

DUNDAS FIGURE SKATING CLUB

CanSkate & Group Program Handbook



SKATECANADA
DUNDAS FIGURE SKATING CLUB

www.dundasfsc.ca

skate@dundasfsc.ca

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905-628-4008

P.O. Box 65553,
Dundas, Ontario L9H 6Y6

We are a Skate Canada Member Club, delivering quality Learn-to-Skate and Figure Skating programs in the Dundas Community. Our not-for-profit Club is run by a dedicated volunteer Board of Directors. Please visit our club website for a current listing of Board members and contact information (www.dundasfsc.ca).

We provide a place for skaters of all levels and abilities to grow, develop, and showcase their skills in a positive and supportive environment. We provide a wide variety of programs including Learn-to-Skate (CanSkate, Parent & Tot, Pre-teen and Teen+), Pre-CanPowerSkate and CanPowerSkate (geared towards hockey skills), and Figure Skating.

Information and Inquiries:

Typical front desk hours are Tuesday to Friday 6:00–8:00 pm and Saturdays 9:00 am–12:00 pm. Check our website (www.dundasfsc.ca) for exact times. We do not run skating programs on Sundays or Mondays. Please note that the office is only staffed when volunteers are on-site, as there is no paid office administrator. The best form of communication is by email (skate@dundasfsc.ca) as this is most frequently monitored. If you contact the Club by phone and leave a message, your call will be returned the next day that a volunteer is present.

Administrative Questions/Inquiries

Any administrative questions or concerns can be discussed with one of the front desk volunteers, who will provide answers or guide you to another person. Questions can also be posed via email at skate@dundasfsc.ca.

Coaching Questions/Inquiries

Any coaching and on-ice questions or concerns can be discussed with the CanSkate or CanPower Directors.

Announcements

Time-sensitive announcements, such as arena closures or program interruptions will be posted on our Facebook page ([Dundas Figure Skating Club](#)). Other announcements will also be communicated by email or posted at the arena. *Please make sure that we have a current email address.*

Coaches:

Our Professional Coaches are trained by Skate Canada, have First Aid certification and undergo an in depth security check that is administered through Skate Canada. A current listing of our coaches is available on the Club website (www.dundasfsc.ca/coaches.html) and posted at the arena.

Any private or semiprivate lessons should be arranged directly with a coach. Coaches can also answer technical questions or provide information about private lessons.

Schedules:

Our season consists of a short fall session, a longer winter session and a short spring session. Schedules are posted on the Club's website (www.dundasfsc.ca/schedule.html) along with an Event Calendar (www.dundasfsc.ca).

Programs:

Parent & Tot

We offer this program for skaters aged 18 months to 4 years to bring a parent or other adult, who is a capable skater, on the ice to assist them through the beginning stages of learning to skate. Special awards and incentives have been created for these young skaters as they progress towards the mainstream CanSkate program. An emphasis on fun and play with their special helper makes this program enjoyable for both helper and skater. This program is shorter than the regular CanSkate program to help the skaters get acclimatized to the arena and being on the ice. Please note that the Skate Canada Insurance and Safe Sport Fee are required to be paid for both helper and skater. This program shares ice with the regular CanSkate program.

Preschool CanSkate

In this program skaters aged 4 to 6 who are beginning to skate will come on the ice without a parent or other adult and be assisted by coaches and program assistants, as part of the regular CanSkate program. These beginners will have their own group and section of the ice and will receive incentives along the way to earning their first CanSkate badge. After completing all of their animal skills sheets they will have earned their Pre-CanSkate ribbon and will start towards earning their Stage 1 CanSkate badge, continuing on with the CanSkate program.

CanSkate

This is Skate Canada's flagship learn-to-skate program, designed for beginners of all ages. CanSkate is a program that focuses on fun, participation and basic skill development, where ribbons and badges are earned as skaters learn fundamental skating skills. Lessons are given in group format and led by NCCP-certified professional coaches, who are assisted by volunteer program assistants. Skaters progress at their own rate with the use of teaching aids, music and a wide variety of activities, creating a fun environment to promote learning. The CanSkate program focuses on Stages 1-3 and shares the ice with the Preschool CanSkate program. CanSkate is a feeder program for all other Skate Canada programs.

Advanced CanSkate

Skaters are invited to join the Advanced CanSkate program when they have completed CanSkate Stage 3. This program allows the skaters to have more ice time and ice surface to master their growing skills. The Advanced CanSkate program has a lower coach-to-skater ratio and fewer skaters on the ice, providing more focused attention. The program concentrates on helping skaters achieve CanSkate Stages 4 to 6, with the goal of completing the CanSkate program. Skaters who complete the CanSkate program (Stage 6) will move on to the STARSkate program (Figure Skating Skills).

Pre-Teen CanSkate

This is our learn-to-skate program for skaters aged 9 to 13, who will learn with skaters of a similar level, have a lower coach-to-skater ratio and fewer skaters on the ice. The program is based on the same principles as the CanSkate program and shares ice with the Advanced CanSkaters.

Teen+ Group CanSkate / Beginner Group StarSkate

This program offers skaters aged teen+ (including adults) a place to learn-to-skate in a comfortable environment. Lessons are offered in group format with skaters of a similar level and are led by professional coaches and experienced volunteer program assistants. Skaters progress through the CanSkate stages to the beginning levels of the StarSkate program or the CanPowerSkate program.

CanPower Skate

This program is designed for experienced skaters, generally 8+ years old, who have an interest in learning power skating skills or improving existing skills. Skaters must have passed the equivalent of CanSkate Stage 4 or Level 1 in CanPowerSkate. Lessons are offered in group format with skaters of a similar level and are led by a professional coach and experienced volunteer program assistants. The CanPowerSkate program focuses on balance, power, agility, speed and endurance. Skaters will wear full hockey equipment and use sticks.

Pre-CanPower Skate

This program is designed for our younger skaters, generally 6-8 years old, who have an interest in learning power skating skills. Skaters must have completed CanSkate Stage 1, or have at least two years skating experience and be able to skate forward and backward with glide and stop independently. Lessons are offered in group format and are led by a professional coach and experienced volunteer program assistants. Skaters will wear full hockey equipment but will not use sticks. This program shares ice with the Advanced CanSkaters.

Special Needs

If you have a skater with special needs please contact the Club – we will be happy to discuss how we can accommodate you.

Equipment:

CSA-approved hockey helmets are required for all skaters, both children and adults, who have not yet earned the CanSkate Stage 5 badge. The full Skate Canada Helmet Policy is posted on our website (www.dundasfsc.ca/safety.html).

Equipment requirements vary by program. Please see registration forms for specific details.

Please note that CanPowerSkate and Pre-CanPowerSkate programs require full hockey gear, including a CSA-approved helmet. Sticks will be used in CanPowerSkate only, and not in the Pre-CanPowerSkate program.

Other Important Information Parents Need to Know

Nametags

Each skater will have a nametag for each group session that they are registered in. Nametags can be picked up from the desk in the front lobby at the beginning of the class. Please make sure to return the nametags at the end of each class. Each nametag has a summary of the skater's progress on the back.

Group Assignment

Skaters will be assigned to a group with other skaters that are at a similar skill/agility level. This will be indicated by a coloured sticker on the front of the skater's nametag. The CanSkate Director will periodically reassign groups as the skaters move through the program. The colour of the sticker is not directly related to a specific CanSkate level.

Progression and Report Cards

Skaters are assessed by the coaches regularly during all of the skating programs. Skaters in the Learn-to-Skate and Advanced CanSkate programs will receive report cards at the end of each session as well as before the Christmas break during the winter session. PreCanPower and CanPower skaters will be evaluated at the end of each session or as determined by the CanPower Director. Progress awards for completing skills (colouring sheets, ribbons and badges) will be handed out at the time they are earned by the volunteers at the front desk, at the end of the classes. Parents are welcome to discuss their skater's progress at any time with the CanSkate or CanPower Director or the program coaches.

Change Rooms

Change room assignments are listed on the white board in the lobby of the arena. Skaters are encouraged to use the change rooms and to avoid using the viewing stands to prevent injuries.

General Ice Rules

Parents and guardians must stay in the arena during skating sessions, or provide an emergency contact number where they can be reached and inform the front desk volunteers if they are leaving.

No one other than coaches, registered volunteers and skaters registered in a skating program may enter the ice surface at any time. Parents and guardians are asked not to enter or step on the ice surface to help skaters to their class or assist a skater in distress. If a skater requires assistance entering or leaving the ice, or a skater is in distress, a coach or on-ice volunteer will assist them and bring them to the parent/guardian, if necessary. At no time can a non-registered person enter the ice area.

No one other than coaches, volunteers and skaters are permitted to enter the bench areas on the far side of the ice surface.

Doors leading to the ice surface are to remain closed at all times, unless a skater, coach or volunteer is entering or leaving the ice surface. Door volunteers will be posted at each entrance in order to assist skaters with opening and closing of the doors.

Fees

Fees are due with registration, with payment instalments available for the Winter session only. See the forms or speak to a volunteer for details. NSF cheques will be subject to a \$25.00 fee. Club membership may be cancelled if new payment arrangements are not made within 2 weeks of notification.

All Club members are required to pay an annual Skate Canada registration and insurance fee of \$35.70, as indicated on the forms. This fee covers one calendar year (September 1 to August 31).

The group program fees cover ice, administration and coaching. Skaters interested in private lessons in addition to their regular program will be charged an additional fee, which will be arranged directly with their coach.

Information on available subsidies and bursaries can be found on our website (www.dundasfsc.ca/registration.html).

Fundraising

A fundraising fee of \$40.00 is charged once for each family for the Winter session. A Skate Ontario Lottery Book will be given out to each family, with tickets that can be sold to recoup the \$40.00 fee if desired, or the tickets can be filled out by an adult family member and returned to the Club by the deadline indicated. Please note that no money needs to be returned to the Club for tickets sold, only the completed ticket books. A portion of the cost of the ticket book is retained by the Club from Skate Ontario and goes towards programming costs.

The Club also hosts other fundraising events throughout the year, such as bake sales and silent auctions. Participation in these events is optional. Please visit our Facebook page ([Dundas Figure Skating Club](#)), website (www.dundasfsc.ca) or see notices posted at the arena for details.

Missed Classes

Fall and Spring Sessions

No make-ups for missed classes are available during the Fall and Spring sessions, due to the short duration of the program.

Winter Session

For programs running in only one time slot a week, including PreCanPowerSkate, CanPowerSkate, Preteen CanSkate, Parent & Tot and Teen+ Group CanSkate / Beginner Group StarSkate, no make-up classes will be available.

For the Winter Preschool CanSkate, CanSkate and Advanced CanSkate sessions, skaters can have up to 3 make-up classes when regular classes are missed. Make-up classes must be arranged with a front desk volunteer and will be approved by the Director. Skaters must attend make-up classes within 1 month of the missed class. No make-ups will be allowed in the week before Christmas break or the last 2 weeks of the Winter session. No make-ups can be carried forward into the Spring session.

Refunds

Refund requests for medical reasons must be forwarded to the Board for consideration. Documentation outlining the medical issue must be included.

Refunds for non-medical reasons will only be considered after the skater's parents or guardians have consulted with the Program Director. The request will then be forwarded to the Board for consideration. If a refund request is approved a minimum charge equivalent to 4 classes plus an administrative fee will apply. Insurance and fundraising fees are not subject to refunds.

Medical/Injuries

All coaches have First Aid Certification. The Club's concussion policy can be found on the website (www.dundasfsc.ca/safety.html).

Please report all on-ice injuries to the Program Director.

Skates and Sharpening

Skate sharpening will be available on a monthly basis at the Club. See the website (www.dundasfsc.ca) or our Facebook page ([Dundas Figure Skating Club](#)) for details. Questions about skate sharpening frequency, skate recommendations etc. should be made to the Program Directors or coaching staff.

Lost and Found

Any items left in the arena will be collected by arena staff and located in the Lost and Found box in the arena office. Please try to locate missing items ASAP as items are only retained by arena staff for a short period of time.

Code of Ethics

Skate Canada has an updated Code of Ethics (approved August 4, 2017). This Code applies to all of the Dundas Figure Skating Club's skaters, coaches, board members and volunteers. See the Club's website (www.dundasfsc.ca) for a copy.