



## *2023-2024 Handbook*

### **PreCANSkate/CANSkate & Parents**

*HILLSBURGH-ERIN SKATING CLUB  
P.O. BOX 221  
HILLSBURGH, ON  
N0B 1Z0*

HESC Website: [www.hillsburgherinsc.com](http://www.hillsburgherinsc.com)  
HESC Email: HillsburghErinSC@gmail.com



## **Skate Canada**

*Find us on:*

@skatehesc

@HescSkateOntario





## Board of Directors

President:	Val Bush
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Coaches Rep:	Vacant
HESC Email:	<a href="mailto:HillsburghErinSc@gmail.com">HillsburghErinSc@gmail.com</a>

## Club Coaches

Erin Coaches:	John MacMullen Rebecca Miller
Hillsburgh Coaches:	Anna Camilleri

## ***Why Have We Made This Booklet?***

We have made this booklet as a guide specifically for parents of new and returning PreCAN/CanSkaters (this also includes PreSTAR skaters). We value any feedback or questions you might have as we continue to update this resource. We also encourage you to ask any Coach or Board Member questions you may have, either in-person or through our email: [HillsburghErinSC@gmail.com](mailto:HillsburghErinSC@gmail.com).

Through this booklet, we are also looking to connect you with resources available through HESC as well as Skate Ontario and Skate Canada. As a skater at HESC, your child has paid the Skate Canada membership fee, which is an annual fee, from September 1 to August 31 and includes liability insurance. Their Skate Canada number remains with them during their entire skating career. This Skate Canada membership fee also gives you access to their site, where you can find an abundance of information, as well as support.

Skate Canada website: <https://skatecanada.ca/>

Skate Canada Members site: <https://members.skatecanada.ca/en-US/>

Skate Ontario website: <https://skateontario.org/>

HESC website: <https://www.hillsburgherinsc.com/>

***With the cooperation of skaters, parents and coaches,  
everyone will have a safe, productive and FUN  
skating season.***

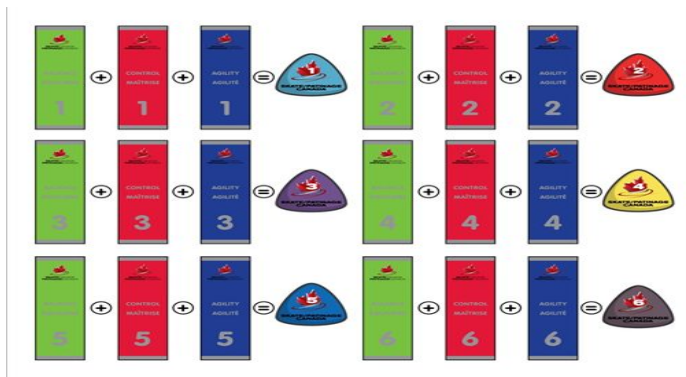
Thank you!  
HESC Coaching Staff & Board

# BADGES & REPORT CARDS

The requirements to wear a helmet is a Skate Canada Policy and all clubs and members must abide by their policies. To participate in the CanSkate program all skaters, who have not achieved stage 6 in the CanSkate program must wear a CSA approved hockey helmet while on the ice.

When skaters complete the 6 stages of the CanSkate program, they will be eligible to move into the STARSkate program.

PreSTAR is a program where skaters are invited to join when they have moved into Stage 5 & 6 of our CanSkate program.



	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5	STAGE 6
<b>BALANCE</b>	<b>SKATE FORWARD</b> ○ Fall down & get up ○ Fwd push/glide sequence ○ Fwd 2-foot glide ○ Fwd 2-foot sit glide	<b>SKATE FORWARD</b> ○ Fwd 2-foot sculling ○ Fwd 2-foot to 1-foot glide ○ ROL ○ Fwd push/glide sequence <b>EXTREME</b> ○ Fwd 1-foot glide with speed ○ ROL	<b>SKATE FORWARD</b> ○ Fwd stationary blade push (T, V or L) ○ ROL ○ Fwd 2-foot slalom ○ Fwd circle thracts ○ CW ○ CCW ○ Walking crossovers ○ ROL <b>EXTREME</b> ○ Fwd 2-foot to 1-foot curve glide ○ ROL	<b>SKATE FORWARD</b> ○ Fwd crossovers ○ CW ○ CCW ○ Fwd inside slalom ○ Fwd outside slalom <b>EXTREME</b> ○ Fwd drag <b>SPINS &amp; SPIRALS</b> ○ Fwd spiral <b>HOCKEY &amp; FINGETTE</b> ○ Drop down drill ○ Fwd "V" start	<b>SKATE FORWARD</b> ○ Fwd crossovers - figure 8 ○ Fwd inside edges ○ Fwd push/glide sequence <b>EXTREME</b> ○ Fwd perimeter stroking with jumps ○ Fwd outside edges ○ Fwd 1-foot slalom ○ Fwd 1-foot slalom <b>HOCKEY &amp; FINGETTE</b> ○ Planning lateral crossovers ○ Fwd "V" acceleration	<b>SKATE FORWARD</b> ○ Fwd power crossovers ○ CW ○ CCW ○ Fwd perimeter skating with crossovers ○ CW ○ CCW ○ Fwd outside edges ○ Fwd 1-foot slalom <b>EXTREME</b> ○ Fwd shoot the duck ○ Fwd perimeter skating with side stops <b>SPINS &amp; SPIRALS</b> ○ Fwd spiral on a curve <b>HOCKEY &amp; FINGETTE</b> ○ Fwd "brossover" acceleration
	4/4 check marks required Date:	4/4 check marks required Date:	5/5 check marks required Date:	5/7 check marks required Date:	5/7 check marks required Date:	6/8 check marks required Date:
<b>CONTROL</b>	<b>STOP</b> ○ Snow slide steps ○ ROL <b>SKATE BACKWARD</b> ○ Bwd 2-foot skating/stepping ○ Bwd 2-foot glide	<b>STOP</b> ○ Fwd stop <b>SKATE BACKWARD</b> ○ Bwd 2-foot sit glide ○ Bwd 2-foot to 1-foot glide ○ ROL <b>EXTREME</b> ○ Bwd push/glide sequence	<b>STOP</b> ○ Fwd stop with speed ○ ROL ○ Both <b>SKATE BACKWARD</b> ○ Bwd 2-foot sculling ○ Bwd 2-foot to 1-foot glide ○ ROL ○ Bwd push/glide sequence <b>EXTREME</b> ○ Bwd 1-foot glide ○ ROL	<b>STOP</b> ○ Bwd stop <b>SKATE BACKWARD</b> ○ Bwd circle thrusts ○ CW ○ CCW ○ Bwd 2-foot slalom <b>EXTREME</b> ○ Bwd 1-foot glide with speed ○ Fwd 1-foot glides from blue line to blue line <b>SPEED</b> ○ Skate goal line to 1st blue line in 9 seconds or less	<b>STOP</b> ○ Fwd 2-foot side stop ○ CW ○ CCW ○ Bwd stop with speed ○ ROL ○ Both <b>SKATE BACKWARD</b> ○ Bwd crossovers ○ Bwd 1-foot glide with speed ○ CW ○ CCW ○ Bwd push/glide sequence <b>SPINS &amp; SPIRALS</b> ○ Bwd spiral <b>SPEED</b> ○ Skate goal line to 2nd blue line in 12 seconds or less	<b>STOP</b> ○ Fwd 1-foot side stop ○ Fwd 2-foot side stop with speed ○ CW ○ CCW <b>SKATE BACKWARD</b> ○ Bwd outside slalom ○ Bwd crossovers - figure 8 ○ Bwd perimeter skating with crossovers ○ CW ○ CCW <b>EXTREME</b> ○ Bwd 1-foot slalom <b>SPIN &amp; SPIRALS</b> ○ Bwd 1-foot spin <b>SPEED</b> ○ Skate perimeter of ice in 35 seconds or less
	3/3 check marks required Date:	3/4 check marks required Date:	5/5 check marks required Date:	5/5 check marks required Date:	6/7 check marks required Date:	6/5 check marks required Date:
<b>AGILITY</b>	<b>TURN</b> ○ 2-foot turn ○ CW ○ CCW <b>JUMP</b> ○ 2-foot jump <b>EXTREME</b> ○ Fwd skating perimeter of ice	<b>TURN</b> ○ Fwd 2-foot turn ○ Bwd 2-foot quick turn ○ Fwd 180° glide turn ○ CW ○ CCW <b>JUMP</b> ○ Fwd 2-foot jump	<b>TURN</b> ○ Fwd 2-foot quick turn ○ Bwd 2-foot quick turn ○ Fwd 360° step turn <b>JUMP</b> ○ Bwd 2-foot jump <b>EXTREME</b> ○ Fast fwd perimeter skating ○ CW ○ CCW	<b>TURN</b> ○ Fwd 1-foot turn (small curve) ○ R ○ FO ○ Bwd 360° step turn <b>JUMP</b> ○ Fwd to bwd 2-foot jump ○ Bwd to fwd 2-foot jump <b>SPINS &amp; SPIRALS</b> ○ Fwd power jump ○ 2-foot sit spin ○ 2-foot sit spin	<b>TURN</b> ○ Fwd 1-foot turn (large curve) ○ LR ○ LFO ○ RF ○ RFO ○ Fwd 360° glide turn ○ CW ○ CCW <b>JUMP</b> ○ Fwd to bwd 1-foot jump ○ Fwd to fwd 1-foot jump ○ Fwd power jump <b>SPINS &amp; SPIRALS</b> ○ Fwd power jump ○ 1-foot spin ○ Alternating foot spin <b>HOCKEY &amp; FINGETTE</b> ○ 2-foot spin ○ Fwd tight glide turn	<b>TURN</b> ○ Fwd 180° step turn (mohawk) ○ ROL ○ Bwd 180° step turn (mohawk) ○ R ○ L ○ 2-foot multi-turns <b>JUMP</b> ○ Rotating power jump ○ Bwd ice-associated jump ○ Bwd 360° 2-foot jump <b>SPIN &amp; SPIRALS</b> ○ Fwd 1-foot spin with spiraling edge <b>HOCKEY &amp; FINGETTE</b> ○ Fwd 2-foot reverse pivot turn ○ CW ○ CCW
	3/3 check marks required Date:	4/4 check marks required Date:	5/5 check marks required Date:	5/5 check marks required Date:	6/7 check marks required Date:	6/5 check marks required Date:

## VOLUNTEERING

We rely heavily on our volunteers to run the club. HESC is run by a dedicated group of volunteer Board of Directors, Professional Coaches and Parent Volunteers. If you are interested in volunteering please contact us at [HillsburghErinSC@gmail.com](mailto:HillsburghErinSC@gmail.com).

Volunteers are always needed to help with the day-to-day operations of the Club. We have been lucky enough to have a very hard working group thus far who spend MANY hours working on making sure all HESC skaters have a successful season.

We are always looking for Parent Ambassadors to assist while already at the rinks for their child's session. This position could include:

- Ensuring equipment is at ice level for the Coaches / PAs.
- Distributing / collecting skater name tags each session.
- Liaison between other parents and Board Members and Coaches.
- Assistance with fundraising events.
- Assistance on our Skater Showcase day.

Our Board of Directors meet approximately 8 times throughout the year to plan and organize the season and it's events. If you would like to attend a meeting, please contact the President of the Club to make arrangements to attend.

*HESC Email:*      [HillsburghErinSC@gmail.com](mailto:HillsburghErinSC@gmail.com)

## FUNDRAISING

In an effort to keep our registration fees at an acceptable cost, we rely on the support of our members to fundraise throughout the season.

Our registration fees *DO NOT* cover all of the Hillsburgh-Erin Skating Clubs operational costs. It's imperative we fundraise in order to ensure our Club continues to operate.

**Our fundraising goal for the 2023-24 season is \$3000.**

This year, we will be having the following fundraisers:

- **Skate Ontario Promotional Tickets**  
*These will be on sale at sessions as well as special events.*  
\$2 / Ticket or \$40 /Booklet
- **Krispy Kreme Donuts - TBD**
- **Poinsettias - Oct/Nov - *delivery end of Nov/early Dec.***
- **HESC Swag - Thermal Bottles, Lanyards, Gloves, Hoodies and Jackets - *On sale at each session by board members / volunteers.***

### HESC Sponsorship Program

To further support our skaters, the HESC has a sponsorship program (please see website for full details). If you have a business, or know someone who would like to become a sponsor to the Club, please reach out to the Board of Directors.

We are always looking for new ideas for fundraising. If you have an idea, please reach out to us!

***We understand that fundraising is not for every family. If you are unable to participate in fundraising, please consider making a financial donation to the club – tax receipts will be issued for denominations above \$50.00.***

# **HILLSBURGH-ERIN SKATING CLUB**

## **Skater/Parent/Guardian**

### **Code of Ethics**

Skating is a competitive sport requiring safe and courteous behaviour from all participants, both on and off the ice. Skaters need to be aware of one another to ensure the safety of everyone. Although skating is primarily an “individual” sport, all skaters must act as a team and exhibit team mentality while sharing the ice.

Each skater at the Hillsburgh-Erin Skating Club (HESC) is responsible for being aware of and practicing the rules of etiquette and safety as noted in this document and in compliance with Skate Canada, Skate Ontario and SafeSport. This Code of Ethics is based upon HESC policies and must be followed during the skating season. All HESC skaters/parents/guardians are expected to act in accordance with these guidelines while representing our Club during sessions, in the community, at competitions and other events. All skaters/parents/guardians are expected to make themselves familiar with the Code of Ethics, HESC and Skate Canada policies and may otherwise be subject to disciplinary actions as noted.

#### **GENERAL CONDUCT**

1. Skaters/parents/guardians must be courteous at all times to everyone, including: fellow Coaches, Board Members, skaters and parents, both on and off the ice in accordance with the Skate Canada rules.
2. A Coach or Board Member has the authority to remove any skater from the ice for inappropriate conduct or non-payment of fees, as per the HESC policies.
3. For insurance reasons, only Skate Canada members are permitted on the ice surface. Those on the ice need to wear skates and be wearing a CSA approved helmet (Stage 5 and below). Parents/Guardians are not allowed in the players boxes during skating lessons.
4. **Parents, Guardians or designate** are to remain in the arena for the entire session during which their skater is on the ice. For Canskate, this is not optional – you must remain in the arena at all times. HESC does not provide for any off ice supervision.

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5. **Be on time** for all your sessions. Please let your Coach know if you are going to be late or absent.
6. Coaches are not to be disturbed during lessons or when in their changing room.
7. All HESC skaters must have a head Coach if they are taking private lessons. The head Coach must be from HESC. Out of club Coaches are not permitted to coach during HESC ice time without prior approval. The head Coach needs to approve any other Coaches giving lessons to HESC skaters for on ice sessions on HESC ice. All Coaches (club and associate Coaches), **MUST** be sanctioned by Skate Canada.
8. Skaters may go to another session for a private lesson with a coach as per HESC policies.
9. Guest fees must be **paid before skating**. Fees are payable to the Club. Please notify your Coach of your intention to guest skate. Skaters must adhere to all HESC guest skater policies.
10. Money and valuables should not be left unattended. HESC bear no responsibility for lost or stolen items.
11. Skaters/parents/guardians are asked to be respectful to the Erin/Hillsburgh Community Centers, Club and fellow skaters' property and facilities. Use of change rooms is a privilege, which can be revoked.
12. Skaters/parents/guardians are encouraged to make an effort to support their fellow skaters during regular sessions and competitions/events.
13. Concerns/Complaints: skaters, parents and guardians are expected to attempt to resolve any issues with another skater, parent/guardian, Coach or Board member prior to requesting action from the HESC resolution committee. If these attempts do not result in a satisfactory resolution,, the issue may be brought to the HESC resolution committee in writing via email and will be reviewed only if submitted in writing to the HESC resolution committee at [hesc\\_resolutions@hotmail.com](mailto:hesc_resolutions@hotmail.com) (closed session).



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**Important links that skaters/parents/guardians have reviewed and agree to upon Registering with the HESC:**

- Safe Sport:  
<https://skatecanada.ca/safe-sport/>
- Skate Canada Code of Ethics:  
<https://info.skatecanada.ca/index.php/en-ca/policies/79-skate-canada-code-of-ethics.html>
- Code of Conduct Policy (includes harassment)  
<https://skateontario.org/learn/safety-policies/policies/>
- Skate Ontario Social Media Policy:  
<https://skateontario.org/learn/safety-policies/policies/>
- Skate Ontario General Dispute Policy  
<https://skateontario.org/learn/safety-policies/policies/>
- Skate Ontario Privacy Policy  
<https://skateontario.org/learn/safety-policies/policies/>

### **DISCIPLINARY ACTION:**

The HESC Board will determine if disciplinary action is necessary if any of the above is violated by a skater/parent/guardian or member of HESC.

Disciplinary action may include, progressively

- (1) verbal warning,
- (2) written warning,
- (3) suspension from lessons and,
- (4) expulsion from the Club.

## **ON/OFF-ICE CONDUCT & RULES**

1. A CSA hockey helmet **MUST** be worn on the ice for any skater between pre-can/CANskate stage 1 and up to and including Stage 5. Coach will approach the parent (without skater) to let them know that they are allowed to remove the helmet once they reach this stage. The decision to remove the helmet is at the parents discretion and not mandatory. A head protector can be used for the transition.
2. Proper skating attire must be worn on all sessions (girls: tights, dresses, skirts, leggings. Boys: athletic non-baggy pants). Long hair tied back. Smaller children are encouraged to dress appropriately for the cold. Snow pants can be worn.
3. Skaters may not enter the ice surface until the Zamboni doors have closed.
4. Food, drink and gum are not permitted on the ice. Water bottles must be left at the boards. No glassware is permitted.
5. Skaters are expected to be skating at all times (within reason), when on the ice and to keep pathways clear for other skaters. Skaters without injury are instructed to get up promptly after a fall.
6. Skaters must follow session schedule, otherwise they may be asked to vacate the ice. i.e free skate only during free skate time, dance only during dance time etc., unless in private lesson.
7. Skaters are expected to participate in all group lessons. A skater choosing not to participate in the group lesson needs to exit the ice until the group lesson is over.
8. Skaters should not leave the ice surface during a session unless absolutely necessary. It is good to be proactive and obtain a Coaches permission before leaving the ice.
9. Skaters must clear the ice promptly at the end of the session
10. All skaters, including guest skaters, must skate on the session for which they are qualified.
11. Attention must be paid to the position of other skaters and Coaches while skating to ensure safety for all.
12. Foul language, yelling, abusive or aggressive behaviour, including kicking or picking holes and the intentional making of “snow” is prohibited.
13. Pushing, tripping, horseplay. tag, racing or intentional interference with other skaters, is not permitted on the ice.

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It is important to always be aware, cautious, and considerate of everyone one on the ice. Within each session, there are a variety of skating levels sharing the same ice.

### ***DISCIPLINARY ACTION:***

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- (1) verbal warning,
- (2) written warning,
- (3) suspension from lessons and,
- (4) expulsion from the Club.

### ***WITHDRAWAL / REFUND / CANCELLATION POLICY:***

We are fully self-funded and receive no government/municipal subsidies. Our ice time allocation, coaching contracts and costs are decided based on registration numbers. Therefore, regrettably, once the program has started, we are unable to offer refunds on our skating programs. ***Medical reasons will be the only exception.***

Medical/injury requests for refunds should be directed to the Board of Directors immediately in writing the email address below. They will only be considered where medical documentation can be provided to support a prolonged absence. For refunds prior to the start of the program, please email the Club at [HillsburghErinSC@gmail.com](mailto:HillsburghErinSC@gmail.com). Include your name, the skater(s) names and your invoice number to help us arrange your refund.

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All refunds approved for medical reasons or received prior to the start of the program will be less the cancelation fee and the Skate Canada fee noted below.

- \$40.00 HESC Cancelation Fee
- \$60.00 Skate Canada Membership Fee
  
- ❑ There are no refunds for missed classes and there are no opportunities for make up sessions when sessions are missed for personal reasons.
  
- ❑ There are no make up sessions when sessions are canceled due to inclement weather where Coaches are unable to attend or the Town of Erin has shut down the facilities for such reasons.
  
- ❑ In the event that inclement weather is forecast and Coaches are willing to travel, it will be at your discretion whether to attend or not. You will be notified by 3pm or the day of the session if lessons are to be canceled.
  
- ❑ In the event that the Town facilities are closed due to mechanical/maintenance or safety issues, all efforts will be made to provide make-up sessions, should Coach and ice availability be possible.

**With the cooperation of skaters, parents and Coaches,  
everyone will have a safe, productive and FUN  
skating season.**

Thank you  
HESC Coaching Staff & Board