

Handbook

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I. Club Information

**Purpose of Handbook** - The purpose of this handbook is to acquaint members with the sport of figure skating and to help members understand the operation and needs of the James River Figure Skating Program.

Mission Statement - The mission of the James River Figure Skating Club (JRFSC) is to encourage the instruction of the skaters in all types and levels of figure skating and to cultivate a spirit of fraternal feeling among ice skaters.

History of JRFSC - The JRFSC has successfully been in operation since 1977 and became a member of the United States Figure Skating Association (USFSA) on October 7, 1982 as a fully sanctioned nonprofit club. The main office of the USFSA is located in Colorado Springs, Colorado.

Club consists of - The club consists of a seven-member board of directors, each serving a three-year term and voted to the board by the parents of the skaters (governing body). The current list of the board of directors is listed in the monthly newsletter. The club is governed by its constitution and by-laws (see copy located in the Boutique). The club has many standing committees and additional committees that are required to maintain the operations of the club. See attached list of committees.

Membership - A membership in the JRFSC entitles a skater to a USFSA membership, an opportunity to test his/her skills in the Basic Skills and USFSA testing programs, participate in the annual ice show and the opportunity to become a competitive skater. Parents are welcomed and encouraged to come to the skating arena to watch and ask questions of the skating coach and/or JRFSC Board of Directors. Parents are welcomed to attend all regular board of director meetings, annual meetings, functions, and activities of the club. Any board member can be contacted regarding these meetings and the meetings are listed in the newsletters and on the monthly calendars.

Non-members - Non-member skaters from other USFSA clubs may request ice time as permitted by the board on an annual case by case basis. These skaters will pay an hourly walk-on fee.

Finances and Fund Raising - The JRFSC is an independent group of parents and skaters that work hard to keep the club functioning. The club is financed through registration fees, donations, and fund raisers. The annual ice show held in March of each year is our major fundraising event. Skaters and parents will be asked to volunteer their time for a variety of projects, activities and fund raisers that promote the club.

Registration - Registration takes place at the beginning of each skating session. Fees are assessed by the board of directors based on the anticipated costs of ice time, coaching fees and miscellaneous expenses. Fees for instruction of classes and ice time are assessed for each session. Skaters can join classes at any time at a prorated fee decided by the board of directors. A Code of Conduct acceptance sheet is required to be signed at the beginning of the season. See attached Code of Conduct.

Code of Conduct – The JRFSC Code of Conduct and Rink Rules are put in place to promote respect of others and good sportsmanship. Each skater and parent must sign a copy of the code at registration. Violations to the code witnessed by the Skating Coach, a Board Member, or Rink parent will be documented, the skater will be asked to leave the ice and the Board President will be notified. Please refer to the Code of Conduct and Rink Rules in the back of the hand book for the entire process.

Ice Show - Once a year the JRFSC skaters perform in an Ice Show which is a 3-day event in March. This is a gala event that attracts an audience from around the area with four performances. All skaters are eligible to participate in the ice show if they are in good standing with the club and meet the eligibility requirements for the ice show. The ice show is a major production which is organized by the skating coach and various committees. The skaters in the different levels will skate as a group and have an opportunity to show off the skills they have learned throughout the year by skating to musical numbers and dressing in costumes appropriate for the production. Skaters performing in the ice show must be registered by the Ice Show registration deadline. All skating families will be asked to participate in some area of helping with the show such as: taking tickets, concessions, lighting, stage crew, costumes, helping in the locker rooms, traffic control, etc. Since this is our major fund raiser all skaters are expected to sell tickets and incentives are given to those skaters that are the top ticket sellers.

Lettering - Lettering is available to competitive skaters in 7 & 8 grade and High School as determined by the Lettering Committee. To be eligible for lettering a skater has to compete or test in 3 events per year, be in good standing with the club as determined by the board, log a specified number of hours, meet the Code of Conduct and NDHSAA standards and be a part of the annual ice show. A 5-hour credit is given towards the hour’s requirement for participating in a competition. The Lettering Committee determines if skaters have met lettering requirements with the approval of the coach. Skaters qualifying for lettering will receive a hand out on the requirements.

Conflict Resolution (Grievance) – If any club member(s) has a complaint against another member(s) or an infraction of any bylaw or rule other than code of conduct or skating rules, they may file such a complaint in writing to the club board of directors. After the complaint is presented to the board of directors, the complaint will be referred to an objective, uninvolved person to be appointed by the board of directors who will follow the club’s adopted conflict resolution process to resolve the conflict. This person/s may not be members of the board of directors. The person or persons on the Conflict Resolution Panel will use the conflict resolution guidelines as stated by USFSA to resolve the complaint/conflict.

Skater's Equipment - In the Basic Levels, leather skates are recommended as they offer good ankle support. Skates can be purchased from a sporting goods store or through the skate exchange during registration. The USFSA Basic Skills Record Book has helpful information and suggestions on how to purchase skates and clothing to wear. Skates should fit like a glove, not too tight and not too loose. Periodically the blades will need to be sharpened. Skate guards are a must, but should only be used when walking on your skates. Skates should be dried off and stored in blade covers. Please dress in layers to allow freedom of movement and always wear hats and mittens. No jeans or hooded sweatshirts for classes or training.

II. Class Information

Basic Skills - As a new member to the JRFSC, the skater begins with the Basic Skills Program. The eight Basic Skills levels bring the skater through the basics of skating and lays the ground work for more advanced skating. Some elements taught are sitting on the ice and getting up, backward skating, forward stroking, forward and backward crossovers, and forward inside three turn. The skating coach will rotate to different groups on the ice and is assisted by the junior coaches.

Each skater will receive a USFSA Basic Skills Record Book. In the book the basic levels are explained in detail. The skater can add stickers to the book as they pass the test of each skill level. The skating coach will present certificates and badges to the skater as they pass each Basic Skill Level. Tests are given by the skating coach at each level to determine the skater’s competence at the current skill level and advance the skater to the next level to ensure progress. A Basic Skater can participate in a USFSA Basic Skills Competition and will be notified by the club of such competitions. JRFSC does not charge testing fees for Basic Skills tests.

Skaters in Basic Levels 6 may also sign-up for the competitive training packages.

Freeskate - Once the skater has progressed through the six levels of Basic Skills, they then proceed to the Freeskate Levels. Once a skater enters the Freeskate Levels and begins working their way through the six Freeskate Levels, many more opportunities become available to them. The Freeskate 1- 6 levels are explained in detail in the Learn to Skate Record Book. Some of the elements learned are waltz jump, one-foot spins and sequences of jumps and footwork. Skaters can add stickers to their Learn to Skate Record Book as they pass each test and are also presented certificates and badges for each freeskate level passed. They can also participate in USFSA Basic Skills Competitions.

Skaters in the Freeskate levels may sign up for the competitive training packages. They are also eligible to become a Junior Coach and assist with the Basic Level classes.

III Competition and Testing Information

JRFSC Competitive Skaters - A JRFSC Competitive Skater is defined as: 1) a skater whose home club is JRFSC, 2) skater intends to sign up for a competitive training package with JRFSC, 3) skater intends to compete in 1 or more non-qualifying competitions this season (basic competition will not count), and 4) must be in Basic 6 or higher. The parents and skater will need to decide if the skater is ready and wants to compete. The skating coach is available to assist in this decision, as well as other competitive skaters and their parents. The competitive skaters are chaired by the Testing and Competition Chairpersons (T&C Chairpersons). The T&C Chairpersons may schedule meetings and are available to the competitive skaters to answer questions and provide necessary information regarding competitions and testing.

Competition - Competitive skaters compete in USFSA sanctioned competitions which are held at different locations in and out of state. The competitive skaters normally travel as a group to several competitions each year. Competition provides an opportunity for the skater to develop a program of their skills, to perform them before judges and an audience and compete against members of our club and other clubs at the same skill level. Medals or trophies are usually given for first through fourth place.

The skating coach will receive the invitations from other clubs and organizations that are hosting the competitions and distributes to competitive skaters. Many competitions are scheduled a year or more in advance to allow for scheduling of judges. Each invitation includes rules and regulations that apply to that particular competition. Competitive skaters are responsible for completing registration forms and mailing them with applicable fees to club hosting competition.

Parents, skater, and the skating coach work out the details of what levels the skater will compete. Programs are prepared and practiced each year in preparation for the upcoming competitions. The bulk of competitive training ice is used to perfect skills and programs (some requiring music of a timed length). Each competitor may compete in all phases of skating including freeskate, artistic, compulsory, dance, spins, jumps and moves in the field. More detailed information on these events is available from the coach or Competition Chairperson.

Music (which must be properly cut and timed) is needed for many events. Proper attire is required for each event the skater competes in at any competition. As a club, we like to stay in the same hotel and support each other throughout the competition. If a family member cannot attend a competition with their skater, appropriate arrangements must be made with another parent to chaperone the skater to the event.

Moves in the Field - Moves in the field are a group of routines that develop power and stroking ability. They are helpful to the skater to develop fitness and improve their skating skills. The skater uses the edges and strokes to increase speed and performance quality. The skater is learning the effortless, flowing and graceful execution of basic elements skated with good edges, control, flow extension, carriage and rhythm. Every skater must pass their level of Moves in the Field before they can take the corresponding USFSA Freeskate test. (See USFSA Testing.)

Ice Dance - Ice dance is basic steps, holds and patterns of ballroom dance on ice. Ice dance helps develop balance, proper use of edges, good skating posture, presence on ice and proper use of knee action. It is very beneficial for freeskate skating. It is a wonderful way for a skater to improve the flow of his/her skating. Ice dance teaches coordination and body position and develops rhythm and enjoyment of musical performance. We strongly suggest that skaters take ice dance private lessons to develop well rounded skating abilities.

Competitive Training Packages - Competitive training packages may be purchased for Basic Levels 6, and Freeskate 1 and above skaters intending to be JRFSC competitors. Competitive training is a block of time for practice and training of the skills needed to advance to the higher levels and prepare for USFSA tests and competitions. Competitive training packages are purchased during registration for each session. Contact any of the board of directors or registration chair for information.

Competitive Private Lessons - Private lessons for those signed up for the competitive training packages are taken during competitive training sessions (see competitive training packages). A skating calendar for the month is completed by the competitive skaters. This is given to the coach prior to the end of the month indicating the hours they plan to skate and the number of lessons they plan to take each week during the next month. The coach's lesson plan is then posted on the JRFSC bulletin board and a copy is given to each competitive skater taking lessons.

USFSA Testing - USFSA testing is available to competitive skaters as a method of advancing skating levels in the USFSA testing program. This is not the same as Basic Skills Testing. These are tests conducted according to USFSA standards found in the USFSA Rule Book and are judged by individuals who have qualified to be judges with the USFSA. There are generally 3 judges required to judge each test level. If 2 out of 3 judges pass the skater on their elements, the skater will pass that level. These tests are conducted periodically by various skating clubs around the state. There is a fee to take each test. Testing is done in moves in the field, freeskate, ice dance, pairs, etc. When testing for ice dance there is also a dance partner who charges a fee. Some of these tests will be skated to music.

Testing is arranged in much the same manner as competitions. The skating coach and skater will determine if the skater is ready to test. If the skater decides to test, they will be required to fill out a registration form and submit the form with testing fees to the Testing Chairperson.

IV. Coaching Information

Coaching Responsibilities - The skating coach (skating professional) is contracted by the JRFSC to teach various classes. He/she is also responsible for testing the Basic and Freeskate Classes, directing and choreographing the ice show, for accompanying the competitive skaters to various competitions and USFSA testing sessions. The skating coach is also available to provide private lessons. Private lessons speed the learning process and are arranged and billed directly by the skating coach. The skating coach determines the length and cost of the lesson. If skater is going to be late or miss a lesson, they must contact their skating coach in advance or they will be billed for the missed lesson.

Absence of Coaches During Competitions and Testing Sessions - The JRFSC competitive skaters usually attend several competitions during the season accompanied by the skating coach. During those absences the basic lessons will be taught by junior coaches and/or supervised by skating parents. The JRFSC likes to keep these sessions in the schedule as the skaters need the precious ice time to maintain their skating ability.

Contacting the Skating Coach - Your skating coach is a dedicated professional who thrives on your skater learning new skating skills. If you feel a conflict or error has occurred; please feel free to contact the skating coach about these concerns. This should be done when he/she hasn't any classes scheduled and should be done in private, obeying the rules we have set up for our skaters about respect and courtesy as listed in the Code of Conduct.

Junior Coaches - Junior Coaches are Basic 6 level or above skaters who volunteer to assist the Skating Coach with instructing the Basic Classes. Junior coaches must be at least 9 years old and at basic 6 level to coach basic 1-2 skaters; in order to coach basic 3-pre-freeskate, skaters must be at least 12 years old and in the freeskate levels. The Junior Coach Chairperson will determine eligibility of volunteers per board guidelines and will post the assignments, monitor the attendance, and conduct any training sessions deemed necessary.

V. Committees Standing Committees

Registration Completes registration forms, Code of Conduct forms, USFSA medical release forms and collects registration fees. Arranges a meeting place for registration and finds workers.

Rules Proposes rules for conduct of the club members and professionals during regular skating sessions, competitions, testing sessions, the ice show, or anywhere that club members are present. Any rules and regulations proposed shall be approved by the board of directors, then posted on the JRFSC Bulletin Board and in the handbook. This committee also reviews the By-Laws and recommends the specific language to be used in any proposed changes.

Testing Supervises the conducting of all tests, the keeping of the results, the awarding of certificates and emblems, the determination of testing fees to be charged, and all other administrative matters common to all tests. The Testing Committee shall receive and disburse testing information.

Competition Supervises all JRFSC competition participation, both in-club and other. Receives and disburses competition information.

Liaison Works in conjunction with the skating coach, the Park and Recreation Department and the Hockey Boosters Club, in any of the activities involving the club and those organizations.  
Ice Show Appoints all subcommittees needed for the JRFSC Ice Show. Organizes the ice show with the help of the skating coach.

Finance Has charge of the preparation and presentation of an annual budget to be presented to the board of directors and recommends to the board of directors fees to be assessed for registration.

Publicity Keeps the board of directors, club members, and the public informed of the activities of the club through the newsletter, local media, etc.

Scheduling Negotiates ice time rental with the Park and Recreation Department. Schedules with the Hockey Booster Club and Park and Recreation Department Rink Manager for available ice time.

Conflict Resolution Has jurisdiction over conflict and disciplinary proceedings.  
Booster Committee Has jurisdiction over solicitation of funds from governing body members, alumni and any interested organizations in order to assist the Club to meet its objectives.

Additional Committees:

Fundraising Applies for gaming funds, locates new sources of funding and coordinates fund raising activities. Solicits volunteers to work at different fundraising events.  
Boutique Purchases food items and skating supplies, keeps inventory of items, assigns workers, writes up sales transactions and has other duties as assigned.

Rink Parents Arranges for parents to become rink parents at skating classes and sessions as needed. Instructs them to take attendance, assists with tying skates, aides an ill or injured skater, gives encouragement to the skaters and assists the junior coaches if needed.  
Goals and Lettering Determines with the input of the coach and the board the requirements necessary for eligible skaters to earn a high school letter. Completes necessary forms to be submitted for coach’s signature and the high school lettering committee approval.

Nominations Supplies names of interested parents for nominations to be on the board.  
Junior Coach Committee Determines eligibility of skaters, assigns skaters to coach the basic level classes, monitors attendance and conducts training as needed.  
Holiday on Ice Committee Plans the annual Holiday on Ice Program from organizing the Basics’ numbers, competitors, to planning the goodies, the emcee and publicizing the event.

VI. Rules

JRFSC Rink Rules

For competitive training sessions

RESPECT FOR VALUABLE ICE TIME:

* Make sure stretching and warm-up is done off the ice. For safety reasons, please do not stretch on the ice.
* Be prompt for sessions and come to the rink ready to work.
* During sessions do not stand along the sides of the ice or stand in or continue to skate in corners. Keep moving and use the entire ice surface. Different moves require use of different parts of the rink. Some skaters are performing “blind jumps” and can’t see other skaters.
* Let the coach or rink monitor know whenever you leave the ice.
* Only one skater is needed in the music area at any time for operating music.

RESPECT FOR EACH SKATER’S TIME:

* Show consideration for a skater performing their program to music or having a lesson.
* Each skater should have an opportunity to have their program played once before skaters play their tape a second time.
* Use your time on the ice skating, not talking. Socializing must be done off the ice.

LOCKER ROOMS:

* Watch for announcements posted in the locker rooms and/or club bulletin board.
* Keep locker rooms neat at all times. Throw your garbage in trash container, not on the floor.
* JRFSC is not responsible for lost articles. Be sure to pick up your possessions at the end of each day.

The locker rooms are for competitive skaters and their parents ONLY.

GENERAL POLICIES:

* Reasonable manners and behavior are expected both on and off the ice.
* Swearing or discourteous language is not allowed at any time, nor is it to be directed toward any pro, skater, or parent.
* No bullying of any kind will be allowed on or off the ice.
* No gum chewing, food or beverage is allowed on the ice at any time. Water bottles are allowed.
* Cell phones are not permitted on the ice.

JRFSC CLUB CODE OF CONDUCT

The basic purpose of this code is to inform JRFSC skaters and their parents of the standards of behavior, conduct and appearance that they are expected to abide by anytime they are present at a JRFSC activity or represent the club.

Use of tobacco, alcohol, a controlled substance, or gambling will not be allowed. The club will enforce the penalties determined by the ND High School Activities Association. There will be no fees refunded. If a student has a violation, in order for them to become eligible, again they must have an addiction evaluation competed at no cost to the school district or the Club. If this is not done, they are not eligible to return to skating until it has been completed.

JRFSC skaters and parents are expected to be polite and show respect for fellow club members as well as club coaches, parents, board members, and others involved in any skating activities sponsored by the Club. Reasonable manners and behavior are expected both on and off the ice. Respect for other people's and communities’ property is expected of all skaters. Swearing, discourteous language, or disrespect is not allowed at any time nor is it to be directed to any individuals. If coaches, rink parents or board members witness any of the following inappropriate behavior of members the Code of Conduct will be enforced for which each JRFSC skater and parent are required to sign. Inappropriate includes, but is not limited to, the following actions both on and off the ice as witnessed by the coach, rink parent or board member:

--Swearing, discourteous language, or disrespect used toward the coach, Junior Coaches or another skater.

--Extreme displays of anger.  
--Destruction of rink or locker room property.  
--Intentional and repeated disruption of other skaters who are trying to work.

--Hitting of other skaters.  
--Not leaving the ice when the zamboni comes on for resurfacing.

--Damage to or using other skaters’ personal property without permission.

Coaches, Board members, and Rink Parents will be allowed to use their discretion in issuing violations. If a member has displayed problems as defined by this code of conduct during any JRFSC skating activities – including competitions--, the following will apply:

l. First violation--the skater will be asked to leave the ice, parents will be notified by the JRFSC Board President and the violation will be documented.

2. Second violation--the skater will be asked to leave the ice and call their parent to come and get them. Documentation will be sent to the Board President and the skater will be suspended from skating and JRFSC activities for a period of one week.

3. Third violation--the skater will be asked to leave the ice and call their parent to come and get them. Documentation will be sent to the Board President and the skater will be suspended from skating and JRFSC activities for a period of two weeks.

4. Each additional violation –will be referred to the JRFSC Board of Directors for determination of further disciplinary action.

It is the responsibility of PARENTS to help enforce this code of conduct by making sure that their skater understands and abides by the code of conduct.

Parents are encouraged to be positive and supportive in their relationships with their skaters, coaches and board members. A team effort by parents, JRFSC Board members and skaters is needed for skater’s progress, enjoyment and betterment of the club. I have closely read the Code of Conduct of the James River Figure Skating Club and hereby acknowledge my willingness to observe these rules and regulations.

Skater’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the Code of Conduct of the James River Figure Skating Club and consent to have my son/daughter participate in the JRFSC events under these rules and regulations and will also abide by the rules set forth.

Parent/Guardian signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This code of conduct will be enforced throughout the skating season and applies to all JRFSC skating activities. A code of conduct must be signed by all skaters and their parents at registration.