



Handbook for Star Skaters & Parents

***STARSKATE:
SKILLS, TESTS, ACHIEVEMENT,
RECOGNITION***



Skate Canada

HILLSBURGH-ERIN SKATING CLUB
P.O. BOX, HILLSBURGH, ON N0B 1Z0
HESC Website: www.HillsburghErinSC.com
HESC Email: HillsburghErinSC@gmail.com

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Board of Directors

President:	Val Bush
Vice President:	Tiffany Piccolo
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Registrar:	vacant

HESC Email: HillsburghErinSC@gmail.com

Club Coaches

Kacelynne Manipula, Jessica Teeter, Jocelyn Coleman.

Why Have We Made This Booklet?

We have made this booklet as a guide, specifically for parents of new and returning STARSkaters. Sometimes moving into STARSkate can be unfamiliar territory, so we hope you find the information in this booklet helpful with the transition or as a refresher.

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 any questions you may have, either in-person or through our email: HillsburghErinSC@gmail.com.

This booklet will also connect you with resources available through HESC, Skate Ontario and Skate Canada. As a skater at the HESC, your child has paid a Skate Canada membership fee which is good annually from September 1 to August 31. A skater's Skate Canada number remains with them during their skating career.. Registration provides access to the Skate Canada membership site as well as important liability insurance while on ice.

Skate Canada website:	https://skatecanada.ca/
Skate Canada Members site:	https://members.skatecanada.ca/en-US/
Skate Ontario website:	https://skateontario.org/
HESC website:	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*

STARSKATE PROGRAM OBJECTIVES

STARSkate offers opportunities for skaters of all ages to develop fundamental figure skating skills in the areas of ice dance, skating skills, free skate and interpretive skating.

Unique to Canada, this program teaches figure skating skills in a group and/or private lessons format, in a progressive and sequential manner and includes a nationally standardized testing system.

Our STARSkate program objectives are based on Skate Canada's Long Term Development Model. Classes are a great way to direct skaters work and effort in a very cost effective, work productive manner.

All skaters should begin each skating session with a general warm up. In an effort to provide specific and focused instruction, skaters will have opportunities to participate in the following areas:

General Warm-up

- To warm the body (increase blood flow and body temperature)
- To re-establish skating balance on blades and reinforce connection with the ice
- To warm up rotational exercises to prepare skaters for the session
- **PLUS**
 - **Stroking,**
 - **Dance,**
 - **Free Skate,**
 - **Skills**
 - **Off Ice Training**

as per Skate Canada's Guidelines.

HOW STARSkate WORKS

The STARSkate program consists of figure skating skills in four (4) areas – Skating Skills, Ice Dance, Free Skate and Interpretive.

Skating Skills

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 skate and ice dancing. The objective of the Skating Skills program is the mastering of the fundamentals of skating – edge quality, control, power and speed.

Ice Dance

The dance test program teaches timing, musicality, rhythm interpretation, structure and 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.

Free Skate

Free Skating consists of the execution of jumps, spins, footwork, field movements and stroking, either in isolation or performed in sequence to music. Each test consists of 2 parts – Elements in Isolation and a Free Program.

Interpretive

The objective of the Interpretive program is to encourage and develop a skaters creativity, expression, musicality, movement, interpretation of music and the use of space, rhythm, line and style. The program provides skaters with the opportunity to explore the performance aspects of skating, without focusing on technical elements.

PROGRESSING THROUGH THE STARSkate LEVELS

Each of these areas has eleven (11) testing levels from Star 1 to Gold; *except* Interpretative which has categories Intro to Gold.

Star 1 & 2 – Tests are completed in the skaters natural environment, during their regular lesson time by an appropriately certified Coach. This may be in a group, semi or private lesson.

- Practice attire is acceptable for this type of assessment.
- Scheduling can be coordinated at the discretion of the Coach & Skater/Parent.

Star 3 - 5 – Tests are completed in the skaters natural environment, during their regular lesson time by an appropriately certified Coach. To increase the formality, only the skater being assessed will participate in the assessment..

- Proper skating attire is required for this type of assessment.
- Scheduling can be coordinated at the discretion of the Coach & Skater/Parent.

Star 6 – Tests are completed on a specified test day with an external evaluator and fees. These are also often referred to as HIGH Tests.

During these tests only the skater is on-ice while performing their assessment. Coaches and other skaters stand off the ice as the skater performs their assessment on 'clear ice'.

Note that Test Days have not yet been identified for the 2026/27 Season

PRIVATE COACHING

Having a private coach is not mandatory and we should note: having a private coach is an additional fee above and beyond the HESC registration fee. Private lesson fees are set by the Coaches and are payable to that Coach.

If your skater would like to test or compete, they may want/need to have a private Coach to guide them and ensure they are completing the required skills and routines for success.

In choosing a Coach, you will want to choose an HESC Coach that is the best fit for your skater and yourself. This engagement is directly between yourselves (Skater/Parent) and the Coach and you will want to ensure there are open lines of communication.

Private coaching lessons can be given on an individual basis, semi private or in a group. Please feel free to talk to our Coaches about your child's goals and progress and whether private coaching is something you/your skater would like to explore.

In most cases you, will be asked to sign an agreement/engagement letter to ensure there is a clear understanding of expectations. This is also a great opportunity to ask questions.

Coaches that offer private lessons at this time are:

- No private sessions are offered at this time. We follow the group coaching model from Skate Ontario.

STARSkate TESTS AND COMPETITION OPPORTUNITIES

Once a skater is in the Skate Canada STARSkate program, there are several options for testing and competing.

SKATE CANADA TESTS

Tests (which are optional, not mandatory) are organized by your Coach, the HESC Board or by other skating clubs. Your coach will decide with you and your skater, when the skater is ready to be tested.

Star 1-4 Tests are Coach assessed and can be done during regular kating lessons by your coach.

Fees are \$15.00 per dance, skills tests, interpretive program and part of a FreeSkate. Fees payable to your Club as invoiced.

Star 5-6- Gold tests are considered HIGH TESTS and testing is completed by an external Skate Canada assessor.

Fees are \$15.00 per dance, skills tests, interpretive program and part FreeSkate PLUS any fees added by the host Club.

You may see other costs, such as an administration fee charge and in specific cases, a partnering fee for a dance. The administration fee assists in paying for the Judge's gas/mileage, a nominal thank you gift and/or meals. Judges are volunteers and are not paid. In some cases they are taking time off from work and time away from their families to participate in a Test day. Test days will be announced and held as needed by our section. HESC may complete High-Test Days in conjunction with other clubs.

**Additional coaching fees may apply. Please speak to your coach directly.*

SKATE ONTARIO COMPETITIONS

Skate Ontario, our provincial governing body, has organized a series of competitions throughout the province for skaters of all levels to participate in. There are 3 levels of competition, open to skaters based on their skating levels. Your skater may choose to enter competitions.

Competitions are OPTIONAL, not mandatory.

How are these structured?

STAR 1-4 Events

This group of events is designed as an introductory experience for athletes at the STAR 1-4 level in the Learn to Train stages of LTAD.

This group of events will offer STAR 1-4 categories, plus supplementary categories chosen by the host club, from a list provided by Skate Ontario. These events will be scheduled January – March 2024.

If you are interested, ensure your Coach is aware, so that they may support you/your skater by providing a list of competitions available to them and so the Coach make arrangements to attend with the skater.

Note: participation in these events would be an additional fee beyond HESC registration fees and you will be required to secure coaching support at these events. Coaches must be present at all competitions, as parents are not allowed in change rooms. Any coaching and/or travel requirements at the event or to/from is at the discretion of the skater/parent and Coach, and should be discussed and agreed upon in advance.

Super Series (Star 5-Gold, Pre-Juvenile, Pre-Novice-Senior, Triathlon)

Sectional Series (Pre-Novice to Senior)

How to register?

Coaches will be responsible for registering skaters for all competitions. Please speak directly to the coach to confirm registration.

PROGRAM ASSISTANTS (PAs)

Becoming or continuing as a Program Assistant (PA) with the Hillsburgh-Erin Skating Club is a very rewarding experience and a great way to give back to the Club/community.

The CanSkate program depends on PAs to ensure the program runs smoothly and ensures skaters receive the needed attention and support as they develop their skating skills. PAs are a major part of the programs success - - thank you!

In September, STARSkaters may be contacted by the Club/Coach and invited to become a PA. This is such a great way for a skater to build leadership skills, collect volunteer hours and to become a great role model to others..

A training session will occur on **September 26th, 2026** including both an off-ice and on-ice briefing. For those joining us as PAs please come prepared for both. During these sessions, the trainees will learn things such as:

- Warm Up and Cool Down exercises,
- How the session and groups run and rotate through the circuits,
- How to set up and take down the sessions and other aspects: ice safety and etiquette.

This is a fun team to join and is also a great team building experience. The Coaches and Board of Directors would like to see all our StarSkaters become part of this team.

IMPORTANT INFO:

If a PA is unable to help with a session, please inform one of the Coaches or Board member at least 24hrs in advance.

VOLUNTEERING

We rely heavily on our volunteers to run the Club. HESC is run by a dedicated group of a volunteer Board of Directors, Professional Coaches and parent volunteers. If you are interested in volunteering, please contact us at 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 the HESC skaters have a successful season.

Our Board of Directors and Coaches meet approximately 8 times throughout the year to plan and organize the season for our skaters.

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

A few volunteer opportunities you may consider:

- Distributing/collecting name tags at weekly sessions.
- Ensuring equipment is at ice level for Coaches / PAs.
- Liaison between other parents and Board Members / Coaches.
- Assisting with fundraising events.
- Assisting with Skater Showcase Day.

FUNDRAISING

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

Our registration fees DO NOT cover all 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 season is \$3000.

This year we will be having the following fundraisers:

- **Skate Ontario Promotional tickets**
These will be on sale during sessions as well as special events. \$2 per ticket / \$40 per booklet.
- **Krispy Kreme Donuts**
TBD
- **Poinsettias - Oct / Nov**
Delivery end of Nov/early Dec.
- **HESC Swag**
Thermal cups, lanyards, gloves, hoodies and jackets. On sale at each session.

HESC Sponsorship Program

To further support our skaters and Club, 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 to fundraise. If you have an idea you'd like to share, 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.

SKATES / SKATING CLOTHING & CARE

SKATES: Figure skates are mandatory. Skaters at this level should be in a sturdy boot with a quality blade. Please talk to your Coach if you have any questions getting started.

STORAGE BAG/ITEMS: Skates should be transported in a bag that also accommodates the following recommended items: water bottle, gloves (for warmth on ice), extra laces, small towel, blade protectors, Band-Aids, extra socks or tights, hair elastics, hair brush, tissues, etc.

PROPER CARE OF SKATES should include:

- Drying the blade after each session, ensuring all snow has been removed (including the sole of the boot).
- Placing dry blades into a cloth blade protector for storage. Do not put blades back into the skate guards, as trapped water could form rust on the edges of the blade.
- NEVER walk on floors with unprotected blades. Blades should always be protected when walking with skate guards.
- Skates should be aired out each day after practice to allow the leather to dry. Skater's feet sweat inside their skates and damp leather could rot and weaken the boot.

SHARPENING: Blades should be sharpened after 20 – 40 hours of use, depending on quality of blade. Sharpening should be performed by a trained professional. New or used skates can be purchased at the Figure Skating Boutique, Toronto or Esta who have locations across the GTA.

SKATING CLOTHING: Clothing should be warm but also allow for movement. We recommend skaters dress in layers. Blue jeans are not recommended on the ice as they provide insufficient movement and stretch. Leggings are usually a good choice. Skating tights and skirts/dresses can be worn but often-times in the colder months, these are not sufficiently warm enough. Each child is required to wear warm mitts or gloves. Long hair must be tied back.

Skaters should bring water only in a plastic bottle for hydration purposes. No other drinks or food is permitted at the boards or on the ice.

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 their fellow 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 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 (if required by programming). Parents/Guardians are not allowed in the players boxes during skating lessons.
4. Parents, Guardians or designates 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. The HESC does not provide for any off ice supervision.

Skater/Parent/Guardian's Code of Ethics continued on next page...

HESC STARSkate Handbook

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, unless approved by the skaters head Coach. 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 bears 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 satisfactory resolution to the issue, 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 (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:
<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. CSA hockey helmet **MUST** be worn on the ice for any skater between PreCan / CANSkate Stage 1, 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. It is recommended that a head protector is worn 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.
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. 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. The only exceptions is those in a private at the same time as the group lesson. 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 to 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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14. **RIGHT OF WAY RULES:** Regardless of priority, safety must come first. Use common sense and regardless of right of way, both skaters must stop to avoid a collision.
- a) Priority is given to Club time lessons
 - b) Skaters in a lesson or doing their solo to their music, have the right of way.
 - c) When a dance is played, the skater with the Coach who requested the dance music, will skate first.
 - d) Solo or dance music will be played in the order of Coach requests.
 - e) Spin in the center and jump at the corners. Do not linger in these areas

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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- (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, regretfully, once the program has started, we are unable to offer refunds on our skating programs.

Medical reasons will be the only exception. (see next page)

HESC STARSkater Handbook

(cont...)

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. Include your name, the skater(s) names and your invoice number to help us arrange your refund.

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
- \$65.00 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