

Athlete and coach Guide



ÉQUIPE DU QUÉBEC 2023 - 2024

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Registration for Team Quebec

All skaters who qualify for Team Quebec 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 (Reception):** Confirmation of qualification for Team Quebec;
 2. **Clothing:** Trying on and ordering the Team Quebec apparel (at least the required clothing items);
 3. **Photo:** Taking of the official Team Quebec photo with the team vest;
 4. **Online Registration:**
 - Register on UPLIFTER (Athlete informations, musics, program component forms)
 - Register on SPLEX (Team Quebec, National competitions, rules and authorisation)
- * It is important to have your passwords for the athletes who are part of a development team with Patinage Quebec.
5. **Payment :** Upon the registration, please provide payment in full to Team Quebec (this includes payment for the Team Clothing items, the registration fees for the team, as well as the registration fees for the 2024 Skate Canada Challenge) .
 6. **Hotel Accommodations:** Make the hotel booking (or other lodging arrangement) for the 2024 Skate Canada Challenge.
 7. **Transportation:**
 - a. 2024 Junior and Senior Skate Canada Challenge: The competition, being held in Winnipeg Manitoba, the athletes will travel by plane. The airline ticket purchase must be made at the same time as the hotel reservation.
 - b. 2024 Pre-Novice and Novice Skate Canada Challenge: The competition, taking place in Oakville Ontario, the athletes will travel by bus. The booking for the seats on the bus (for the athlete and mandatory parent) must be made at the same time as the hotel reservation. If space permits, non priority-parents could purchase a seat on the bus.

Skaters under the age of 18:

It is mandatory for skaters under the age of 18 to be accompanied by a parent or tutor in order to complete the medical questionnaire and disclaimer.



IMPORTANT:

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

We ask you to have the following in your possession:

- ⇒ Skate Canada ID Number
- ⇒ Medicare card Number
- ⇒ The contents of both the short and free programs
- ⇒ Information about your music used in the programs
- ⇒ A USB key with the music, in MP3 format, for both programs
- ⇒ Your picture (from head to waist) on the USB key
- ⇒ Your complete contact information
- ⇒ Your doctor's contact information
- ⇒ SPLEX and UPLIFTER login information (passwords and email addresses)
- ⇒ Name of the coach(es) that will be accompanying you to the 2024 Skate Canada Challenges (this is important as coach accreditation will be based on the information provided upon the athlete's registration on SPLEX and UPLIFTER)

Patinage Québec Fees

The fees charged by Patinage Québec include your accommodation, your transportation, access to Team Québec' Lounge, snacks* provided at the lounge and the presence of team leaders who accompany and that are dedicated to the athletes. Please note that instructions to access the Team Québec' Lounge, as well as information on the snacks provided, will be communicated prior to the competition.

* Note that the snacks offered are mainly for the skaters and are complementary. They do not replace a meal.

Pre-Novice Category:

A fee of **\$575, 00** (plus taxes and administration fees) is required upon registration. You can pay by credit card, debit card, or by cheque.

Novice to Senior Category:

A fee of **\$850, 00** (plus taxes and administration fees) is required upon registration. This fee can be paid by credit card, debit card, or cheque.

Members of the Senior National Team:

Members of the Senior National Team do not have to pay any fees to register for Team Quebec, nor for registration fees for national competitions.

Note that if an athlete qualifies in two different categories, the athlete will only pay one Patinage Québec fee; 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 during Sectionals Championships in November for Junior and Senior, or in December for Pre-Novice and Novice.

Fees:

- Single: **to be confirmed**
- Pair and dance: **to be confirmed**

⇒ Nationals Championships

If the athlete 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 athlete does not own Team Quebec' new clothing, the athlete must necessarily purchase the winter coat and the tracksuit jacket (vest). The athletes must purchase clothing items at the same time as registering for Team Québec:

- ⇒ Winter coat: **\$196,00 (plus taxes and administration fees);**
- ⇒ Tracksuit jacket (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).**

The winter coat and the vest must be worn by athletes, at all times while traveling, during their participation in national competitions (Skate Canada Challenge and Canadian Tire National Skating Championships). During these national competitions, the athletes who have 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, tracksuit jacket (vest) and leggings/pants;
- ⇒ Skates, skate-guards and towels/chamois
- ⇒ Your 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)
- ⇒ Medicare card
- ⇒ Valid Skate Canada membership number for the current season.

2024 Junior and Senior Skate Canada Challenge in Winnipeg and 2024 Canadian National Skating Championship in Calgary (air travel)

Meeting point in front of the Air Canada airport terminal

Instructions:

- ⇒ You must arrive at the airport at least 3 hours before your flight departure (the list of flights will be made available on the Patinage Québec website)
- ⇒ Make sure to regularly check your flight's departure time in the 24 hours preceding your departure. Please consult the Patinage Québec website for last-minute changes to the flights
- ⇒ Meet-up with your group's designated Team Leader
- ⇒ Clearly note the time and location of the boarding gate that the Team Leader will give the group
- ⇒ Proceed to baggage check-in. Note: As checked luggage may get lost in travel, it is recommended that skates, costumes and copies of your music are 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. Then, proceed to the boarding gate for the appointed time.
- ⇒ The Team Leader will be going through security last.



Tips for your luggage

- ⇒ Remove airline tags from previous trips from your luggage (to avoid confusion);
- ⇒ Affix name tags inside and outside your luggage indicating your addresses (permanent and destination address)
- ⇒ Keep all medication, valuables (ex: jewelry, cameras, electronic equipment, money, etc.), skates, costumes, and copies of your music in your carry-on luggage.
- ⇒ For the outward and return flights, you must transport your skates yourself. Note that skates are allowed in carry-on luggage, but plan for extra weight and storage space if you decide to put them in your main baggage.

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>

2024 Pre-Novice and Novice Skate Canada Challenge in Oakville, Ontario and 2024 Novice National championships in Waterloo

Bus departure Point:

The bus will be departing from Patinage Québec' offices at the Maison du Loisir et du Sport:

7665 boulevard Lacordaire

Montréal, Qc

H1S 2A7

Parents/accompanying persons and coaches traveling on the bus with the Team Quebec, may leave their vehicle parked in the parking lot of the Maison du Loisir et du Sport. Parents/accompanying persons and coaches will have to purchase a seat on the Patinage Québec bus, when registering for the Team Quebec, if they wish.

Parents obligations for transportation

⇒ Athlete aged 13 years and younger:

A skater aged 13 years and younger **must necessarily be** chaperoned by a parent or guardian. If a parent or guardian cannot be present, another adult must be appointed as the person responsible for that 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 or by fax at 514-252-3170.

Accommodation

Patinage Québec will take care of booking the necessary rooms for the athletes. If a **coach** wishes to have a room at the official competition hotel, it is their duty to advise Patinage Québec before the following deadlines:

- Junior and Senior Skate Canada Challenge 2024: November 5th, 2023
- Pre-Novice and Novice Skate Canada Challenge 2024: December 17th, 2023
- Junior and Senior Canadian Tire National Figure Skating Championship 2024: December 2nd, 2023
- Novice Canadian Tire National Figure Skating Championships 2024: February 4th, 2024

To do this, 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.

Parent's Obligation for Accommodations

⇒ Athlete aged less than 18 years old:

A skater less than 18 years of age must necessarily be chaperoned by a parent or legal guardian for the duration of their stay. If a parent or guardian cannot be present, he must sign the legal procuration found in Annex 2 of the Team Québec policy (or on the website) and return it to kgermain@patinage.qc.ca or by fax at 514-252-3170;

⇒ Athlete aged 18 and older:

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

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

Terms of payment and reimbursement

Sharing with another athlete

If an athlete decides to share his room with another athlete, he must provide the latter's name when registering for Team Quebec and the room will be assumed entirely by Patinage Québec.

Sharing with a family member

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

****Any non-accommodation expenses shown on the invoice will be the responsibility of the parent, guardian, or coach.**

Reimbursement by Patinage Québec

In order for Patinage Québec to reimburse 50% of your accommodation 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 skating programs and Team Quebec
7665, boulevard Lacordaire
Montréal (Québec) H1S 2A7
Telephone : 514 252-3073 poste :3473
Fax : 514 252-3170
Email: kgermain@patinage.qc.ca

Nutrition Advice

- ⇒ Good nutrition helps maintain good physical and mental health
- ⇒ Note that snacks and other foods served at the skaters' lounge are not meant as meals replacements; they are a complementary service available for those whose practices are scheduled early in the morning or later in the evening
- ⇒ Avoid trying new foods
- ⇒ Please eat at regular times as you do at home
- ⇒ Make sure you don't miss any meals, it's better to eat light than to eat nothing
- ⇒ Eat at restaurants you know or that seem clean;
- ⇒ Drink plenty of water;
- ⇒ Maintain the same eating habits while traveling as at home.

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

Show your best side, positive attitude and mutual support:

- ⇒ You represent the Quebec Figure Skating Team from your club to your province, whether on or off the ice.
Be proud to represent us!

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

2024 National Canadian Skating championship show medalist

Information regarding the Canadian medalists show will be communicated to skaters, parents, and coaches as soon as it is received from Skate Canada.

All athletes with the required rankink points for the Four Continents championship will remain in Calgary for the opportunity to participate in the show (if asked by Skate Canada) and they will return on Monday's flight.

You can consult at anytime 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 Québec' team leader and/or your coach during 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, stick to your message;
- ⇒ If necessary, have the question repeated
- ⇒ Use simple words;
- ⇒ 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 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 wherever 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 sample packing process and complete the appropriate forms.

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

- ⇒ For more information on doping:

Canadian Centre for Ethics in Sports (CCES)

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

Website: www.cces.ca

Email: info@cces.ca



Contacts

Head office

Nathalie Martin Téléphone : 514-252-3073, poste 3180
Courriel : nathaliemartin@patinage.qc.ca

Karine Germain Telephone: 514-252-3073, ext. 3473
Email: kgermain@patinage.qc.ca

Team leaders for Team Québec – 2023-2024 Season

Nathalie Martin, High performance director
Karine Germain, Coordinator – Skating program and Team Quebec

Diane Baril
Micheline Barthe
Marthe Beaudoin
Carole Bellerose
France Bisson
Marina Capistran
Ginette Charbonneau
Hélène D'Amours
Lyne Desgagnés
Patricia Fournier
Suzanne Giasson
Rémi Gibara
Gabrielle Gibeault
Rhéa Grütter
Linda Guérin
Claudette Larouche
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 Québec tab** at www.patinage.qc.ca .

Information such as transportation and accommodation will be on the **competitions / national** tab. **Choose the 2023-2024 Skate Canada challenge or 2024 Junior and Senior Canadian Tire National Skating Championships or 2024 Novice Canadian Tire National Skating Championships** at www.patinage.qc.ca .

Information on the prevention of gastro-enteritis



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.

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 Québec

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 empoisonnement, d'une conservation ou d'une manipulation inappropriées. Certains aliments sont plus à risque de contamination. Par exemple : viandes mal conservées ou mal cuites (volailles ou saumon), lait non pasteurisé, fruits et légumes non lavés, œufs crus ou peu cuits ainsi que les préparations sans cuisson qui en contiennent (let de poule, mayonnaise maison, meringue, etc.).
- Par contact avec certains animaux (oreillers, poils, etc.) ou lors de l'entretien de leur habitat (écuries, cages, 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 lavage doit être prolongée à 45 secondes au moins, si la peau et les ongles sont véritablement 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 (écuries, cages, 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.

