



**SKATE**CANADA  
CENTRAL ONTARIO

# **TEAM COS HANDBOOK**

## **WELCOME TO TEAM COS**

Congratulations on being named to Team COS!!

We are all very proud of your successes so far this season and look forward to more!!

This booklet has been prepared to provide you with some critical information as you head to the Skate Canada Challenge and, if applicable, The Canadian Tire National Figure Skating Championships.

### **RESOURCE TEAM**

Kathy Adams	Team Manager
Barb Roger	Team Leader
Susan Sankey	Team Leader
Anne Reddie	Team Leader
Patricia Glenwright	COS Office
Stephanie Klein	COS Office

## **WHAT CAN YOU EXPECT FROM COS??**

- ◆ As a member of Team COS you are provided with a team uniform at no cost that must be worn at all times at the event.
- ◆ Team leaders—at the arena and the hotel—for support and guidance.
- ◆ Team Room at the hotel—a place to hang out and talk—light snacks, toast, etc., available for early morning practices. Please come and visit Anne Reddie and make yourself familiar and comfortable in the team room. It is there for you as the athlete to enjoy! Signs will be posted in the hotel as to the location of the team room or you can ask the front desk.
- ◆ Up to date information posted to the team page of the COS website.

**Your user name is: TEAMCOS (all upper case)**

**Your password is: blades (all lower case)**

## **WHAT COS EXPECTS FROM YOU.....**

- ◆ Check the team page daily, leading up to the event, for communiques and updates.
- ◆ Team uniform to be worn at all times while at the event.
- ◆ Support your teammates at their competition.
- ◆ Good sportsmanship.
- ◆ Respect of officials, coaches, teammates.
- ◆ You are required to stay at the official hotel which is important for the following reasons:

Should the event schedule change it will be posted at the hotel.

You can use official transportation. Should there be traffic and the official transportation is late, the event is held. If you are travelling by non-official transportation and you get stuck in traffic, you cannot skate if you are late.

- ◆ Behave appropriately while at the event and representing Skate Canada-Central Ontario.

## **IMPORTANT DETAILS**

- ♦ **Email is the primary communication vehicle used for all Team COS administration. Please be sure we have your correct address and check your email daily!**

\*\* Only coaches listed on your registration form will be accredited for Challenge or Canadians.

**\*\*\* Policy: Accreditation for Events, By-law 2403 1.2 Accreditation:  
In order to receive accreditation from the association Skate Canada professional coaches must meet the following standards:**

**SECTIONALS & CHALLENGE: NCCP Intermediate Provincial Coach (Level 2) Certified.  
CANADIANS: NCCP Level 3 Certified.**

***REGISTRATION MUST BE COMPLETED BEFORE THE CLOSE OF THE EVENT ON:***

**SUNDAY NOVEMBER 6th, 2016.**

**Late registrations are not accepted for any reason as they are due in Ottawa within 24 hours of the close of Sectionals.**

### **TEAM COS on the WEB**

**[www.skatecanada-centralontario.com](http://www.skatecanada-centralontario.com)**

**Click on "Team COS" from the index**

**Login: TEAMCOS (all upper case)**

**Password: blades (all lower case)**

**\*\* Login and password are case sensitive. Please do not share this information. \*\***

## **SKATER ONLINE PROFILE UPDATE—ACTION ITEM!**

All athletes must complete two forms to confirm their Challenge registration.

**REGISTRATION MUST BE COMPLETED WITHIN 48 HOURS OF QUALIFYING FROM SECTIONALS.**

Skate Canada—Central Ontario will officially register you in the event, but ALL athletes must complete the following:

There are two forms that must be completed:

**FORM 1: General Skater Registration Form** - This includes basic skater information including Skaters Details, Medical Information, and Waivers.

**FORM 2: Category Specific Information** - Category specific information includes music, coach and choreographer information for the specific entry(ies). You will then be linked to the Planned Program.

**WHERE DO I FIND THESE FORMS?**

To complete these forms, log on to the Skate Canada website. Select Info Centre on the top left hand corner of your screen. Choose Events/Skate Canada Challenge.

<https://info.skatecanada.ca/hc/en-ca/articles/210197853-Event-Registration>

The link can also be found on the Team COS page under Challenge/Event Registration—Skater.

**\*\*\*Please note that all byed skaters are responsible for completing this section as well.**

# 2017 Skate Canada Challenge

Sportplexe Pierrefonds

Pierrefonds, Qc

November 30—December 4, 2016

## Financial and Administrative Responsibilities

	Responsibility of Skater	Responsibility of COS
Team COS Uniform		✓
Team Room		✓
Entry Fees	✓	
Transportation	✓	
Hotel	✓	
Tickets	✓	
Practice Ice	✓	

## 2017 Skate Canada Challenge

Sportplexe Pierrefonds  
Pierrefonds, Qc

November 30—December 4, 2016

	Details
<b>Team COS Uniform</b>	<p>COS is pleased to provide:</p> <ul style="list-style-type: none"> <li>◆ winter jackets for Canadians</li> <li>◆ track suits for Eastern Challenge</li> </ul> <p>Team COS outfits must be worn at <b>ALL TIMES</b> during the event – Club jackets/other jackets, etc., should be left at home!</p>
<b>Team Room</b>	<p>A team room will be provided with light snacks and breakfast foods for Team COS members.</p>
<b>Entry Fees</b>	<p>Payable to COS:</p> <p>Singles (Pre-Novice – Senior) - <b>\$260.00</b></p> <p>Pair/Dance (Pre-Novice – Senior) - <b>\$390.00 per team</b></p> <p>Skaters in multiple events: entry fees are <i>per event</i>.</p>
<b>Transportation</b>	<p>You are responsible for making your own travel arrangements.</p> <p>Transportation to and from the airport is <b>not provided</b> by Skate Canada.</p> <p>Transportation <u>while at the event</u> will be provided for skaters, team leaders and accredited coaches only.</p> <p>Skaters <b>MUST</b> travel between the rink and hotel using this service.</p> <p>Parents may purchase a bus pass to use the official transportation.</p>
<b>Hotel</b>	<p>Skaters <b>must</b> stay at the team hotel during the event.</p> <p>More information will be distributed once available from Skate Canada.</p>
<b>Tickets</b>	<p>All-event and daily tickets for the general public will be available at the Sportplexe 4 Glaces Pierrefonds on the day of the event only.</p> <p>An all-event or daily ticket is required for access to all practices and events as there is no separate practice ticket. Seating for this event is general admission.</p>
<b>Practice Ice</b>	<p>Skaters wishing practice ice prior to registration must book it individually. Please note that once skaters are registered for the event <b>only official practice ice is allowed</b>.</p>



# 2017 Canadian Tire National Figure Skating Championships

TD Place  
Ottawa, Ontario Canada

January 16—22 , 2017

## Financial and Administrative Responsibilities

	Responsibility of Skater	Responsibility of COS
Team COS Uniform		✓
Team Room		✓
Placement Bursaries		✓
Entry Fees	✓	
Transportation	✓	
Hotel	✓	
Tickets	✓	
Practice Ice	✓	
Closing Banquet	✓	

# 2017 Canadian Tire National Figure Skating Championships

TD Place  
Ottawa, Ontario Canada

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## Financial and Administrative Responsibilities

	Details
<b>Team COS Uniform</b>	COS is pleased to provide: <ul style="list-style-type: none"><li>◆ winter jackets for Canadians</li></ul> Team COS outfits must be worn at <b>ALL TIMES</b> during the event – CLUB JACKETS/ other jackets, etc., should be left at home!
<b>Team Room</b>	A team room will be provided with light snacks and breakfast foods for Team COS members.
<b>Placement Bursaries</b>	Skaters' Trust Fund Bursaries will be awarded at the COS Ice Show and Awards Ceremony in May 2017 to skaters placing 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> at the National Championships.
<b>Entry Fees</b>	Payable to COS: Singles (Novice – Senior) - <b>\$260.00</b> Pair/Dance (Novice – Senior) - <b>\$390.00 per team</b> <b>(Will be charged to your credit card number on file)</b>  Skaters in multiple events: entry fees are <u>per event</u> .
<b>Transportation</b>	You are responsible for making your own travel arrangements.  Transportation <u>while at the event</u> will be provided for skaters, team leaders and accredited coaches only.  Skaters <b>MUST</b> travel between the rink and hotel using this service and should not be traveling independently in vehicles.
<b>Hotel</b>	Skaters <b>must</b> stay at the team hotel during the event. Rooms have been reserved for your stay.  More Information to follow once available from Skate Canada.

# 2017 Canadian Tire National Figure Skating Championships

TD Place  
Ottawa, Ontario Canada

January 16—22 , 2017

## Financial and Administrative Responsibilities

	Details
<b>Tickets</b>	<p>All-event tickets for the event are on sale Friday, October 14 at 10:00am!</p> <p>Fans will be able to choose from four levels of all-event ticket packages that are priced at \$120, \$160, \$200, and \$300, plus applicable surcharges.</p> <p>Tickets can be purchased online at TDPlace.ca, or by phone at 1 (877) 489-2849 or in person at The Box Office at TD Place.</p>
<b>Practice Ice</b>	<p>Skaters wishing practice ice prior to registration must book it individually. Please note that once skaters are registered for the event <b><i>only official practice ice is allowed.</i></b></p>
<b>Gala</b>	<p>Details to follow.</p>
<b>Closing Banquet</b>	<p>Details to follow.</p>

## SOCIAL MEDIA

Social media has become a fundamental part of how people communicate.

When using social media to communicate, the biggest thing to keep in mind is what you put out there can be viewed or changed. Any message, picture or comment that you post can be copied and pasted or forwarded.

The 2012 London Olympic Games was a perfect example where comments on social media got athletes into trouble and expelled from the Games— Greek triple jumper Paraskevi Papahristou and Swiss footballer Michel Morganello.

Chris Rudge, former chief executive of the Canadian Olympic Committee says “What I’ve always said to people, ‘count to 10, and don’t say something you would be embarrassed to read on the front page of the major local newspaper the next day.”

It is important to use common sense when using social media. ***If you don’t want other people to see the picture or comment, do not put it out there! If you are not comfortable posting the picture, comment or message on a bulletin board for everyone to see, then don’t use social media (e-mail, texting, voice mail, Facebook, Twitter) to convey the message.***

## **IMPORTANT DATES**

November 30th—December 4th, 2016      Skate Canada Challenge, Pierrefonds, QC

January 3rd, 2017      **\*\*Team Day, Sixteen Mile Sports Complex,  
Oakville, ON**

January 16th—22nd, 2017      Canadian Tire National Figure Skating  
Championships  
Ottawa, ON

\*\*A team day will be held for those skaters advancing to the National Championships. Skaters will be given the opportunity to skate and perform in the main bowl at Sixteen Mile Sports Complex, receive feedback and attend a session with a guest speaker.

## **IMPORTANT CONTACT INFORMATION**

Skate Canada-Central Ontario  
905-760-9100  
1-877-267-0081

Gary Oswald (ext 225)      gary@skatecanada-centralontario.com

Kathy Adams      kathy.adams@rbc.com

Stephanie Klein (ext 222)      stephanie@skatecanada-centralontario.com

Patricia Glenwright (ext 224)      patricia@skatecanada-centralontario.com

## **HOTEL BOOKING PROCEDURE FOR THE CHALLENGE AND CANADIANS**

Information regarding hotel bookings for Challenge and Canadians will be posted to the Team COS page of the Skate Canada – Central Ontario website once available from Skate Canada and emailed to all skaters who qualify to compete at these two events.

**You are required to stay at the official hotel which is important for the following reasons:**

- Should the event schedule change it will be posted at the hotel.
- You can use official transportation. Should there be traffic and the official transportation is late, the event is held. If you are travelling by non-official transportation and you get stuck in traffic, you cannot skate if you are late.



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