



AYLMER SKATING CLUB  
Skater's Handbook



**Skate Canada**  
**Patinage Canada**

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# Welcome

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Skating is a versatile sport that caters to people of all ages and skill levels. From beginners learning the basics to advanced athletes performing complex tricks, skating offers a progressive learning curve that allows individuals to continually challenge themselves and set new goals. The constant movement and balance required contribute to building strength, endurance, and flexibility. Most importantly, skating is fun!

Thank you for choosing Aylmer Skating Club. We are a not-for-profit organization led by a dedicated and enthusiastic board of directors composed of volunteers. We sincerely hope you will enjoy this fantastic sport and choose to actively participate as a valued member of our club.

Please review this booklet as it contains useful information pertaining to our programs. You are encouraged to visit our website at [www.aylmerskatingclub.ca](http://www.aylmerskatingclub.ca) or personally contact any of our board members if you have questions, concerns or comments.

*ASC Board of Directors*

## Club Goals

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- We strive to cultivate a positive learning environment, providing quality coaching, diverse program options, and ample performance opportunities to support and nurture our skaters' goals and interests.
- Foster the participation and engagement of skaters of all ages, promoting inclusivity and creating opportunities for individuals to enjoy the sport at every stage of their lives.
- Establish strong community relations and effectively promote both our club and its exceptional programs.
- Promote sustainability of the club through structured meetings and adherence to bylaws and guidelines for operations.
- Embody Skate Canada's Core Values

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# The History of Aylmer Skating Club

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The East Elgin Community Complex was officially opened on May 29, 2004. When the new facility opened, the Aylmer Skating Club moved from the East Elgin Memorial Community Centre to the new EECC. The new arena was built with many meeting spaces, twin ice pads and more seating space.

The Aylmer Figure Skating Club was founded in 1951. AFSC was then part of the Tri County Interclub and part of Western Ontario Section. Those governing bodies were closed and amalgamated together to form Skate Ontario. When it moved to the newly built East Elgin Community Complex- the name changed to Aylmer Skating Club.

ASC is now governed by Skate Ontario as well as Skate Canada. We offer only Skate Canada programs by certified Skate Canada coaches and certified Program Assistants.

ASC season begins in the fall where we offer both the fall/winter program as well as a Spring session which runs April to June. Our doors are always open accepting skaters of all different levels. We offer a variety of programs from CanSkate to StarSkate to meet the skating needs of future figure skaters, hockey players, ringette players, speed skaters and even synchronized skating skaters. We have an informative website ([aylmerskatingclub.ca](http://aylmerskatingclub.ca)) for skaters and families to see everything about our club and programs. We also have a Facebook page where we post announcements, upcoming events and most importantly photos of our skaters who have accomplished something - whether it be a new skill, a badge passed, a StarSkate test passed or their competition results, we post it up for all to see!

Our club strives to have skaters fulfill several areas of development while they are skating with us which include Fun, Social, Fitness, Achievement and Skill. We always have an exciting year planned and hope you will join us - young or young at heart - to be part of our next chapter in our club's history!

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## ASC Board of Directors

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The Aylmer Skating Club operates under the dedicated guidance of a volunteer-based Board of Directors. Monthly board meetings are held, culminating in an Annual General Meeting at the conclusion of the skating season.

This committed board is responsible for ensuring that all skating programs adhere to Skate Canada's established standards, prioritizing safety while fostering an environment that encourages fun, fitness, and achievement. In addition, the board diligently coordinates fundraising initiatives, captivating shows, and test days to enhance the overall skating experience.

If you have any questions or are interested in joining the Board, please feel free to contact any of the Board members listed on the club website [www.aylmerskatingclub.ca](http://www.aylmerskatingclub.ca).

## Volunteers

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The skating club eagerly welcomes individuals who are willing to contribute to the smooth operation of club activities. Volunteers play a vital role, as they are essential to the functioning of the club. Without their invaluable support, running the club would be exceedingly challenging, if not impossible.

We are particularly in need of volunteers to assist with various tasks such as organizing shows, coordinating fundraising efforts, managing music, and taking up board positions. Your involvement would greatly enhance the club experience for all members.

If you are interested in potentially helping, please send us an email at [info@aylmerskatingclub.ca](mailto:info@aylmerskatingclub.ca). We would be glad to have you.

### Volunteer of the Year Award

The Volunteer of the Year Award recognizes a dedicated volunteer who contributes selflessly to the club's success. It's presented annually to acknowledge their impact, leadership, and positive attitude. The award aims to inspire others to participate in volunteering and build a strong community within the club.

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# Communications

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We attempt to make sure that all our members are kept informed about club activities. We use a few different methods in order to reach our audience:

## Website

Our website and email are our main form of communication to members. The website is updated on a regular basis to reflect news and upcoming events as well as displaying our skaters' accomplishments. All forms and documentation that you will need are also located here: [www.aylmerskatingclub.ca](http://www.aylmerskatingclub.ca)

## Email

We will send out emails periodically with updates, news and any change that may occur in our schedule and calendar. Email is also used in reminders for important dates including fundraising, test days, shows and No Skate Dates.

## Facebook

Follow us on Facebook! Just search for "Aylmer Skating Club" and "like" us to join our page. Important info like No Skate Dates, Carnival, and Registration info is posted as well as photos of our skaters and their achievements.

## Signs

When we can, the club will put up signs at the arena to relay information to our members.

## Face-to-face

During our sessions, there is always at least one board member at the arena. Please feel free to ask up any questions. Board members are easy to find, just look for our **purple** lanyards.



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# Parental Code of Conduct

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All members of ASC are expected to demonstrate respectful behavior towards all policies and property at the East Elgin Community Complex, as well as any other facilities we utilize. Any violation of facility policies may result in disciplinary action from the club. The code of conduct is also applicable when representing the club during out-of-town activities. We kindly request that you exemplify behaviour that serves as a positive role model for our communities and supporters, fostering a sense of pride in our club.

Please note that players' boxes are strictly off-limits during all skating sessions, and we encourage parents to observe from our comfortable viewing areas. Moreover, skaters must not leave the ice without prior consultation with a coach to ensure safety and appropriate supervision.

1. I will actively promote good sportsmanship by consistently exhibiting positive support for all skaters, coaches, fellow parents, adults, judges, and officials at every practice, show, test event, or competition.
2. I will prioritize the emotional and physical well-being of my child over personal desires, ensuring their safety and nurturing their overall development.
3. I will actively advocate for a sports environment that is free from drugs and alcohol, safeguarding the well-being of my child and promoting a healthy and positive atmosphere.
4. I will kindly request that my child treats all fellow skaters, coaches, adults, judges, and officials with unwavering respect, displaying good manners, and embracing a mindset of inclusivity that transcends differences in race, sex, creed, colour, or ability.
5. I will refrain from bringing personal issues into the rink, ensuring that my child, other skaters, and parents are not subjected to personal arguments, creating a harmonious and supportive environment for everyone involved.
6. I will strive to create a fun atmosphere in skating, always remembering that my child participates in the sport for their own enjoyment and personal satisfaction, respecting their unique journey and individual aspirations.
7. I will respect my child's coach and refrain from offering coaching instructions to my child or other skaters during practices and competitive events, acknowledging and trusting the coach's expertise and strategies.
8. I will support and show respect to all opponents in my child's practices and competitive events, recognizing and honoring the rights of all skaters to participate, fostering a spirit of fair play and camaraderie.

## Skaters Bill of Rights and Duties

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Any skater who engages in derogatory or negative speech about another member will be subject to disciplinary action by the ASC Board of Directors. This policy extends to making statements about a member's appearance, skating ability, coach, official, friends, or family.

The ASC is fully committed to fostering a positive and friendly environment for all skaters. We kindly request that you treat your fellow club members with the same respect you would like to receive and maintain a demeanor of utmost courtesy.

1. I have the right to pursue happiness, have fun, and be treated with respect. It is my responsibility to promote these values among others.
2. I have the right to expect that I will not be teased, criticized, or intentionally offended. It is my duty to provide support, encouragement, and ensure that my behaviour does not offend other skaters, coaches, parents, rink staff, and club guests. I must find constructive ways to express myself without causing harm or offense to others.
3. I have the right not to be exposed to profanity or name-calling. It is my duty to communicate appropriately, using respectful language, and encourage others to do the same.
4. I have the right not to feel excluded. It is my responsibility to include others in my activities and ensure that everyone feels welcome and included.
5. I have the right to learn at my own pace and level. It is my duty to cooperate with my coaches, respecting their time and effort. I will be punctual, prepared, courteous, and attentive during lessons. I also respect the time of other skaters and will not disrupt their lessons.
6. I have the right to privacy and to have my feelings and belongings respected. It is my duty to reciprocate this respect by honouring the feelings of others and refraining from touching or using anything that does not belong to me.





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# About Skate Canada

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## Skate Canada Vision

Skate Canada is committed to the development of personal excellence through participation in skating. Inspiring everyone to experience the joy of skating.

## Mission Statement

Skate Canada is an associate dedicated to the principals of enabling every Canadian to participate in skating throughout their lifetime, for fun, fitness and/or achievement. A leader in the delivery of quality skating programs and continuously development.

## National Office

Skate Canada's national office is in Ottawa, ON:

261 – 1200 St. Laurent Blvd.

Box 15

Ottawa, ON.

K1K 3B8

Website: [www.skatecanada.ca](http://www.skatecanada.ca)

Phone: 613.747.1007 / 1.888.747.2372

E-mail: [info@skatecanada.ca](mailto:info@skatecanada.ca)

## More Information

### Skate Ontario

[www.skateontario.org](http://www.skateontario.org)

### Aylmer Skating Club

[www.aylmerskatingclub.ca](http://www.aylmerskatingclub.ca)



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# About our Skating Programs

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## Pre-CanSkate/CanSkate

Skate Canada's CanSkate program is a comprehensive learn-to-skate program designed for beginners of all ages, including children and adults. It is recognized as one of the most effective and widely used learn-to-skate programs in Canada.

The CanSkate program focuses on teaching fundamental skating skills in a progressive and enjoyable manner. It is divided into stages that introduce skaters to essential elements such as balance, control, and agility. Through a combination of on-ice instruction, group activities, and games, CanSkate aims to develop a solid foundation of skating skills and improve overall physical literacy.

As skaters progress through the program, they earn badges and awards to recognize their achievements and motivate continued improvement. The CanSkate program is designed to provide skaters with the skills and confidence to pursue various ice sports, including figure skating, hockey, and ringette. It focuses on creating a positive and inclusive environment where skaters can learn, develop, and enjoy the sport of skating.

## StarSkate

Skate Canada's StarSkate program is an advanced figure skating program designed for skaters who have acquired a strong foundation of basic skating skills through CanSkate. The StarSkate program offers a progressive curriculum that focuses on both figure skating skills and personal development. Skaters in the program can choose to specialize in various disciplines, including singles, pairs, ice dance, and synchronized skating, based on their interests and abilities.

Within the StarSkate program, skaters participate in a series of tests to measure their proficiency in different skill areas. These tests are standardized and conducted by qualified judges to assess a skater's technical and artistic abilities.

The StarSkate program also provides opportunities for skaters to participate in competitions at local, regional, and national levels. These events allow skaters to showcase their skills, gain performance experience, and receive feedback from judges and coaches. Skate Canada's StarSkate program serves as a platform for skaters to pursue their passion for figure skating, advance their skills, and potentially transition to competitive skating at higher levels.

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## Beginner StarSkate

The StarSkate program offers a fun and supportive group lesson environment for skaters of all ages who have successfully completed Level 5 of the CanSkate program, serving as the initial step in advancing their figure skating techniques at a recreational level. Skaters have the flexibility to take private lessons and work independently, providing them with valuable opportunities for individual growth and skill development.

## Junior StarSkate

Designed for skaters of all ages who have completed Star 4, marking a pivotal stage where skaters take on the responsibility of independent practice. While some group lessons may be available, skaters primarily focus on developing their dance, skills, and free skate individually, with the junior level requiring skaters to have a private coach for guidance and support.

## Senior StarSkate

StarSkate provides senior skaters of all ages who have completed Star 6 with the chance to further develop their figure skating skills in ice dance, skills, free skate, and artistic disciplines, fostering well-rounded growth on the ice. As senior skaters progress, they continue to work independently, making it essential for them to have a private coach for guidance and support.

## Guest Skating

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Skaters can skate as a "guest" on another session with permission from the session representative, subject to ice availability and the maximum number of skaters allowed based on registration. prior to going on the ice, guests must make a full payment of the session fee via e-transfer to [payments@aylmerskatingclub.ca](mailto:payments@aylmerskatingclub.ca) and it is the coach's responsibility to ensure this is completed. Solo performances for guests will be accommodated if time allows. The guest fee is set at \$15.00 per hour, with a maximum of three times per session.

## Music Playing

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To maintain organization, consistency, and efficient use of lesson time, coaches are responsible for playing music during sessions or demonstrations. Skaters are not permitted to operate the music equipment or use personal music devices. It is advised for skaters to keep a backup of their music as a precautionary measure.

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# Choosing a Private Coach

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## Who can take private lessons?

Any skater from beginner through to the highest competitive level can benefit from private instruction.

Skaters choose private instruction for a variety of reasons:

- To help CanSkater's progress through the 'CanSkate' program more quickly
- To help skaters to understand and develop their strengths.
- To focus on and enhance areas of opportunity for improvement.
- To assist skaters through the StarSkate Canada test program
- For competitive skaters who wish to compete at recreational levels or higher.

## When are private lessons offered?

Private lessons may be taught on CanSkate through to Senior StarSkate lessons. Please keep in mind that the CanSkate and Beginner StarSkate sessions are group lessons already and your skater would need to be pulled from the group for a private lesson. Lessons and lesson times are arranged directly through the coach of your choosing.

## How much do private lessons cost?

Private coaching costs depend on several variables:

- The coaches' area of discipline and expertise
- The coaches' years of experience
- The coaches' level of certificates with the National Coaching Certification Program

## How do I choose a private coach?

Here are some steps to help you make an informed decision:

- Seek recommendations from fellow parents, skaters and coaches.
- Ask your skater if there is a particular coach, they've bonded with throughout their skating sessions.
- Schedule an information interview with potential coaches to assess their teaching style and communication approach. It's important to find a coach with whom the skater feels comfortable and can establish a strong working relationship.
- Financial Considerations: Discuss coaching fees, scheduling, and payment arrangements with potential coaches to ensure they align with your budget and training requirements.

Choosing a coach is an important decision, as they will play a significant role in a skater's development. Take your time, gather information, and decide based on what you feel is the best fit for the skater's needs and aspirations.

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# Showcasing Our Skater's Talent

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At the end of the season, the Aylmer Skating Club has a skating demonstration of our skater's progress.

## Carnival

Each year, we organize a spectacular skating show at the end of the season, where all skaters involved in our programs have the opportunity to showcase their accomplishments. Show practice takes place during the last three weeks of the session, encompassing all sessions, and the carnival itself usually lasts for approximately two hours. Since this is a non-profit event, we kindly request the support of each family in some capacity. This show holds special significance as it allows all skaters to present their talents, celebrate the year, and its success heavily relies on the valuable assistance provided by our dedicated volunteers.

Volunteer opportunities encompass a wide range of areas, such as sewing, props, sets, lighting, dressing room attendants, helpers, costumes, and more. Casting for the show is finalized in early January, and skaters will remain in their casted numbers regardless of any advancement in skating levels after this date.

The practice schedule for the carnival, including dates and times, will be communicated through all our official channels.

It's important for all volunteers to be present at their designated posts during the dress rehearsal and carnival show, rehearsing alongside the skaters. The carnival serves as the culminating event of the season, marking a memorable and exciting conclusion to our skating journey for the year.

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# Skating Awards Criteria

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After the Carnival at the end of the season, there are a few awards given out to skaters and volunteers who have gone above and beyond in certain areas. Below is a list of awards given out and the criteria for determining a recipient. Each skater must be enrolled in the respective program to qualify; Emphasis is on talent and skill achievement coupled with the spirit of skating. These skaters will have the desire to continue and succeed in skating.

## Awards

- **CanSkater of the Year**
- **Beginner StarSkater of the Year**
- **StarSkater of the Year**
- **Power Skater of the Year**

Winning an award is a prestigious accomplishment that recognizes a skater's dedication, progress, and positive attitude within the program. Here are the general steps and considerations:

- **Participation and Attendance:** Regularly attend sessions and actively participate in the program. Consistent attendance demonstrates commitment and allows coaches to assess your progress.
- **Skill Development:** Focus on improving your skating skills, such as balance, coordination, and agility. Work hard to achieve the objectives and requirements set by the curriculum.
- **Positive Attitude:** Maintain a positive attitude throughout the program, showing enthusiasm, respect, and sportsmanship towards coaches, fellow skaters, and program officials. Demonstrate good behavior both on and off the ice.
- **Effort and Determination:** Strive to give your best effort during each session and demonstrate a willingness to learn and improve. Show resilience and a growth mindset, embracing challenges as opportunities for growth.
- **Achievement and Progress:** Continuously work towards achieving your personal skating goals and making progress in your skill development. Take advantage of feedback from coaches and implement their recommendations for improvement.
- **Peer Interaction:** Interact positively with other skaters in the program, offering support and encouragement. Build friendships and create a welcoming and inclusive environment for everyone.
- **Coach's Recommendation:** Coaches play a significant role in the selection process. Impress your coaches with your dedication, progress, and positive attitude to increase your chances of being recommended for the award.

## Program Assistant of the Year Award

The Program Assistant of the Year Award recognizes an exceptional individual who has made a significant contribution to the success of our program through their dedication, leadership, and support. This award celebrates their outstanding commitment to assisting coaches, fostering a positive environment, and positively impacting the experiences of participants.

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## Test Days

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Star 1 – Gold program consists of assessments in Dance, Free skate, Skills and Artistic.

Star 1 – 5 is the introduction format whereby the assessments will occur in the skater’s natural training environment, during their lesson time. This may be in group or private lessons. Practice attire is acceptable for this type of assessment.

Star 6 – 10, and Gold tests are in the Classic format. Test days are evaluated by Skate Canada certified evaluators. Test fees will be communicated by the coach and must be paid via e-transfer to [payments@aylmerskatingclub.ca](mailto:payments@aylmerskatingclub.ca). The fee includes both the Skate Canada portion of the fee, which is forwarded to Skate Canada and the administrative fee, which covers food, a small gift and a mileage allowance to the evaluator. The evaluators are volunteers and are not paid for their services.

Deadlines for the submission of test applications will be clearly marked. These deadlines must be respected, as the coach has a specific deadline at which they can make “pulls”. They are Skate Canada Test rules which all clubs must abide by.

Schedules will be sent to coaches and all skaters should be at the arena, ready to skate at least 45 minutes prior to their scheduled skate time. Scheduling is not an “exact science” and we do sometimes run ahead or behind schedules. Results will be given to coaches for distribution during test day. This record should be kept by the skater as proof of test. Results will also be recorded on the Skate Canada website under the skater member profile.

## Issue Procedures

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We recognize that skating brings together individuals with diverse backgrounds and personalities, which can occasionally lead to conflicts stemming from differing opinions or misunderstandings. In such situations, we encourage all parties involved to proactively seek resolution by engaging in constructive dialogue. It is important for each party to approach the situation with maturity, politeness, and a willingness to listen attentively to the perspectives of others.

If a resolution cannot be reached between the two parties, the situation should be brought to the attention of the ASC Board of Directors.

Any issue or concern that is being presented to the Board must be put into writing via email to [info@aylmerskatingclub.ca](mailto:info@aylmerskatingclub.ca). Verbal concerns cannot be presented to the board.

**Skate Canada Safe Sport Complaint Procedures:** [Reporting Misconduct - Skate Canada](#)

Online: [www.skate-safe.ca](http://www.skate-safe.ca) Telephone: +1-833-723-3758 Email: [casemanager@skate-safe.ca](mailto:casemanager@skate-safe.ca)

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# Fundraising

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The Aylmer Skating Club is a non-profit organization that relies on fundraising to help subsidize seasonal operational costs. Fundraising is critical to the ongoing success of this club. Without fundraising, the club could not operate effectively while keeping program costs reasonable for all levels of skating.

We are always looking for new and exciting ways to raise money for the club. If you have a great fundraising idea, please feel free to let us know. Email: [info@aylmerskatingclub.ca](mailto:info@aylmerskatingclub.ca)

Fundraising will be announced in the fall.

# Skates and Apparel

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## Buying New Skates

Buying the proper skates for your child is very important. Skating is a demanding sport. Even at the beginning levels, improperly fitted skates can cause blisters, ankle and/or knee problems. It is suggested that you go to a proper skate shop that specializes in ice-skating. When fitting your child please follow these basic guidelines.

- Never over size. Make sure that you can squeeze no more than one finger down the back of the boot.
- Make sure you can stand securely in the boot. If the ankle is tilting to one side or the other, the boot is likely too big or there is not enough support for the child's weight.
- Moulded plastic skates are so inflexible that skaters will have problems bending their knees and ankles. The plastic gets very cold and stiff on the ice, making the skater's feet cold as well.

## Sharpening

It is suggested that you see a professional skate sharpener that will set the proper grind level for your skater. A figure skating grind is very different than a hockey grind. A figure skating blade has various rockers (curve of the blade) depending on the level of skater. Skates should be sharpened after about 10 to 15 hours of ice. Moir's or Pointe & Pick are great options for figure skate sharpening, Herm's Sports for hockey skates.

## Care of Skates

Skate guards should be worn when walking to and from the ice. Guards should be removed from the blades when the skates are stored to prevent rusting. Blades should be dried with a cloth after use. Terry cloth blade covers should be put on the blades until the next wearing to absorb any extra moisture and protect the blades. Good skates will foster enthusiasm and excitement in anyone learning to skate.





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## Skating Apparel

Due to the chilly environment in the arena, it is recommended that skaters dress warmly while ensuring their attire does not hinder their movement.

### CanSkate

- Warm pants with splash pants over top
- Mittens
- Warm sweater
- Hair should be properly managed and away from the skaters' face.
- Helmet (CanSkate stage 5 and under)

### StarSkate

- Leggings/Yoga pants or skating dress/skirt
- Sweater or jacket (no hoodies)
- Hair up

### Helmets

Skate Canada states that all CanSkate participants up to and including Stage 5 must wear a CSA approved hockey helmet. Skaters without an approved helmet will not be allowed on the ice. Used helmets are acceptable if they are fitted properly and are not cracked or damaged. Cages are optional.

## Program Assistant - CanSkate

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Our programs are taught and directed by Professional Coaches, but we need the help of our Program Assistants. These Program Assistants are skaters themselves and have been trained at PA Clinics. There is a yearly PA clinic (usually in September) to maintain the skill development and quality of the programs.

Are you interested in becoming a Program Assistant for our CanSkate program? You must have leadership qualities and great enthusiasm to assist.

If interested, send an email to [info@aylmerskatingclub.ca](mailto:info@aylmerskatingclub.ca)



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## Refund Policy

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Withdrawal from program(s) for full refund ONLY if the request is received in writing 5 days prior to the first skate.

Aylmer Skating Club is a parent volunteer run organization and is fully self-funded. Aylmer Skating Club receives no grants or subsidies, therefore due to this, once our programming has begun, we are not able to offer refunds or credits. *Exceptions: Refunds requested after the first skate ONLY for medical reasons or out of area move (proof documentation required).*

Refund requests for medical reasons will only be considered if 2 or more weeks have been missed by the participant and where medical documentation can be provided to support a prolonged absence. Aylmer Skating Club may request additional medical documentation from the treating physician to support the request and further evaluate the request of the participant. Aylmer Skating Club will not be offering refunds due to illness relating to communicable disease.

Should the Aylmer Skating Club find it necessary to de-register a participant, a refund will be issued for the remaining program sessions, less administrative fees and Skate Canada fees.

For CanSkate ONLY – a prorated refund will be considered for NEW, never registered skaters, if the request is made within the first 2 sessions of the program.

All approved refunds will be prorated based on the registered program costs and all refunds, withdraws and de-registrations are subject to a \$40 administration fee. Skate Canada fee is non-refundable. All refund requests should be made immediately when the circumstances arise, prolonged or delayed requests will not be considered. All refund requests should be made in writing with supportive documentation where necessary to [info@aylmerskatingclub.ca](mailto:info@aylmerskatingclub.ca).

***\*Skate Canada fees are not refundable\****

### Changes and Cancellations

Sessions may be changed or cancelled due to insufficient registration. In cases of severe and inclement weather sessions, weather will cancel resulting in non-refundable ice time or make-up dates at Aylmer Skating Club's discretion.

### Payments

Preferred method of payment is EFT or Cheque. Cash is not accepted. Skate Canada Fee includes registration and insurance for skaters.