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*Visit our website for the latest information:*

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

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# Skater's Handbook

# Ajax Skating Club Skater's Handbook

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## Welcome to the Ajax Skating Club

The Ajax Skating Club has been serving the Town of Ajax since 1967. We have been very successful due to

1. A great working partnership with the Town of Ajax
2. Qualified, skilled and professional coaching staff certified by Skate Canada
3. Family volunteers
4. The only Skate Canada sanctioned club in Ajax which offers a 45 minute structured lesson by a professional coach.

## Mission Statement

The Ajax Skating Club is a non-profit organization, sanctioned by Skate Canada that is dedicated to providing an opportunity for the community to participate in skating through encouragement, support and training with the expertise of a professional coaching staff, so that all can achieve their personal goals in a fun, safe and nurturing environment.

The mandate of the Ajax Skating Club is to:

- Encourage the instruction, practice, enjoyment and advancement of its members in all aspects of skating;
- Create a positive atmosphere in which a sense of commitment, cooperation, responsibility and good sportsmanship is fostered; and
- Be a responsible, participating member of the Skate Canada Skating communities.

## Board of Directors

A Board of Directors operates the Ajax Skating Club. All board members serve on a voluntary basis and receive no remuneration for their services. The Board of Directors is elected at the Annual General Meeting.

The primary purpose of the ASC and its Board of Directors is to provide the programs required by the local skating community with the welfare and best interests of the skaters uppermost in their minds.

With this goal in mind, the Board of Directors has contracted with skilled Professional Coaches, certified by Skate Canada, who conduct all programs at ice level.

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## ***Our 2011 – 2012 Board of Directors & Office Administration***

President	Michelle Cleland	<a href="mailto:presidentajaxskatingclub@hotmail.ca">presidentajaxskatingclub@hotmail.ca</a>
1 <sup>st</sup> Vice President	Darlene Walker	<a href="mailto:sk8er_mom217@hotmail.com">sk8er_mom217@hotmail.com</a>
2 <sup>nd</sup> Vice President	vacant	
Treasurer	Louise Tyrell	<a href="mailto:ldtopal10@gmail.com">ldtopal10@gmail.com</a>
Registrar	Colleen McNamee	<a href="mailto:ajaxskatingclubregistrar@gmail.com">ajaxskatingclubregistrar@gmail.com</a>
Test	Joanne Byers	<a href="mailto:jmbyers@sympatico.ca">jmbyers@sympatico.ca</a>
Competition	Belinda Durnford	<a href="mailto:belinda4asc@gmail.com">belinda4asc@gmail.com</a>
Special Events	vacant	
Secretary	Cheryl Tang-Yuk	<a href="mailto:cherylty@hotmail.com">cherylty@hotmail.com</a>
Session	Linda Gernon	<a href="mailto:linda.gernon@gmail.com">linda.gernon@gmail.com</a>
Publicity	Cheryl Mastinek	<a href="mailto:cherylvmt@hotmail.com">cherylvmt@hotmail.com</a>
Facilities	Carrie Hardy	<a href="mailto:hardy.carrie@hotmail.com">hardy.carrie@hotmail.com</a>
Hospitality	Lisa Mayne	<a href="mailto:mlisamarymayne@rogers.com">mlisamarymayne@rogers.com</a>
Coaches' Rep	Dawn Forgeard	<a href="mailto:dawn.forgeard@sympatico.ca">dawn.forgeard@sympatico.ca</a>

## **Volunteers**

The ASC is always looking for volunteers – they are a vital part of our club. We need volunteers to play music on all sessions. We also need help with special events, competitions, and test days; and doing a variety of jobs for the Ice Show (ticket selling, props, dressing room attendants, sewing, etc.).

Our Session Chair coordinates music players and will contact all StarSkater parents to request their time.

## **Program Assistants**

All StarSkaters eleven years of age or older are encouraged to become Program Assistants for the younger skaters during the Learn-to-Skate sessions. Their duties include assisting the professional coaches during lessons, leading activities in the warm-up and cool-down portion of the sessions, and helping our new skaters to get their balance on the ice. This is an excellent way for StarSkaters who are in high school to earn community service hours! Please let our Program Director know which sessions and days you are available.

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## Communication

We try hard to keep all of our members informed of what's happening at ASC, through several methods:

- Bulletin Boards – We encourage you to check our bulletin boards often for current information. There are two bulletin boards – downstairs outside Arena 1, and upstairs in the hallway overlooking Arena 2.
- ASC Office – Located upstairs at the west end, beside Arena 2, the office is staffed by an office administrator and Board members who will answer your questions or direct you to the most appropriate contact. Our office hours are posted on the office door and on our website.
- Website and Email – Please check our website [www.ajaxskatingclub.ca](http://www.ajaxskatingclub.ca) often, as it is updated regularly with photos and news of upcoming competitions, test days and special events. You will also receive periodic e-mail from the Ajax Skating club ([ajaxskatingclub@hotmail.com](mailto:ajaxskatingclub@hotmail.com)) reminding you of upcoming events. Please ensure you provide us with a current e-mail address so we can keep you informed.

## Information About Our Bi-Annual Ice Show

Every two years the ASC holds an Ice Show, a skating spectacular that showcases the talents of our skaters. Our next Ice Show will be scheduled for March 30-31, 2010.

All non-adult skaters are automatically included in the show – there is no additional cost for group numbers as this is included in the general registration fee. We rely upon ticket sale receipts and other forms of income to cover the significant expenses associated with putting together the production.

## ASC Club Competition

The ASC will hold its annual club competition on Saturday, December 17, 2011. This event is open to all ASC skaters. There are events for skaters in the Learn-to-skate and StarSkate categories. Each event is divided into levels based on Skate Canada tests/badges passed. Watch the bulletin boards and website for more information.

## Town of Ajax Santa Clause Parade

The ASC will once again be participating in the Ajax Santa Clause Parade. It is being held on Saturday, November 12 at 6:00 p.m. Come dressed for the weather in our club colours RED and/or BLACK and march with us in the 2011 Ajax Santa Claus Parade! Details to follow closer to the date.

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## Skate Exchange and Club Clothing

The ASC holds its annual skate exchange at the Ajax Community Centre in early September, where used skates and skating attire (competition dresses, practice dresses, sweaters and more) are sold by the members. This is a great opportunity to purchase good used skates and clothing at reasonable prices.

Some used skates and skating attire are also available for sale at the Club office during office hours.

**AGAIN THIS YEAR:** all articles will be placed with the club on a consignment basis and all parties interested in selling articles must complete the consignment clothing agreement form. Please see the club office for more details.

The ASC is pleased to offer all skaters the opportunity to purchase jackets, warm-up clothes and other items in our club colours (red and black) embroidered with the Ajax Skating Club logo. Order forms are available at the office. Check our website or at the club office for order deadlines.

## Children's Fitness Tax Credit

Starting in 2007, registration fees were eligible for a tax credit of up to \$500 per year for each child under 16 years of age. Receipts for skating registration fees are available on-line, by logging into your QuickEnrollment account. Please contact the Registrar at [ajaxskatingclubregistrar@gmail.com](mailto:ajaxskatingclubregistrar@gmail.com).

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## Ajax Skating Club Code of Conduct

- All skaters must comply with the Skate Canada Central Ontario Code of Conduct and the Code of Conduct of the Ajax Community Centre.
- Skaters representing the ASC at any function are expected to conduct themselves in a responsible and respectable manner.
- All Club members must abide by the rules and regulations of the Ajax Community Centre, which includes NO SMOKING ANYWHERE IN THE BUILDING.

## Ajax Skating Club Rules

### *Session Rules*

#### **1. General**

- All StarSkaters must sign in and out on the attendance sheets that will be found at the double doors.
- Skaters in lessons and/or having their solo played have the right of way.
- Pro requests will be played in the order received.
- Pro requests can only be made for a skater during a private lesson, 1 per 15 minute lesson.

#### **2. Freeskate Sessions**

- Solos will be played in the order of the solo list provided for each session, continuing each week with the next skater on the list. (Senior sessions excluded.)
- Pro requests will be played as requested.
- Dances will only be played by Pro request during a lesson.

#### **3. Dance Session**

- The dance play list for each session will be followed.
- No freeskating is permitted unless the skater is in a lesson.
- Solos will not be played.

#### **4. Stroking Sessions**

- Lessons are permitted during a coached stroking session only at the end of the ice.

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## 5. Skating Skills Sessions

- Skills tapes will be played according to the play list for the session.

### ***Safety and Security***

1. No socializing, games or horseplay on or off the ice.
2. No gum, food or drinks (other than water) on the ice.
3. No walkmans.
4. No standing in the middle of the ice.
5. Skaters and lessons should not be confined to one area of the ice.
6. Skaters are not permitted on the ice until the Zamboni doors are closed.
7. Skaters are not permitted on the ice without a qualified coach accompanying them.
8. Parents and spectators are not permitted in any area with direct access to the ice surface.
9. No interference with coaches or skaters during the session.
10. If a skater has chosen to skate on ice that is not designated as Ajax Skating Club permitted ice, the Ajax Skating club assumes no responsibility for losses, damages or injuries.

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## ***Code of Conduct of the Ajax Community Centre***

To ensure a safe and pleasant environment, the Town of Ajax, Recreation Services, request that everyone using this facility comply with the code of conduct listed below. Above all, staff and visitors must be treated with respect. Non compliance may result in ejection from Town facilities for an indefinite period of time.

The following activities/behaviours/items are prohibited:

- Acting in an intimidating, disrespectful or disruptive fashion
- Behaviour which may interfere with the enjoyment of the facilities for others( ie: running, horseplay, fighting, spitting, swearing, blocking of stairways or exits, littering etc)
- Wearing of clothing or apparel that hides the identity of an individual except for religious purposes
- Use of in-line skates (other than on designated playing surfaces), skateboards, scooters, heelies and other rolling devices, as well as, cleats
- Verbal threats and insults
- Breaking of established rules governing activities run by Recreation Services
- The use of cellular phones (as a camera), personal digital assistants and digital cameras in change rooms, washrooms and dressing rooms

Please be aware that staff have the authority to check back packs, bags and purses. Any person who refuses to allow such an item to be checked may be asked to leave the facilities.

Anyone caught damaging or defacing property will pay ALL repair costs.

Children under the age of 10, not participating in a scheduled activity or program, must remain under the direct supervision of an adult or responsible guardian of at least 14 years of age. Direct supervision is defined as the child or children must be in sight of the parent or guardian at all times.

## ***Supervision of Children at the Ajax Community Centre***

While you are visiting Town of Ajax Recreation Facilities, it is our expectation that children under the age of 10, not participating in a scheduled activity or program, will remain under the direct supervision of an adult or responsible guardian of at least 14 years of age. Direct supervision is defined as the child or children must be in sight of the parent or guardian at all times.

For the safety of your child and others in our facilities, we require all patrons to adhere to our Code of Conduct and Spectator Code of Conduct.

Generally, recreation facilities are very busy with many people congregating throughout the building. It is virtually impossible for our staff to see every person and their actions at all times. Therefore, your child may be vulnerable to many dangers.

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We appreciate your anticipated cooperation in regards to adequate supervision of your child while using our facilities.

## Our Coaches

The Ajax Skating club hires qualified, professional coaches to teach skating for our Club members. We pay the coaches to teach group lessons. Coaches may also use the Club ice to teach private lessons for our Club members. Private lesson fees, lesson types and number of lessons per week are determined between the coach and the parent. The fees are paid directly to each coach.

Our Coaches are:

Pam Brown - Program Coordinator	<a href="mailto:sk8brown@rogers.com">sk8brown@rogers.com</a>
Lori Barber	<a href="mailto:LLLBarber19@hotmail.com">LLLBarber19@hotmail.com</a>
Jessica Bishop	<a href="mailto:rowsellj@gmail.com">rowsellj@gmail.com</a>
Nicole Brittain	<a href="mailto:NicoleBrittain@gmail.com">NicoleBrittain@gmail.com</a>
Sherri Desroches	<a href="mailto:sherri.desroches@rogers.com">sherri.desroches@rogers.com</a>
Nancy Eastman	<a href="mailto:gr8sk8@hotmail.ca">gr8sk8@hotmail.ca</a>
Dawn Forgeard	<a href="mailto:dawn.forgeard@sympatico.ca">dawn.forgeard@sympatico.ca</a>
Margaret Long	<a href="mailto:mlaw@rogers.com">mlaw@rogers.com</a>
Ashlea Manns	<a href="mailto:ashlea_manns@hotmail.com">ashlea_manns@hotmail.com</a>
Denise Steenson	<a href="mailto:dsteea132@rogers.com">dsteea132@rogers.com</a>

When does my skater need a private coach?

- If your skater is struggling to keep up in the group lesson, you may want to ask a coach to give some private lessons for a boost.
- If you want your skater to develop faster than the group lessons will take him/her.
- If you want your skater to compete, even at the CanSkate level.
- If your skater has completed the CanSkate program and is continuing in the STARSkate (test stream) program, Private Coaches are **mandatory**.

For more information, speak to a coach before or after a session. **Never** interrupt a lesson.

## Selecting a Coach

Private lesson are an agreement between the skater, parent and the coach. This is independent of the ASC; the ASC endorses all of our coaches equally and will not recommend a coach. The ASC assumes no responsibility for private lessons, such as fees charged or scheduled times. When you are interested in hiring a private coach, contact is made directly with the coach. All coaches' pictures are displayed in the case beside the ASC office in Rink 2 Upper Lobby. The email addresses are listed in this handbook.

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When you are selecting a private coach, you should discuss availability, fees, lesson types and number of lessons per week. In order for the coach to meet all of your needs, contact the coach as early as possible. It is the skater's responsibility to inform their coach if they are going to be absent from a lesson.

## Programs for Everyone

The Ajax Skating Club has a program for everyone. Our coaches offer group and private lessons to help you:

- Learn to Skate for recreation, hockey and figure skating
- Build your skating skills as a child or an adult
- Compete in local competitions from CanSkate to adult
- Earn test medals, from preliminary to gold level in 4 skating disciplines – Dance; Skills; Freeskate; and Interpretive

Belonging to our club gives you additional benefits:

- Develop self-confidence, leadership and team-building skills
- Stay healthy, fit and active
- Make new friends

Programs are available from 3 year old to adulthood. When you/your child registers for a CanSkate Program with the ASC, you also become a member of Skate Canada, the national sport governing body for figure skating in Canada.

### ***CanSkate for Preschool***

A learn-to-skate program geared for 3 and 4 year olds, stressing basic balance and movement on the ice. Each CanSkate for Preschool session is 30 minutes in length. Both Professional Coaches and Program Assistants work with the little ones to help them feel comfortable on skates, and make it fun with songs, games and toys. It is a great way to get your younger child out on the ice and ease them into the sport of skating. A CSA Certified Hockey helmet is mandatory for beginner skaters.

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## ***CanSkate***

A learn-to-skate program designed for children 5 years and up. Skaters progress through a series of levels (badges) as their skills develop. Each CanSkate session is 60 minutes in length. The first 5 minutes is skating, then the next 10 minutes is a warm-up period, when skaters will be led through various exercises by a professional coach. Skaters will then divide into small groups where they receive a 30 minute lesson from one of our professional coaches. The last 15 minutes consist of 5 minutes skating and a 10 minute cool-down led by or program assistants. There may be games or other fun planned, so they should stay on the ice. During this period, private lessons may also be conducted.

There are seven Skills Badges in the CanSkate program:

Sate 1 (Balance)	Stage 5 (Power)
Stage 2 (Glide Forward)	Stage 6 (Speed)
Stage 3 (Glide Backward)	Stage 7 (Pre-Preliminary)
Stage 4 (Edges)	

In addition, there are Movement Badges that can be earned for going forward, going backward, stopping, turning, spinning and jumping. Each skater develops at his/her own pace, and assessment by the coaching staff is ongoing rather than on any specific testing schedule. A CSA Certified Hockey helmet is mandatory for beginner skaters.

## ***CanSkate for Hockey/Ringette***

We offer a customized lesson on our Canskate session with a focus on balance, power, agility, speed and endurance. This program is geared to the hockey or ringette player. The structure is similar to the CanSkate program. Full equipment is optional. This program is geared to skaters who already have basic forward and backward skating skills (they must be able to skate the length of the rink using alternate strides) and are able to stop on command without the use of the boards. A CSA Certified Hockey helmet is mandatory for beginner skaters.

## ***CanSkate for Adults/Teens***

A learn-to-skate program designed for skaters 15 years and older. The skaters may be new to the sport of skating or may be returning after a long hiatus. A CSA Certified Hockey helmet is mandatory for beginner skaters of any age until Stage 5 of CanSkate has been passed.

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## CanSkate Badge Chart

Badge	FORWARD	BACKWARD	STOP	TURN	SPIN	JUMP
#1	<ul style="list-style-type: none"> <li>Balance on 2 feet with eye focus (posture/alignment)</li> <li>Marching on the spot</li> <li>Walking fwd (duck walk)</li> </ul>	<ul style="list-style-type: none"> <li>Waling bwd (8 steps)</li> </ul>	<ul style="list-style-type: none"> <li>Falling down →getting up</li> <li>Making snow</li> </ul>	<ul style="list-style-type: none"> <li>Two-foot quarter bend turns on spot</li> </ul>	<ul style="list-style-type: none"> <li>Walking around on spot</li> </ul>	<ul style="list-style-type: none"> <li>Two-foot jump on spot</li> </ul>
#2	<ul style="list-style-type: none"> <li>Fwd consecutive push/glide sequence (min. 8 thrusts)</li> <li>Fwd glide (two feet to one foot)</li> <li>Fwd ½ sit glide</li> <li>Fwd two-foot sculling</li> </ul>	<ul style="list-style-type: none"> <li>Walking bwd with glide</li> </ul>	<ul style="list-style-type: none"> <li>Fwd snowplow or fwd ½ snowplow</li> </ul>	<ul style="list-style-type: none"> <li>Two-foot ½ turn on spot</li> </ul>	<ul style="list-style-type: none"> <li>Two-foot spin</li> </ul>	<ul style="list-style-type: none"> <li>Two-foot jump while gliding fwd</li> </ul>
#3	<ul style="list-style-type: none"> <li>Fwd slalom (two feet and one foot)</li> </ul>	<ul style="list-style-type: none"> <li>Bwd consecutive push/glide sequence (min. 8 thrusts)</li> <li>Bwd glide (two feet to one foot)</li> <li>Bwd two-foot sculling</li> </ul>	<ul style="list-style-type: none"> <li>Bwd snowplow or bwd ½ snowplow</li> </ul>	<ul style="list-style-type: none"> <li>Two-foot turn fwd to bwd</li> <li>Two-foot turn bwd to fwd</li> </ul>	<ul style="list-style-type: none"> <li>Two-foot spin picking up alternating feet</li> <li>Two-foot sit spin</li> </ul>	<ul style="list-style-type: none"> <li>Two-foot jump gliding bwd</li> </ul>
#4	<ul style="list-style-type: none"> <li>Fwd glide on curve clockwise (two feet to one foot)</li> <li>Fwd glide on curve counter-clockwise (two feet to one)</li> <li>Walking crosscuts:                             <ul style="list-style-type: none"> <li>- Right over left</li> <li>- Left over right</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Bwd glide on curve clockwise (two feet to one foot)</li> <li>Bwd glide on curve counter clockwise (two feet to one)</li> <li>Bwd slalom (two feet to one)</li> </ul>	<ul style="list-style-type: none"> <li>Fwd two-foot side stop</li> </ul>	<ul style="list-style-type: none"> <li>Turning on curve fwd to bwd and bwd to fwd (two feet)</li> <li>Turning on curve fwd to bwd (one foot)                             <ul style="list-style-type: none"> <li>- Outside</li> <li>- Inside</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Fwd one-foot spin (one revolution)</li> <li>One-foot back spin (one revolution)</li> </ul>	<ul style="list-style-type: none"> <li>Two-foot jump fwd to bwd and bwd to fwd on a curve</li> </ul>
#5	<ul style="list-style-type: none"> <li>Fwd circle thrust clockwise</li> <li>Fwd circle thrusts counter clockwise</li> <li>Fwd crosscuts in a figure 8 pattern</li> <li>Edge development (step/step/step and hold on alternating curves) FO FI</li> </ul>	<ul style="list-style-type: none"> <li>Bwd circle thrusts clockwise</li> <li>Bwd circle thrusts counter clockwise</li> </ul>	<ul style="list-style-type: none"> <li>One foot side stop</li> </ul>	<ul style="list-style-type: none"> <li>Turning on curve bwd to fwd changing feet. LBO-RFO or RBO-LFO</li> <li>LBI-RFI or RBI-LFI</li> </ul>	<ul style="list-style-type: none"> <li>Fwd one-foot spin (more than one revolution)</li> <li>One-foot back spin (More than one revolution)</li> </ul>	<ul style="list-style-type: none"> <li>One-foot jump fwd to bwd</li> <li>Fwd power jump</li> </ul>
#6	<ul style="list-style-type: none"> <li>Fast fwd perimeter stroking clockwise</li> <li>Fast fwd perimeter stroking counter clockwise</li> </ul>	<ul style="list-style-type: none"> <li>Fast bwd perimeter stroking clockwise</li> <li>Fast bwd perimeter stroking counter clockwise</li> <li>Bwd crosscuts in a figure 8 pattern</li> <li>Edge development (step/step/step and hold on alternating curves): BO BI</li> </ul>	<ul style="list-style-type: none"> <li>Fwd two-foot stop with speed</li> </ul>	<ul style="list-style-type: none"> <li>Circle stroking with crosscuts and turns</li> <li>Turning on a curve fwd to bwd changing feet</li> <li>Turning on curve bwd to fwd (one foot)                             <ul style="list-style-type: none"> <li>outside</li> <li>inside</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>One-foot spin with FO spiralling edge entry (more than one revolution)</li> <li>One-foot back spin with F1 spiralling edge entry (more than one revolution)</li> </ul>	<ul style="list-style-type: none"> <li>Back toe-assisted jump</li> <li>Rotating power jump</li> </ul>
#7	<ul style="list-style-type: none"> <li>Full edges on a line: FI FO</li> <li>Fast fwd perimeter stroking with crosscuts clockwise</li> <li>Fast fwd perimeter stroking with crosscuts counter clockwise</li> <li>Fwd progressives</li> <li>Fwd chasses</li> <li>Fwd rolls or swing rolls</li> </ul>	<ul style="list-style-type: none"> <li>Full edges on a line: BI BO</li> <li>Fast bwd perimeter stroking with crosscuts clockwise</li> <li>Fast bwd perimeter stroking with crosscuts counter clockwise</li> <li>Bwd progressives</li> <li>Bwd chasses</li> <li>Bwd rolls or swing rolls</li> </ul>	<ul style="list-style-type: none"> <li>Fwd fast skating, stop</li> <li>Bwd fast skating, stop</li> </ul>	<ul style="list-style-type: none"> <li>Simple set pattern step sequence (including 3s and mohawks)</li> </ul>	<ul style="list-style-type: none"> <li>One-foot spin with bwd crosscut entry</li> <li>Sit spin (one revolution)</li> <li>Back sit spin (one revolution)</li> </ul>	<ul style="list-style-type: none"> <li>Waltz jump (from bwd crosscuts)</li> <li>Toe loop</li> <li>Salchow</li> <li>½ flip or ½ lutz</li> </ul>

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## ***STARSkate Sessions***

Skaters completing the CanSkate Program may enter the Test Stream at the Junior level and progress to Intermediate and Senior as they advance. These levels are comprised of a combination of Stroking, Skating Skills, Freeskate and Dance. All skaters entering the STARSkate program **must have** a private coach.

Sessions vary in length and are priced accordingly. The structure of each session will vary slightly depending on its length, but generally will encompass all the above disciplines. The first 10 or 15 minutes is dedicated to warm-up and stroking. This builds strength and endurance, and improves edges for better skating. The last 10 minutes of the session is dedicated to dance, during which dance music will be played according to the Skate Canada guidelines; no freeskate is allowed (unless the skater is in a private lesson). The remainder of the session is dedicated to freeskate, during which each skater works independently on the skills they have been taught, and receives a private lesson from their coach. Solo music will be played in rotation so that skaters can practice their freeskate routines.

## **Qualifications for STARSkate Levels**

All skaters must skate at the level for which they qualify; any exceptions to this require Board approval.

### **Junior**

To qualify as a junior, a skater must:

- have passed CanSkate Badge 6.

Junior skaters are introduced to the three primary disciplines, and learn the skills necessary to pass their Preliminary tests.

In addition to the skater's private coaching lesson, all Junior sessions include a 15-minute group lesson led by one of our professional coaches, usually held at the end of the session.

### **Intermediate**

To qualify as an Intermediate, a skater must:

- have passed two of the following complete tests: Preliminary Freeskate, Preliminary Skills, Preliminary Dances; **OR**
- be at least 14 years of age and have passed one of the above complete tests.

Intermediate skaters continue to work on the three primary disciplines, typically at the Junior Bronze and Senior Bronze levels.

### **HIGH Intermediate**

To qualify as a HIGH Intermediate, a skater must:

- have passed BOTH the completed Preliminary FreeSkate AND Junior Bronze Skills.

# Ajax Skating Club Skater's Handbook

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## Senior

To qualify as a senior, a skater must:

- have passed two of the following complete tests: Junior Bronze Freeskate, Senior Bronze Skills, Senior Bronze Dances; **OR**
- be at least 16 years of age and have passed one of the above complete tests.

Senior skaters continue to work on the three primary disciplines, typically at the Junior Silver, Senior Silver and Gold levels.

## Guest Skating

1. A "guest skater" is an ASC skater coming on the ice on a day that they are not registered to skate on or a skater who is not registered with the ASC.
2. Guest skating fees are **\$20.00 for ASC members and \$25.00 for non-ASC members**. All guest skaters must inform the office and/or music room and obtain a fee envelope in advance of the session. No guest skating will be allowed on full sessions.
3. Guest skating **will only** be permitted on sessions that **are not full**. Full sessions will be posted on the ASC bulletin board.
4. Any skater coming onto the ice when it is not his or her regularly scheduled session must first sign in at the music room, indicating the reason for being there and paying the guest fee applicable.
5. Solo music will not be played for a guest skater until after all registered skaters have had their music played once in rotation.
6. Out of club guest skaters will not have their music played.
7. Off-session lessons are **ONLY** permitted if pre-arranged between the coach and skater, and the music person notified at the beginning of the session. The skater may only remain on the ice for a 5-minute warm-up before the lesson, and must leave the ice immediately after the lesson; otherwise he or she is required to pay a guest skating fee. It is the coach's responsibility to enforce this.
8. Skating down (i.e. Seniors skating on Intermediate sessions, Intermediates skating on Junior sessions) is permitted, provided all other rules for music and guest skating are met.

## Dress Code

We don't like to see our skaters in jeans or bulky jackets while on the ice, as it inhibits movement. Therefore, we require ALL StarSkaters to wear appropriate skating attire:

- Skating dresses or skirts, or yoga pants (for girls) or skating pants (for boys) are always best.

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- The following will NOT be acceptable – crop or belly tops, jeans, pants with wide flairs, or pants that are longer than the ankle of the skate.

Also, a reminder that no food or drinks are allowed on the ice (with the exception of water bottles).

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### STARSkate Skills

Skating skills are exercises that are skated to specific music containing edges turns and field movements designed to expand on the fundamental movements for skaters of all levels. The basic components of all disciplines of figure skating are contained in the program. Edge quality, control, power and speed are basic skating fundamentals that are mastered in the skating area. Skating skills consist of the following six test levels:

Test Level	Title	Focus
Preliminary	Waltzing Threes	control of forward three turns
	Waltzing Mohawks	power & agility
	Preliminary Circles	edge quality & balance
Junior Bronze	Threes & Power Mohawks	control of backward threes & power
	Power Circles	stroking technique (ie., crosscuts)
	Change Threes	control of change of edge - three turn
Senior Bronze	Forward Brackets	control of forward brackets & agility
	Power Circles	power
	Expanding Exercise	control of swing roll - change of edge & power
Junior Silver	Multi Turns & Power Threes	balance in multiple turns & power transitions
	Snakes & Ladders II (revised)	edge quality in Small Lobes, balance in multiple turns & loops
	Flying Choctaws	agility & power
Senior Silver	Rockers & Choctaws	control of rockers & agility
	Multi-Circle Threes & Brackets	balance of threes and brackets & power
	Expanding Exercise	edge quality, balance & control of all turns
Gold	Counters & Three Change Three	control of counters & agility
	Multi-circle Double Threes & Mohawks	balance in multiple turns & power
	Expanding Exercise	edge quality, balance, control of all turns

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## STARSkate Dance

The Discipline of Dance consists of seven levels of tests. It teaches timing, musicality, rhythm, interpretation and structure, as well as, basic skating skills such as edges, flow, control and unison. Dancers skate with partners and sometimes by themselves to various musical rhythms, including waltz tango and blues. Each compulsory Dance has a series of steps that must be skated in a specific pattern. Dancers progress through the seven different test levels and can skate the Dance tests in any order within each level. A skater must pass a specified number of the test Dances at one level before proceeding to the next.

Test Level	Dance	
Preliminary Dances	Dutch Waltz	
	Canasta Tango	
	Baby Blues	
	Preliminary Creative Dance	
Junior Bronze Dances	Swing Dance	
	Fiesta Tango	
	Willow Waltz	
Senior Bronze Dances	Ten Fox	
	Fourteenstep	
	European Waltz	
	Bronze Creative Dance	
Junior Silver Dances	Keats' Foxtrot	
	Harris Tango	
	American Waltz	
	Rocker Foxtrot	
Senior Silver Dances	Paso Doblé	Kilian
	Starlight Waltz	Cha Cha Congelado
	Blues	Silver Creative Dance
Gold Dances	Viennese Waltz	Argentine Tango
	Westminster Waltz	Silver Samba
	Quickstep	Gold Creative Dance
Diamond Dances	Ravensburger Waltz	Rhumba
	Tango Romantica	Austrian Waltz
	Yankee Polka	Golden Waltz

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## STARSkate Sessions - Test Days

Skate Canada nationally standardized tests are the method of evaluating a skater's progression at the Junior, Intermediate and Senior levels. These tests fall into disciplines recognized by Skate Canada – Freeskate, Dance, Skating Skills and Interpretive Skating.

Each discipline is divided into levels:

- Low Tests (Preliminary, Junior Bronze, and Senior Bronze): Freeskate (consists of two parts: elements in isolation and a free program); Dance; Skating Skills; and (Introductory and Bronze): Interpretive.
- High Tests (Junior Silver, Senior Silver, and Gold): Freeskate (consists of two parts: elements in isolation and a free program); Dance; Skating Skills; and (Diamond): Dance; and (Silver and Gold): Interpretive.

The skater's Skate Canada test levels determine progression from Junior to Intermediate and from Intermediate to Senior. Qualifications are evaluated regularly based on our skating population and ice availability.

Test Days are run by ASC and held throughout the season. There are usually three Low Test Days and three High Test Days. Test days for this year are as follows:

- Low – November 10, 2011
- High – November 17, 2011
- Low – January 19, 2012
- Low - February 2, 2012
- High – February 16, 2012
- Low – March 1, 2012
- High/Low – May 17, 2012

On test days, skaters on the Junior, Intermediate and Senior sessions have the opportunity to try a Skate Canada test in front of an independent Skate Canada evaluator.

There are fees to try each test. All fees are payable prior to taking the test. The Skate Canada fee is sent to Skate Canada. The Administration fee is used to help defray the cost of the ice and the evaluators' expenses. If test fees or appropriate membership fees are not paid, the skater will not be able to try the test(s). Please note if the skater is taking a dance test there could be a partnering fee. Please discuss this with your coach.

Some tests may be held during school hours; this is dependent upon the availability of the Skate Canada evaluator(s).

Skaters will be required to be at the arena approximately 45-60 minutes prior to test time. Please verify times with your coach prior to test day.

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## 20011 - 2012 Calendar of Events

	SUN	MON	TUE	WED	THU	FRI	SAT	
SEPT 2011					1	2	3	
	4	5	6	7	8	9	10	<b>Sat Sept 10, 2011: Open registration and skate exchange, 10am-1pm</b>
	11	12	13	14	15	16	17	Sept 12: 2011-12 Season Begins
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		
OCT 2011							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	Oct 10: Thanksgiving Monday - no skating
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						Oct 31: Halloween - no skating
NOV 2011			1	2	3	4	5	
	6	7	8	9	10 T	11	12	Nov 10: Low Test, Nov 12: Old Timer's Tour - no skating, Santa Parade @ 6:00 pm
	13	14	15	16	17 T	18	19	Nov 17: High Test
	20	21	22	23	24	25	26	
	27	28	29	30				
DEC 2011					1	2	3	
	4	5	6	7	8	9	10	Dec 2-4: DWGHA Tournament - no skating
	11	12	13	14	15	16	17	Dec 10: Bring a Friend Day - regularly scheduled sessions may be changed
	18	19	20	21	22	23	24	<b>Dec 17: Club Competition - no regular skating sessions</b>
	25	26	27	28	29	30	31	Dec 24: Christmas Eve - no skating
								Dec 25-31: Christmas / New Year's Break - no skating
JAN 2012	1	2	3	4	5	6	7	Jan 1-8: Christmas / New Year's Break - no skating
	8	9	10	11	12	13	14	
	15	16	17	18	19 T	20	21	Jan 19: Low Test
	22	23	24	25	26	27	28	
	29	30	31					
FEB 2012			1	2 T	3	4		Feb 2: Low Test
	5	6	7	8	9	10	11	Feb 10-12: Ringette Tournament - no skating
	12	13	14	15	16 T	17	18	Feb 16: High Test
	19	20	21	22	23	24	25	Feb 20: Family Day - no skating
	26	27	28	29				
MAR 2012					1 T	2	3	Mar 1: Low Test
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	Mar 23-25: AMHA Tournament - no skating
	25	26	27	28	29	30	31	<b>Mar 30-31: Ice Show - no regular skating sessions</b>
APR 2012	1	2	3	4	5	6	7	Apr 6: Good Friday - no skating
	8	9	10	11	12	13	14	Apr 9: Easter Monday - no skating
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
MAY 2012			1	2	3	4	5	AGM - TBD
	6	7	8	9	10	11	12	
	13	14	15	16	17 T	18	19	High/Low Test, 2011-12 Season Ends May 17
	20	21	22	23	24	25	26	
	27	28	29	30	31			

 Denotes NO REGULARLY SCHEDULED SKATING SESSIONS  
 Test days - regularly scheduled sessions may be changed

Learn to Skate and StarSkate Sessions Per Day of Week						
Session	Days of the Week					
	MON	TUE	WED	THU	FRI	SAT
Fall	7	9	9	9	0	8
Winter 1	9	9	9	9	0	6
Winter 2	8	9	9	9	0	6
Spring	6	7	7	7	0	0
<b>Comb.</b>	<b>30</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>0</b>	<b>20</b>

August 19, 2011

SEE REVERSE FOR IMPORTANT DATES TO REMEMBER

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## 2011-2012 AJAX SKATING CLUB IMPORTANT DATES TO REMEMBER

- SATURDAY, SEPT 10, 2011: - OPEN REGISTRATION AND SKATE EXCHANGE - 10:00 a.m. - 1:00 p.m.,  
Ajax Community Centre, Admiral Room
- MONDAY, SEPT 12, 2011: - FIRST DAY OF 2011/2012 SEASON
- MONDAY, OCT 10, 2011: - THANKSGIVING MONDAY - **NO SKATING**
- MONDAY, OCT 31, 2011: - HALLOWEEN - **NO SKATING**
- THURSDAY, NOV 10, 2011: - LOW TEST DAY FOR STARKSKATERS - regularly scheduled sessions may  
change (see bulletin board and/or website for details)
- SATURDAY, NOV 12, 2011: - OLD TIMERS HOCKEY TOURNAMENT - **NO SKATING**  
- AJAX SANTA PARADE @ 6PM
- MONDAY, NOV 14, 2011: - FIRST DAY OF CANSKATE, PRESCHOOL, ADULTS/TEENS, WINTER 1  
SESSION
- MONDAY, NOV 17, 2011: - HIGH TEST DAY FOR STARKSKATERS - regularly scheduled sessions  
may be changed (see bulletin board and/or website for details)
- THURSDAY, NOV 25, 2011: - HIGH/LOW TEST DAY FOR SKATERS - regularly scheduled sessions may  
change, see bulletin board and/or website for details
- FRI-SAT-SUN, DEC 2-4 2011: - DWGHA TOURNAMENT - **NO SKATING**
- SATURDAY, DEC 10, 2011: - BRING A FRIEND DAY, regularly scheduled sessions may change, see  
bulletin board and/or website for details
- SATURDAY, DEC 17, 2011: - ASC CLUB COMPETITION - **NO REGULAR SKATING SESSIONS**
- SATURDAY, DEC 24, 2011 - CHRISTMAS / NEW YEAR'S BREAK - **NO SKATING**
- SUNDAY, JAN 8, 2012 (incl):
- MONDAY JAN 9, 2012: - SESSIONS RESUME
- THURSDAY, JAN 19, 2012: - LOW TEST DAY FOR SKATERS - regularly scheduled sessions may  
change, see bulletin board and/or website for details
- MONDAY, JAN 30, 2012: - FIRST DAY OF CANSKATE, PRESCHOOL., ADULTS/TEENS, WINTER 2  
SESSION
- THURSDAY, FEB 2, 2012: - LOW TEST DAY FOR SKATERS - regularly scheduled sessions may  
change, see bulletin board and/or website for details
- FRI-SAT-SUN, FEB 10-12, 2012: - RINGETTE TOURNAMENT - **NO SKATING**
- THURSDAY, FEB 16, 2012: - HIGH TEST DAY FOR STARKSKATERS - regularly scheduled sessions  
may be changed (see bulletin board and/or website for details)
- MONDAY, FEB 20, 2012 - FAMILY DAY - **NO SKATING**
- THURSDAY, MAR 1, 2012: - LOW TEST DAY FOR SKATERS, - regularly scheduled sessions may  
change, see bulletin board and/or website for details
- FRI-SAT-SUN, MAR 23-25:2012 - AMHA TOURNAMENT - **NO SKATING**
- FRI-SAT, MAR 30-31, 2012: - ASC ICE SHOW - **NO REGULAR SKATING SESSIONS**
- MONDAY, APR 2, 2012: - FIRST DAY OF CANSKATE, PRESCHOOL, ADULTS/TEENS SPRING  
SESSION
- FRIDAY, APR 6, 2012: - GOOD FRIDAY - **NO SKATING**
- MONDAY, APR 9, 2012: - EASTER MONDAY - **NO SKATING**
- MAY 2012: - ASC AGM - **TBD**
- THURSDAY, MAY 17, 2011: - HIGH/LOW TEST DAY FOR SKATERS - regularly scheduled sessions may  
change, see bulletin board and/or website for details
- LAST DAY OF 2011-2012 SEASON

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## Refund Policy

Skate Canada recommends an accessible and flexible registration program, including refunds. The Ajax Skating Club (the "Club") undertakes to ensure refunds for all of its programs are flexible, accessible and provided in a timely manner, where they fall within the parameters of the policy.

### **General Principles:**

1. The Policy applies to all of the Club's regularly-scheduled sessions and activities, hereinafter referred to as the Club's 'programs', excluding synchronized skating.
2. ALL refunds must be requested in writing to the Board, using the Refund Requisition Form, addressed to the attention of the Registrar. The date of receipt will be the date used for the purpose of assessing the refund.
3. All refunds are considered on a case by case basis and the outcome is determined at the next Board meeting.
4. An administrative charge will be deducted from any refund request received. The deduction will include the full mandatory fees paid to Skate Canada upon initial registration and the Club administration fee.
5. All refunds will be pro-rated based on the number of lessons that occurred between the time of registration and receipt of request for refund.

### **Requests made up to and including week 2 (two) of program start**

6. Refunds (minus administration charge) for registration will be provided for any reason up to and including two (2) weeks of the commencement of the program in which the skater was registered. All requests must be accompanied by a completed Refund Request form. These requests are not subject to a pro-rated fee or Board approval.

### **Requests made three (3) weeks after program commencement:**

7. Any requests made three (3) weeks after the commencement of the program will be considered by the Board on a case-by case basis. All requests must be accompanied by a Request Refund Form. All requests will be subject to the administration charge PLUS a pro-rated fee for the sessions skated. Refunds will be given ONLY for the following circumstances:
  - a) **Medical reasons:** Any refund request for medical reasons must be accompanied by a medical certificate. The Registrar will keep the medical certificate in confidence and the document will only be used for the purposes of confirming the refund request.
  - b) **Extraordinary reasons:** Reasons beyond the control of the skater, including but not limited to serious illness in the family or moving from the area.
8. The above list in no way limit's the discretion of the Board to allow or decline refund requests for any reason.

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### ***Agreement to Refund:***

9. When a request is made under Section 7 above, the Board will vote to grant or to decline the refund request.
10. If the Board votes to grant the refund request, the Board undertakes that the refund will be provided in to the requestor a timely manner.
11. The exact calculation of the refund amount will be determined by the Treasurer and the Registrar as per the guidelines indicated in Section 6 and 7 (referring to section 3); the requestor will be provided a breakdown of the final calculation.

### ***Refund Refusal:***

12. If the Board declines the refund request, the Registrar or the Office Administrator will promptly inform the requestor of the Board's Decision.

### ***Refund Policy Awareness:***

13. The Refund Policy will be posted on the Bulletin Boards and on the website.
14. All Program brochures will include an outline of the Refund policy, and provide a link to the website for the full policy.

# Ajax Skating Club Skater's Handbook

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## Resources and Websites

### **Websites:**

Ajax Skating Club – stay updated on the news and events for our Club.

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

Skate Canada – the official website for amateur and professional skating in Canada

[www.skatecanada.com](http://www.skatecanada.com)

Central Ontario Website – Ajax Skating Club is affiliated with the Central Ontario Section of Skate Canada. Stay updated on competitions and events in the area.

[www.skatecanada-centralontario.com](http://www.skatecanada-centralontario.com)

Our synchronized skating team has its own website. Stay updated on the news and events for the Ice Waves Synchronized skating team.

[www.ice-waves.com](http://www.ice-waves.com)