

# Athlete and coach Guide



**PATINAGE QUÉBEC**

[WWW.PATINAGE.QC.CA](http://WWW.PATINAGE.QC.CA)



# TEAM QUÉBEC 2019-2020



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## Registration for Team Quebec

All skaters who qualify for Team Québec during the Quebec Sectionals «A» Championship, will have to complete their registration according to the schedule available on our website.

**Note that only one chaperone per skater will be tolerated in the registration room.**

⇒ Registration process:

1. **Welcome:** Confirmation of the qualification for Team Québec;
  2. **Clothing:** Fitting and ordering Team Québec clothing;
  3. **Picture:** Official Team Quebec picture with the vest;
  4. **Online Registration:**
    - Register with UPLIFTER\* and complete the 2 Skate Canada Forms (Short and Free Program)
    - Register with Sportnroll\* (information for Patinage Québec);
- \* It is important to have your Sportnroll passwords if you are on one of Patinage Québec development team.
5. **Payment:** Proceed with payment for Team Quebec registration (includes clothing and registration fees) as well as registration for the 2019 Skate Canada Challenge;
  6. **Accommodation:** complete reservation for the accommodation for the 2020 Skate Canada Challenge;
  7. **Document to read:** Team Québec policy to read and sign.

### IMPORTANT:

You can expect between 1hr and 1hr 30 min. to finalize your registration.

Please bring with you the following documents:

- ⇒ Skate Canada membership number;
- ⇒ Medicare number;
- ⇒ Program Content for both of your programs;
- ⇒ Music information;
- ⇒ Your complete coordinates;
- ⇒ Your doctor's coordinates;
- ⇒ Your information for SPORTNROLL and UPLIFTER (password and email address);
- ⇒ Name of the coaches who will accompany you during the 2020 Skate Canada Challenge (important, since the coaches accreditation will be granted based on the information entered on AMILIA and UPLIFTER).



Skaters 19 years old or younger:

A skater who is 19 and younger must obligatory be accompanied by a parent or tutor to complete the medical Form and Discharge of Liability.

## **Fees for Patinage Québec**

The fees charged by Patinage Québec include your accommodation, your transportation, access and snacks\* at the skaters 'lounge, the presence of team leaders who are devoted to the skaters, etc.

\* Please note that the snacks offered are mainly for the skaters as extra and do not replace a meal. Parents are welcome to get a coffee. An early morning service is also possible.

⇒ Pre-Novice Category:

A fee of **\$475, 00** (plus taxes and administration fees) is payable at registration. You can pay by check, credit card or cash.

⇒ Novice to Senior Categories:

A fee of **\$700, 00** (plus taxes and administration fees) is payable at registration. You can pay by check, credit card or cash.

⇒ Member of the Senior National Team:

Members of the Senior National Team have nothing to pay for the registration to Team Quebec, nor for the registration for national competitions.

Note that if a skater qualifies in two different categories, the skater will only pay one Patinage Québec fee, which is the highest fee. However, the skater must pay Skate Canada fees for both categories.

## **Fees for Skate Canada**

⇒ Skate Canada Challenge:

Registration fees for this competition must be paid when you register for Team Quebec at Sectionals «A» Championships.

Here are the fees:

- Single: **300.00\$**
- Pair and dance: **450.00\$ (225\$ per skater)**

⇒ Canadian Championships

If a skater qualifies for the Canadian Championships during the Skate Canada Challenge, the registration fees must be paid immediately on site at the Team Québec's room: Oxford Room

- Single: **300.00\$**
- Couple and Dance: **450.00\$ (225\$ per skater)**

## Clothing

Skaters are required to purchase the winter coat, the vest and the leggings for girls and pants for boys. The camisole for girls and sweater for boys are optional purchases. Skaters will be able to purchase the clothing at the same time as registering for Team Québec:

- ⇒ Winter coat: **\$175 (plus taxes and administration fees);**
- ⇒ Vest: **\$75 (plus taxes and administration fees);**
- ⇒ Leggings/Pants: **\$50 (plus taxes and administration fees);**
- ⇒ Camisole/sweater: **\$25 (plus taxes and administration fees).**

The winter coat, the vest and the leggings/pants must be worn at all times by athletes during their participation in National competitions (Skate Canada Challenge and Canadian Tire National Skating Championships). Skaters who participated in International Competitions **are prohibited to wear their Skate Canada vest at any time during the competition**. Sanctions will be given to skaters who fail to comply with this rule according to the frequency of the warnings (see Rules of conduct document).

## Transportation

### Pre-departure checklist

Before your departure, make sure to prepare a checklist including the following items:

- ⇒ Team Québec winter coat, vest and leggings/pants;
- ⇒ Skates, guards and a towels or chamois to wipe your skates;
- ⇒ Music in two copies on CD (three if possible);
- ⇒ Music for an exhibition number (for the Senior Category Canadians only );
- ⇒ Practice and competition costumes;
- ⇒ Enough money for your meals (3 good meals per day for the duration of the competition);
- ⇒ Health Insurance card (RAMQ);
- ⇒ Skate Canada membership number valid for the current season.

## 2020 Skate Canada Challenge (transportation by airplane)

### Meeting point in front of the Air Canada terminal

#### Instructions:

- ⇒ You must arrive at the airport at least three hours before the departure of your flight (the list of flights will be available on our website).
- ⇒ Regularly check the departure time of your flight within 24 hours of your departure. Also check the website of Patinage Québec to see if there are any changes planned;
- ⇒ Meet the team leader for your group;
- ⇒ Make sure to note the time and location of the boarding gate that your team leader will tell you.
- ⇒ Meet at luggage check-in. Since your luggage could get lost, we strongly suggest that you keep your skates, costumes and music in your carry on.
- ⇒ When you get to the boarding gate, make sure to notify your presence to the team leader for your group. Then, go to the boarding gate for the time mentioned by the team leader.
- ⇒ The team leader will be the last to go through security.
  
- ⇒ Tips for your luggage
- ⇒ Remove all previous airline labels;
- ⇒ Apply labels inside and outside your luggage with your addresses (permanent and destination).
- ⇒ Keep your medication, valuable items (cameras, jewellery, electronics, money, etc.) in your carry-on luggage as well as your competition outfits, your music and your skates.
- ⇒ For the departure and return, you have to carry your skates yourself. Note that skates are permitted in carry-on luggage, but plan overweight and storage space if you decide to store them in your checked luggage.

#### Standard for luggage

- ⇒ Please refer to the Canadian Air Transport Security Authority website:

<http://www.acsta.gc.ca/accueil>



## 2020 Canadian Tire Figure Skating National Championships (Bus Transportation)

### Meeting point (to be confirmed)

#### Instructions:

- ⇒ You must arrive at the meeting point at least 1 hour before the departure time of your bus (the departure list will be available on our website);
- ⇒ Meet to the Team Leader for your group;
- ⇒ Do not forget to identify your luggage to avoid losing them;
- ⇒ When you get on the bus, make sure that your the team leader for your group has noted your presence;
- ⇒ The team leader will be last one to get on the bus.

### Parents obligations for transportation

#### ⇒ Skater aged 13 and under:

A skater aged 13 and under **must** be chaperoned by a parent. If the parent cannot be present, he can name another responsible adult. The parent must sign and send the legal procuration found in Annex 2 of the Team Québec policy and on the Patinage Québec website and return it to [klachance@patinage.qc.ca](mailto:klachance@patinage.qc.ca) or by fax at 514-252-3170.

### Accommodation

Patinage Québec is responsible for reserving the necessary rooms for the skaters. If a **coach** wishes to have a room at the competition official hotel, it is his/her duty to advise Patinage Québec before the deadline.

To do so, they must complete the room reservation Form available on the Patinage Québec website and send it to Karine Lachance by fax at 514-252-3170 or by email at [klachance@patinage.qc.ca](mailto:klachance@patinage.qc.ca) before:

2020 Skate Canada Challenge: October 31 2019

2020 Canadian National Skating championship: November 21 2019

<b>2020 Skate Canada Challenge</b> <b>Edmonton, Alberta</b>		
Category	Arrival date	Departure date
<b>Pre-Novice Ladies</b>	Monday, November 25	Friday, November 29
<b>Pre-Novice Men</b>	Wednesday, November 27	Sunday, December 1
<b>Pre-Novice Pair</b>	Tuesday, November 26	Saturday, November 30
<b>Pre-Novice Dance</b>	Wednesday, November 27	Sunday, December 1
<b>Novice Ladies</b>	Monday, November 25	Friday, November 29
<b>Novice Men</b>	Monday, November 25	Friday, November 29
<b>Novice Pair</b>	Tuesday, November 26	Saturday, November 30
<b>Novice Dance</b>	Monday, November 25	Friday, November 29
<b>Junior Ladies</b>	Wednesday, November 27	Sunday, December 1
<b>Junior Men</b>	Thursday, November 28	Monday, December 2
<b>Junior Pair</b>	Tuesday, November 26	Saturday, November 30
<b>Junior Dance</b>	Wednesday, November 27	Sunday, December 1
<b>Senior Ladies</b>	Thursday, November 28	Monday, December 2
<b>Senior Men</b>	Tuesday, November 26	Saturday, November 30
<b>Senior Pair</b>	Tuesday, November 26	Saturday, November 30
<b>Senior Dance</b>	Thursday, November 28	Monday, December 2





⇒ **Parent's obligation for accommodation**

⇒ Skater aged 17 and under:

A skater aged 17 and under must be chaperoned by a parent for the duration of his stay. If the parent cannot be present, he must sign and send the legal procuration found in Annex 2 of the Team Québec Policy and on the website and return it to [klachance@patinage.qc.ca](mailto:klachance@patinage.qc.ca) or by fax at 514-252-3170;

⇒ If two skaters decide to share a room, they must still have a parent or a responsible adult in the room for the duration of their stay.

⇒ Skater aged 18 and over:

A skater aged 18 and over does not need to be chaperoned by a parent.

⇒ **Exception Clause:** An athlete who has reached the age of 16 on July 1 and who has competed at Junior or Senior international competitions and whose behaviour was irreproachable, may cohabit with another athlete without the presence of a parent in the room.

## Terms of payment and refund

⇒ Sharing with another skater

If a skater decides to share his room with another skater, he must provide their name when registering with Team Québec and the room will be paid entirely by Patinage Québec.

⇒ Sharing with a family member or others:

If the skater decides to share his room with a member of his family or his coach, Patinage Québec will reimburse 50% of the cost of the room. According to the terms of the hotel, you will either have to pay the total amount upon your arrival at the hotel and send us the invoice upon your return to obtain the refund of 50% or Patinage Québec will assume 50% of cost of the room on the master account.

\*\* Non-accommodation expenses shown on the invoice will be at the parent's expense.

⇒ Refund by Patinage Québec

In order for Patinage Québec to reimburse 50% of the lodging costs, you must send a copy of the hotel invoice **no later than 30 days after the event**, either by email, fax or mail to:

**Karine Lachance**  
Coordinator Team Québec and Events  
4545, Pierre-De Coubertin Avenue  
Montreal, Qc. H1V 0B2  
Fax: 514 252-3170  
Email: [klachance@patinage.qc.ca](mailto:klachance@patinage.qc.ca)

## **Nutrition**

- ⇒ Good nutrition helps maintain good physical and mental fitness;
- ⇒ Note that snacks and other meals served at the skaters' lounge should not replace a meal; they are rather a complement available for those who practice early in the morning;
- ⇒ Avoid trying new foods;
- ⇒ Please eat at regular times as you would do at home;
- ⇒ Make sure you do not miss any meal, better eat lightly than not eating anything;
- ⇒ Eat at restaurants you know or that seem clean to you;
- ⇒ Drink plenty of water;
- ⇒ Maintain the same eating habits while traveling than at home.

## **Team Spirit «Let's be proud, as a team»**

Show your best side and mutual support:

- ⇒ You represent Team Québec in figure skating, starting at your club, your Province and your Section, whether on or off the ice. Be proud to represent us!

I respect my sport, my delegation both on and off the ice!

## **2020 Canadian Tire National Skating Championships Medallists Show**

Information regarding the Canadian medallists show will be communicated to skaters, parents and coaches as soon as we receive them from Skate Canada.

You can always visit Skate Canada's website in the Info Center tab.

## **Media and interviews**

- ⇒ Make sure to be accompanied by the public relations officer or a team leader from Team Québec and/or your coach;
- ⇒ Wear your Team Québec attire;
- ⇒ Be polite;
- ⇒ Maintain your composure;
- ⇒ Listen carefully to the questions;

- ⇒ Give brief but, complete answers;
- ⇒ Stick to your own business (skating, your performance, your training, etc.);
- ⇒ If you don't know the answer, tell the journalist, and offer to find it for him or her;
- ⇒ Always tell the truth;
- ⇒ Never be sarcastic, and do not try to outwit the journalist;
- ⇒ Answer the questions, directly but, by sticking to your messages;
- ⇒ If necessary, ask them to repeat the question;
- ⇒ Use simple language;
- ⇒ Avoid jargon;
- ⇒ Stick to the facts;

**ATTENTION:** Everything you say before, during and after the interview can be quoted and attributed to you. It is therefore important to stick to the facts;

- ⇒ Avoid commenting on the judges' decision;
- ⇒ Do not express a negative or personal opinion about the results, especially if they are disappointing;
- ⇒ Have a nice body composure;
- ⇒ Keep your smile.

## **Drug tests**

- ⇒ It is important not to leave the arena before the end of the free program event, without making sure you know which candidate was chosen for the doping test.
- ⇒ A team leader from Team Québec will be there by your side at all times;
- ⇒ Athletes are selected after the final results are announced;
- ⇒ The gold medal winner(s) and one other skater in the same category are selected for the doping test;
- ⇒ Organizers randomly select the position, not the name, of the skater who will be required to undergo testing;
- ⇒ Information regarding these tests and the name of the selected athletes is posted on the door of the medical center;
- ⇒ The test involves 11 steps and the team leader of Team Québec must be present for each step:
  - The athlete is notified of the screening session;
  - A collection vessel is selected;
  - A urine sample is collected;
  - A partial sample is collected;



- A pre-packaged sample collecting kit is selected;
- Recording of the shipping container's code number;
- Urine sample division and packaging;
- Verification of pH and specific gravity;
- Recording of substances taken;
- Completing the Doping Control Form;
- Completion of the testing process.

⇒ For further information on doping:

**Canadian Centre for Ethics in Sports (CCES)**

Phone (toll free) : 1-800-672-7775

Website : [www.cces.ca](http://www.cces.ca)

Email : [info@cces.ca](mailto:info@cces.ca)



## Contacts

### Head office

Karine Lachance

Telephone: 514-252-3073, ext. 3473

Email: [klachance@patinage.qc.ca](mailto:klachance@patinage.qc.ca)

### Team Quebec and Events Director

Rémi Gibara

Telephone: 418-806-7204

Email: [remi.gibara@patinage.qc.ca](mailto:remi.gibara@patinage.qc.ca)

### Team leaders for Team Québec – 2019-2020 Season

Rémi Gibara, Director - Team Québec and Events

Karine Lachance, Coordinator - Team Quebec and Events

Diane Baril

Marthe Beaudoin

Carole Bellerose

France Bisson

Marina Capistran

Ginette Charbonneau

Hélène D'Amour

Lyne Desgagnés

Linda Guérin

Maryse Laliberté

Claudette Larouche

Laurent Longpré

France Renaud

Rhéal Grütter

Jean-François Touchette

## Information

All information such as guides and rules of conduct will be posted on the Patinage Québec website under the **Members / Athletes / Team of Québec tab** at [www.patinage.qc.ca](http://www.patinage.qc.ca).

Information such as transportation and accommodation will be on the **competitions / national tab / choose the 2020 Challenge or the 2020 Canadian Tire National Skating Championships** at [www.patinage.qc.ca](http://www.patinage.qc.ca).

## Information on the prevention of gastroenteritis

**Comment se laver les mains?**

- 1 Mouiller
- 2 Savonner de 15 à 20 secondes
- 3 Frotter
- 4 Nettoyer les ongles
- 5 Rincer
- 6 Sécher
- 7 Fermer le robinet avec le papier

**Ce qu'il faut savoir... sur la gastro-entérite**

Agence de la santé et des services sociaux de Laval  
Québec  
Direction de santé publique



### Quoi faire lorsqu'un membre de la famille fait une gastro-entérite?

Nettoyer à l'eau savonneuse, et par la suite, désinfecter\* une fois par jour les robinets, le cabinet de toilette et le siège, la table à langer, les jouets ou tout autre objet pouvant être contaminé.

\* Pour désinfecter, mélanger une partie d'eau de Javel 5% à 10 parties d'eau.

Document produit à partir d'une vidéo originale de l'Agence de la santé et des services sociaux de Chaudière-Appalaches

### Qu'est-ce qu'une gastro-entérite?

Une gastro-entérite est une inflammation de l'estomac (gastro) et de l'intestin (entérite). Elle peut être causée par une bactérie, un virus ou un parasite.

### Quels sont les symptômes?

Les symptômes les plus fréquents sont : diarrhées, nausées, vomissements et crampes abdominales avec parfois de la fièvre et du sang dans les selles. Ces symptômes persistent de 2 à 3 jours, mais peuvent durer une semaine ou plus.

### Comment peut-on l'attraper?

- Par des mains mal lavées et ayant été en contact avec des selles ou des objets contaminés
- Par des mains, des surfaces ou des objets contaminés avec les selles d'une personne infectée
- Par la consommation d'eau provenant d'un puits contaminé par des matières organiques ou par des ruisseaux, lacs, rivières, sources, etc.
- Par des aliments contaminés en raison d'un entreposage, d'une conservation ou d'une manipulation inappropriés. Certains aliments sont plus à risque de contamination. Par exemple: viandes mal conservées ou mal cuites (rosées ou saignantes), lait non pasteurisé, fruits et légumes non lavés, œufs crus ou peu cuits ainsi que les préparations sans cuisson qui en contiennent (lait de poule, mayonnaise maison, meringue, etc.)
- Par contact avec certains animaux (oiseaux, poissons, reptiles, etc.) ou lors de l'entretien de leur habitat (aquarium, cage, litière, etc.)
- Par la consommation d'eau et/ou d'aliments contaminés en voyage, dans certains pays
- Par les pratiques sexuelles qui peuvent comporter un risque accru de transmission

### Comment se protéger et protéger les autres?

#### Se laver les mains fréquemment

Le lavage des mains s'avère le moyen le plus efficace d'éviter la transmission des infections et de prévenir les gastro-entérites.



#### Pourquoi se laver les mains?

Il est important de se rappeler que la maladie se transmet par les selles de la personne atteinte et que ses mains, si elles sont contaminées, peuvent servir de véhicule de transmission de la maladie.

#### Comment se laver les mains?

Il est important d'effectuer un lavage efficace. S'essuyer les mains sur un linge humide ne suffit pas. Pour être efficace, un bon lavage des mains prend **au moins 15 secondes**. La durée de frottage doit être prolongée à 45 secondes au moins, si la peau et les ongles sont visiblement souillés.



#### Quand se laver les mains?

- Avant de manipuler des aliments ou des ustensiles de cuisine
- Avant de manger
- Après avoir préparé de la nourriture, particulièrement s'il s'agit de viandes crues ou de volaille
- Après l'utilisation des toilettes
- Après avoir changé un enfant de couche ou l'avoir accompagné aux toilettes
- Après avoir touché un animal, avoir nettoyé son habitat (aquarium, cage, litière, etc.) ou avoir manipulé de la nourriture pour animaux
- Après avoir manipulé des déchets
- Après avoir éternué ou s'être mouché
- Chaque fois que l'on juge nécessaire

