THUNDER BAY SKATING ACADEMY

# STARskate: STAR 1-5
# Parent Information Manual
# 2026-2027

**Proud Member of**

Skate Canada

## About STAR 1-5 Program:

The STAR 1-5 program is the introduction to figure skating that follows the Rising Stars (Learn to Figure skate/Canskate) program. Skaters will explore the building blocks of our sport that will support the development in any area of figure skating they choose to go all while in a safe, welcoming and inclusive environment.

As the STAR 1-5 program is located in the Learn to Train stage of Skate Canada's LTAD (long term athlete development) model, a large part of this program focuses on teaching skaters how to train. The program is built on repetitive type exercises or drills to reinforce development and training strategies.

In the Learn to Train stage skaters are encouraged to acquire a skill set that will allow them to reach the highest level of proficiency that their unique talent and commitment will allow. **It is defined by technical development rather than chronological age.**

## STAR 1-5 Philosophies:

**GOLDEN AGE OF LEARNING**

Learn to Train is tagged the **"golden age of learning"** as it generally occurs during a key period in a skater's pathway for skill development. To support this, STAR 1-5 has been designed to offer skaters entering this program to be under the direction of a coach as much as possible. Providing skaters with the correct technique and offering a well-balanced skill set, supports quality skater development. Coaches are also expected to guide the skater's practice time to initiate good training habits.

**BARRIER-FREE ADVANCEMENT**

During this **"golden age of learning"**, it is imperative that skaters have access to advancement opportunities that match their rate of development. All STAR 1-5 assessments are coach assessed. This supports many development strategies that are critical at this level, including:

- The ability to decide when assessments fit best into the training calendar.
- The ability for the coach to train the level of quality desired in each discipline without time constraints or deadlines.

- Ensures the ability for all skaters to have access to advancement regardless of local resources or geographical location.
- Reduces inconvenience and extra cost by offering assessments on regular training sessions.

**STRONG FOCUS ON QUALITY BASICS**

The STAR 1-5 program is designed to encourage skaters and coaches to strive for the highest quality of skill execution and acquisition. A solid foundation at this level will enable skaters to progress quickly and be ready for the next level of development. This philosophy is reinforced by encouraging skaters to achieve the **“Pass with Honours''** designation on their assessments, as well as achieving **“Gold”** ratings on their performance at events. Coaches are also expected to continue to train the basic elements of skating throughout this program, even if the skater has “passed” a level.

**INTRODUCE SPECIFIC COMPLEX ELEMENTS EARLY TO ALLOW FOR A BETTER FOUNDATION FOR DEVELOPMENT**

As in Canskate, many elements in the STAR 1-5 assessment structure are introduced early to allow coaches the opportunity to train quality acquisition over time. Skating contains many complex areas. Introducing these areas/elements early provides coaches the opportunity to hone and develop the skaters’ technique over a longer period. Be mindful that many of these elements are not expected to be performed at an advanced level, but rather at a level that is “in-development”.

**CREATE A BRIDGE FROM CANSKATE TO FIGURE SKATING**

The STAR 1 entry level is designed to meet the Stage 6 exit level in Canskate. STAR 1 Skills and STAR 1 Freeskate are designed to be achieved within three to nine months of exiting Canskate (depending on the amount of training time; e.g skating 1 day a week vs skating 2 or more days a week). The remainder of the STAR 1-5 program is designed to assist the skater’s development in a progressive manner. Skaters may move through the STAR assessment structure at their own pace per discipline. For example: A skater may be working on STAR 3 Skills, STAR 1 Dance, and STAR 2 Freeskate at the same time.

# STAR 1-5 Content:

STAR 1-5 is designed to introduce skaters to five disciplines in figure skating. Skaters will learn the basics for each discipline that will serve as a foundation for continued growth in all areas of figure skating. The disciplines are:

| DISCIPLINE | CONTENT |
|---|---|
| **Skills** | Includes the development of turns in figure form, as well as skill exercises to develop power and control. Field moves are also included in this discipline. |
| **Freeskate** | **ELEMENTS:**<br>Includes the development of jumps and spins in isolation<br>**PROGRAMS:**<br>Includes the development of program components and element success in a performance situation. |
| **Dance** | Includes the development of skating technique while promoting timing, accuracy and musicality through pattern dances. |
| **Artistic** | Includes the development of movement, creativity, projection and interpretation through programs. |
| **Synchro** | Includes the development of synchronized skating elements through a variety of skating skills and teamwork. |

In STAR 1-5, many elements will be repeated to allow coaches the opportunity to introduce technique, develop the technique and finally refine the technique required for further advancement in the sport. The STAR 1-5 program contains an assessment structure that guides development and includes five levels of assessment in Skills, Freeskate and Dance, one level of assessment in Artistic and three levels of assessment in Synchronized Skating. The following charts show a list of all the content that is included in the STAR 1-5 assessment pathway:

| | SKILLS | FREESKATE | |
|---|---|---|---|
| | | **Elements** | **Program** |
| **STAR 1** | Fwd Edges<br>Fwd 3-turns<br>FI C-step Sequence<br>Fwd Spiral Circles<br>Field Move of Choice:<br>● Fwd 1ft Sit Glide<br>● Inside Spread Eagle<br>● Ina Bauer<br>STAR 1 Skills Exercise - Basic | Waltz Jump<br>Single Salchow<br>Single Toe Loop<br>Fwd Upright Spin<br>Bwd Upright Spin | N/A |
| **STAR 2** | Bwd Edges<br>Bwd 3-turns<br>Fwd Circle on Circle<br>2ft to 1ft Multi-turns<br>Fwd Outside Turn Sequence | Single Salchow<br>Single Loop<br>Single Flip<br>Waltz/Toe Loop Combination<br>Fwd Sit Spin<br>Change Foot Upright Spin<br>Fwd Camel Spin | STAR 2 Program |
| **STAR 3** | Fwd Spiral Circles<br>Field Move of Choice:<br>● Bwd 1ft Sit Glide<br>● Spread Eagle<br>● Y-Spiral<br>● Ina Bauer<br>STAR 3 Skills Exercise - Power | Single Flip<br>Single Lutz<br>Waltz/Loop Combination<br>Single Loop/Loop Combination<br>Bwd Upright Spin<br>Bwd Sit Spin<br>Fwd Camel/Sit Spin | STAR 3 Program |
| **STAR 4** | Fwd Brackets<br>Bwd Brackets<br>Fwd Double 3's<br>Bwd Circle on Circle<br>Fwd Change of Edges | Single Lutz<br>Single Axel<br>Single Flip/Toe Loop Combination<br>Single Loop/Loop Combination<br>Bwd Camel Spin<br>Change Foot Sit Spin<br>Flying Camel or Sit Spin<br>Fwd Combination Spin | STAR 4 Program |
| **STAR 5** | Fwd Spiral Sequence<br>STAR 5 Skills Exercise - Quick Edges<br>STAR 5 Skills Exercise - Bwd Slalom | Single Axel<br>Double Jump (2S-2Lz)<br>Single Lutz/Toe Loop Combination<br>Spin in 1 position<br>Sit or Camel Spin<br>Combination Spin | STAR 5 Program<br>(Must land a clean Axel) |

| | DANCE | ARTISTIC | SYNCHRO |
|---|---|---|---|
| | **Elements/Pattern Dance** | | |
| **STAR 1** | Elements<br>● Fwd Progressives<br>● Fwd Chasses<br>● Fwd Swing Rolls<br>● Fwd Slide Chasses<br>● Fwd Outside Cross Rolls | N/A | N/A |
| **STAR 2** | 2A: Dutch Waltz Pattern Dance<br>2B: Canasta Tango Pattern Dance | N/A | Linear Element (Block)<br>Linear Element (Line)<br>Intersection Element<br>Rotating Element<br>(Circle or Wheel) |
| **STAR 3** | 3A: Baby Blues Pattern Dance<br>3B: Elements<br>● Bwd Progressives<br>● Bwd Chasses<br>● Bwd Swing Rolls<br>● Fwd Inside Open C-step<br>● Cross Roll, Cross Behind<br>● Fwd 3-turn, BO Edge | N/A | Pivoting Element (Block)<br>Linear Element (Line)<br>Intersection Element<br>Rotating Element (Circle)<br>Rotating Element (Wheel) |
| **STAR 4** | 4A: Swing Pattern Dance<br>4B: Fiesta Tango Pattern Dance | N/A | Transition Exercise #1<br>Transition Exercise #2<br>Intersection<br>Moves Element: Spiral |
| **STAR 5** | 5A: Willow Waltz Pattern Dance<br>5B: Elements<br>● LFO Open C-step<br>● Double Knee Bend<br>● Fwd Progressive - Swing Roll Sequence<br>● Bwd Progressive - Swing Roll Sequence<br>● Tenfox Progressive<br>● LFO Cross Behind Chasse<br>● Bwd Rolls<br>● Fwd Cross Roll, 3-turn<br>● Fwd Cross Rolls | STAR 5 Program | N/A |

Coach assessment of the skater is a very important part of a skater's development. It measures their progress and allows them to see the results of their hard work. It allows the coach, parent and skater to plan the season ahead.

As your skater masters the skills at each level they will be assessed by their coach on a regular session. Assessments may be done at any time throughout the season. Your coach will decide which assessment your skater is prepared for and will advise you when an assessment will be done. Each skater will progress at their own pace and will have immediate access to assessment when ready for advancement. There are 27 assessments in the STAR 1-5 program. All assessments have a Skate Canada fee of $15 which must be paid prior to the assessment.

## STAR 1-5 Program Format:

The STAR 1-5 program covers a wide variety of skill development. Our Director of Skating along with our coaching staff, will create schedules to organize the skaters for both on and off ice segments. All disciplines in the STAR 1-5 program benefit from the development of each other and therefore schedules for our Enhancement sessions and Off-ice sessions will be organized accordingly.

We offer our programs in two 10-12 week seasons (Fall: October-December & Winter: January-March). STAR 1-5 skaters also have the opportunity to participate in off-season schools (currently run by the Thunder Bay Figure Skating Club) during Spring (April/May) and Fall (September). As well, our club runs "Cost Share Pick up Ice" during the summer (typically May/June & August).

**PARTS OF A SESSION**

All sessions will include the following:

- Warm up time (completed on the ice however we also strongly recommend skaters to also complete an off ice warm up if time permits upon arrival at the arena, approximately 5-10 minutes in length).
- Teaching and Learning time (this includes our Enhancement & Lesson segments)
- Cool down time
- Off-ice segment

**WARM UP:** Our on-ice warm up is a choreographed warm up which will be led by one of our coaches. This is always completed at the beginning of each session.

**TEACHING AND LEARNING:** This type of activity is usually identified as training, practice or instructional (lesson) time. Many strategies may be used including:

- Classes (Enhancement)
- Station work
- Traditional lessons (group, semi-private, private)

**COOL DOWN:** Our on-ice cool down is once again a choreographed cool down led by one of our coaches focusing on exercises to lower the heart rate and stretch the major muscle groups.

**OFF-ICE:** All of our STAR 1-5 programming have off-ice sessions included in the program. These sessions may occur either before or after the on-ice segment depending on the day of the week. It is expected that ALL STAR 1-5 skaters participate in all aspects of the programming (both on-ice and off-ice) to ensure proper and full skill development.

**TRAINING FREQUENCY**

The suggested quantity and frequency of training at this level is as follows:

| **STAR 1-2** | | |
|---|---|---|
| **Session length** | **Days per week** | **Weeks per year** |
| 60 min on ice;<br><br>30-45 mins off ice | **Minimum:**<br>2 days<br>**Ideal:**<br>3 days | **Minimum:**<br>20 weeks<br>**Ideal:**<br>30-40 weeks |

| **STAR 3-4** | | |
|---|---|---|
| **Session length** | **Days per week** | **Weeks per year** |
| 60-90 mins on ice;<br><br>30-45 mins off ice | **Minimum:**<br>3 days<br>**Ideal:**<br>4 days | **Minimum:**<br>24 weeks<br>**Ideal:**<br>34-44 weeks |

| STAR 5+ | | |
|---|---|---|
| **Session length** | **Days per week** | **Weeks per year** |
| 90-120 mins on ice:<br><br>45-60 mins off ice | **Minimum:**<br>3 days<br>**Ideal:**<br>4-5 days | **Minimum:**<br>34 weeks<br>**Ideal:**<br>44 weeks |

**COACH DIRECTED TIME:**

As STAR 1-5 is the "learn to figure skate" program, it is essential that skaters at the beginning levels have ample time under a coach's direction to receive the necessary technical information to build the skill development required for our sport. Skate Canada's suggested percentage of coach directed time vs individual practice is as follows:

| | **STAR 1** | **STAR 2** | **STAR 3** | **STAR 4** | **STAR 5** |
|---|---|---|---|---|---|
| Coach Directed | 75%-100% | 75%-100% | 50%-75% | 25%-50% | 25%-50% |
| Individual Practice Time | 0%-25% | 0%-25% | 25%-50% | 50%-75% | 50%-75% |

**Thunder Bay Skating Academy strives to be at the top end of the coach directed percentages for all sessions and will never fall below the minimum Skate Canada expectation for each level.

**ADVANTAGES OF COACH DIRECTED TIME AT THIS LEVEL:**

- The development of quality technique
- Coaches direct the skater's focus on the basics in all areas to provide a foundation for future learning
- Skaters are taught how to practice before being expected to practice on their own
- Coaches can create an environment that is safe, challenging and engaging

**TRAINING STRATEGIES TO INCREASE COACH DIRECTED TIME:**

Our Director of Skating schedules the STAR 1-5 sessions keeping a variety of teaching strategies in mind to engage the skater's interest and different learning styles. Below are some examples:

| STRATEGY | DESCRIPTION |
|---|---|
| **Enhancement/Classes** | Scheduled on every STAR 1-5 session. Classes are a great tool to focus skaters on specific areas of development with coach supervision, instruction and guidance. Coaches will follow an enhancement schedule each month which rotates topics each day to ensure that all areas of development are being developed. Topics include: Edges, Speed & Power, Body Control, Turns, Field Moves, Dance and Creative Expression. |
| **Stations**<br>(Coach Directed or Self-Directed) | Stations will be used to guide the skater's focus during practice time. STAR boards will be hanging around the ice surface to direct the skater's training and will be used either entirely during the skaters' independent training time OR during lesson time having a coach at the stations. |
| **Engaged supervised practice** | Coaches may use supervised practice to encourage, motivate and facilitate good practicing habits. This strategy supports the Learn to Train stage of development by providing an environment for skaters to practice how to train and use the independent time effectively. |
| **Self-directed practice with Training Books** | Coaches can provide skaters with training books to indicate practice areas, goals and the skill acquisition plan. Coaches will monitor the use of the books during practices to ensure skaters are following expectations accordingly. This strategy will mostly be used at the STAR 3-5 levels. |
| **Lessons (Private/Semi-private/Group)** | Organized by your base coach. Can be used in conjunction with the group enhancement classes to ensure coverage in all disciplines and to maximize coach-directed time. |
| **Assessments*** | Coaches will assess skaters during a lesson or as a designated activity on a regularly scheduled session. |

*Please note: Assessments may take place at any time of the year and at any frequency. Coaches are expected to develop the quality of the skill prior to performing any assessments.

**TEAM COACHING**

The TBSA coaches are proud to work in a "TEAM COACHING" environment which is the preferred strategy for skater development as it offers the skater more access to knowledge, expertise and motivation. The term "Team Coaching" can describe many different scenarios. Essentially, team coaching is more than one coach working together to assist the development of a skater or group of skaters. Team Coaching has many benefits including:

- Maximizing or capitalizing on coaches' strengths
- Creating an environment of experts
- Allows skaters to be introduced to many different coaching styles in a supportive environment
- Allows an opportunity for more coach directed time
- Enables more perspectives to contribute to individual training plans

**STAR 1-3**

The STAR 1-3 Programs are taught by all TBSA coaches that are at a minimum Regional "trained" in their certification process, up to our Provincial and National Coaches. This program will have off-ice & on-ice segments. The on-ice segment will include a warm up, enhancement/class portion, lesson/independent portion (using the "stations" strategy) and a cool down portion. Skaters will perform the off-ice, on-ice warm up, enhancement & cool down portions as a large group and will be divided into smaller or semi-private groups during the lesson portion. Skaters do not have to choose a base coach at this level. As well, all coaches' fees are included in their initial registration costs.

**STAR 4 & UP**

Once your skater reaches the STAR 4 level you will be required to choose one of our Regional, Provincial or National Certified coaches as your **"Base Coach"**. Your base coach will be the manager and decision maker of your skater's instruction (with input and direction from the parents & skater). They can choose to give instruction in all disciplines to your skater themselves or may also coordinate with other coaches to give your skater lessons in the certain areas. This program also has off-ice & on-ice segments. The on-ice enhancement/class and off-ice portions

will be taught by ALL of our qualified coaches, not just your skater's base coach. The cost of these portions are included in your initial registration costs. **Coaches' fees during the lesson segment of the on-ice portion are not included and coaches will invoice parents directly each month for these lesson fees.**

## STAR 1-5 Program Schedule:

Please see the attached Ice Schedule for specific days/times of the STAR 1-5 program. Descriptions of each segment of the program are as follows:

1. **Off-ice:** The Off-ice portions are 30-45 minute sessions consisting of a warm-up (focusing on dynamic range of motion); followed by a sport specific component including off ice jumps; leading into a strength & core component; and then finishing with a stretch segment focusing on flexibility.

2. **On-ice:** The length of the On-ice portions vary between your level and the day(s) you register for. All sessions include the following sections:

    a. **5-10 minute on ice warm-up** whose objective is:
        i. to warm up the body (increase blood flow and body temperature)
        ii. to re-establish skating balance on blades and reinforce connection with the ice
            1. *Warm-up to be completed using the full ice surface in a variety of formats including perimeter, highway lanes or continuous lanes in both directions.

    **b. 20-25 minute Enhancement** section:
        i. Topics will rotate everyday and will include (edges, speed & power, body control, turns, field moves, dance and creative expression)
        ii. Will provide development time for areas hard to practice individually or areas that skaters generally don't practice on their own
        iii. Allows coaches to schedule time to practice and develop key areas
        iv. Will provide and environment to build club morale and camaraderie
        v. Allows multi-level skaters to work together but also at their own level and pace for each topic
        vi. Provides an opportunity for skaters to perform in a large group situation (with an audience you build confidence)
        vii. Provides a peer motivation environment
        viii. Individual attention will still be given

c. 2**0min-50 min Lesson/teaching** section: *this segment is essential for learning and practicing skills
    i. Lesson/Teaching segment for STAR 1-3:
        1. Lesson segment will be 20-30 minutes in length with designated rotation times
        2. Skaters will be divided into groups to receive a 10 minute lesson in one of the designated stations (e.g Freeskate-jumps)
        3. After 10 minutes skaters will switch to a different station on the ice to receive a second 10 minute lesson in a different discipline (e.g Skills)
        4. If time permits for a third rotation, then skaters will switch to a different station for another 10 minute lesson in another discipline (e.g Dance)
        5. Every inch of ice possible should be used to maximize skating development.
        6. Music must be played at all times (soft background music during lesson time)
    ii. Lesson/Teaching segment for STAR 4+:
        1. Lesson segment will be 30-60 minutes in length
        2. Skaters will receive lessons from the “Base Coach” (or other coaches if arranged) - the number of lessons during this time will be arranged between the base coach & parents (and also determined by the number of skaters on each session)
        3. Every inch of ice possible should be used to maximize skating development.
        4. Other training strategies may be used including stations, training workbooks or supervised practice sessions during this time
        5. Music will be played at all times (soft background music as well as programs & dances may be played)

d. **10-15 minute Group Class** *This section will be similar to enhancement and will feature various topics on a rotating schedule.

e. **5 minute Cool-down** whose objective is to lower the heart rate, decrease the energy level and give skaters’ bodies the opportunity to begin the recovery process before leaving the ice. The cool-down will consist of choreographed movements to music that include long, slow glides, static stretches to promote flexibility such as gliding toe touches and drags.

## STAR 1-5 Program Additions:

In addition to the above aspects of the STAR 1-5 program, skaters will have the opportunities to register to participate in the following:

1. **TBSA "Shoot for the Stars" Club Competition (January)** - STAR 1-5 skaters will individually participate in different events based on their assessment level. They will earn their own Certificate which will be earned based on the evaluation of their elements to a set standard of either Gold, Silver or Bronze. They will also be placed on a "Team" including skaters from other levels/programs in the club. Each team will earn points from the individual participants' events plus have a chance to earn team points through team events. This competition is an opportunity for skaters of all levels to come together and support each other in a fun, engaging and challenging **TEAM** atmosphere.

2. **Regional Competitions (Skate Thunder Bay, North Shore Open, Thunder Bay Open)** - STAR 1-5 skaters can participate in all the competitions offered throughout our region. The Director of Skating (for STAR 1-3 skaters) and your Base Coach (for STAR 4+ skaters) will provide more details when registration for the competitions open throughout the year. Preparing for competitions is a great motivator for skaters. Please keep in mind that the most important part about competing is the personal growth and development of the skater and the enjoyment of the sport and not the results at the competition.

3. **TBSA Ice Show (April)** - STAR 1-5 skaters will have the opportunity to participate in our year end showcase "Ice Show" where they will be placed into groups based on their assessment level and perform a group line number as part of the show. They will also perform in the opening line number with all STARskate skaters as well as the finale portion of the show and take part in the end of the show group picture. STAR 4+ skaters will also have the opportunity to perform their "solo" that they use for competitions or assessments in the show as well. STAR 1-3 skaters will have the opportunity to perform their individual or group "showcase" programs in the show. The Ice Show is a great opportunity for skaters to showcase all of the skills they have learned over the season and perform them for their family & friends.

# STAR 1-5 must haves:

1. **Boots and Blades - What to look for:**
   STAR 1-5 skaters must be wearing “figure skates” in order to participate in the program. In figure skating, skates are the most important piece of equipment. Purchasing appropriate skates for the level of your skater and budget is of the utmost importance. Here are some general guidelines:
   - Proper fit is IMPORTANT. Avoid the temptation to buy a larger size for your skater to “grow into”. Skates that are too big will frustrate the skater and hurt their feet.
   - Firm ankle support is key. Ankles should never appear to fall over.

2. **How to try skates on:**
   When trying on skates at the store (Play it Again Sports (for the Jackson brand) or Petrie’s are the best local shops to purchase good quality figure skates), the skater should wear only one pair of tight-fitting socks or tights (the same pair that will be worn when skating) and:
   - Partially lace boots through the instep
   - Slide foot forward so toes can touch the front but are not cramped
   - Stand with weight equally distributed over both feet

- Bend knees

The space at the back of the heep should be no more than a pencil width. Once the skates are tied loosely over the toe and front of the boot and snugly over the ankle and instep, the skates should fit snugly around the ankle and heel with some room for movement of toes. When walking around the store, the skates should feel comfortable. Make sure there is no looseness or creases in the boot. The tongue should be well padded and wide enough to cover the front of the ankle and stay in place.

*Speak directly with the Director of Skating (STAR 1-3) or your Base Coach (STAR 4 & up) for more details/help with skate purchases
**Please **ONLY** get skates sharpened at **Play it again Sports OR Petrie's** as they are the only places in town that know how to properly sharpen figure skates!! Ask for Kyle or Dan at Play it Again (they work Monday to Friday 9am-5pm); Ask for Farsan at Petrie's.

3. **Caring for Skates:**

   Proper care of your boots and blades can help them last as long as possible. Skate guards must be worn whenever your skater is walking on any surface other than the ice. This includes wood, cement and rubberized flooring. Gritty surfaces such as these can damage the edges and sharpening of the blades. Try to wash the inside of the guards regularly so that grit doesn't accumulate in them.

   - When removing skates, unlace them enough before taking them off so that the back of the boot does not break down or rip.
   - Blades and soles of the boots **MUST** be dried carefully with a soft cloth .
   - **DO NOT put the hard guards back onto the blades after drying them as this will cause the blades to rust.** DO NOT store skates in your locker or bag with your guards on. Instead, purchase a pair of blade covers (soft terry cloth covers) to protect your blades during storage.

4. **Clothing:**

   Once your skater moves into the STAR 1-5 program, there are different expectations about clothing. Clothing must strike a balance between providing freedom of movement and revealing the "lines" drawn by a skater's body with warmth and comfort. We recommend skaters dress in layers and wear attire that allows for active movement (e.g leggings, stretchy joggers, sweaters, club or light jackets, figure skating dresses & tights, etc..). Please **NO** jeans, jeggings, oversized hoodies, ski pants or heavy winter jackets as this will restrict the skaters'

movements and they will be unable to perform the skills they are being asked to do. Most skaters nowadays practice in form fitting leggings and tops with a tighter fitting club jacket or similar item on top to start (e.g lululemon, nike, under armour, old navy, etc…). For Assessments and Competitions a skating dress/costume is mandatory, so sometimes skaters also like to practice in dresses & tights.

5. **Head safety/Hair:**
   Once a skater enters the STAR 1-5 program helmets are no longer mandatory however, some skaters or their parents might not feel comfortable having their skater out on the ice without protection. Because of the skills they are learning starting in the STAR 1 level, wearing a helmet can cause the skater to be more off balance - therefore if you wish to still have protection we recommend purchasing an **"Ice Halo HD"** at www.icehalo.ca
   Hair must always be "out of the skater's face" so please make sure to have it either up in a ponytail or clipped back before stepping onto the ice. Only headbands will be allowed to be worn (no toques).

6. **For off-ice sessions, all STAR 1-5 skaters will need to bring the following:**
   a. Runners
   b. Yoga Mat
   c. Skipping Rope
   d. Water Bottle
   e. Stretchy band (club has some if skater doesn't)
   f. Spinner (available for purchase from the club)

## TBSA Club Policies:

1. **TBSA Refund Policy**:
   - PreCanSkate, Parent and Tot, CanSkate, Hockey Fundamentals, Rising Stars and our STARSkate programs are 10 week sessions, offered Oct-Dec and Jan-Mar. Registration fees will be refunded upon request prior to the end of the 3rd week of each session. After the 3rd week of each session, refunds will only be issued with a medical certificate. An administrative fee, the Skate Canada fee, plus sessions skated will be deducted from all

refunds.**Please direct any requests for refunds to:** thunderbayskatingacademy@gmail.com

- All other refunds will be considered by the Board of Directors upon written request via mail or email made within 7 days of the skater's last day on the ice for injury and/or illness
- The Club's income is based solely on fees and fundraising therefore after the first three (3) weeks of skating, fees will only be refunded under the following conditions:
  a.) Relocation of a family to another town
  b.) Compassionate reasons approved by the Board
  c.) A medical note from a doctor for injury and/or illness within 14 days of the request.

- **STARSkate** (Star 1, Star 2-3, Star 4+)
  a.) Memberships are non-refundable 3 weeks from the beginning of the skating season.
  b.) All other refunds will be considered by the Board of Directors upon written request via mail or email.
  c.) Refunds will be pro-rated based on the number of sessions attended.
  d.) all written requests must be received within 7 days of the skater's last day.
  e.) Absolutely no refunds will be given out after January 15th for the ice show.
  f.) Any unused credits showing on our files will be written off after 2 years.
  g.) A $40.00 fee will be issued for all NSF cheques.
  h.) A $20.00 fee will be issued for all declined Uplifter transactions.

2. **On-ice Rules and Etiquette** - On-ice sessions run smoothly and safely when everyone observes the following rules and skating "etiquette". It is important that you go over these rules with your skater so that they are not involved in a collision or injury.
   - For safety reasons, no standing at center ice or in the corners
   - No gum or candy on the ice
   - Hard or sharp objects should not be carried in pockets or worn in their hair
   - Cell phones should be stored in your locker (if needed to be at the ice surface to play music/solo then they must be turned off so as not to become a distraction during your skater's session)

- Skaters receiving a lesson or having their music played have the “right of way”
- Get up quickly after a fall. Skaters lying on the ice are vulnerable
- When skating backwards, always look in the direction of travel (over your shoulder)
- Skaters having a lesson will receive priority for having their music played
- Skaters must check with a coach before leaving the ice surface
- Skaters shall not enter the ice surface until the zamboni has left and the gates are closed. There must also be a coach present.
- Skaters must leave the ice surface promptly when a session has ended
- Foul, offensive and abusive language will not be tolerated. Be polite and courteous to all skaters, coaches, parents, arena staff and volunteers.
- Use of the facilities and equipment is a privilege, not a right
- During an emergency, skaters must follow the instructions of coaches and arena staff
- Skaters must be in good standing with the Club before taking assessments or registering to compete at competitions
- Please use designated dressing rooms (follow posted signs). We ask that everyone respects the rooms as a shared space, welcoming to all.

## 3. CLUB DRESSING ROOM AND LOCKERS

- Rental of the lockers for the skating season (Oct-Apr)is available to STAR 2+ skaters for $25.00 & is payable at registration (add the locker fee to your registration - it is located under products)
- All lockers must be cleaned out on the last day of the ice show.
- Dressing Rooms must be used in accordance with the TBSA Dressing Room Policy - please only use the room assigned to you.
- All skaters will be considerate and dispose of garbage and any unwanted items. Also consider the sensitivities of others before applying perfume, body lotion, hairspray or any other scents others may find offensive or painful.
- All skaters can either supply their own locks or use the locks provided. Upon payment of locker rental, please contact the Director of Skating to rent your locker and supply us with the combination.

4. **AFFILIATION and FUNDRAISING FEES**
    - All STARskate families must pay a **$200 Bingo Affiliation Fee** at registration which will be refunded upon completion of a yearly credit criteria. The bingo volunteer hours must be completed by August 31 of that skating year. Volunteer hours will be tracked by the Director of Bingo per the fiscal year September 1 - August 31. All volunteer hours will be limited to a maximum of 8 hours per activity/person. (4 X 2 hrs bingo volunteer)
    - All STARskate families will also pay a **$150 Fundraising Fee** at registration which will be refunded once the criteria has been met.
    - If you would like to request your skater to volunteer during an event or activity, please contact the coordinator of the event.

5. **SKATE CANADA CODE OF ETHICS -** All skaters, officials, coaches, employees, board members, volunteers, alumni, parents and guardians who participate in and observe related Skate Canada activities must adhere to the Skate Canada Code of Ethics. The Skate Canada Code of Ethics can be found at: https://info.skatecanada.ca/index.php/en-ca/policies/79-skate-canada-code-of-ethics.html

6. **SOCIAL MEDIA POLICY -** The Club has a Facebook and Instagram account. All members of the Board of Directors will have administrator privileges to both accounts, as well as any member who has been Board approved. These accounts will be used as a general platform of communication to our members and the public. Members and Parents are to refrain from using social media to disrespect or exploit others and the Club.

7. **ZERO TOLERANCE ON BULLYING AND HARASSMENT**
    - Bullying can be defined, but is not limited to, the activity of unwanted repeated, aggressive behaviour intended to hurt another person, physically or mentally whether it be in person or cyber-bullying.
    - Cyber-bullying is the use of cell phones, instant messaging, email, chat rooms, or social networking sites such as Facebook and Twitter to harass, threaten or intimidate someone.
    - Any club member who intimidates or bullies another member of the Club will be dealt with in the following sequential steps:

i. A verbal warning from the Lead Coach or any member of the Board of Directors. The President will be notified of this verbal warning for the Club's records
ii. The President will create a conflict resolution committee to discuss the situation. They will bring their findings to the Board of Directors, and based on the evidence, a written warning will be issued.
iii. A declaration stating the skater is "a member not in good standing" and the skater is NOT permitted on any ice sanctioned by Skate Canada until permission has been granted by the Board of Directors to return. The skater and parent/guardian (if applicable) must request to meet with the Board of Directors to present their case for reinstatement to the Club