

Sudbury Sprinters Speed Skating Club

Orientation & Registration Package

2011/2012 Season

1. Registration and Orientation Meeting

Parents and Guardians are required to attend our Registration and Orientation Meeting (second week of practice with a time to be communicated).

Location: Countryside Arena-- Gallery

The Orientation Meeting will cover such topics as: club structure, volunteer requirements, practices, and coaching strategies.

Registration: All forms and registration must be completed and fees paid for prior to members being allowed on the ice.

2. Sudbury Sprinters Speed Skaters Skating Club Mission Statement

Our mission is simple:

Our mission is to develop and promote speed skating in the City of Greater Sudbury. Specifically, we seek to hone the skills required for speed skating, whether at the recreational or competitive level. We employ high quality coaching staff and utilize quality programs so that all participants, regardless of their age and gender, may safely achieve their potential level of interest and ability.

3. Club Overview

We are a not-for-profit organization of pre-competitive and competitive speed skaters and their parents. Our goal is to provide a quality speed skating program. The club's board of directors is made up of the parents of the speed skaters and others who wish to help with the club's development.

3.1 Competitive Structure

The Sudbury Speed Skating Club is open to both competitive and recreational speed skaters. Our competitive group is provided with a ½ hour of extra ice time per session (called the Sub Club). This ½ hour is intended to provide an opportunity for these skaters to train at the highest level and to ensure safety on the ice provided by a smaller group. Skaters with less than one minute and five seconds on their 500 seed time will be invited to join this group. Other skaters are provided with ½ hour of dry land training during this period. Due to the longer blocks of ice time for 2011-2012 this structure may change as we adapt to the longer blocks to make best use of the ice.

3.2 Club Operating Cost

The membership fees and fundraising dollars are used to cover the cost of the following:

- Facility rental and maintenance
- Subsidizing training costs
- Maintenance and purchase of equipment
- Coach travel expenses (accommodations, food, gas...)
- Social gatherings – Christmas and Year End
- Coaching certification and continuing education
- Club training shirts

3.3 Board of Directors

President – John Hreljac

Tel: 705-690-7650

E-mail: johnhreljac@bellnet.ca

Vice President – Guy Therrien

Tel: 705-561-3335

E-mail: handsfull@bellnet.ca

Treasurer – Nicole Therrien

E-mail: handsfull@bellnet.ca

Secretary – Katherine/Marc Bouffard

Email: mbouffard@isys.ca

Head Coach – Sharon Hreljac

Tel:

E-mail: nor_ont@eastlink.ca

Skaters' Representative---Vacant

Role of Board of Directors

3.3.1 President

- Develop meeting agendas and chair meetings
- Ensure the effective action of the board in governing and supporting the organization and oversee board affairs
- Represent the Sudbury Speed Skating Club in the community
- Ensure board matters are handled properly, including the preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members
- Encourage the board's role in strategic planning
- Monitor financial planning and financial reports
- Evaluate annual performance of the organization in achieving it's mission
- Forward any concerns or suggestions

3.3.2 Vice President

- Perform president's responsibilities when president cannot be available
- Work closely with the president and other staff
- Assist and oversee the recruitment for volunteer assignments as needed

3.3.3 Treasurer

- Keep accurate financial records for the Sudbury Speed Skating Club
- Deposit money and cheques for the Speed Skating Club
- Disburse funds and provide an account of transactions to board
- Manage the finances of the organization
- Provide an annual budget to the board
- Administrate the fiscal matters of the organization

3.3.4 Secretary

- Manage minutes of board and parent meetings and ensure distribution to members

3.3.5 Head Coach

- Planning and running all practices
- Preparing skaters for competitions
- Submitting meet forms and coaching at competitions.

3.3.6 Skaters representative

- represent skaters on board and ensure all skaters concerns are addressed

Committees

Practice

- Ensure the ice surface is ready for practice
 - Mats put on and taken off ice
 - Buckets
 - Blocks
 - Water and squeegees
 - Door Duty (Ensuring all skaters have proper equipment and enter ice surface safely. Also, ensure entry to ice surface is controlled)

Ice Allocation

- Attend all meetings with the City regarding ice allotment for practice and special event needs

Media

- Keep media informed of club activities, events and skaters results
- Keep the club in the public eye

Coaching

- Assisting Head Coach in all off-ice requirements
 - Timers for practice
 - Maintenance of personal bests of all skaters.
 - Maintenance of times for skaters from practice and posting of results at following practices
- Assist on-ice coaching when able and needed.

Finance

- Assisting the Treasurer with all duties associated with it.

Committees (cont'd)

Equipment

- Maintain equipment cabinet to ensure proper inventory and supply of all equipment needed by the skaters including:
 - Skates
 - Blades
 - Protective equipment
- Ensure skaters have proper uniforms for practice.
- Consult with coaches regarding equipment needs

Registration/Membership

- Updating the club registration package
- Co-ordinate all club registrations for current and new members
 - Registration collection
 - Payment collection for membership, skate rentals and fundraising
- Handling all new member inquiries

Meet Organizer

- Maintain helmet covers
- Collect all meet forms and payments and submit to Treasurer

3.4 Communications

We strongly encourage all members to check the website (www.sudburysprinters.com) on a regular basis. The website will be regularly updated to list schedules, upcoming events and highlights. Additionally, most communications will be sent via email. Please ensure that email addresses are on the Registration Form. Also, please ensure that you respond to all emails – even a quick “thanks” will suffice. Responses will be mandatory where it is specifically marked for mandatory response.

4. SUDBURY SPEED SKATING 2011-2012 SCHEDULE

The latest skating schedule for the season is posted on website.

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5. Fundraising

The club will not be coordinating any fundraising events this season. Therefore members are required to provide two post-dated cheques, dated November 15th, 2011 and February 15th, 2012 in the amount of \$75 each. (Please note that the amount is per skater.)

5.1 Roles and Responsibilities

Parents/Guardians and senior skaters are required to be present at least 15 minutes before all practices. Please remember that it is your responsibility to find a replacement should you be unable to attend. A parent/guardian is also required to be present at all times during the practice.

5.2 Parent Expectations

Our parents play a vital role in the operation of the club.

- Mandatory for a parent/guardian of skater to assist with club duties. Upon registration each parent will be required to sign up for specific committees
- Punctuality and attendance. Attendance at all training sessions is very important. It is mandatory that speed skaters contact the head coach should they be unable to attend training. Practices are planned in advance and valuable ice time is compromised when changes to the program are required due to absences.
- Coach and Athlete Support
- Ensuring that nutritional needs for our speed skaters are met

Coach and Speed Skaters Support:

Below is a list of commandments for all parents to read over. In addition, there are a couple of rules which must be followed in order to ensure the safety of our skaters. Please avoid talking to the skaters while they are on the ice. As well, please refrain from standing near the door where your child may be encouraged to go over to speak with you. Lastly, once practice has started, skaters are not to leave the ice unless it is an emergency. It is very dangerous for skaters to cross the track once practice has started without the assistance of a coach/helper.

Ten Commandments for Competitive Speed Skating Parents

1. I will be a supportive parent, not a coach.
2. I will not force my child to participate in sport.
3. I will remember that children learn best by example.
4. I will show respect and appreciation for the coaches who give their time to provide sport activities for my child.
5. I will acknowledge that my child has fears and that new experiences can be stressful situations.
6. I will make my child feel like a winner every time by offering praise for competing fairly and trying his/her best.
7. I will never question the integrity and/or judgment of an official or coach especially in public.
8. I will not expect my child to become an Olympic athlete – the goal is for them to be healthy and fit and happy.
9. I will support the decisions that the coach makes regarding my child.
10. I will remember to see the big picture.

6. Speed Skater Expectations

Speed Skaters are required to have proper clothing and equipment during each practice. This includes:

- Helmet: speed skating style or hockey helmet**
- Bib style neck guard
- Cut-resistant gloves
- Kevlar ankle socks***
- Wrist and ankles must be covered, (no exposed skin)
- Shin and kneepads, (covering the entire shin from just above the ankle)
- Water
- A club training shirt must be worn by all skaters

In addition, long hair must be tied back and skate laces must be secured to prevent a tripping injury.

Speed Skaters may be required, from time to time, to aid in the movement of equipment.

Speed Skaters must attend regular practices and be ready to give it their all.

Seasoned skaters may be asked to assist with younger skaters from time to time during practice.

Horseplay by skaters of any kind will not be tolerated on the ice as it proves to be very dangerous for others. At the discretion of the coaching staff, skaters who fail to adhere to this very serious rule may be asked to leave the ice for a period of time to be determined by the coach.

Skaters are expected to have a proper wrench and allen key for their skates in their skate bags at all times.

Speed skating suits may be available from the club, however suits may be ordered with our suit supplier, Shoei Creations (www.shoeicreations.com for sizing and contact information for Jacky Shoebridge) for \$190.

**At all competitions it is required to wear speed skating style helmet.

*** Higher end competitions require Kevlar(cut resistant suits)

COMPETITIONS 2011-2012 SEASON

Please see the following competition dates:

- **Refer to club schedule and OSSA schedule on their website (www.speedskatingontario.org)**

Please note: Members wanting to attend Canada Cups must register individually through OSSA

6.1 Meals for Competitions

When going to a competition, ensure that water and healthy snacks are packed and available in the stands.

What to Pack for a Competition:

- Skates, suit, helmet, warm-up suit, Kevlar protection, all equipment
- Extra laces
- Extra underclothes
- Hair dryer (to dry suit if fall occurs)
- Cooler with water and healthy snacks/meals
- Sharpening equipment (if available)
- Running shoes
- Warm jacket
- Blanket

6.2 Procedures for Competitions

Instructions will be sent out prior to attending the competition by the head coach. Transportation and accommodations are set up by the individual competitors. The head coach must have a phone number to contact you while at the competition. If you have to cancel, you must advise the head coach immediately so that she can alert the meet coordinator.

While at the competition, parents/skaters must pay close attention to the race schedule as it is the parent's/skater's responsibility to make sure they get to their race on time. During the competition the coaches are in the coaches' box where parents are not permitted to enter under any circumstances. Most racing runs Saturday from 7:30 – 5:00 and Sunday from 7:30 – 4:00. Skaters are not allowed to leave the arena during racing as the schedule may be changed.

Take Note!

- No flash photography is allowed to ensure a safe environment for the speed skaters.
- The use of video cameras is permitted.
- Ensure the speed skater has a light and healthy snack prior to competition and remember that they can eat snacks during the competition.
- Speed skaters may be nervous prior to competition...give them positive reinforcement and remind them to do their best and have fun!

All Competitions

The members will also be responsible for accommodations, meals, and travel expenses for competitions.

All competitions require meet fees as well as a coaches' fee. Meet fees vary from competition to competition. All meet submissions must be handed in with accompanying cheques for meet and coaches' fees prior to the deadline posted on the ice schedule.

It is mandatory to have your skates properly sharpened prior to the competition.

7. Well-Balanced and Nutritional Meals/Snack and Beverages

We at the Sudbury Speed Skating Club promote the Nutritional Guidelines from "The Canada Food Guide". It is important to remember that your child is an athlete and proper 'fuel' is a necessity. If you make wise choices, snacks and small meals can keep your child energized and give your child important nutrients all day long. Young children especially benefit from snacks as they have small stomachs and may have trouble eating all of the foods they need at a large meal.

Remember this!

Think of eating after exercises as 'reloading your muscles' for the next bout of training or competition. Doing so will allow the athlete to perform longer before feeling wiped out. Sports nutritionists call it 'hydration and recovery.' Just remember, "Garbage In Garbage Out!"

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SCHEDULE OF FEES

TYPE OF MEMBERSHIP	MEMBERSHIP FEE	REMARKS
Gold Club Membership* (includes short track and long track)	First Skater \$575 Second Skater \$550 Third Skater/Fourth Skater \$525	This includes one associate membership
Introduction to Speed Skating **	\$ 300	This includes one associate membership
Associate Membership	\$ 25.00 per year	
Short Track Skate Rental Boot and Blade Skate Rental Blade Only Skate Blade Insurance*** Club Training Shirt	\$225 / season \$120 / season \$ 20/ per set of blades \$ 55	Plus security deposit. \$500 cheque post-dated for March 30/2012
Long Track Membership Skate Rental Boot and Blade Skate Rental Blade Only	\$100 / season \$275 / season \$110 / season	Plus security deposit. \$500 cheque post-dated for March 30/2012

Short Track includes 2.5 to 4 hours per week at Countryside Arena (depending on level).

Long track includes two hours per week at Queens Athletic Field, weather permitting.

If a skater wishes to have “new” long track boots and/or blades, it is the responsibility of the skater.

Meet fees will vary with the competition and is specified on the event meet sheets.

Coaches’ fees will be \$50 per skater, per day, per competition for the upcoming season.

*Includes compulsory insurance, OSSA and SSC membership.

**includes one hour of ice time during practices on Saturdays at Countryside.

***Breakage without insurance will require replacement cost of the blades.(Est. \$275)

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PLEASE PRINT CLEARLY

Registration Date: _____
 FAMILY NAME: _____
 PARENT NAME: _____ PARENT NAME: _____
 ADDRESS: _____ ADDRESS: _____
 CITY: _____ CITY: _____
 POSTAL CODE: _____ POSTAL CODE: _____
 PHONE NO. (HOME): _____ PHONE NO. (HOME): _____
 E-MAIL: _____
 Emergency Contact Other Than Parent
 Name: _____
 Address: _____
 Phone No: _____

Name of Associate Member to listed with SSC.- _____
 D.O.B.- _____

Skater #1

Name:	Birthdate:	Sex:
Allergies/Medication:		
Cost: \$575 , includes one associate member fee		
Membership type		

Skater #2

Name:	Birthdate:	Sex:
Allergies/Medication:		
Cost: \$550		
Membership type		

Skater #3

Name:	Birthdate:	Sex:
Allergies/Medication:		
Cost: \$525		
Membership type		

Total Skaters _____
 TOTAL FEES: _____

Payment paid by Cheque or Cash- Received _____

WAIVER/AGREEMENT: The undersigned waives and releases any and all rights and claims for damages against the Sudbury Speed Skating Club, the Ontario Speed Skating Association, Speed Skating Canada and the City of Sudbury for any and all injuries suffered by the above named persons while either participating or as a spectator in any activities sponsored by the Sudbury Speed Skating Club.

Date	Signature:
For office use:	

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SKATE RENTAL AGREEMENT
(effective October/2011 to March /2012)

Skater	Skate Description/Size	Rental	Insur- -ance	total Fees/ skater
Skater 1				
Skater 2				
Skater 3				
Skater 4				
	Total Skate Rental Fee			\$

Skates may be exchanged at any time at no additional cost, upon approval of coach.
SPEED SKATES ARE NOT TO BE MACHINE SHARPENED.
DESIGNATED CLUB MEMBERS WILL SHARPEN SKATES WHEN REQUIRED
FOR A FEE OF \$10.00 per sharpening.

I understand that poorly maintained skates (rusted, nicked blades, etc.) or broken/damaged may receive a damage charge.

I undertake to maintain these skates according to the instructions received, including protecting the blades with skate guards and socks or towels.

I agree to use skates only at organized practices and competitions of the club. Other uses are not permitted without permission from the head coach.

I agree to return the above skates and skate guards on the last night of skating for the season.

Registration Fee(s): \$ _____
Skate Rental Fee(s): \$ _____
Total Fees Amount: \$ _____
Less: Deposit(if applicable) \$ _____
Balance owing \$ _____

Received _____
Cash: _____ Cheque: _____ Initials: _____

Skate Rental Security Deposit(s) # ____ @\$500 = _____ Post dated to March 30/2012 Received: _____

Fundraising Requirement

Post Dated Nov 15th , 2011 in the amount of \$75/skater # ____ @\$75= _____ Received: _____
Post Dated Feb 15th , 2012 in the amount of \$75/skater # ____ @\$75= _____ Received: _____

I hereby make application for membership in the Sudbury Speed Skating Club and agree upon this application being accepted to become debtor to the Club for the full amount of the annual skating fees and any other additional costs incurred by the member. I also recognize my responsibility to actively support the Club as specified above.

Signature of Parent/Guardian _____
Dated: _____