

# Athlete and coach Guide



**PATINAGE QUÉBEC**

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



# ÉQUIPE DU QUÉBEC

# 2022 - 2023



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## Registration for Team Quebec

All skaters who qualify for Team Québec during the Quebec Sectionals Junior and Senior Championships in this coming November, will have to complete their registration according to the schedule available on our website. **Note that only one chaperone per skater will be allowed in the registration room.**

⇒ Registration process:

1. **Registration:** Confirming the Team Quebec qualification;
2. **Clothing:** Trying on and ordering the Team Quebec clothing line (at least the required clothing items);
3. **Photo:** Taking of the official Team Quebec picture with the team vest;
4. **Online Registration:**
  - Register on UPLIFTER\* and fill in the 2 forms from Skate Canada (for the Short and Free programs);
  - Register on SportNRoll\* (to provide information for Patinage Québec);

\* Please note that it is important to have your passwords for the people who are part of a development team with Team Quebec.
5. **Payment :** Provide payment upon the registration to Team Quebec in its entirety (this includes the payment for the Team Clothing items, the registration fees for the team, and the registration for the 2022 Skate Canada Challenge for Junior and Senior, and 2023 Skate Canada Challenge for Pre-Novice and Novice);
6. **Hotel Accommodations:** Make the booking for the hotel (or other lodging) for the 2022 Skate Canada Challenge for Junior and Senior, and 2023 Skate Canada Challenge for Pre-Novice and Novice.
7. **Plane transportation:** If plane transport is necessary, make sure you reserve your ticket plane for 2022-2023 Junior and Senior Skate Canada Challenge in Winnipeg and the 2022-2023 Pre-novice and Novice Skate Canada Challenge in Regina.

### IMPORTANT:

Please plan between 1-1.5 hours to complete your registration.

It is important to bring the following documents for the time of your registration:

- ⇒ Skate Canada ID Number;
- ⇒ Health Insurance Number;
- ⇒ The contents of both the short and free programs;
- ⇒ Information on the music used in the programs;
- ⇒ A USB key with the music MP3 for both programs;
- ⇒ Your picture (head to waist) on the USB key.
- ⇒ Personal contact information;
- ⇒ Doctor's contact information;
- ⇒ SportNRoll and UPLIFTER login information (passwords and email addresses);



- ⇒ Name and contact information of the coach(es) that will be accompanying you to the 2022-2023 Skate Canada Challenges (this is important as the certification for the coaches will be done based in the information given upon the athlete's registration on SportNRoll and UPLIFTER ;

Skaters aged less than 20 years old:

It is mandatory for skaters 19 years of age and younger must 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 to the skater's lounge, snacks\* at the skaters lounge, and the presence of team leaders who are accompanying the skaters. Please note that instructions and guidelines to access the Skater's Lounge, as well as information on the snacks to be provided will be communicated prior to the competition. The guidelines will be adapted to abide by the Health and Safety regulations of the host province/municipality at the time of the event.

\* Please note that the snacks offered are mainly for the skaters as extra and do not replace a meal.

⇒ Pre-Novice Category:

A fee of **\$475, 00** (plus taxes and administration fees) is required upon registration. You can pay by credit card, debit card, or by cheque. If the National Championships are done virtually, Patinage Quebec will not charge the registration fees to Team Quebec.

⇒ Novice to Senior Category:

A fee of **\$700, 00** (plus taxes and administration fees) is required upon registration. This fee can be paid by credit card, debit card, or cheque. Please note that if one of the two national competitions (Challenge 2023, or Canadian Tire National Skating Championships) are held virtually, the Team Quebec fee will drop to 475\$ (plus taxes and administration fees). If both of the national competitions (Challenge 2023, or Canadian Tire National Skating Championship) are held virtually, Patinage Quebec will not require a registration fee to register to Patinage Quebec.

⇒ Members 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. The fee to be paid will be the higher of the two potential fees. 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 Championships in November for Junior and Senior, or in December for Pre-Novice and Novice.

Fees:

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

### ⇒ Nationals Championships

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

- Single: **to be confirmed**
- Couple and Dance: **to be confirmed**

## Clothing

If the skaters don't have the new Team Quebec clothing, he must purchase the winter coat and the vest. However, the camisole for girls and long sleeves sweater for boys are optional purchases. Skaters must purchase clothing items at the same time as their Team Québec registration:

- ⇒ Winter coat: **\$196,00 (plus taxes and administration fees);**
- ⇒ Vest: **\$71,00 (plus taxes and administration fees);**
- ⇒ Leggings/Pants: **\$55,00 (plus taxes and administration fees);**
- ⇒ Camisole: **\$39,00 (plus taxes and administration fees);**
- ⇒ Long sleeves sweater: **\$65,00 (plus taxes and administration fees).**
- ⇒ Short sleeves sweater: **\$40,00 (plus taxes and administration fees).**

In pandemic situation, if one, or both of the national competitions (Challenge and/or National Canadian Tire Skating Championships) are held in person, the members of Team Quebec will be required to purchase the team uniform clothing items (vest and winter coat). Only athletes who have already purchased the latest team clothing items are exempt from making this purchase. If both competitions (Challenge and/or National Canadian Tire Skating Championships) are held virtually, purchasing the team uniform becomes optional.



The winter coat and the vest 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 Quebec winter coat, vest and leggings/pants;
- ⇒ Skates, skate-guards and towels/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.

## 2022-2023 Junior and Senior Skate Canada Challenge in Winnipeg and 2022-2023 Pre-Novice and Novice Skate Canada Challenge in Regina (Travel by Plane)

### Meeting point at the Airport is in front of the Air Canada Terminal

#### Instructions:

- ⇒ All must arrive at the airport at least 3 hours before the flight departure (the list of flights will be made available on the Patinage Québec website);
- ⇒ Make sure to regularly check the departure time of the flight in the 24 hours preceding departure (to keep up to date with any last-minute changes for the flight details). Please consult the Patinage Québec website for last-minute changes to the flights;
- ⇒ Meet-up with the designated Team Leader for your group;
- ⇒ Take note (written, or in phone) of the location of the departure gate, and the boarding and departures times that the Team Leader will give the group;
- ⇒ Proceed to baggage check-in. As checked luggage may get lost in travel, it is recommended that skates, costumes, and copies of your music is kept in your carry-on luggage;



- ⇒ When heading towards the boarding gate, make sure that the Team Leader knows and marks down that you have successfully passed security checks. After this, make your way to the boarding gate for the appointed time and meet with the Team Leader there;
- ⇒ The Team Leader will be going through security after everyone else.

#### Advice for your Luggage

- ⇒ Remove airline tags from previous trips from your luggage (to avoid confusion);
- ⇒ Include personal tags with your information (name, address, phone number, destination) on the inside and outside of your luggage;
- ⇒ Keep all medication, valuables (ex: jewelry, cameras, electronic equipment, money, etc.), skates, costumes, and copies of your music in your carry-on luggage;
- ⇒ Keep your skates in carry-on luggage for the return flight as well. Note that skates are allowed in carry-on luggage. Please be aware that a surplus weight fee or extra-space fee may be incurred if the skates are placed in the main luggage instead.

#### Luggage Regulations and Norms

- ⇒ Please refer to the Canadian Air Transport Security Authority website for any luggage or security questions:

<https://www.catsa-acsta.gc.ca/en>



## 2023 Junior and Senior Canadian Tire Figure Skating National Championships in Oshawa (ground transport)

Since the 2023 Canadian Tire Figure Skating Championships will be held in Oshawa, skaters will need to organize their own transportation. When registering the skater for this competition, his or her training site is more than 250km from the competition venue, Patinage Québec will allocate him or her a discount of \$50.00.

### Parents obligations for transportation

⇒ Skater aged 13 and younger:

A skater aged 13 and younger **must** be chaperoned by a parent or guardian. If a parent or guardian cannot be present, they must name another adult as the person responsible for their child. 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 [kgermain@patinage.qc.ca](mailto:kgermain@patinage.qc.ca) or by fax at 514-252-3170.

## 2023 Novice Canadian Tire Figure Skating National Championships in Calgary (ground transport)

**Meeting point at the Airport is in front of the Air Canada Terminal**

Since the 2023 Novice Canadian Tire Figure Skating Championships will be held in Calgary/Alberta; the same instructions, advices, regulations and norms for luggage will be applied. Referred to the previous section.

### Accommodation

Patinage Québec will take responsibility for the booking of the necessary rooms for the skaters. If a **coach** wishes to have a room at the official competition hotel, it is their duty to advise Patinage Québec before the deadline.

- Junior and Senior Skate Canada Challenge 2022: November 6<sup>th</sup>, 2022
- Pre-Novice and Novice Skate Canada Challenge 2023: December 11<sup>th</sup>, 2022
- Junior and Senior Canadian Tire National Figure Skating Championship 2023: December 3<sup>rd</sup>, 2022
- Novice Canadian Tire National Figure Skating Championships 2023: January 28<sup>th</sup>, 2023

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





## Parent's Obligation for Accommodations

### ⇒ Skater aged less than 18 years old:

Skaters aged less than 18 years old must be chaperoned by a parent or legal guardian for the duration of their stay. If their parent or guardian cannot be present, he must sign and send the legal procuration found in Annex 2 of the Team Québec Policy and on the website to [kgermain@patinage.qc.ca](mailto:kgermain@patinage.qc.ca) or by fax at 514-252-3170;

\*Health and Safety protocols in place due to the pandemic must be respected at all times. If the safety measures allow for it, two athletes aged less than 18 years old can choose to share a room for their stay, but must still be in the presence of a parent, legal guardian, or responsible adult for the entirety of their stay at the competition and hotel stay.

### ⇒ Skater aged 18 and older:

A skater aged 18 years old and older does not need to be chaperoned by a parent or legal guardian.

⇒ **Exception Clause:** If Health and safety protocols permit it, an athlete who has reached the age of 16 on July 1 and who has competed at Junior or Senior-level international competitions and whose behaviour was irreproachable may room with another athlete without the presence of a parent in the room.

## Terms of payment and refund

### ⇒ Sharing with another skater

If health and safety protocols permit it, skaters can decide to share a room with another skater. If two skaters decide to share a room together, they must provide their names and rooming arrangements when registering with Team Québec and the room will be paid entirely by Patinage Québec.

### ⇒ Sharing with a family member:

If health and safety protocols permit it, if a skater choose to share a room with a member of their family 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 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 the responsibility of the parent, guardian, or coach.

### ⇒ Refund by Patinage Québec

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



**Karine Germain**

Coordinator Team Québec and events  
7665, boulevard Lacordaire  
Montréal (Québec) H1S 2A7  
Telephone : 514 252-3073 poste :3473  
Fax : 514 252-3170  
Email: [kgermain@patinage.qc.ca](mailto:kgermain@patinage.qc.ca)

## **Nutrition Advice**

- ⇒ Good nutrition helps maintain good physical and mental fitness;
- ⇒ Note that snacks and other meals served at the skaters' lounge are not meant as replacements for meals; they are a complementary service available for those whose practices are scheduled early in the morning;
- ⇒ Avoid trying new foods;
- ⇒ Please eat at the usual times you would do at home;
- ⇒ Make sure you do not miss any meals: note that it is better eat a bit than not eating anything;
- ⇒ Eat at restaurants you know or that seem clean;
- ⇒ Drink plenty of water;
- ⇒ Maintain the same eating habits from home as you are travelling.

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

Show your best, positive attitude and mutual support:

- ⇒ You are representing Team Québec in figure skating, from your club, to your Province and to your Section, whether that is on or off the ice. Be proud to represent us!

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

## **2023 Junior and Senior 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 in the presence of the public relations officer or a team leader from Team Québec and/or your coach when giving statements or interviews with the media;
- ⇒ Wear your Team Québec attire;
- ⇒ Be polite;
- ⇒ Maintain your composure;
- ⇒ Listen carefully to the questions;
- ⇒ Give brief but, complete answers;
- ⇒ Stick to your own area of expertise (skating, your performance, your training, etc.);
- ⇒ If you do not know the answer to a question, tell the journalist, and offer to find the correct answer for them;
- ⇒ 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 slang;
- ⇒ Stick to the facts;

**CAUTION:** 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;
- ⇒ Maintain a neutral, composed body language;
- ⇒ Keep your smile.



## Drug Testing

Nowadays, almost all doping controls are done without notice. This means that athletes can be advised at any moment and at any place to provide a urine and/or blood sample. A certified CCES doping control officer and blood collection officer, will inform the athlete of their rights and responsibilities, and will guide them through the process.

During competitions, athletes selected for doping control will be required to report to a doping control station. Once the athletes have been notified, an escort will accompany them where ever they go. Athletes may delay their arrival at the doping control station if, for example, they need to recover or take part in a medal ceremony, but an escort will accompany them at all times.

Whether athletes take part in competitions or not, they will have to provide a urine and/ or blood sample. For a urine sample, athletes will have to wash their hands or wear gloves before collecting their sample in front of the doping control officer.

Once the athletes have provided a sample that meets the testing requirements, the doping control officer will guide them through the samples packing process, and complete the appropriate forms.

During this process, athletes may be accompanied by a representative.

⇒ 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 Germain

Telephone: 514-252-3073, ext. 3473

Email: [kgermain@patinage.qc.ca](mailto:kgermain@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 – 2022-2023 Season

Rémi Gibara, Director - Team Québec and events

Karine Germain, Coordinator - Team Quebec and events

Diane Baril  
Micheline Barthe  
Marthe Beaudoin  
Carole Bellerose  
Chanel Bertone  
France Bisson  
Marina Capistran  
Ginette Charbonneau  
Hélène D'Amours  
Lyne Desgagnés  
Patricia Fournier  
Suzanne Giasson  
Gabrielle Gibeault  
Rhéa Grütter  
Linda Guérin  
Claudette Larouche  
Laurent Longpré  
Janet Racine  
France Renaud  
Jean-Francois Touchette  
Teresa Zappone

## 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 2022-2023 Skate Canada challenge or 2023 Junior and Senior Canadian Tire National Skating Championships or 2023 Novice Canadian Tire National Skating Championships** at [www.patinage.qc.ca](http://www.patinage.qc.ca) .



## Information on the prevention of gastro-enteritis

**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**

Après de la santé et des services sociaux Québec



**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.

### 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 inappropriée. 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 semi-cuisinées qui en contiennent (liet de poulet, 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



