

INFORMATION AND

POLICY HANDBOOK

Cold Lake Figure Skating Club

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April 2024

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# General Club Information

## Mission Statement:

To provide excellence in figure skating instruction, use team coaching to encourage a committed and fun environment, an provide ice access to all club members and guests at the lowest possible cost.

Cold Lake Figure Skating Club (CLFSC) is honored to be a Skate Canada sanctioned club and proud of the hard work, dedication and competitiveness of our skaters. We specialize in Learn-to-Skate, CanSkate, STARSkate, Competitive Skate, and Edge Development training programs.

Our skaters range from preschoolers to adults, beginner to elite levels. The club is managed under a professional business framework by a small staff and a large group of volunteers. CLFSC’s skating programs and coaches are 100% committed to helping our athletes reach above and beyond their potential as well as creating a safe and fun environment.

Our club was established in October, 1986 and we are celebrating our 37th skating season. Our goal is to be a club that is fun for skaters, non-political and where coaches can work in an open team environment.

# 1.0 Executive and Coaching Staff 2024-2025

## 1.1 Executive

The executive team is a group of dedicated volunteers who meet minimum once a month (first Wednesday of the month) during the season to review club business and plan events, competitions, and test days for our members. The Annual General Meeting is typically conducted in April where all club members are encouraged to attend and if interested enter their name for a volunteer board position.

|  |  |
| --- | --- |
| President | Amanda Forster |
| Vice President | Heather Miller |
| Treasurer | Kyla Nuttall |
| Secretary | Amanda Bain |
| Coaching Representative | Rachelle Rupp |
| Test Chair | Cheryl Fedor |
| Bingo Chair | Jacqueline Jorgensen |
| CanSkate Liaison | VACANT |
| Test Group Liaison | Erin Palazzi |
| Member at Large | Leanne Chuckrey |
| Member at Large | Sarah Williams |
| Member at Large | Vanessa Cheung |
| Member at Large | Mara Needham |

### 1.1.1 Executive Board Policy

The executive will be determined by vote at the Annual General Meeting of the Cold Lake Figure Skating Club (typically held in mid-April). As per Skate Canada’s recommendation the executive board will be comprised of the following positions (not limited to):

|  |
| --- |
| President – Full Credit |
| Vice President – Full Credit |
| Treasurer – Full Credit |
| Secretary – Full Credit |
| Test Chair – Full Credit |
| Bingo Chair – Full Credit |
| Event Chair – Full Credit  CanSkate Liaison - Quarter Credit |
| Test Group Liaison - Quarter Credit |
| Coaching Representative – Part of Contract |

The board will meet monthly throughout the winter and spring sessions (August to April) for regular club meetings. Special meetings will take place as necessary. Members of the CLFSC Executive Board should make every effort to attend all monthly meetings; however, up to 2 absences per year may be excused. Board members may receive a credit incentive for their annual participation. A full credit is $600 per year. Credit must be used by the end of the next year’s season or it will be deleted. Credit is non-transferable and may only be used for that member’s immediate family members (self, spouse or children), and cannot be shared with other relatives.

The club executive must follow their duties outlined in their role (provided at time of sign up) and will be evaluated annually. The positions of President, Vice President, Test-Chair, and Treasurer can only be filled by someone who has held another position on the board for a minimum of 1 year. The Treasurer is the only named administrator for banking.

The President, Vice President, Treasurer, and Bingo Chair are required to supply a Criminal Record Check at the start of their term and each following term.

Any correspondence, program, or business beyond day to day operations requires approval of the board.

## 1.2 Coaching

Skate Canada is home to nearly 5600 professional coaches who are dedicated to delivering best-in-class learn-to-skate, power skating and figure skating programs to thousands of skaters across the country. Our coaches are teachers, mentors and role models committed to teaching individual development and life skills to help each skater realize his/her personal best – on and off the ice. All Skate Canada coaches are professionals who are trained and certified through Skate Canada’s National Coaching Certification Program (NCCP). All Skate Canada professional coaches must be registered coaching members in good standing. Detailed information regarding coaching can be found at [www.skatecanada.ca/skate-canada-coaches/#profession](http://www.skatecanada.ca/skate-canada-coaches/#profession)

All of our coaches are St. Johns or Red Cross First Aid CPR “C” and AED Certified an have complete the Skate Canada background check.

**Rachelle Rupp- Head Coach and Coaching Representative**

Rachelle has been coaching since 1992, and has been with the CLFSC since 2002. Her role as Head Coach involves direct/indirect supervision and mentorship of all other coaches as well as point of contact for members in regards to coaching questions or concerns. She oversees all Skate Canada program requirements and leads all training programs for the club. She also serves on the executive board as the Coaching Representative as a liaison between the coaches and executive team. Rachelle has over 30 years’ experience in coaching and an impressive repertoire of training achievements.

* National Trained Coach
* NCCP Level II Certified Singles
* NCCP Level III Technical Singles
* NCCP Level III Theory Singles
* NCCP Level III Singles
* Triple Gold
* Star 1 -5 Coach Assessor
* Star 6 – Gold Coach Assessor
* 2004, 2006, 2008, 2010, 2020, 2024 NE Alberta Winter Games Coach Representative
* 2005/2006 NE Zone Coaching Representative

**Shelby Pollock- CanSkate, Test Group, STARSkate Coach**

Shelby has been coaching figure skating since 2011 and has been with CLFSC since 2016.

* CanSkate Certified
* Regional Trained
* NCCP Coach

**Junior CanSkate, Test Group Coach**

Usually a long-time member of the CLFSC and working towards transitioning from skater and program assistant, to coach.

* CanSkate certified
* NCCP Coach

**Program Assistants (PA’s)**

Program assistants (PA’s) are individuals who have been trained by a CanSkate coach to assist in the delivery of the CanSkate program. Program assistants are typically current skaters with the club. Program assistants should be good communicators and demonstrators, enthusiastic, team players, good role models, responsible, punctual, patient, prepared and organized, able to lead groups, encourage skaters and offer praise. Above all, PA’s will keep skaters moving while having fun.

A PA’s role may include:

* + - Assisting or leading warm-ups, group activities or cool-downs
    - Assisting with the set-up of circuits and stations
    - Leading circuits and rotations
    - Demonstrating proper execution of skating skills
    - Aiding skaters who may have additional needs
    - Taking attendance
    - Timing speed skills
    - Providing general assistance to the coaches on the session
    - Providing encouragement and general feedback to skaters
    - Assisting with tracking of skill acquisition

A PA’s role does not include:

* + - Delivering lessons at a designated teaching station
    - Instructing skills or assessing skills
    - Discussing skater progress or behavior with parents or guardians

To be eligible to volunteer during a session, all Junior Coaches and Program Assistants (PA’s) must be currently registered Skate Canada members. Junior Coaches must be working towards becoming a CanSkate Coach.  They need to be a minimum of 15 years of age and enroll in the CanSkate Coach course.

Program Assistants must have completed yearly Program Assistant training as well as the first 3 STARSkate Dances. Junior Coaches and PA’s do not receive monetary payment but are offered credits ($5-6 per class) towards various CLFSC fees.

# Skating Programs

## 2.1 Programs

### Learn-to-Skate

The Learn-to-Skate program is designed for children 2 years old and up that are completely new to skating. Children must be fully potty trained to begin skating with CLFSC (no diapers on the ice). We aim to provide a positive first experience to skating. Class consists of a 5-minute warm up, and 35 to 40 minutes on ice instruction. Music and various skating props are used to make it fun and keep skaters engaged. Learn-to-Skate is not a pre-requisite for enrolment in CanSkate.

### CanSkate

The CanSkate program is a complete series of balance, control and agility skills that will prepare skaters for any ice-skating sport or recreational skating. The nationally-tested and proven curriculum and delivery method guarantees skater success by utilizing 90% movement. We employ certified coaches trained specifically in teaching the mechanics and proper technique of skating. Our coaches are assisted by trained program assistants. This format ensures a 1:10 coach/program assistant to skater ratio or lower. Our goal is to provide kids with the best foundation for figure skating, hockey, speed skating and ringette while promoting fun, fitness and participation.

Skaters are grouped by similar skill level, not necessarily by a specific badge level. Each group has a Program Assistant (PA) who stays with the group and moves them from one station to the next as well as assisting at each station. Periodically, skaters will be moved within groups, however if your child is not changing groups it does not mean they are not advancing. Typically, skaters will progress through Stages 1 and 2 more quickly than Stages 3 to 6. It may take three to four full seasons to progress through to the end of Stage 6.

Stations

Our club uses a multiple station format with 10-12-minute rotations. The circuits are built to cover a range of skills associated in each of the three areas: Balance (forward skating, glides), Control (stops, backward skating, glides), and Agility (turns, spins, and jumps.) Coaches and PAs will assist in leading their group through the stations.

Group Activity/Cool Down

After groups have rotated through each station, all the skaters come together for a group activity that is theme based. This is a continuous movement activity which promotes fun and inclusion while reinforcing skills. Group activity/cool down last approximately 5 minutes. It allows full use of the ice, while allowing the skaters to cool-down in a safe manner before the session end.

### Test Group

Test group is a custom CLFSC program, developed to introduce figure skating. This program is suited for skaters from the CanSkate Program Level 3 (coaches’ discretion) and up who want to focus on developing figure skating skills as opposed to other ice-skating sports.

### Pre-STARSkate

Pre-STARSkate is also a custom CLFSC program. Once skaters get past a certain basic skating stage, it’s important to challenge them to achieve higher skill levels. PreSTARSkate is CanSkate Stages 6 and 7. Skaters will be recommended to join PreSTARSkate once they have passed Stage 6. To move them up earlier frequently results in the following problems:

* + - * Fear, as other skaters are going substantially faster and that can be intimidating.
      * Frustration of the skater, as they are unable to work on the skills they are being asked to
      * Coaches endeavor to give equal time to all the kids in PreSTARSkate, and cannot facilitate giving more time to one PreSTAR skater over another, regardless of whether a skater is ready for stage 7 or not.

Note- Additional fees may apply at the PreSTARSkate level (refer to section 2.5.1). Any additional fees will be discussed with the head coach prior to the session start date.

### STARSkate

**S**kills, **T**ests, **A**chievement, **R**ecognition – this is what STARSkate is all about!

STARSkate offers opportunities for skaters of all ages to develop fundamental figure skating skills in four areas – **Skating Skills, Ice Dance, Free Skate and Artistic**. Unique in Canada, this program teaches figure skating skills in a group and/or private lesson format in a progressive and sequential manner and includes specifically designed awards and incentives. Once in the program, skaters have the opportunity to take Skate Canada Tests through a nationally standardized testing system (although not mandatory) and while honing learned skills. Skaters may also choose to enter competitions, while still trying Skate Canada tests. Other skaters may feel that they have progressed to a point where they may wish to enter the Skate Canada Competitive Skate Program or become involved in synchronized skating, evaluating or judging, or participate as an adult.

STARSkaters are grouped into 3 Categories in order to stagger available ice time and optimize coaching opportunities for all skaters. Additional fees apply at the STARSkate level (refer to section 2.5.1).

Below is a guideline of the possible levels in each category

Primary Level Tests (Star A)

* Skating Skills: Star 1-5
* Free Skating: Star 1-5
* Dance: Preliminary, Junior Bronze (Star 1-5)
* Artistic: Star 5

Intermediate Level Tests (Star B)

* Skating Skills: Star 4-8
* Free Skating: Star 3- 4
* Dance: Senior Bronze, Junior Silver (Star 5-8)
* Artistic: Star 5-7

Senior Level Tests (Star C)

* Skating Skills: Star 7- Gold
* Free Skating: Star 5 - Gold
* Dance: Senior Silver, Gold, (Star 8-Gold)
* Artistic: Star 7 - Gold

***Skating Skills*** are a combination of fundamental skating movements, executed on a pattern and skated solo. The basic components of all disciplines of figure skating are incorporated into the program. The movements are derived from former compulsory figures, free skating and ice dancing. The objective of the Skating Skills program is mastery of the basic fundamentals of skating – edge quality, control, power and speed.

There are 11 Skating Skills tests in the STARSkate program:

* Star 1-10 plus Gold

***Ice Dance*** consists of seven levels of tests, the Dance Test program teaches timing, musicality, rhythm interpretation, structure as well as basic skating skills such as edges, flow, control and unison.

The dances in the STARSkate Program can be tried in any order but a candidate must pass the required number of dances in a dance test before proceeding to the next level. In addition to the traditional compulsory dances, there are also Creative Dances to challenge skaters’ creativity, artistry and originality. Dance tests are completed with our Dance Partner/Coach (additional fee).

There are 10 Ice Dance Tests in the STARSkate program:

* Star 1-9 plus Gold

***Free Skate*** entails the execution of jumps, spins, footwork, field movements and stroking, either in isolation or performed in sequence to music.

There are 10 Free Skate tests in the STARSkate Program:

* Star 1- 9 plus GOLD
* Each test consists of 2 parts – Elements in Isolation and a Free Program, Gold level is only a Free Skate Program

***Artistic***- The objective of the Artistic program is to encourage and develop skaters’ creativity, expression, musicality, movement, interpretation of music, as well as the use of space, rhythm, line and style. The program provides skaters with the opportunity to explore the performance aspect of skating without focusing on technical elements. Skills prerequisites are required at each level of artistic.

The Artistic tests consist of skating to and interpreting a piece of music 2.0 to 3.0 minutes (+/- 10 seconds) in length. Skaters can take Interpretive tests as individuals and/or as a couple (male/female, female/female or male/male) at four levels:

* Star 5 (prerequisite skating skills 4)
* Star 7
* Star 9
* Gold

Please refer to Appendix B for Test Content Diagrams.

### Edge Development

This program is geared to assist hockey or ringette players develop technique and edges. Offered in the Spring session. Full hockey gear is required and runs in conjunction with the CanSkate program and runs for 45 minutes 1 day a week. There is limited registration due to space. Participants must be able to skate the length of the ice forward and backwards with glide stroke and have played a minimum of two years of hockey.

### Adult Skate

The program is open to all adults (18 years and older) at all levels and abilities of skating. The program is 45 minutes 1 day a week. There is no fundraising requirements with registration.

## 2.2 Fees

### 2.2.1 Registration Fee

The Executive Members shall set a registration date each year. Each skater must register. Registration will be deemed complete when the following items have been received by the club:

- Completed registration form and fee paid through Uplifter

- Bingo bond cheque(s) provided

- Skate Canada Waiver signed on Uplifter

- City Consent form

- any additional waivers i.e COVID, as required

Registration and payment can be completed by filling out a registration form online at <https://clfsc.uplifterinc.com/registration>. Please ensure Bingo Bond Cheque(s) and Waiver(s) are dropped off on the first day of lessons. Registration must be completed at least two days before your child’s class to allow submission to Skate Canada.

A skater will not be allowed on the ice due to liability. until registration and payment is complete. For a completed registration, a skater must be registered through Uplifter and fees must be in good standing, signed the online Skate Canada waiver on Uplifter, submit bingo bond cheque(s) and City Waiver. If you require any additional details or assistance please email [coldlakefsc@gmail.com](mailto:coldlakefsc@gmail.com).

**2024-2025 Winter Session Registration Fees are as Follows:**

Learn to Skate and CanSkate $550 - 2 days/week

$450 - 1 day/week

Junior and Senior Test Group $705

Pre-STARSkate $795

STARSkate A $805

STARSkate B & C $875

A $55.00 Skate Canada Fee and $25 Office Fee are included in the registration prices. There is also a processing fee added onto the registration.

\*Families with more than three children skating fulltime for two or more days are eligible for 10% off the lowest registration OR one Bingo exemption- this does not apply to members on the executive board.

\*\*All skaters must have registration completed with Skate Canada before they can be on the ice (CLFSC registers each member).

### 2.2.2 Late Registration

Registration will be accepted after the season starts. Late registration requests can be emailed to [coldlakefsc@gmail.com](mailto:coldlakefsc@gmail.com) and will be reviewed by the Executive on a case by case basis.

### 2.2.3 Prorating Fees

When a skater starts skating after the initial start date, fees will be calculated as follows:

***Regular Session***

StarSkate - Full fee amount until October 15

* 75% of fee amount from October 16 - November 30
* 50% of fee amount from December 1 – end of session

CanSkate – Full fee amount until December 31

* 50% of fee amount from January 1 – end of session

***Spring Session***

StarSkate - Full fee amount until April 30

* 50% of fee amount from May 1 – end of session

CanSkate – Full fee amount until April 30

* 50% of fee amount from May 1 – end of session

### 2.2.4 Non-Sufficient Fund (NSF) Cheques

The payee of the Uplifter Account will be contacted by phone or email as soon as the Treasurer or Vice President notices a missed payment. The individual will have 5 days from the Board Member’s message to repay the missed payment. Failure to comply will result in a letter being sent requesting full payment immediately on or before your child’s next skating day. If full payment is not received the club will assume that the child’s parent has withdrawn their child from the program and the child will not be allowed on ice. There will be no exceptions to this policy as the Executive must be fair to all parents with children in the program.

### 2.2.5 Refund Registration Fee/Withdrawal

The Cold Lake Figure Skating Club runs 2 sessions throughout the skating year, a Regular (Winter) session and a Spring session.

During the Regular session, there are two levels offered, StarSkate and CanSkate.

StarSkate runs from mid-August until end of March.

CanSkate (which includes CanSkate, Test, Pre-Star, Learn to Skate, and Parent and Tot) runs from the Tuesday after Thanksgiving in October until the end of March.

During the Spring session, there are two levels offered, StarSkate and CanSkate.

StarSkate runs from April and May.

CanSkate (which includes CanSkate, Test, Pre-Star, Learn to Skate, Parent and Tot, and Edge Development) runs from the first week of April for 7 weeks.

When a skater withdraws from a session, the following refund would be given:

***Regular Session***

Full refund within the first 3 weeks. Prorating a refund for the full season will only be considered up to 1 month after their start date.

For late registrations, a full refund within the first 2 weeks of their date listed on their Uplifter account invoice. Prorating a refund for half of the season will only be considered up to 1 month after their start date.

***Spring Session***

Full refund within the first 2 weeks. No refund after the initial 2 weeks.

To be eligible for a refund, a member must submit written notice to the Executive Members through email at [coldlakefsc@gmail.com](mailto:coldlakefsc@gmail.com).

\*Skate Canada has a non-refundable fee of $55.00 which is included in your registration fee. You will receive a refund minus the Skate Canada fee and a $25 Office Administration fee ($80 total).

Refund for withdrawal shall be determined as follows:

* + 1. Medical reasons; a doctor’s note must be provided.
    2. If the Executive Members remove a skater for disciplinary reasons there will be no refund given.
    3. Refunds or prorated registration fees will be considered on a case by case basis at the discretion of the Cold Lake Figure Skating Club Executive.
    4. Refund less Skate Canada fee of $55 and $25 Office Administration Fee

The Executive Members may refuse any refund of registration fees requested due to extenuating circumstances.

# Mandatory Fundraising/ Bingo Volunteer

## 3.1 Bingo Bond Requirement

The CLFSC will evaluate and implement activities that will meet the fundraising requirements that we need to succeed in our goal. As a member of the Lakeland Bingo Association, the CLFSC typically requests 3 Bingos a month during the regular and spring skating seasons, 2 in December and none in the summer. Bingos make up the bulk of our required fundraising. The bingos are held at the Cold Lake Bingo Hall. Each family is required to provide bond cheque(s), sign up for a scheduled bingo date(s), and volunteer or provide a volunteer for your allotted Bingo(s) for each session your child (ren) is registered in. If a family does not fulfill their bingo volunteer requirement their bingo bond cheque will be immediately cashed. The bingo hall runs according to the Lakeland Bingo Association policies which ensure compliance with the *Alberta Gaming and Liquor Commission Regulations*. As a result, all rules and regulations of the Lakeland Bingo Association (LBA) apply to volunteers/workers*.* If you refuse to follow the rules of the LBA you must provide an alternate worker for your bingo or your bingo bond will be cashed.

Upon registration each family must provide **non-dated** $300 bingo bond cheque(s) according to the following programs of registration:

Learn to Skate: 1 Bingo 1/day per week or 2 Bingos 2/days per week

CanSkate: 1 Bingo 1/day per week or 2 Bingos 2/days per week

Test Group: 2 Bingos

Pre-STARSkate: 2 Bingos

Edge Development: 1 Bingo

STARSkate: 3 Bingos

Adult Skate 0 Bingos

Spring Season 1 Bingo (All programs except Adult Skate)

### Bingos Required when Moving Levels or Number of Days

If a skater in PreSTAR moves to StarSkate prior to December 1, they will be expected to work 3 bingos. If they move December 1 or later, they will only be required to work 2 bingos.

If a skater in CanSkate moves from 1 day a week to 2 days a week prior to January 1, they will be expected to work 2 bingos. If they move January 1 or later, they will only be required to work 1 bingo.

### Bingos Required when Registering after the Initial Start Date

If a skater signs up for StarSkate after the start date, bingos will be as follows:

Start date is before is before December 1 – full bingo commitment (3 bingos)

Start date is December 1 – January 31 – 2 bingos

Start date is February 1 and forward – 1 bingo

If a skater signs up for CanSkate after the start date, bingos will be as follows:

Start date is before January 1 – full bingo commitment (2 bingos for 2 days, 1 bingo for 1 day)

Start date is January 1 and forward – 1 bingo for 2 days and 1 day a week

### Bingos Required when Withdrawing from Skating

***Regular Session***

If a skater in StarSkate withdraws within the first 3 weeks, no bingos are required.

* If they withdraw before December 1 – 1 bingo is required to be worked
* If they withdraw between December 1 – January 31 – 2 bingos are required to be worked
* If the withdraw after January 31 – all 3 bingos are required to be worked

If a skater in CanSkate withdraws within the first 3 weeks, no bingos are required

* If they withdraw before January 1 – 1 bingo is required (for both 1 and 2 days)
* If they withdraw after January 1 – all bingos (1 for 1 day and 2 for 2 day) are required to be worked

***Spring Session***

All skaters – 1 bingo, regardless of start time. If the skater withdraws within the first 2 weeks, no bingos are required. This includes all levels of skaters - StarSkate and CanSkate (Test, Learn to Skate, Parent and Tot, CanSkate, Edge Development)

### Bingo Expectations

All families are expected to sign up for their bingo(s) at time of registration online on your Uplifter account. You can contact the CLFSC Bingo Coordinator if you have any questions. You can also find a list of Bingo dates and contact information for the Bingo Coordinator at <http://clfsc.weebly.com/bingo-dates.html>.

Families are expected to either volunteer in person or provide a volunteer (minimum 18 years old) to work the bingos they have committed to. We understand emergencies arise and it is up to the signed person to arrange to have their bingo shift covered. Failing to show up or provide a worker to fill your shift will result in your bingo bond being immediately cashed. Please keep in mind, only club members are allowed to work behind the counter at the Cold Lake Bingo Hall. If you are hiring a worker, our Bingo Chair has a list of approved workers. You are responsible to provide their name and number to the CLFSC’s Bingo Chair.

Please see Appendix A for Bingo Expectation and Rules.

## 3.2 Bingo Credit

When CLFSC does not have enough workers to work a Bingo, we can ~~request~~ approve our skater parents to work extra Bingos for credit ($75). Credit is to be applied to registration for the next skating session/season. Bingo credit may be carried forward one calendar year (in situations where children may not skate the following season). Credits are not transferable.

Specific requests to work additional Bingos for credit on the next season will be approved by the board on a case by case basis as we need to be sure opportunities are available for all families to fulfill their bingo requirements.

## 3.3 Casino Credits

Every 2-3 years the CLFSC has an opportunity to volunteer at the Camrose Casino. A limited number of positions are available. Credit for working a casino will be as follows:

* + 4 bingo worker requirements waived **or**
  + $400 credit towards registration

Workers will be refunded up to $30/day for food and fuel with a receipt and worker accommodations are provided by the club. Please note- accommodations may be shared where possible.

## 3.4 Other Fundraisers

There may be other fundraising opportunities throughout the skating season. While at this time participating in additional fundraisers is not mandatory, we strongly encourage families to participate in our efforts to raise money for special events, competition fees etc.

# Competitions

Competitions will be agreed upon by the Executive, Coach and Skaters. The skating club pays coach expenses for four competitions per year for StarSkate Interclub/Combined Invitational and four competitions per year for Fun Meet/Interclub Competitions. This covers coaching costs/mileage/hotel).

**STARSkate Interclub Competitions**

These are events involving a number of clubs in the same region or area. The competition categories offered generally fall in line with the applicable Skate Canada Section specifications, so that all Inter-clubs within the Section are standardized (this allows Skate Canada Sections to offer a Section Final). The STARSkate Championship program provides opportunities for skaters who want to remain in the STARSkate program but also want to have the challenge of competing up to a Sectional level in a credible, nationally standardized event.

**Combined Invitational Competitions**

These are events coordinated by a Section or Club(s) and offered, generally, to STARSkaters and competitive skaters. Most events fall within Skate Canada’s specifications regarding program length and eligibility to compete. For more information contact the hosting Section or club.

## 4.1 STARSkate Coaching, Test and Competition Fees

Registration fees for STARSkate cover ice time and group stroking sessions. In addition to this, skaters will receive private coaching (additional fees). Skaters in Star 1-5 are coach assessed. Above Star 5 will be scheduled test days determined by Coach and Test Chair (typically 2 test dates in winter and 1 in spring session). Test fees and Coaching expenses are not included in Registration Fees. Skaters will be responsible for keeping their own test records. These can be viewed on the Skate Canada website. Club records are kept but from time to time Skater test copies are destroyed or lost. It is the skater’s responsibility to ensure they have a copy of these results in a safe place.

**Coaching, testing, and competition fees are not included in the registration fee**. Additional fees are as follows:

* Private coaching is an average of 3-4 lessons a week, possibly more if in group lessons.
* Coaches fees are billed out once a month and average anywhere from $50-$150 a month based on the number of lessons/group lessons the skater receives. These fees are above regular registration fees.
* Testing Fees (Skate Canada Fee) $12 per test.
* Coach Fees for tests average $20 a test depending on the test and level of test.
* Dance Partner fees for dance tests average $10-$30 a test depending on the level of dance test.
* Dance partner practice days (usually every second Sunday) $21-$26 a lesson (mileage is divided up and split with skaters and the club).
* Competition Registration fees vary on the competition $80-$130 per event. Optional 5 competitions a year based on level of skater
* Competition Coach fees average $30-$60 per event (if more than 4 competitions are attended in a year, the hotel and mileage for the coach is divided by the skaters – the club pays for 4 competitions for the coaches)

## 4.2 CanSkate and Star 1-4 Fun Meet/Interclub Competition Fees

These are events coordinated by a Section or Club(s) and offered, generally, to CanSkate and Star 1-4 skaters as a fun way to practice what they have learned during lessons. They are optional, but are a fun way to try out skating in a competition setting. All skaters compete for their own personal best, they are not ranked against other skaters.

Coaches will send out registration information to those who are eligible to participate. Parents are responsible for registering their skater and paying their fees. Each competition is different, some the parent will e-transfer the host club, other times the parent will pay CLFSC and the club will send one cheque. The coaches will let you know what to register for.

On top of your registration fee for the competition, there are Competition Coach fees that average approximately $30 per event registered for.

# 5.0 Cancellation Policy

No refunds or adjustments will be made due to holidays, inclement weather, illness, maintenance repairs or facility ice cancellations. Make-up sessions are not available for skaters who are unable to attend a skating lesson. Any other class cancellations will be on a case by case basis. Communication will be sent out via email.

# 6.0 Special Events

It is important that our skaters have FUN and are provided opportunities to get together as a group and demonstrate what they have learned throughout the year.

**Halloween**

In the fall, skaters are encouraged to wear their costumes during the week of Halloween. Halloween treats are handed out once lessons are complete. Please ensure costumes are safe for skating (i.e no masks) and helmets must still be worn with the costume.

**Christmas**

Skate with Santa is another club tradition for our younger skaters that is typically scheduled the last week of skating before Christmas break.

Also, prior to Christmas, the STARSkate group will perform a showcase to demonstrate many of the skills they have learned as well as perform their programs. Afterwards they get together for a family skate.

**Year End Showcase**

It is a longtime club tradition to host a showcase at the end of every winter session for our skaters to show their families and friends their achievements. The showcase is typically scheduled in the early spring and is open to the public. A new theme is chosen each year for the Showcase. The costumes are simple and coaches will let each group know what they need.

# 7.0 Parent Responsibilities

Parents play a key role in the success of their children skating. It is important that parents encourage their children to move forward with their skills, and to respect the coaches and program assistants. Helping your child stay excited about skating is one of the biggest factors in your child’s success.

The responsibilities of the Cold Lake Figures Skating Club can only be met by parent participation, since the Club is operated by the parents of the skaters. Parents are expected to contribute to the overall operation of the club.

## 7.1 Executive Board

Joining the board is a great way to help the club and learn about the operations of running a skating club. The board is comprised of volunteer parents. For more information, please see above *1.1 Executive.*

## 7.2 Operation and Administration

Please support the coach, communicate and get skaters to the rink on time with appropriate equipment.

At minimum your child will require:

-CSA Approved skating helmet (required up to Stage 5- with coach approval)

-Sharpened hockey or figure skates

- Plain magic mini gloves (non-fuzzy)

- Comfortable athletic clothing (no jeans)

Club operation is administered by Club Executive which is composed of parent volunteers. In order for the smooth operation of the Club and so that a small percentage of parents will not be doing all the work, parent involvement is essential. Every parent is encouraged to help when necessary.

1. **Safety**

Every effort is made to ensure the safety of our skaters. Please ensure your child is dressed appropriately and is picked up immediately following their session. The arena is not a place for children to be left unattended. Coaches and Program Assistants are only responsible for your child while under their direct supervision during lesson time. A parent/guardian must be available at all times for all skaters in learn-to-skate up to Pre-star skate.

Skaters who have to use the washroom or wish to leave the session early are no longer under direct supervision. Coaches and PA’s are not responsible for taking your child to the washroom. Please remain in the arena or appoint a responsible person in your absence to attend to your child. When your child steps off the ice, they are your responsibility. The only exception is in the case of injury. Please follow the posted Cold Lake Energy Centre policy for unattended children.

1. **Spectator Viewing**

Parents/spectators are asked to sit in the stands to watch their child/children. Parents/spectators are not allowed to sit in the player’s box as it distracts skaters and causes a safety hazard on ice for other skaters. Parents can come down to the ice if there is a safety issue, social issue, or if your child needs to use the washroom.

1. **Club Communication**

Communication is primarily through emails and our Facebook page. If you choose to opt out of the email communication during your registration, we cannot be held responsible for you missing communication that we send out via email.

# 8.0 Skating Schedule

The complete CLFSC 2023-2024 season calendar/schedule can be found on the club website [http://clfsc.weebly.com/newsevents.html](http://clfsc.weebly.com/newsevents.html%20).

The skating schedule is subject to change due to other events at the venue, competitions, or unforeseen circumstances. There will typically be no make-up sessions for cancelled classes. The schedule is based on Skate Canada's recommendations for each level of skater. Learn-to Skate/CanSkate and Test Group are not run during Christmas break. Members will be notified of schedule changes via email and on the Facebook page.

**CLFSC Schedule 2024-2025**

**STARSkate \*\* starts August 26, 2024**

STARSkate A: 4:00 pm – 5:15 pm Mon/Wed/Fri/Sun

STARSkate B: 4:30 pm – 6:15 pm Mon/Wed/Fri/Sun

STARSkate C: 4:45 pm- 6:30 pm Mon/Wed/Fri/Sun

**PreSTAR & Test Group \*\* Starts October 15, 2024**

PreSTAR: 4:00 pm – 5:00 pm Tues/Thurs/Fri

Test Group: 4:00 pm – 5:00 pm Tues/Thurs

**Learn to Skate and CanSkate** **\*\* October 15, 2024**

5:00 pm – 5:45:00 pm Tues/Thurs

**Adult Skating \*\* Starts October 20, 2024**

6:30 pm – 7:15 pm Sundays

**Edge Development**

Spring Session Only TBD- Check FB Page and emails for updates.

# 8.0 Ice Etiquette

1. All skaters are to avoid collisions. A ‘lesson’ or ‘program’ has the right-of-way. The only exception is if a skater is undergoing an assessment, in which case the ice may be cleared for safety.
2. Pay attention to ice traffic when entering ice or moving away from boards.
3. Profanity, disrespect, harassment, bullying and exclusion of fellow skaters or coaches will not be tolerated.
4. No loitering in the dressing rooms or lobby.
5. No gum, food or colored drinks allowed on ice at any time. A non-breakable water bottle is permitted but must remain at the boards.
6. No outside shoes allowed in the player’s box or on ice at any time.
7. All skaters must be in appropriate attire. Baggy clothing, long scarves, and dangly jewelry are not allowed.
8. The Coach has the authority at all times and will enforce the above rules when required.
9. The Coach has the right to end a lesson early if the skater is non-compliant or disrespectful. StarSkate lesson fees will still be charged, if applicable.

# 9.0 Behavior Management – On Ice

To ensure that all children receive equal program time, any overly disruptive behavior will be dealt with accordingly. This is a confidential process between the child, parents, Coach and Board Executives. The Coach will discuss the problem with the parent or may ask the parent to remove the child from the class for the day. Once the skater is off- ice they are the parents’ responsibility. Should this occur more than three times, it will be left to the Coach’s discretion to determine if the child is being overly disruptive or threatens the safety of other children, in which case the child will not be able to attend the skating lesson until the behavior is addressed.

# 10.0 Membership Harassment, Bullying and Discrimination

# 

Skate Canada Policy - [https://info.skatecanada.ca/index.php/en-ca/policies/46-membership-](https://info.skatecanada.ca/index.php/en-ca/policies/46-membership-harassment-bullying-and-discrimination-policy.html) [harassment-bullying-and-discrimination-policy.html](https://info.skatecanada.ca/index.php/en-ca/policies/46-membership-harassment-bullying-and-discrimination-policy.html)

# 11.0 Membership Complaint

Skate Canada Policy - [https://info.skatecanada.ca/index.php/en-ca/policies/48-membership-](https://info.skatecanada.ca/index.php/en-ca/policies/48-membership-complaints-policy.html) [complaints-policy.html](https://info.skatecanada.ca/index.php/en-ca/policies/48-membership-complaints-policy.html)

When filing a grievance or making an appeal the following procedure must be followed:

* A grievance must be first presented in writing to the board at a regular board meeting or via email to [coldlakefsc@gmail.com](mailto:coldlakefsc@gmail.com)
* Should the grievance require immediate attention, a special meeting can be called.
* Special meeting of the Board may be called at any time by the Board of Directors or at the request of at least five members of the club.
* The Board will decide on the grievance. If a member is unsatisfied with the decision an appeal can be made.
* A vote will be held.
* All grievances received by the Board will be confidential.

# 12.0 Club Dispute Resolution Policy

Skate Canada Policy - [https://info.skatecanada.ca/index.php/en-ca/policies/60-club-dispute-](https://info.skatecanada.ca/index.php/en-ca/policies/60-club-dispute-resolution-policy.html) [resolution-policy.html](https://info.skatecanada.ca/index.php/en-ca/policies/60-club-dispute-resolution-policy.html)

# 13.0 Evacuation from the Site

|  |  |
| --- | --- |
| **EMERGENCY ACTION PLAN** | |
| Event: | Cold Lake Figure skating lessons |
| Site: | Cold Lake Energy Centre - Cenovus Energy Arena |
| Charge Person: | Rachelle Rupp |
| Alternate Charge Person: | Shelby Pollock |
| Location of attendance sheets (head count): | Clipboard on boards at coaches’ box |
| Safe location (muster point): | Outside north exit (rock wall end of rink) |
| Alternate safe location (muster point): | Outside east exit (at Zamboni end) |
| First aid person: | Rachelle Rupp |
| Alternate first aid person: | Shelby Pollock |
| Location of club first aid kit: | Red First Aid backpack in coaches’ box |
| Location of arena first aid kit: | Back Zamboni Room |
| Location of Emergency Contact  Information: | Folder inside red First Aid backpack in coaches’ box |
| Call Person: | Rachelle Rupp |
| Alternate Call Person: | Shelby Pollock |
| Location of phones near arena: | Cell phones (Rachelle); Energy Centre Front Desk |
| TELEPHONE NUMBERS | |
| Ambulance/Fire/Police: | 911 |
| Poison Control (PADIS): | 1-800-332-1414 |
| Hospital | 780-639-3322 |
| Directions to facility for emergency personnel: | |
| **Facility Address:** | **Cenovus Energy Arena Cold Lake Energy Centre 7825-51 Street Cold Lake** |
| **Arena Access**: Through north doors to Cenovus Energy Arena | |
| **Muster Point #1:** Grassy area north entrance of building | |
| **Muster Point #2:** Follow access road north to end of parking lot. Muster point is on north side of building. | |

# 14.0 Accident, Injury, Incident Policy

In case of an accident, incident or injury the Cold Lake Figure Skating Club will:

* Follow the first aid guidelines.
* Call an ambulance or RCMP if the coach feels it is warranted.
* Report to the parent or guardian immediately.
* All incidents will be reported immediately, documented, and handed into the Board of Directors.

# 15.0 Helmet Policy

All Cold Lake Figure Skating Club members must wear a CSA approved hockey helmet while on the ice. This includes participants up to and including Stage 5 child or adult and is at the discretion of the head coach.

Skate Canada Policy – <https://info.skatecanada.ca/index.php/en-ca/policies/58-helmet-use-policy.html>

# 16.0 Concussion Policy

The CLFSC adheres to Skate Canada’s Concussion Policy. Skate Canada and its medical team recognize the importance and need for athletes, parents, coaches and other team members to rapidly and appropriately **RECOGNIZE** and **RESPOND** to a concussion injury.

What to do if you RECOGNIZE/suspect someone has a concussion:

a. The skater must be safely REMOVED from the ice and evaluated onsite with standard emergency management principles, including consideration of cervical spine injury.

b. The skater must seek medical attention expediently and be assessed by a qualified medical professional (physician, physical therapist, athletic therapist) with experience in the assessment and management of concussion injury. If no healthcare provider is available on site (including international events) and the skater is exhibiting one or more of the symptoms listed under Concussion Symptoms above (must be assessed by the coach and/or team leader), the skater must be transferred to an Emergency Department or Urgent Care assessment center.

c. The skater should not be left alone following a concussion injury and should be monitored for deterioration over the initial few hours following the injury.

d. A skater diagnosed with a concussion will not be allowed to return to skate on the same day as the concussion injury. It must be recognized that the appearance of symptoms of concussion may be delayed several hours following a concussive episode. If the injured person is under the age of eighteen (18), the parents/guardian will be contacted immediately.

e. A skater must receive medical clearance by a concussion-trained health care professional before resuming on- or off-ice training.

Refer to <https://info.skatecanada.ca/index.php/en-ca/policies/173-concussion-policy.html> for full policy details.

# 13.0 Financial Audit

The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Club elected for that purpose at the annual meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the annual meeting of the Club. The books and records of the Club may be inspected by any member of the Club at the annual meeting or at any time upon giving written notice 7 days in advance and arranging a time satisfactory to the officer or officers having charge of the same.

# 14.0 Privacy Policy

<https://info.skatecanada.ca/index.php/en-ca/policies/43-privacy-policy.html>

# 15.0 Skate Canada Code of Ethics

## Purpose

The purpose of Skate Canada’s Code of Ethics is to outline the organization’s expectations and guiding principles for appropriate decision making and behaviour.

## Scope

This code of ethics applies to all skaters, officials, coaches, employees, board members, volunteers, alumni, and hall of fame members of Skate Canada and its affiliate organizations. This code of ethics also applies to parents and guardians who participate in and observe related activities.

## Code of Ethics

1. I will conduct myself in a manner that is of the highest standards, follows Skate Canada’s vision and mission, and is athlete-centered.
   1. I will treat all people with respect, dignity, and sportsmanship.
   2. I will act on the belief that the athlete as a person is more important than their success or my success in the sport.
   3. I will conduct myself professionally during all interactions in and surrounding Skate Canada activities.
   4. I will use positive discipline that includes setting fair rules, listening, problem-solving, encouraging, and being a good example. I will not use harmful methods such as but not limited to hitting, name-calling, yelling, or using insults, intimidation, or rejection.
   5. I will disclose any conflict of interest and not allow myself to be influenced in a way that could conflict with the best interest of the organization or the organization’s reputation.
   6. I will not engage in behaviour that is intended to wrongfully manipulate the outcome of a competition or test.
   7. I will respect the coach/athlete relationship and will not solicit the athlete/s of another coach.
   8. I will never engage in any exploitative, abusive, or corrupt relationships. I will always act in a kind and judicious manner.
   9. I will support an inclusive sport for all, regardless of race, ancestry, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability or any other ground of discrimination prohibited by human rights legislation.
   10. I agree to follow the [ISU’s Code of Ethics](https://www.isu.org/docman-documents-links/isu-files/documents-communications/isu-communications/19025-isu-communication-2215/file) at all hosted and non-hosted ISU events.
   11. I agree to advocate and practice the principles of [Safe Sport](https://skatecanada.ca/safe-sport/).
2. I will not participate in activities that are abusive or criminal. I will also not participate in activities that disrespect human rights or that risk the reputation of Skate Canada.
   1. I will adhere to all federal, provincial, municipal, and host country laws.
   2. I will notify Skate Canada if I face any new related criminal charges, ongoing criminal investigations, convictions, or bail conditions.
   3. I will not use my power or authority in an attempt to coerce another person to engage in sexual activity or to participate in unethical and/or criminal activities.
   4. I will not in any way behave sexually with children or youth. This includes but is not limited to the use of sexual jokes, language, and/or names; participation in sexual touching and/or exploitation; the use of, reference to, or participation in pornography.
   5. I will not participate in any form of bullying, harassment, discrimination, physical or verbal abuse, neglect, intimidation, or exploitation.
   6. I will not use technology or social media to disrespect or exploit others.
   7. I will not abuse or exploit children or youth in any way and will immediately report to the appropriate authorities and Skate Canada ([safesport@skatecanada.ca](mailto:safesport@skatecanada.ca) ) if I see or suspect anyone else doing so.
   8. I will not possess, use, or promote the use of illegal substances or performance enhancing drugs.
3. I will follow all of Skate Canada’s bylaws, policies, and rules and commit to reading all amendments and updates at the time of registration and throughout the year.
4. I will not attempt to cover up or conceal any conduct of an individual that is, or may be, in breach of this Code and will report any violations.
5. I will fully cooperate with Skate Canada’s investigations.
6. I understand that a violation of this Code on my part may be subject to disciplinary action up to and including expulsion from Skate Canada.

# Appendix A

## Working a Bingo – Expectations

**Arrival Times**

Chairperson – 4:30pm

Paymaster – 4:45pm

Floor and Ball Workers – 5:00pm

## Bingo Roles

### Chairperson

The chair is to count all of the floats and distribute them accordingly.

They are to get all paperwork from the hall ready and signed off on.

They are to count all bingo cards to confirm amount given to club.

They are to review with all workers that they understand the rules (listed below) and answer any questions they may have.

They are to make change for the floor workers when needed.

They will build the float bags for the hall when they have the money to do so.

They are the liaison between the club and the hall for the day.

They will make the final say if there is an issue that arises, regarding volunteers or bingo players, with guidance from the hall advisor.

The chair must have a child in the club or they cannot work behind the cage.

### Paymaster

The paymaster will confirm their float, once received from the chair.

They will count their early bird cards to confirm the amount given.

If there is time before early bird cards go on sale, they will help count other bingo cards.

Once sales start, they will sell early bird cards ($1 each). There are 3, and each type of card has its own float.

Once there is a bingo, they will pay the winner by receiving the paper from the printer and writing on the player’s receipt - #Game - $Amount Won – Initials (IE: #21 $20 HM)

Once all three early birds are closed, the paymaster only needs to worry about the payouts.

They will fill out the sheet, provided by the hall, to record all payouts. The paper from the printer will show what type of bingo it was, and for how much. This gets recorded onto the sheet on the appropriate game.

The paymaster will receive 3 till receipts from the caller that they will need to sign. One at the beginning to confirm their initial float. One a few hours in to confirm the addition money handed over from the chair. One at the end to confirm how much money is left in the float.

At the end of the night, the paymaster will call out how much money they have left to the caller so they can send the last receipt.

The left over money and receipts are handed over to the chair.

The paymaster must have a child in the club or they cannot work behind the cage.

### Floor Workers

Floor workers are expected to help count all the bingo cards to confirm the number from the bingo hall.

Once all cards are counted, they can pick a bingo card they want to sell. Each worker will only sell 1 card for the night.

They will receive a float of $25 and a bundle or 2 of cards to start with.

Each floor worker will receive an apron that shows which card they are selling.

They will confirm their float and cards, and initial the sheet for the game they are selling.

Each time they take more cards, or hand cash in, they will initial on the sheet to track their cards and money. They do not need to initial the sheet if they are exchanging cash for more change.

Each game is handed in to the chair at specific times (they come in to the chair in the order that they are lined up – right to left). The caller will say, will the seller selling the BINGO GAME take one look around and if you don’t see any hands, please cash in.

Once you are cashed in (you empty out your apron of all the cash and cards), the chair will give you a lanyard that must be worn around your neck while you are on the floor (AGLC rules).

They call bingos throughout the night. It is best to spread out throughout the hall so that workers can get to bingos quickly.

Once you have cashed in, you are still required to call bingos until the end of the night.

### Floor Worker behind the Counter

If there is enough staff, there will be a 3rd person behind the cage with the chair and paymaster.

They will help count all the cards prior to selling.

They help hand out $25 floats to each floor worker and a stack of tickets (always hand out the bundle that doesn’t have 50 first for easy counting).

Throughout the bingo, they are responsible for helping the floor workers get more cards, exchanging money, or taking in money. This is all documented on the paper for the game that they are selling.

They will put all of the loose change (nickels, dimes, and quarters) in the Bonanza float. They will roll it if there is enough to.

They will help cash out the floor workers when it is the right time and the caller has asked them to.

They will sanitize each till once the chair is done with it and put it back in its spot for the next day.

Once the last floor worker is cashed in, the floor worker behind the counter will go onto the floor and help call bingos until the end.

The floor worker behind the counter must have a child in the club or they cannot work behind the cage.

### Ball Worker

The ball seller works with the hall’s staff to sell tickets.

Once all the bingo cards have been counted, the chair will send the ball worker to eat as they will not get a chance to do it later.

Once the hall is ready, they will call the ball worker over and get them their cards and float.

The worker will work from the opposite end of the hall from the ball worker and sell tickets by going up and down the rows. They cannot jump around to tables and must finish the full hall before going back to start again.

Players cannot chase the ball sellers.

They will continue until the hall decides not to sell anymore. Once that is decided, the ball seller will come back to the club’s side and continue to call bingos until the night is done.

## Bingo Rules

* Workers get to have supper while working. Food can be ordered at the till. Workers **need to stagger** their supper breaks. This is a quick break to eat and then continue to sell/call bingos. Please don’t leave your fellow volunteers hanging.
* Meals can include a drink and should be no more than $14 in price.
* The players come first. We are there to sell to them. Make sure you are watching what’s happening instead of talking with another worker.
* It’s everyone’s responsibility to call bingos and balls.
  + To call a Bingo – the player will show you where the bingo is. You will call the middle number (on the free) to the caller when they ask you for it. It can also be found on the bottom corner if you can’t read it to it being dabbed. The caller may ask you to confirm the serial number of the card. It is listed on the top of the card. If it is a good bingo, remember if it is a single, double, or triple (the caller will tell you if it is – specialty games won’t have this) and take the player’s receipt to the paymaster. They will give you the cash and you will take it and the receipt back to the winner.
  + To call a Balls – take the card from the player and go to a different table and show a different player. The caller will confirm the colour and serial number, make sure the other player can see this. The caller will ask you to call out the numbers on the card. The caller will confirm it is a good balls winner. The balls worker will come to you with the payout. Please wait for them so they know who to pay.
  + The bingo hall supplies BINGO paddles. It is recommended to use these when you are calling a bingo. It shows the caller who has a bingo. You can also leave it at the table when you take the receipt to the paymaster so you can remember who had the bingo.
  + Ball workers and players should **not** be calling bingos. If this happens, a floor worker should quickly go and replace them and take over the calling of the bingo.
* Volunteers are not allowed to sit at any of the tables on the floor. The table to the left of the cage is for volunteers. This is where you eat your supper. Anyone working in the cage will eat in the cage.
* If you are working in the cage, the door must be locked at all times. If you leave, you will hit the lock button on the key pad. Someone inside will have to let you in when you come back. When you come in, lock the door behind you.
* If a floor worker needs to use the washroom, they will drop their apron with money and cards at the worker behind the cage. Do not take your apron with you to the washroom or while on supper break.
* Phones are not to be used in excess on the floor while working. Workers can take important calls at the volunteer table. The bingo game comes first, if your phone is distracting you from working it, you may be asked to put it away.
* All floor walkers (including balls and floor worker behind the counter), will clean up the tables once bingo is done. This includes putting all paper/garbage in the garbage, putting all recycling by the concession, pushing in all the chairs.
* Once the hall is cleaned up, the floor workers can come to the cage and the chair will hand out all bingo cheques (they will not hand out any cheques for those who are hired by someone). Those can be collected at the next skating day or arranged for a different time/place.
* If a worker is late or leaves early, their bingo bond cheque may be cashed.
* If a worker does not show, their bingo bond cheques will be cashed.

## Hiring a Bingo Worker to Work for you

* Families that are unable to work a bingo (for any reason), has the ability to hire a worker to work their bingo for them.
* Those that are hired (and do not have a child that is in skating), must take a floor spot.
* The Bingo Coordinator has a vetted list of workers that are reliable to hire.
* You do not have to hire from this list, but you are responsible for your worker. If they do not show up, your bingo bond cheques will be cashed. Their name and number must be shared with the Bingo Chair.
* All hired workers must abide by the rules listed above, no exceptions.
* The average rate to hire a bingo worker is $75, but may vary depending on the worker.

# Appendix B

## Test Content for Star Skaters



