliation or embarrassment, and maybe on a one-time or continuous basis.

d) This conduct does not have to be made with the intent to harass or to abuse power, as the case may be, to constitute harassment or abuse of power;

e) The conduct takes place at or during the course of any Skate Canada business or skating activity or event (including business or skating activities or events of member organizations); or, outside of those situations, when the conduct occurs between members of Skate Canada, and the conduct adversely affects Skate Canada skating environment.

4.5) Refrain from engaging in conduct which constitutes discriminatory or sexual harassment. Discriminatory and sexual harassment, whether verbal, physical, or institutional, is unacceptable and will not be tolerated by Skate Canada.

a) Discriminatory harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to or motivated by the race, national or ethnic origin, colour, religion, age, marital status, family status, disability, or pardoned conviction of that individual or group of individuals, and which is offensive to that individual or group of individuals, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted. This improper behaviour, which maybe on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

b) Sexual harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to the sex or sexual orientation of that individual or group of individuals, and which might reasonably be expected to cause offense or humiliation to that individual or group of individuals, or which might reasonably be perceived by the individual or group of individuals as placing a condition of a sexual nature on employment, or on any opportunity for training or advancement. Sexual harassment may be directed at members of the same sex or the opposite sex. This improper behaviour, which may be on a one-time or

continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

4.6) Never advocate or condone the use of illegal drugs, banned or performance enhancing substances.

5.0 ETHICAL OBLIGATIONS TO ATHLETES/PARENTS

5.1) Provide the athlete and parent/s with a current copy of the Skate Canada Coaches' Code of Ethics and review the code with the athlete and parent(s).

5.2) Assist the athlete in determining realistic goals and objectives in the sport.

5.3) Provide the athlete and parent/s with the information necessary to enable them to choose a realistic and affordable course of action to achieve their goals and objectives. Involve parents in management decisions pertaining to their children's development.

5.4) Maintain the best interests of the athlete at heart at all times and communicate regularly and effectively with the athlete and parent(s) as to the athlete's progress, changes in Skate Canada rules or club regulations, or other important or relevant information affecting the athlete's participation in the sport.

5.5) Place the emotional and physical well-being of the athlete ahead of a personal desire to win.

5.6) Be aware of the influence one can exercise over one's athletes and never abuse this trust or position of power.

5.7) Avoid making promises or giving guarantees to the athlete and/or parent(s) of test or competitive achievement but rather endeavour to restrict dialogue to the athlete's personal skating development.

5.8) Clearly outline your available coaching services including cost and method of payment prior to providing any services as agreed or contracted by your athlete/parent.

5.9) Invoice the athlete/parent for services performed and only for the appropriate value. Invoicing athletes/parents for lessons or

professional time not provided or to be provided in the future is not acceptable.

5.10) Respect the fact that an athlete and/or parent/s have the right to contract the services of another coach to either replace or supplement the athlete's instruction.

5.11) Abstain from the consumption of alcoholic beverages or use of tobacco in the presence of athletes in the training environment. Coaches should be role models for athletes and encourage healthy habits.

6.0 ETHICAL OBLIGATIONS TO PROFESSIONAL COLLEAGUES

6.1) Strive to create and maintain cooperative relationships with coaching colleagues for the purpose of ensuring a positive skating environment.

6.2) Refrain from criticizing another coach's teaching methods, techniques and/or opinions unless done so with the coach's knowledge or permission.

6.3) Respect the fact that a coach becomes the base coach of an athlete from the moment that an athlete contracts the services of that coach, whether individually or in a group situation, and that other coaches must initiate discussion about an athlete's training only through the base coach.

6.4) Respect a coach/athlete and/or parent/s' relationship and not solicit or cause to be solicited, directly or indirectly, or through a third party the athlete/s of another coach.

6.5) Coaches may respond to athletes or parents who approach them and ask questions regarding their services, experience, qualifications, teaching methodology and coaching philosophy.

6.6) Pursue the following course of conduct in the event that any of the following or similar situations occur:

- a) To communicate clear, precise guidelines or parameters to a coaching colleague whose services one wishes to retain on a temporary or permanent basis to assist, supplement or replace one's services currently being rendered and to

communicate these parameters to the athlete and/or parent/s.

b) To obtain authorization and clear, precise instructions from a coaching colleagues to what the coach wishes to be done with the athlete in the absence of the coach or agreed upon team coaching situation and do nothing to undermine the base coach/athlete and/or parent/s' relationship.

c) To immediately advise a coaching colleague and seek confirmation from that coach that all undisputed coaching and/or related skating bills are paid or arranged to be paid to the reasonable satisfaction of the coach and/or club upon being approached by an athlete and/or parent/s who request to contract your services. This is to ensure that the proper procedure occurs when taking on a new athlete as a student. The parent should have discussed the situation with the previous coach and informed him/her of the change to the new coach. All bills should have been paid to the former coach prior to coaching a new student.

7. VIOLATION OF THE PROFESSIONAL COACHES' CODE OF ETHICS

7.1) All violations are to be dealt with according to the Club Dispute Resolution Procedures Policy or Section Dispute Resolution Procedures. Contact your Club or Section Office for a copy of the dispute resolution process to be followed. An individual may apply to Skate Canada to have a violation dealt with under the Membership Complaints Policy or Membership Harassment Policy if applicable.

7.2) Skate Canada reserves the right to publish the name, penalty, reasons for penalty, and expiry of penalty (if applicable) for any professional coaching member who has violated this code, the Membership Complaints Policy, Membership Harassment Policy or any other Skate Canada rule or policy.

11. Appendix D

Dispute Resolution Process

May, 2014

A person (hereafter referred to as "Complainant") who considers that she or he has been subjected to harassment must first bring the matter to the attention of the person(s) responsible for the conduct.

Where such an approach is attempted and does not produce a satisfactory result, the Complainant should seek the advice of a member of the Board of Directors. The Board of Directors recommends that the first point of contact with the board should be the CanSkate Chair or the STARSkate Chair, whichever is appropriate.

The Member of the Board of Directors will arrange a face-to-face meeting between the complainant and the person responsible for the conduct to attempt to find an acceptable resolution.

Where such an approach is attempted and does not produce a satisfactory result the Complainant may file a formal, written complaint with the Board of Directors. The complaint should be accompanied by written, signed statements from any witnesses to the conduct in question. The Board of Directors will meet to discuss the complaint, to render a decision which will be minuted, and to draft a written response to the complainant.

Frivolous, malicious or vexatious complaints

The Spencerville Skating Club will not condone frivolous, erroneous, malicious, or vexatious complaints. A person who makes a frivolous, erroneous, malicious, or vexatious complaint will be subject to sanction up to and including revocation of their right to attend the Spencerville Arena during Spencerville Skating Club ice time and/or revocation of membership in the Spencerville Skating Club.

Harassment by Process

Failure to follow this dispute resolution process or to participate in a meaningful way in facilitated efforts to find an acceptable solution may constitute harassment of the object of the complaint.

Conflict of Interest

If at any time a Board member is in conflict of interest with the subject of the concern, they will be removed from the decision making process and the communication of the decision.