



Let our Experience guide your skater to Success!

A Skate Canada Member

Skater & Parent Handbook 2024-2025

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

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WELCOME

Welcome to the Humphrey Skating Club!

The Humphrey Skating Club has been encouraging the instruction, practice enjoyment and advancement of our members in all aspects of skating for many years. We are a not-for profit organization that is fully sanctioned by Skate Canada, the national governing body for figure skating in Canada. Our club is run by a dedicated group of volunteers from our community, operates out of the Humphrey Arena in Seguin, Ontario, and offers programming annually from July to March.

Programming varies by season, and includes CanSkate, JuniorStar, StarSkate and Power Skate.

Our programs offer young people an important foundation in ice skating, whether it be figure skating, skating skills for other ice sports, or simply recreational skating. Our programs also offer our skaters an opportunity to learn and model good sportsmanship, respect for others and commitment to excellence.

LAND ACKNOWLEDGEMENT

The Humphrey Skating Club acknowledges that we are situated on the traditional territory of the Anishinaabe peoples within lands protected by the Robinson-Huron Treaty of 1850.

We are committed to honouring Indigenous history & culture, and we 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 live, work and play on this land.

SKATE CANADA PROGRAM STRUCTURE

The Humphrey Skating Club 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 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.

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

HUMPHREY SKATING CLUB CANSKATE PROGRAMS

PreCanSkate

A 30 minute program for young skaters with NO previous skating experience. Lessons take place in a small group environment and skaters are encouraged to stand and get up on their own to gain a sense of balance and control. Skaters are grouped by ability. Skaters who complete all PreCanSkate levels move onto CanSkate.

CanSkate

A 45 minute program for skaters who have completed PreCanSkate or based on ability. NO previous skating experience is required. A complete series of balance, control and agility skills are taught. We track your child's progress through the badges and group them accordingly. Each session begins with a group warm up, followed by group instruction led by a NCCP trained level coach and assisted by volunteer program assistants. Every lesson finishes with a group activity and cool down. CanSkate is Skate Canada's flagship learn to skate program, developed by experts to teach the fundamentals of skating to beginners of all ages. PreCanSkate and CanSkate provides a solid background for all ice sports and is suitable for new skaters, as well as those with some experience. CanSkate is the feeder program for all other Skate Canada skating programs. In our CanSkate Program, your skater will be in a program that focuses on fun, participation, and basic skill development. Your skater will earn ribbons and badges as they learn fundamental skating skills.



Junior Stars

The Humphrey Skating Club Junior Star program is designed to focus and improve our CanSkate skater's edges, turns, crosscuts, field moves, jumps and spins. Our coaching staff provide small group instruction for 45 minutes. The program is for skaters on CanSkate level 4 or higher who wish to continue in figure skating. In Junior Star, skaters may earn their final CanSkate ribbons and work towards completing their first StarSkate level test in the areas of skills (power, edges and turns), dance (rhythm and musicality) or freeskate (jumps and spins). *Note: StarSkate tests require a small administrative fee. Parents will be

notified in advance of any tests being administered. Once Junior Star skaters have successfully passed a StarSkate level test, they graduate to the StarSkate program.

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. Skaters have the opportunity to take Skate Canada tests through a nationally standardized testing system. StarSkate levels range from 1-10. Skaters at each StarSkate level may attend competitions and compete against others at the same level throughout the year. Coaches will determine the appropriate competitions and categories for each skater.

StarSkate Testing

Coaches or club executive will notify families one week in advance of any skating test. There is a test fee of \$15.00 per test, payable on or before the test date. This should be paid by e-transfer to

humphreyskatingclub@gmail.com (please note skaters name in the comments of the transfer).

All skaters are expected to wear proper skating attire (dress, outfit, bodysuit, etc) for all tests. Test results are entered into the SkateCanada database for tracking purposes.

PRIVATE LESSONS/COACHES (Junior Star & StarSkate)

*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 difference 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 may 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.

***Private lessons are to be arranged directly with the coach. Contact information is provided in the coaching bio's above. Fees for private lessons are not included in regular club program fees, and all lessons with coaches are to be paid directly to the coach.

GUEST SKATING

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.

WHO WE ARE

Board of Directors

Loretta Jantzi, President

JJ Blower, Secretary, Communications

Erin Robinson, Treasurer

Contact us at: humphreyskatingclub@gmail.com

If you're interested in becoming part of the Board, or volunteering in any capacity, please reach out!

CLUB COACHES

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

Amber De'Neise

Contact: giffen.amber@gmail.com



Through this crazy adventure we call life, skating has always been a constant, happy place for me. I have been skating since the age of 5, learning from my mom who was also a skating coach. I completed my Gold Skills, Gold Dances, Sr. Silver Freeskate, two Diamond Dances, and competed across Ontario in both individual and synchronized skating. Professionally, I worked with the YMCA locally and nationally for almost a decade, which provided me with extensive knowledge in youth development theory and healthy active living strategies for all ages, which I bring with me to the rink every day.

My primary goal is to provide skaters with a positive, safe space to express themselves and develop as individuals and athletes. As a Regional Level Coach, my focus is on quality fundamental skills in all disciplines (Freeskate, Dance and Skills) that will help skaters progress quickly in all areas of the sport.

Martine Muzzi

Contact: martine_muzzi@hotmail.com



Coaching Level: 3
Gold in Freeskate & Dance
Years of Coaching: 31

Martine Muzzi is a Level III (National Level) Certified Coach with Skate Canada, and was certified in 2022 in the updated Skate Canada PowerSkating Program. She has coached in many clubs throughout Canada, specifically in Labrador City, NF and Labrador, Creston, B.C. and Whitehorse, YK. before joining the Humphrey Skating Club. She has obtained Gold Skate Canada Medals in Dance and Freeskate and has attended many Coaching seminars throughout Canada, also attending the National Coaches Conference in Toronto, ON in 2010. Joey Russell from Labrador City, NF and Labrador went on to become Senior Men’s National Bronze Medallist and World Team Member in 2011. Martine was the Primary Coach and Developer for this Skater. She has 31 years coaching experience and has attended numerous competitions such as the Atlantic Canadian Divisionals (Campbellton, N.B) , Island Skate (Victoria and Nanaimo, B.C.), Invitational Competition in Fairbanks, Alaska and Invitational Competitions in Ontario.

Hanna Welch

Contact: hannawelch@outlook.com



I’m a certified Canskate coach as of March 2024. I’ve been a part of the club since 2015, prior to coaching I was a PA for 5 years. As a skater, I have completed the Star levels up to Star 6 dance. In the future I hope to get more coaching certifications, including PowerSkake and Regional coach. I’m excited to be back on the ice teaching this year!

EQUIPMENT

All skaters in all programs are required to provide their own hockey or figure skates (lace-up recommended) and a CSA approved hockey helmet (helmets are required up to and including stage 5). NO bike or ski helmets will be permitted. Skaters also need to provide their own warm clothing and gloves/mittens while they are on the ice. Helmets must be in good condition, not broken or missing pieces, and must fit the skater properly. For more information on proper Learn to Skate equipment, watch Skate Canada's video on Proper Equipment <https://www.youtube.com/watch?v=WTQ2Yr5pdR0>

SKATE CANADA HELMET POLICY

Helmet Use - Information for Clubs, Coaches and Parents

On July 1, 2011 Skate Canada implemented a Helmet Use policy. This policy was implemented as a proactive safety measure to help protect members in the early stages of the CanSkate program that are learning how to skate. Skate Canada believes it is an appropriate time to implement such a policy to help prevent future injuries to its members that are learning how to skate. In the development of the policy Skate Canada consulted various groups of individuals including parents, and the policy was approved by the Skate Canada Board of Directors earlier in 2011.

Skate Canada is proud of its CanSkate program, the best learn-to-skate program in Canada, and we will continue to develop policies and programming that create a better and safer learn-to-skate experience for our skaters. If you would like more information on helmet use and injury prevention we recommend you visit Parachute Canada. Coaches, clubs or skating schools should not dictate that a skater should not wear a helmet.

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

How should the hockey helmet fit?

- A hockey helmet should fit snug to prevent any shifting and maximize protection. Make sure the chinstrap can be adjusted so it gently makes contact under the chin when fastened.
- For an adjustable helmet, open it to the largest setting and gradually begin to downsize the helmet until a comfortably snug fit is achieved. The helmet should rest on the head so that the rim is one finger width above the eyebrow and making contact with the top of your head.
- Although most helmets are lined with protective foam, some helmets will feel better than others. Try on different brands of helmets for fit and comfort.
- All CSA certified helmets have a sticker indicating their certification.

Why only hockey helmets?

- Hockey helmets are designed to help protect against head injuries occurring on ice, whether from a fall or collision. A bicycle helmet, for example, is designed to protect against head injuries should a fall occur while riding a bicycle. It is important to ensure that when a skater is on the ice, they are protected with equipment designed for their sport or activity.

Are face masks required as well?

- Face masks are not mandatory; however young skaters may benefit from the added protection.

Are used hockey helmets acceptable?

- Hockey helmets and face protectors sold in Canada must meet safety standards set by the Canadian Standards Association (CSA). If the CSA sticker is not present, throw the product away. Hockey helmets must have labelling with the date of manufacture and have a chin strap. CSA takes the position that the life span of a helmet is not easy to determine and so CSA does not give expiry dates for hockey helmets. CSA advocates that “consumers should exercise good judgement as to the suitability of a hockey helmet for play. Helmets that are cracked, have loose fitting or missing liner pieces, or that have been subjected to a severe blow should be replaced. For a hockey helmet to function effectively, it must be in very good working order and worn properly in accordance with the manufacturer’s instructions.”

Can a parent sign a waiver absolving the club from any liability and allow their child to participate without a helmet?

- No. The requirement to wear a helmet is a Skate Canada Policy and all clubs and members must abide by our policies. Therefore, in order to participate in the CanSkate program all skaters who have not achieved Stage 5 in the CanSkate program or who lack good balance and control must wear a CSA approved hockey helmet while on the ice.

Why has up to and including Stage 5 been selected as the benchmark for helmet use?

- Skaters who lack good control/balance when skating forward, backward and have difficulty stopping, as well as maneuvering around obstacles on the ice are at a higher risk of being unable to control a fall, regardless of their age.
- The CanSkate program has been developed to introduce basic skating skills to beginners in a safe and sequential manner. The learning progressions leading to and included in Stage 5 allow skaters to gain the necessary skills (balance, agility, and control) required to safely participate on the ice. While it may be likely that many Stage 5 skaters can skate reasonably well, ice surfaces can be very unpredictable and there is always a risk of falling, no matter what stage a skater is at. CanSkaters participate in a group environment with other skaters on the ice of different levels who may fall and cause other skaters to fall.

This is an additional cost for parents. Does Skate Canada provide any incentives or fee reductions for CanSkate members having to purchase a helmet?

- Most hockey helmets retail for approximately \$50. Many CSA approved hockey helmets are adjustable and could be used for many years of skating both within the club and recreationally outdoors during the winter months. Skate Canada does not currently offer incentives for parents.

I am a coach. What do I do if there is a skater on the ice that should be wearing a helmet, but is not? • The helmet policy is not optional for clubs therefore should a skater who, according to our policy must wear a CSA approved hockey helmet, arrives at the rink and wishes to go on the ice without a helmet, he/she must be refused entry onto the ice surface.

- Coaches are aware of this new policy and coaches should not be put into a situation where a skater who must wear a CSA approved hockey helmet is on the ice without the proper helmet. If this happens, the coach should escort the child off the ice as he/she does not meet the Skate Canada helmet policy requirement to participate in that program. Coaches must ensure the safety of the skaters at all times therefore if a skater is on the ice without an approved hockey helmet, this is a safety concern that must be addressed.

- A coach cannot be reprimanded for enforcing Skate Canada Rules and Policies within a club.
- Coaches should encourage and positively reinforce the use of hockey helmets in the CanSkate program

What other tips could you provide regarding prevention of falls and head injury?

There are several ways to avoid head injury, in addition to wearing a helmet.

The following are some basic guidelines:

- Use quality equipment - skates with good support, proper fit, laced correctly and sharpened regularly help the skater maintain control on the ice - therefore less chance of falling
- Dress appropriately - no scarves, overly bulky snowsuits, or hair in the face as this may restrict movement, vision
- Warm up and cool down appropriately - to avoid muscle strain and stress on the joints
- Use skill progressions to prepare for more difficult moves; coach must ensure that beginners are taught proper way to fall and get up
- Ensure coaches have valid first aid certification
- Group activity and practice areas must be well-supervised; during skill circuits and drills, skaters should be travelling in one direction to avoid collisions.
- Use pylons to mark any holes or cracks on the ice.
- Teaching aids must be safe and appropriate for the level of skater.
- Ensure sufficient space between skaters while executing skills.
- The number of skaters on the ice should be appropriate to the size and skill level of the skaters, the size of the ice surface and the nature of the activity.
- Enforce on-ice safety rules:
 - get up quickly after falling down
 - look in the direction of travel when skating backwards
 - no pushing, playing tag or other horse play
 - no gum, candy on the ice
 - keep rink doors closed during sessions

- stops should be done a safe distance from the boards
- keep first aid kit accessible

How can I identify a hockey helmet that is CSA approved? Where will the logo appear on the hockey helmet?

• The CSA approved logo will be found on the back of the hockey helmet affixed to the outer shell of the helmet. For more information about CSA standards visit www.csa-international.org

ANNUAL ICE SHOW

Each year, our club hosts a Skating Ice Show near the later part of the Winter session (approximately late February or Early March). This is a great opportunity for your skater to showcase their newly developed skills!

We will keep you posted on dates and more information as it becomes available.

Volunteers are needed to make this event a success. If you're willing to help in anyway, please reach out to humphreyskatingclub@gmail.com!

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 Humphrey Skating Club (HSC) 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 HSC 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, coaches, parents, and members of the board, both on and off the ice in accordance with the Skate Canada Code of Ethics.
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.
4. All Skaters must have a coach from the StarSkate 1 Level upwards.
5. Money and valuables should not be left unattended. HSC can bear no responsibility for lost or stolen items.
6. Skaters are encouraged to make an effort to support their fellow skaters during regular sessions and competitions/events.
7. Concerns/Complaints will be reviewed only if submitted in writing to the Board by email at humphreyskatingclub@gmail.com, and will be reviewed by the HSC Board at their next meeting.

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 coach of coach request.
4. Spin in the centre. 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 ice re-surfacer has left the ice, its doors have been closed, and a coach is present 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). 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 HSC’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.

PARENT CODE OF ETHICS

The Humphrey Skating Club (HSC) 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 HSC environment.

In this code "parents" shall refer to "parents and guardians". This code applies to all parents who are members of the HSC or have children who are members of the HSC. Parents shall always abide by this code while volunteering, attending or participating in any HSC 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, coaches, their fellow parents and members of the Board in accordance with the Skate Canada Code of Ethics.
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.
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, lifebalance, 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 HSC 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 by email at humphreyskatingclub@gmail.com and will be reviewed by the HSC Board at their next meeting.

Disciplinary Action:

The HSC Board will only commence Disciplinary Action when a written letter of complaint is forwarded to the Board by email to humphreyskatingclub@gmail.com or by mail or when received in person. This letter will be reviewed by the board at their next meeting. Upon receiving a written letter of complaint outlining a violation of the Code of Ethics, the HSC Board will proceed with the following disciplinary action:

1st Offence: Letter from the HSC Board will be addressed to the Parent/Guardian outlining the nature of the violation.

2nd Offence: Suspension of the Parent/Guardian from all Club programs without compensation for 1 month. This includes all HSC 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.

3rd Offence: Suspension of the Parent/Guardian from all Club programs without compensation for 6 months. This includes HSC 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.

4th Offence: Suspension for both the Skater and the Parent/Guardian from all Club programs without compensation for 1 year. This includes all HSC 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.

PAYMENT & CANCELLATION POLICY

The Humphrey Skating Club (HSC) is a membership-based organization recognized by Skate Ontario, the governing body for the Humphrey 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 HSC 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 Humphrey 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 humphreyskatingclub@gmail.com *This is the only email address set up to receive payments*

*In person payments by cash or cheque may be available upon request.

Program Payments

Skaters will **not** be permitted on the ice until full payment for the session has been made received by the HSC. The skater's place in the program cannot be guaranteed if payment is not received within the required timeline.

Fees Include

PreCanSkate, CanSkate & Other Non-StarSkate Programs:

- Group lesson fees
- Ice Expenditures
- Insurance

StarSkate:

- Club Group Time
- Ice Expenditures
- Insurance

**Individual coaching fees are invoiced by the coach, and paid directly to the coach, for all StarSkaters. These costs are not included in club registration fees.*

ALL PROGRAMS

Skate Canada Membership Fee

A \$50.00 fee is mandatory for all skaters and includes the \$35 Skate Canada Membership Fee plus insurance and administration costs. 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. 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 HSC Board and is subject to a prorated fee increase.

NSF Payments

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

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 \$50.00 is non-refundable regardless of which skating program a skater is being withdrawn from.

All Skaters

- 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.

Withdrawal from All HSC 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 HSC Board. All requests for refunds must be submitted in writing to the HSC's President at humphreyskatingclub@gmail.com and will be reviewed by the Board for approval. If a refund is granted, the method of refund will be determined by the HSC.

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.

CLUB WAIVERS

These waivers are signed/agreed to at the time of registration.

Liability

I hereby agree to release the Humphrey Figure Skating Club (HSC), its directors, coaches and members from any claims for damages arising from any accident, injury, or loss which is cause by or arising from participation in any program. Furthermore, the applicant agrees to abide by the rules and regulations of Skate Canada, Skate Ontario and the Humphrey Skating Club.

Photo Consent

As the parent or official guardian, I hereby grant permission to Humphrey Skating Club to take and use digital images and/or photographs of the registered participant for use in various printed publications and websites, to promote the Humphrey Skating Club programs, including use on social media and print. I agree that my name/my child's name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these images without compensation to me. All negatives, prints and digital reproductions shall be property of the Humphrey Skating Club.

CONTACT US

Mailing address

Humphrey Skating Club
689 Highway 141
Rosseau, ON. P0C 1J0

Email

humphreyskatingclub@gmail.com

For the quickest response, please reach out to the Humphrey Skating Club via email.

Website

For more information about the club, including links for registration, please visit www.humphreyskatingclub.com

Follow us on Social Media:

Facebook: @humphreyskatingclub

Instagram: @humphreyskatingclub

The most recent edition of this handbook can be found at www.humphreyskatingclub.com.

All information is subject to change.