



Dear Skate Canada: Alberta-NWT/Nunavut Clubs and Skating Schools,

Welcome to the new skating season and thank you for volunteering your time to support figure skating in your town/city. The purpose of this letter is to welcome you and to briefly introduce you to some key contacts and valuable resource tools that are available to assist you. We hope this provides support and guidance to effectively operate a great skating club/skating school!

The Skate Canada Alberta-NWT/Nunavut ("Section") website, the Section Office Staff, and your Region Representative are available to support your club/skating school and its members.

Overview of the Section

The Section is managed by a Board of Directors, several Committees and assisted by the Section Office. The Section is made up of nine Regions: Calgary, Central, Edmonton, Northeast, Northwest, Nunavut, NWT, Peace and South.

Each Region has a Local Region Committee and is led by your Local Region Representative. The Local Region Committee is available to answer questions, provide support and to guide you in the right direction. Please note which Region your club/skating school is in and who your Region Representative is. You will be receiving emails from both your Region Representative and the Section Office throughout the year with information on Local Region Meetings, Region and Section events and general updates.

Board of Directors, Committees and Section Office Contacts

All contact emails for the Section Board of Directors, Region Representatives, Region Coaching Representatives, Committees and Section Office are available on the Section website on the About Us page. Please visit that portion of the website to become familiar to the contacts that are available to you.

Meet Your Local Region Representatives:

Calgary Region	Gitti Heske
Central Region	Rose Crosby
Edmonton Region	Vaughn Cappis
Northeast Region	Kim Wallington
Northwest Region	Trenton Adams
Peace Region	Lorilee Rheaume
South Region	Pat Leishman
NWT & Nunavut Regions	Currently vacant. Contact Susan Nolan-Blair, Regions Committee Chair

Websites – Helpful Resources

Become familiar with the following websites that are available with resources, documents, templates, rules, policies and skating program information:

- Skate Canada Alberta-NWT/Nunavut website: www.skateabnwtun.ca

The Section website provides information relating to the Section activities, competitions and programs. Tools and resources for your club, you will find under the club tab:

- Test Day procedures and policies and information
- How to Manage Your Club (Resources and Templates available on this page about awards, bylaws, carnivals, etc.)
- Club and Coach Wanted Ads
- Update Your Club Information

- Skate Canada website: www.skatecanada.ca

The national website provides details on activities, events and programs at the national level.

- Skate Canada Info Center: <https://info.skatecanada.ca/hc/en-ca>

This Info Center is a great resource for club/skating policies, procedures, standard operating procedures, insurance information, rules, Safe Sport information and so much more!

Section Office Email Communications

The Section Office distributes communications via email on a regular basis to our members and clubs/skating schools. These communications provide key up to date information on what's happening in the Section, such as seminars for athletes, training courses for coaches and officials, competition information and so much more!

Skate Canada: Alberta-NWT/Nunavut on Facebook!

The Section posts regular information on the Section Facebook page. Please consider having your club/skating school and your members "like us" on Facebook.

Club and Skating School Contact Directories

The Section Office produces a Club/Skating School Directory which provides the contact information for the club/skating school, president and test chair. This directory is available to all clubs/skating schools to assist with communication between clubs/skating schools, especially in regards to the preparation of test days. Please update your contact information with the Section Office, using the online submission form on the Section Office under the club tab so that your club/skating receives regular updates.

Branding and Logos

Skate Canada wants all clubs/skating schools to be conscientious of Skate Canada branding in your publications as well as your online presence. You may contact Skate Canada and request a logo be made for your club/skating school. Also ensure you are including the official program names in your programs, such as CanSkate, STARSkate, etc. If you want corporate brand information, please go to <https://skatecanada.ca/about-us/corporate-brand/>

Checklists/To-Do Lists

To assist you in getting started, please find attached the Section's "To-Do List" for Section Club Board of Directors.

The Skate Canada Yearly Overview Checklist is located on the Skate Canada Info Center. [Click here to view](#)

Have a great skating season!

