

## HANDBOOK ACKNOWLEDGEMENT

I, \_\_\_\_\_ acknowledge that I have received and read a copy of the Mankato Figure Skating Club (MFSC) Handbook, which outlines the goals, policies, procedures, philosophies and practices of the MFSC, as well as my responsibilities as a member.

I understand:

- This handbook replaces any and all prior verbal and written communications regarding MFSC, policies, procedures, philosophies and practices.
- I understand that the official method of communication from the Mankato Figure Skating Club will be through the Google Groups email. I therefore understand that it is my responsibility to inform a board member, via email, if I am not receiving communication through the Google Groups email or if my email address changes.
- The MFSC Board of Directors may change, revoke, interpret, add to or deviate from any of the policies or guidelines described in the Handbook at any time and in its sole discretion with or without prior notice to members. If changes are made, the MFSC may require an additional acknowledgment from me to indicate that I have been informed of the changes.
- My violation of any policies, procedures, philosophies or practices contained in the handbook is grounds for immediate disciplinary action (e.g. suspension or fines), up to and including termination of my membership.
- If I have questions or concerns at any time about the handbook, I will consult the MFSC Board of Directors.
- This handbook may not cover every situation that may arise during my membership and I realize that situations not covered here will be handled by the MFSC Board of Directors.

I have read and understand the contents of this handbook and agree to comply with these policies, procedures, philosophies and practices as a condition of my MFSC membership.

\_\_\_\_\_  
Parent or Guardian (Please Print)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Skater (Please Print)

\_\_\_\_\_  
Skater Signature

\_\_\_\_\_  
Date

# Mankato Figure Skating Club

## Handbook

Club Motto: Blades of Silver, Dreams of Gold

Club Colors: Royal Blue and White

Club Website: [mankatofsc.com](http://mankatofsc.com)

Club Ice: All Seasons Arena

My USFS # \_\_\_\_\_

**Welcome** to the Mankato Figure Skating Club (MFSC), a nonprofit organization sanctioned by United States Figure Skating (USFSA). USFS is the governing body of amateur figure skating in the United States. USFS sets all rules, regulations and test requirements for this sport.

**The mission of the Mankato Figure Skating Club is:**

To promote and support the artistry and sport of figure skating.

**The goals of the Mankato Figure Skating Club are:**

- To develop a variety of figure skating programs designed to support skaters at all levels
- To support each skater's individual goals in an environment with high standards of leadership, professionalism and sportsmanship.
- To partner with community leaders and agencies to showcase the skills of club skaters and to bring a unique form of entertainment to Mankato area residents with the annual ice show and Bend of the River competition.

## General Information about the Mankato Figure Skating Club

- MFSC has several types of memberships: Senior Club, Basic Skills Club, Adult and Associate.
- Club members pay an annual MFSC membership fee, which may vary from year to year.
- The MFSC contract year begins in May and runs through the annual banquet, typically held in late May.
- Members must comply with all bylaws, rules and regulations of the MFSC.
- **If a member chooses to discontinue skating, they are required to cover all ice costs for the current session. If they do not notify the Ice Chair before ice is purchased for the next session, they will also be responsible for that ice minimum as well.**
- MFSC's contract year has three separate contract periods: May through August, September through December, and January through the annual ice show in April.
- All MFSC members must also purchase an annual membership with USFS. This membership fee is updated in July for the full USFS membership and for the Basic Skills USFS membership. This fee will vary from year to year and is set by USFS. A USFS membership entitles a skater to participate in any USFS sanctioned competition and take any USFS advancement test. Full USFS members also receive a subscription to *Skating* magazine.
- MFSC purchases ice from All Seasons Arena. MFSC members are then required to purchase a minimum amount of ice each contract period. The minimum ice amounts are determined by the Board of Directors and vary from contract to contract.
- Skaters may hire a professional coach to instruct them in technique. Only professionals approved by the MFSC Board of Directors are allowed to coach on MFSC ice. All professional coaches are required to carry insurance, be registered with USFS, have a background check and take the required credits for continuing education per USFS. All coaches are considered independent contractors, so they bill separately. Their fees are in addition to the contracted ice fees.
- All MFSC contracts are skated at All Seasons Arena on two sheets of ice. One sheet is a standard size hockey rink and the other is Olympic size.

## A Mankato Figure Skating Club membership carries with it the following responsibilities:

- Staying current with all financial obligations (coaching and ice fees)
- Purchasing the ice minimums each contract period
- Staying current with all volunteer obligations, which include but are not limited to:
  - Rink parenting duties
  - Ice show and competition volunteer hours
  - Fees may be assessed for habitual no-shows at Board discretion.
- Any other duties determined by the Board of Directors

\* A parent or adult member must assume these responsibilities.

## Board of Directors

The Board of Directors is the governing body of the MFSC. It establishes, reviews and enforces basic policies and rules for the club.

- Senior Club board members shall serve a term of three years and Basic Skills Club members shall serve for a period of one year. A Director may serve consecutive terms.
- The Board of Directors will consist of at least 5 members and no more than 9 members and shall be broken down as follows: The senior board will consist of at least 5 members and no more than 7 of the 9 member maximum positions to be reserved for parents or guardians of Senior Club members leaving 2 positions reserved for parents or guardians of Basic Skills Club members.
- Elections are held each spring at the annual banquet.
- Immediately upon election, Senior Board members will be assigned a class (year) noting their term expiration. These classes will be noted in the meeting minutes.
- A voting member of the board must have a child in the Senior or Basic Skills Club who has designated MFSC as their Home Club.
- At least five Senior Club parents or guardians must serve on the board as the four officers and a member at large.
- No more than two Basic Skills Club parents or guardians may serve on the board at any one time.
- No more than one parent or guardian in the same family may serve as an official member of the board.
- Two board members, not re-running for the board, will make up an election committee each year. These two board members will contact all parents in early spring to inquire as to who may be interested in running for the board. Members will be asked to reply back to one or both of these board members by a deadline date if they indeed want to run for the board. Anyone who chooses to run after the deadline date would be required to run as a write in candidate and need 2/3 of the membership vote in order to be elected to the Board of Directors. The two board members that represent the election committee will share with the rest of the board those who are running.
- MFSC board members are not required to rink parent.
- Board members must sign a conflict-of-interest policy annually.
- Board members must complete online Safe sport training.
- Board meetings are closed to skaters and parents, unless they give the board a one week notice to share their idea/questions/concerns. They will be able to share with the board at the beginning of the meeting once shared and the board discusses skater/parents will excuse themselves from the meeting for the board to continue monthly business.
- All skaters and their parents are able to attend a minimum of two meetings that are announced to all members to share ideas/questions/concerns to all. (Fall Membership Meeting, Competition/Ice Show Meeting, Spring Banquet, etc)
- Anyone interested in adding an item to the agenda should contact the board president or any active Board member one week prior to the meeting date.
- Meeting minutes are posted at the club's official website **[www.mankatofsc.com](http://www.mankatofsc.com)**
- The MFSC Board of Directors has adopted the following policy on unsigned communications. Any unsigned communication that is received by the board will remain unread and will be destroyed. It is too hard and too emotional to respond to an unsigned communication. If the party involved is not willing to come forward in person to share their concern, their concern will go unheard.

- MFSC Board Meetings will follow the same weather cancellation policy as contract sessions.

For a List of the following, see our club website at: [mankatofsc.com](http://mankatofsc.com)

- **Current MFSC Board of Directors**
- **Current MFSC Volunteer Committee Chairs**
- **Current MFSC Professional Coaching Staff Approved to Coach on Club Ice**
- **Current MFSC Bylaws**

## **MFSC Memberships**

MFSC offers several types of memberships.

### **Senior Club**

This is our most popular membership. The purpose of the Senior Club is to give skaters enough ice time to progress through the USFS skating levels.

- The season runs from summer contracts through the annual spring banquet.
- The season is broken into three contract periods: May through August, September through December and January through April.
- Skaters are required to purchase the ice minimums for each contract session.
- If you choose to discontinue skating, you are financially responsible for the ice minimum for the current contract session. Please contact the Ice Contract Coordinator immediately if you decide to no longer skate. If she does not have that information, in writing, before she purchases ice for the next session, you will be financially responsible for that contract as well.
- Skaters must have passed the Beta level in skating school in order to join the Senior Club, unless given permission from the Board of Directors to join the Senior Club directly.
- Basic Skills Club skaters must join the Senior Club:
  - If they pass their pre-pre moves test
  - If they have passed Basic Skills (Learn to Skate) level 4.
- Once they have met the requirements listed above, Basic Skills Club skaters must and skating school skaters may join the Senior Club at the beginning of the next contract period.
- New skaters to the area may join the Senior Club at any time if they meet the requirements above.
- Ice fees and ice minimums will be set by the board and will vary contract session to contract session.
- Special classes may be required if offered (Power, Figures, etc.)
- Skaters must have a current MFSC membership
- Skaters must have a current full USFS membership

- Volunteer hours are required to be fulfilled by a parent or other adult. Volunteer hours include rink parenting, ice show, competition, Fundraising and anything else that may arise.
- Skaters can remain in the Senior Club until they graduate from high school.
- Senior Club skaters get first priority on all contracts other than the Basic Skills Club group lessons (BSG).
- Senior Club members will have a minimum of four numbers in the annual ice show.
- Senior Club members can participate in competitions.
- Senior Club members can test.

### **Basic Skills Club**

The Basic Skills Club is a bridging program prior to joining the Senior Club. This is done by offering Basic Skills skaters the benefit of a required group lesson as well as the opportunity to take optional private lessons if they wish. The season currently runs from September or October through April.

- The season is broken into three contract periods: September or October through December and January through April., and a summer option that runs May-August. Basic Skills group lessons will be held on various Sundays throughout the season.
- The cost for the Basic Skills Club group lessons will cover the cost of the ice, coaching, ice Show costume and ice show coaching.
- If you choose to discontinue skating, you are financially responsible for the ice minimum for the current contract session. Please contact the Ice Contract Coordinator immediately if you decide to no longer skate. If she does not have that information before she purchases ice for the next session, you will be financially responsible for that contract as well.
- Skaters must be at least 3 years of age and able to skate without assistance to join the Basic Skills Club.
- The goal of the club is to keep the coach-student ratio at or below an 11:1 limit. MFSC would prefer to keep the numbers lower so there might be more than one coach needed for the Basic Skills Club. The number of coaches will depend on the number of students.
- Students will be divided into groups based on skating abilities.
- Ice show placement is done during the Fall. Placement is based on club membership at this time. If a skater is in the Basic Skills Club in the fall but moves up to the Senior Club in the winter, the skater will still skate in the Basic Skills Club number during the ice show.
- Ice minimums for the Basic Skills Club will be determined by the Board of Directors each year.
- Skaters must purchase an annual USFS and MFSC membership. This is not included in the monthly fee.
- Skating School skaters may join the Basic Skills Club at the beginning of a contract period.
- New skaters to the area may join the Basic Skills Club at any time if they meet the requirements above. Their ice minimums will be prorated based on where we are in the contract session.

- Volunteer hours are required to be fulfilled by a parent or other adult. Volunteer hours include rink parenting, ice show, competition, fundraising and anything else that may arise.
- Basic Skills Club skaters are required to move up to the Senior Club at the beginning of the next contract period if they meet any of the following criteria:
  - Have passed the pre-preliminary moves test
  - Have passed Basic Skills level 6 (option to move up after level 4)
- Basic Skills Club members are not allowed to skate on High contracts.
- Basic Skills Club skaters get first priority on the BSG contracts. They get second priority on all other contracts.
- Basic Skills Club members will have a minimum of three numbers in the annual ice show.
- Basic Skills Club members can participate in competitions.
- Basic Skills Club members can test, however they must purchase a full USFS membership in addition to the basic skills USFS membership. Also, once they have passed the pre-pre moves test, they must bridge up to the Senior Club at the beginning of the next contract session.

### **Adult or Associate Membership**

The purpose of this membership is to allow adults or members of other figure skating clubs to utilize MFSC's ice and coaching staff.

- The season runs from June through the annual spring banquet.
- Adult or associate members do not have to purchase ice minimums. They can purchase as much or as little ice as they choose.
- Adult members who were past MFSC members pay the same for ice as the Senior Club members pay.
- Adult or associate members are welcome to participate in special classes but are not required to.
- Adult members must be graduated from High School.
- Associate members must be a full member of another figure skating club.
- Adult or associate members must have a current MFSC membership.
- Adult or associate members must have a current full USFS membership.
- No volunteer hours are required.
- Adult or associate members may join at any time throughout the season.
- All contracts are open to the adult and associate members (follow set guidelines for contracts).
- Adult or associate members do not participate in the annual ice show.
- Adult and associate members get last priority on contracts behind Senior Club and Basic Skills Club members.

### **Alcohol/Drug Violation Policy**

All skaters are expected to follow the Mankato Figure Skating Club rules in relation to refraining from using any alcohol or drug-related products.

Twelve months of the year, a skater shall not at any time, regardless of the quantity: (1) use, consume or have in possession a beverage containing alcohol; (2) use, consume, or have in possession tobacco; or (3) use, consume or have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.

The **first** infraction of this policy will result in the following:

1. Missing one ice show performance.
2. The skater will be required to sit in the stands for the missed ice show performance.

All infractions to this policy will be reported to the Mankato Figure Skating Club President. The MFSC President, plus one MFSC Board Member, will inform the skater and their parent of the consequences of the policy violation.

A **second** infraction of this policy in a 12 month policy period will result in the skater being suspended from participation, of all performances, in the next consecutive ice show.

If the second infraction occurs after the 12 month period, refer back to the policy for the first infraction.

A **third** infraction of this policy in a 12 month period will result in immediate dismissal from the MFSC.

Please note that these policies are following District 77 violation procedures. Our goal is to work as a team to help skaters when a need arises.

### **Bad Weather Policy**

If District 77 cancels school due to bad weather conditions, MFSC will also cancel ice for that day. No reimbursements will be made to skaters that were scheduled to skate. If there was to be a Basic Skills Club group lesson, there will be reimbursed because there is no other time to make these up. All skaters can keep their ticket and use it on another contract.

### **Bend of the River Competition**

MFSC began hosting its own competition in January 2003. All MFSC skaters are encouraged to compete at this event, including Basic Skills Club skaters. The competition is usually held the second weekend of January. A test session is usually scheduled for the Friday of the competition weekend. All MFSC families are required to volunteer during this competition. The number of volunteer hours will vary from year to year. Unfortunately, volunteer hours cannot be finalized until the competition is fully scheduled, so the volunteer schedule will not be available until about a week before the competition. A volunteer coordinator will work with all families to best accommodate their schedules and commitments. Reminder that fees may be assessed for habitual no-shows so try to abide by your volunteer times. Please see the Competition Section below for more information on competitions.



## **Board Requests your Presence at a Meeting**

If the Board requests your presence at a Board meeting to discuss issues that have been taking place with either you or your skater, you are required to show up at the meeting. Failure to do so will result in the cancellation of your MFSC membership and your skater will not be allowed to skate until you show up at a meeting and the issue is resolved.

## **Bullying**

MFSC will NOT tolerate bullying. MFSC will follow District 77's policy on Bullying. To see this policy,

go to: <https://www.isd77.org/sites/isd77.org/files/files/542.pdf>

This policy also covers cyber-bullying which is: The misuse of technology including, but not limited to, teasing, intimidation, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor or other employee of the school district by sending or posting email messages, instant messages, text messages, digital pictures or images, or web site posting, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

## **Purpose:**

- Mankato Figure Skating Club maintains a firm policy prohibiting bullying. All persons are to be treated with respect and dignity. The skater should be able to enjoy the time on the ice and be able to achieve their goals in a respectful, fun environment.
- The act of bullying, by either an individual or group of individuals is expressly prohibited. If an individual feels they have experienced bullying, they have the opportunity to report the event to the Board.
- Bullying will not be tolerated, and any complaints will be investigated and addressed. To maintain privacy for the individual experiencing the Bullying and the person accused, members are asked to bring their issue to one of the board members who will then discuss with a 2<sup>nd</sup> board member in an effort to resolve the issue. These are the only individuals that will be aware of the events unless the issue cannot be resolved and needs to be escalated for full board decisions.

## **The goal:**

Is to create a positive environment for our skaters, and if an issue occurs, we assume the issues will not go past the 1st concern.

## **Definitions:**

### **What is bullying?**

**Bullying is when someone keeps doing or saying things to have power over another person.**

Some of the ways they bully other people are by: calling them names, saying or writing nasty things about them, leaving them out of activities, not talking to them, threatening them, making them feel uncomfortable or scared, taking or damaging their things, hitting or kicking them, or making them do things they don't want to do.

<https://www.stopbullying.gov/cyberbullying/what-is-it/index.html>

**Procedure:****There will be a meeting with the Board on ALL occasions.****1st time concern**

- If an individual feels they have experienced bullying behavior, they should complete the Bullying Report Form.
- The form will be submitted to the board member(s) involved in the resolution.
- The board members involved in the resolution will acknowledge the reporter and thank them for submitting the form>
- The board members involved in the resolution will confidentially talk to the identified Child's parent that there has been a concern raised related to bullying behavior and ask that they talk to their child about the alleged event. This will give the parent an opportunity to talk to their child about the concern.
- The liaisons will follow up no later than two weeks with both skaters. These will be separate conversations to maintain individual privacy. The goal of these conversations is to:
  - Assure the parents have had the conversation with their child
  - Assure the individual submitting the report that the behavior has stopped.
  - If no further issues have occurred, the event will be closed.

**2nd Report****Severity of the event may result in dismissal**

- If the skater has a second concern reported, the board members involved in the resolution will contact the parents and skater. Set up a time to review the issue with the skater and parent.
- Communicate the concern and listen to the accused skater's perception of the event and their side of the story.
- Reinforce the no bullying protocol and outline the potential consequences if the behavior continues.
- The skater's coach will be informed of the issue to provide additional feedback to the skater and to watch for behavior on the ice.
- Follow up with the skater who reported the problem.

**3rd Report**

- The full Board will be informed of the concerns voiced and given an overview of the conversations and follow-up with the skater.
- The skater and parent will be asked to attend a board meeting to discuss the concerns.
  - 1st consequence: Will not be allowed to skate the next scheduled date. This could be one or several contract sessions depending on the level of the skater. The lost ice time will not be reimbursed. If a coaching session was scheduled, the coach has an option to still bill the skater.
  - 2nd consequence: Lose one night skating in the ice show, must attend and watch from the stands
  - 3rd consequence: Asked to leave the club

**The goal is to create a positive environment for our skaters and we assume the issues will not go past the 1st concern.**

### **Club Social Events**

MFSC members like to gather for several fun events each year. Some of these activities occur annually and others happen on an “opportunity knocks” basis. Examples of these events may include:

- Holiday party
- Ice show wrap-up after cleaning up after the last ice show
- Professional competitions and events
- Annual recognition banquet
- Kiwanis Lights
- Parades

### **Coaches**

The MFSC Board of Directors must approve any individual who applies/requests the right to coach on club ice. Those interested in coaching will apply, and if accepted will coach in our Basic Skills Club program until there is a need for a Senior Club coach. At this time we will use the Basic Skills coaching staff as our pool to interview from to add additional staff needed to our Senior Club coaching staff. In order to be a part of the interview pool you must currently be on the Basic Skills Club coaching staff, have graduated from high school and satisfy the criteria listed below. First time coaches will be required to mentor for at least one season, approximately four months of regular/committed attendance, in the Basic Skills Club under the direction of the Basic Skills Director before being considered as part of the interview pool. Skaters who are at least a junior in high school and have passed at least Juvenile Free may apply to become assistants in the Basic Skills Club. Once these skaters have graduated, they can become part of the interview pool if they have satisfied the one season mentoring requirement, along with the criteria listed below. MFSC coaches are required to be registered with the USFS, complete an annual background check, take continued learning courses, and carry liability insurance through either the USFS or PSA.

Senior Club coaches set their own rates based upon qualifications, knowledge and experience. Fees for private lessons are paid directly to the coach. The MFSC is not involved in billing or in collecting coaches' fees for private lessons. However, USFS requires that a skater must be in good standing with their home club to participate in test sessions, competitions and the ice show. Paying coaching bills on time is one of the conditions of good standing.

It is very important that parents talk with their children's coach. They will want to discuss fees (for lessons, tests, competitions, etc.), payments, goals, lesson times and length, testing, competitions, possibly adding a second coach, etc. It is not only important to find a coach who has enough time to take on a skater, but also to find one who is the right fit financially and in personality.

Here are some great questions to ask when interviewing coaches:

- What are your views on skating?
- How do you motivate your students?
- What do you enjoy about coaching?
- What is your hourly rate for coaching on MFSC ice?
- How long have you been a coach?
- What are your fees for competitions, tests, etc.?
- How long are you planning to coach?
- What are your fees for cutting music and choreography?
- What seminars/workshops have you attended?
- What have you done to stay current in figure skating techniques?
- How much time should my child need for individual instruction?
- Do you charge for missed lessons if you are not notified?
- Who are you currently coaching in the club? Are you comfortable if we ask them for a reference?

Some skaters are coached by several coaches. Before adding a second coach or changing coaches, please have the courtesy to discuss it with the current coach. Coaches may have a rule that they prefer to be the only coach for a skater. Be sure to discuss these issues before hiring a coach so there are no future misunderstandings.

The MFSC sound system and equipment may be used on MFSC contract sessions only. Skaters and coaches are not covered by MFSC/USFS insurance when coaching/skating on non-MFSC contract sessions.

## **Competitions**

Many clubs host USFS-sanctioned competitions throughout the year. The majority of clubs use online program called EntryEeze to register for competitions. There is usually still an option to register using a paper mail in entry, but additional fees apply. Talk with your coach to ensure you are registering for the correct level and event prior to registering. Once you have registered, your coach will receive an email to approve your registration and the treasurer or EntryEeze representative will receive an email to approve that you are in good standing with the club. Keep in mind that entry fees are not usually refundable even in the event of illness or a death in the family. Also, officers of the Board of Directors will not be able to sign paper registrations forms for members who are not in good standing with the club.

Competition information can also be found at club websites. A link to TCFSA member clubs websites can be found at [www.tcfsa.org](http://www.tcfsa.org).

Most competitions offer events for all skill levels and in all areas of skating. A skater may choose to enter one or several of these singles events. They include:

- **Basic Skills** – Basic Skills Club members would compete at this level.
- **Compulsory** - Skaters must perform a routine that includes a number of predetermined elements. This routine is not set to music. Focus is on technique.

- **Spins** - Skaters must perform several predetermined spins connected by footwork.
- **Moves in the Field** - Skaters perform the same elements as required for testing at a particular level.
- **Freestyle** – Skaters incorporate footwork, jumps and spins set to recorded music (vocals allowed). Length of the program is determined by the skater's level.
- **Artistic** - Skaters perform a routine of limited jumps, spins and footwork to interpret their music (vocals allowed). Creative costumes and movements are common in this event

Skaters are grouped by event, test level, age and gender at competitions. Groups usually range in size from 3 to 12 skaters. Skaters are judged by USFS certified judges. The skaters are judged on composition, style and technical merit. The judges award points based on each performance, and turn their individual point sheets over to the chief accountant who calculates the numbers and ranks the skaters in first, second, third place, and so on. The results are generally posted in a designated area within 30 minutes of an event's conclusion. Personal copies of the results may be purchased at most events. Most competitions award trophies or medals for the top three or four finishers. Award pictures are generally taken of the top four to six competitors in each event.

### **Fees to expect for competitions**

- **Entry fees** are about \$100 to \$125 for the first event and \$25 to \$40 for each additional event.
- **Practice ice** is often available in the early mornings and in the evenings at most competitions. Expect to pay \$10 to \$20 for each 20 to 30 minutes of practice ice. Ask your child's coach if they recommend practice ice.
- **Coaching fees** for competitions will be above what is paid for regular lessons. Coaches are often reimbursed for travel, food and lodging in addition to their coaching time.
- **Personal family travel expenses** will include hotel, food, and gas.
- **Vendors** sell everything from skating dresses to jewelry to skating equipment.
- **Videos/DVDs** of skaters' performances may be available. (Sign up for this well in advance of the start of your skater's event or there may be an additional charge). Find out any requirements in advance.–
- **Action photos and award photos** are usually available. If you don't have time to view them ask the photographers for their website and the password for the competition. You may be able to view and order the pictures at your leisure within a few days.

### **Contracts**

A contract is a term that MFSC uses to describe an ice session. Contracts can be 15 minutes, 30 minutes, 45 minutes, or 60 minutes.

The MFSC season runs from May through the annual banquet the following spring. Each skater registers for contracts three times per year.

- Summer registration: May through August
- Fall registration: September through December

- Winter registration: January through the annual spring banquet.

MFSC members sign up for ice three times a year:

- April/May for summer ice
- August for fall ice
- November/December for winter ice

For a contract session, each MFSC member is required to purchase a minimum amount of ice. The board of directors establishes the ice minimum. Several factors determine the ice minimum for each contract session: All Seasons Arena's hourly ice cost, how many hours of ice MFSC books, and the number of Basic Skills and Senior Club members. In the end, if MFSC purchases 50 hours of ice for a contract session, the ice minimums charged have to be enough to cover the cost of the 50 hours of ice.

Even if you choose not to sign up for the minimum amount of ice, you are still financially responsible to pay for the ice minimum that has been established. This means if the ice minimum is 50 hours of ice and you only sign up to skate 42 hours of ice, you are still financially responsible to pay for the 50 hours of ice.

**If you choose to discontinue skating, you are financially responsible for the ice minimum for the current contract session. If you do not notify, The Ice Contract Coordinator in writing (letter or e-mail) by the following dates, you will be financially responsible for that contract, too. Notify by:**

April 1 for summer session (contract runs May- August)

August 1 for fall session (contract runs September - December)

December 1 for winter session (contract runs January - April)

Missed contracts cannot be reimbursed, with the exception of board approval in the case of a documented medical situation or if the ice is canceled and there is no chance for a make-up. You can, however, make up missed contracts. Each skater will have one month at the beginning of each contract session to use any unused tickets from the previous contract session. No unused tickets will be allowed after the first 45 sessions of each new contract period.

There is a contract book in the locker room. If you know that you are not able to make a contract that you are scheduled for, please write 'Cancelled' next to your name. Also, if you want to add an extra contract, please write in your name if there is room.

Senior Club members must pay for at least one-third of their ice time when they turn in their contracts. Basic Skills Club can pay monthly or they may use the installment plan listed below. For those who choose to pay in three installments, the payment schedule for each session is:

- Fall: one third with contracts, one third by October 15, and one by November 15.
- Winter: one-third with contracts, one-third by February 15, one-third by March 15

Skaters must be in good financial standing with the club by the end of each contract session. If they are not, their contracts will not be entered, and they will not be allowed to skate. Please contact the club's treasurer to set up a payment plan to help you stay in good financial standing.

### **How to register for contracts (ice time)**

**Current contracts must be paid in full in order to sign up for the next contract period unless an agreement has been made with the acting Treasurer.**

Before each registration, a calendar will be emailed out to each skating member. This calendar will be used to sign up for the ice contracts that you want to skate in the next registration period. If you have any problems filling out the registration form, feel free to ask any board member or any parent.

The basic instructions for filling out the contract form are:

- Talk to your coach to find out when they are available to coach your skater.
- Go through the calendar and highlight (click on the small column/box to the left of the contract) the contracts that you want to skate. Make sure that you are only contracting for sessions that your skater is allowed to skate (the contract will indicate on the registration page which contracts your skater can skate).
- As you highlight the contracts you want to skate, the information will be carried to the registration form, which will automatically total everything for you (make sure you have contracted for at least the required ice minimum).
- If you have contracted for more than the ice minimum, the additional ice will automatically be included in the total on the registration form.
- Scrip credits, if you have one, will be included on your registration form.
- Ice bill credits, if you have one, will be included on your registration form.
- Your total ice cost for the session will automatically be calculated on the registration form.
- The total amount due will automatically be divided by three or four to come up with the minimum that you must pay with your contracts.
- If making payments, use the coupons at the bottom of your registration form to help you track when additional payments are due.
- Email an electronic copy of your contract to the Contract Coordinator.
- Make two photocopies of your calendars (one for you, one for your coach).
- Staple the check to the registration form.
- Put the registration form and payment in the contracts lock box in the locker room or mail to the address at the bottom of the registration form. You do not need to include your calendars.

**Nonpayment or participation in volunteer hours will result in disciplinary action by the board.**

### **Tickets/ Extra Ice Forms**

Once you have turned in your contracts, they will be entered into the contract book, which is in the locker room. You will be given tickets for each of the contracts that you have paid for. Each time your skater skates a contract, they will need to turn in a ticket. If a skater does not have a ticket, they will need to fill out an "Extra Ice" form. These forms are in the rink parent clipboard. They will be filled out and turned into the treasurer and you will be billed for this extra session. Once an Extra Ice form is turned in, you cannot pay for that session by sending the treasurer a ticket.

Tickets from the previous contract session will be good through the end of the first month of the new session. For example, if you have tickets left after the summer session, they will be good for 1 month into the fall session. This allows you to make up contracts that you were not able to skate.

If you are on a waiting list, you will still be given tickets for these contracts. It is your responsibility to find another contract time to use these tickets. There are always plenty available. You **will not** get a refund for waiting list contracts.

In order for a Basic Skills Club or Senior Club member to use extra tickets, they must be signed up for the current contract session. The exception to this rule is graduating seniors; after the graduating senior's final ice show, they may use their extra tickets to skate during the following summer contract session.

### **Definitions of the different types of contracts**

Contracts usually have a specific designation that indicates you how long the contract is, which skaters can skate on that contract, and what type of skating is allowed on this contract. There are no jump restrictions on any freestyle contracts. Moves can be done on Free contracts.

Below is a list of MFSC contract abbreviations:

- **FREE 30** is a 30-minute freestyle session
- **FREE 45** is a 45-minute freestyle session
- **FREE 60** is a 60-minute freestyle session
- **HM** is a high moves session (no freestyle allowed) (must qualify to skate these)
- **MOVES** is a moves session for any level
- **HIGH 30** is a 30-minute-high session (must qualify to skate highs)
- **HIGH 45** is a 45-minute-high session (must qualify to skate highs)
- **HIGH 60** is a 60-minute-high session (must qualify to skate highs)
- is a 45-minute Basic Skills Club group lesson
- **Low 30** (must qualify to skate low)
- **LOW 45** (must qualify to skate low)

### **Who can skate on which contracts?**

- Basic Skills Club skaters can skate on any FREE and/or BSG, LOW MOVES contracts (no HIGHS)
- Senior Club skaters can skate on any FREE or MOVES contracts not designated as or HIGH or LOW. At the beginning of each contract period, your contract cover sheet will state whether you qualify for contracts designated as HIGH or LOW on both freestyle and moves sessions. Ex. if your contract states that you can skate HIGH frees and LOW moves. You will not be allowed to skate on LOW frees or HIGH moves.

Who qualifies to skate on High contracts and HM contracts will be determined by the Board at the beginning of each contract period. Your contract will be marked if you qualify to skate these specific contracts.



## **Late Contracts**

The board has implemented a \$75 late fee for contracts that are received after the contract deadline date. Most of our club members get their contracts turned in on time but there are some members that turn in their contracts late and this causes several problems for the other club members. There will be a reminder email for each contract period.

- Late contracts delay the rink parent schedule from being completed and sent out.
- Late contracts delay being able to get all the contracts posted in the contract book. This makes it very difficult for club members who are trying to switch contracts, add or cancel contracts, or see if they are on waiting lists.
- Late contracts make the first weeks on a new contract period very confusing because skaters show up to skate without tickets and this causes a lot of confusion for the rink parents.
- Late contracts are an inconvenience for all members of the club.

## **Equipment and Clothing**

The best advice is to discuss equipment and clothing with the skater's coach.

## **Suggested places to purchase equipment**

### **Skates & Blades**

Westwood Sports	Apple Valley
Pierce Skate and Ski	Bloomington, MN
Fred's Skate Service	Bloomington, MN

## **Expectation of Parents**

Expectation 1. I will review and explain the Expectations of Skaters with my skater(s). I will support and respect these expectations.

Expectation 2. I will support and respect all pros/coaches' philosophies, work and disciplinary procedures. I will respect their knowledge in knowing when my skater is ready to test. I will stay current on my coaching bills. I will not try to coach my skater on the side.

Expectation 3. I will be respectful of all skaters, pros/coaches, and others at the ice arena by exhibiting appropriate behavior at all times, including:

- a. Staying off the ice
- b. Keeping outside of the hockey boxes

Expectation 4. I will support the MFSC by:

- a. Volunteering for ice show, competition and club positions and any other deemed by the board
- b. Fulfilling my rink parent requirements
- c. Paying my ice bills on time

Expectation 5. I understand that I must fulfill the above expectations in order for my child to become and remain a member in good standing of the Mankato Figure Skating Club.

### **Expectation of Skaters**

Expectation 1. I will work toward and support:

- a. Individual growth and excellence in figure skating
  - b. Positive and constructive behavior with all of my fellow skaters, other parents and professional staff in the club
  - c. Respect and appreciation for the individual and different personalities and skills of all skaters and pros/coaches
  - d. Feeling of “belonging” to the club, club unity and working together to accomplish club goals
  - e. Support and respect for all skaters participating in competitive events as well as the ice show
  - f. Be respectful of ice maintenance crews and arena staff
  - g. Keep the MFSC club room clean, respecting all property therein
  - h. Keep the arena clean by throwing my trash, including tissues, in the garbage cans and not on the floor

Expectation 2. I will be respectful of all skaters, pros/coaches and others at the ice arena by exhibiting appropriate behavior on and off the ice at all times

Expectation 3. I will abide by the disciplinary procedures as outlined in the MFSC handbook.

If I disagree with how I was treated, I will follow the Conflict Resolution procedure, under Article X in the MFSC bylaws, as outlined by the board.

Expectation 4. I will conduct myself chemically free (alcohol, tobacco, illicit drugs) at all times 12 months/year. I understand that if I get caught using alcohol or illicit drugs, I will abide by the disciplinary procedures as outlined in the MFSC handbook.

Expectation 5. I have reviewed the Expectations of Skaters. I understand that I must meet the Expectations of Skaters in order to become and remain a member of the Mankato Figure Skating Club.

### **Financial Policy**

1. If your payment is not in the Treasurer’s possession on the established due date, your payment will be considered to be late.
2. For the summer contract,  $\frac{1}{3}$  of the ice bill is due with the contract, the second  $\frac{1}{3}$  is due on June 1<sup>st</sup> and the last  $\frac{1}{3}$  is due on July 1<sup>st</sup>.
3. For the fall contract,  $\frac{1}{4}$  of the ice bill is due with the contract, 2<sup>nd</sup>  $\frac{1}{4}$  is due on September 15<sup>th</sup>, the 3<sup>rd</sup>  $\frac{1}{4}$  is due on October 15<sup>th</sup> and the last  $\frac{1}{4}$  is due on November 15<sup>th</sup>.
4. For the winter contract,  $\frac{1}{3}$  of the bill is due with the contract, the second  $\frac{1}{3}$  is due on February 15<sup>th</sup> and the last  $\frac{1}{3}$  is due on March 15<sup>th</sup>.

5. In order to receive your Ice Contract for the next session, a skater's bill must be completely current, and all checks cleared through the bank or they must be on an approved payment plan with the treasurer. If a skater has an outstanding balance when contracts are handed out, their contract will be held until the payment has been made and is cleared through the bank. If this makes it so that the contract is turned in late, the late contract fee of \$40.00 will be charged.
6. If a coach notifies the Board that a family is behind on their payments, ice contracts will be held until the skater is current on both their ice bill as well as their coaching bill.
7. In order to participate in the annual ice show, a skater must be current with all bills (ice, costumes, etc.) by April 1<sup>st</sup>. If you are not current, you will not be allowed to skate in the ice show.
8. In order for a test form to be signed, a skater must be current with all bills (coaching and ice).
9. In order for a competition form to be signed, a skater must be current with all bills (coaching and ice).
10. If your check is returned due to insufficient funds, a \$25.00 service charge will be added to the amount that is due on your account. All bank fees will also be added to the amount that is due on your account.
11. If your check is returned due to insufficient funds, going forward, you will have to make your payments by cash, cashier's check or money order. NO personal checks or credit card checks will be accepted.
12. The Treasurer cannot "hold" checks until certain dates. MFSC gets charged a 10% late fee on our ice bills, so we have to keep our cash flow current. We are not able to hold payments for our members.
13. If you set up a payment plan and do not follow through with it, you will not receive your next ice contract.
14. For all of the above, an approved payment plan is the exception.

The MFSC Treasurer is always willing to sit down and work out a payment plan with any skater. You just need to contact them to set up a meeting.

### **Good Standing**

All skaters must be in good standing with the club in order to:

- Participate in the annual ice show
- Enter a USFS-sanctioned competition or event, including Bend of the River Competition
- Take skating tests, both at MFSC and other clubs
- Sign up for skating contracts

To be in good standing means:

- Volunteer hours are met for the ice show, rink parenting, the competition, Fundraising and any other times that may come up
- Ice bill payments are being made on time or adhering to an approved payment plan
- Coaches' fees are paid in a timely manner

Failure to meet any of these conditions of membership may result:

- In loss of membership privileges
- Being turned into a collection agency
- Not being allowed to skate, test, compete or participate in the ice show
- Not receiving your registration for the next contract session

### **Ice Cancellations due to MFSC error or ASA error**

Mistakes do happen and at times, our ice may get cancelled due to an error on the MFSC Ice Contract Coordinator's part or because of an error made by ASA. No reimbursements will be made to skaters that were scheduled to skate. However, if there was to be a Basic Skills Club group lesson, those will be reimbursed because there is no other time to make those up. All skaters can keep their ticket and use them on other contracts.

### **Ice Changes**

From time to time, ASA will contact the MFSC Ice Contract Coordinator and ask to move some of the MFSC ice around. The MFSC will work with ASA whenever we can to help accommodate other user groups as they are also asked at times to move their schedules around for MFSC

### **Ice Safety and Etiquette**

With the exception of the Basic Skills Club large group lessons, the activities during most contract sessions are pretty unstructured. Outside of the time that skaters are getting lessons from their coaches, what individual skaters choose to work on is up to them. Consequently, it is important to establish etiquette rules to ensure the safety of all skaters and coaches and to allow the best possible environment for skaters to make effective use of their time.

- Skaters must check in with the rink parent at the beginning of each session. Skaters, please give the rink parent your name. Not all parents know all the skaters so please don't assume that they know who you are.
- When getting on the ice, merge into the flow of the session to avoid getting in the way of a moving skater.
- Skate with your head up and your eyes open. Watch out for other skaters.
- No iPods or headphones are allowed on the ice. Devices that are a distraction will be asked to be placed in the locker room.
- No standing or visiting on the ice. This is distracting to the other skaters on the ice. Any talking should be brief and should be at the boards.
- Be courteous and respectful to coaches, parents, arena staff and other skaters, both on and off the ice
- Skaters doing their programs have right-of-way. They will be wearing a colored sash or a colored vest. Move out of their way so they can practice their programs.
- When you fall, get up quickly and don't put your hands down on the ice. This is to prevent another skater from skating over them.
- Spins are allowed on the Zamboni end or in the middle of the rink.
- Keep jumps away from the boards.
- If you need to catch your breath, you must be touching the boards. Do not stand in the middle of the ice.

- No food or beverages, other than bottled water, are allowed on the ice. This includes gum.
- Skaters practicing moves on a freestyle session should yield to skaters setting up for jumps.
- Abusive and hurtful language is not allowed.
- If a coach or rink parents asks you to leave the ice, do not argue, leave the ice
- Older skaters are role models for the younger skaters. Please be positive.
- Used tissues must be tossed into a wastebasket or receptacle.
- Take all personal items with you when you leave the rink (water, clothing, guards, etc.).
- You must leave the ice as soon as the Zamboni is ready to enter.
- Pick up after yourself in the locker room.

### **Ice Show**

The annual MFSC ice show is one of the club's fundraising activities. It also signifies the end of the skating year for our club and is a way for all of our skaters to showcase just how much they have improved over the year. Ice show planning starts in early spring of the previous year and continues on throughout the year.

There is an ice show executive committee that over sees all aspects of the ice show. Each member of the executive committee has several ice show chairpersons that they oversee. The ice show chairs are the people that do all of the organizing of things like ticket sales, posters, pictures, costumes, music, scrip, lighting, decorations, etc. Volunteers work under the ice show chairs.

### **Ice Show Casting Requirements for Small Groups**

Casting for the ice show is typically done in October of each year. Our Fall/October test session is the cutoff date for the ice show. Once our Fall/October test session is completed, a ranking of all skaters is put together and that ranking is used to determine which type of small group number each Senior Club member skates in. There are 6 different criteria used for the ranking:

1. Last Freestyle test that a skater has passed, 2. Last Moves test that a skater has passed, 3. The number of years in the Senior Club, 4. The number of years in the Junior Club, 5. The date of the last Freestyle test the skater passed, 6. The date of the last Moves test the skater passed.

\*The last freestyle test that a skater has passed is what is used to determine the size of the small group number that the skater has earned and will skate in the ice show. There is a chance that a skater may be moved up in their smaller group (if our numbers need us to do some juggling). If a skater gets moved up to a smaller group one year, that doesn't mean that they will necessarily be moved up the following year.

#### **To be eligible for a:**

Solo (skater chooses their song)  
Solo (committee chooses song)

#### **You must have passed:**

Novice Freestyle test & be a Senior  
Intermediate Freestyle test

Duet  
Trio  
Quartet  
Quintet/Sextet/Septet

Juvenile Freestyle test  
Pre-Juvenile Freestyle test  
Preliminary Freestyle test  
Pre-Preliminary Freestyle test

\*Soloist and Duets are also characters.

\*No skater will ever be moved up from a Duet to a Solo.

Sometimes there is a need to move skaters up from their earned spots into the next level. For instance, maybe there are seven skaters who have earned trio spots. In this case, we would need to move two skaters up from the quartet level to the trio level so that we would have three trios. When deciding who is going to be moved up, we follow these guidelines:

We will look at all girls in the next level down and rank them by:

1. Freestyle Level
2. Moves level
3. 3. Years in the Senior Club
4. 4. Years in the Basic Skills
5. 5. Date passed last Freestyle test
6. 6. Date passed last Moves test

### **Ice Show Casting for the Large Groups**

To determine large groups, the total number of Senior Club skaters is counted, and we try to divide them out equally if possible. We try to keep all group sizes the same but sometimes the numbers just don't work out that way. Typically, large groups are put together by Freestyle-Moves level of the skaters. Quite frequently it works out where the groups are determined by the rankings (for example: the top so many skaters are in a number together, the next so many skaters are grouped together and so on). There is no exact science to the large groups because the number of skaters will vary from year to year. Whenever possible we first try to make this break at an obvious point in the ranking. Once this has been done it might be simply dividing equally or as close to equally those that are left.

### **Senior Number**

All high school seniors (regardless of skating level) will be eligible to skate in the senior number.

### **Family Number**

All skaters in the Basic Skills Club and Senior Club are eligible to skate in the family number if they so choose. Participation is voluntary.

1. Families will be divided into two equal groups. One group will skate Thursday & Saturday, the other group will skate Friday & Sunday. Basic Skills will always skate Thursday & Saturday and then rest will be able to choose their night according to ranking, meaning you give us your first choice of nights to skate. If you are ranked towards the top, you will most likely get your choice of nights to skate if not you may be placed on the opposite nights.

2. A skater must skate with an adult family member-no friend. We can have moms, dads, brothers, sisters, aunts, uncles and cousins.
3. Family practices are mandatory as this number is very large and very hard to put together. We need to have ALL skaters there in order to make this number work.
4. Ice Show Committee reserves the right to modify as needed.

### **Boy/Girl Number**

Each year the ice show executive committee will look at the numbers of our 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders to determine what grades will be able to skate in the Boy/Girl Number. We would like to keep this number as close to 15 girls as possible, so some years the 9<sup>th</sup> graders may be able to skate in the number and some years they may not. It all depends on how the numbers look.

1. All skaters (regardless of skating level) that are in the grades that have been determined for that year will be able to participate.
2. The skaters **MUST** have a committed partner who is a current or past hockey player in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade in order to skate.
3. Those determined as able to skate the number, each year, will be sent an email with a date that they must respond by as to whether they will participate in this number. They will also be required to give us the name of who they will be skating with by this date as well. We must have at least **6 skaters** with committed partners by this date in order to have this number as part of the show. We will reach out to the 9<sup>th</sup> grade skaters, if the determined group of skaters in grades 10 through 12 is 6 or less skaters with committed partners by the cutoff date. This is done to ensure that we will have at least 6 skaters with committed partners as we have had some drop out after the cutoff date in the past.

### **Ice Show Fee**

Parents and skaters are required to read, fill out and sign an Ice Show Commitment Form each year. This is done so that the ice show committee knows which skaters will be participating, and so the skaters and parents know what their responsibilities are for the coming show. The ice show fee will be as follows: \$100 for Senior Club. This will be a separate fee and will not appear on contracts and is subject to change. In addition, the ice show costume fee will also be billed separately.

### **Ice Show Participation—Must be completely current by April 1**

In order for a skater to participate in the ice show, they must be completely current with MFSC by April 1 of the current year or be on an approved payment plan. Graduating seniors must be paid in full by April 1<sup>st</sup>. Completely current means:

1. All outstanding bills (ice, costume, etc.) must be paid in full
2. Coaching bills are paid in full
3. Volunteer requirements have been met

In addition to this, in order for a costume to be ordered in November for a skater, they must be current as well. This may mean that they have completely paid all of their MFSC bills, listed above, or it may mean that they have worked with the Treasurer and put together a payment plan and that they are current on their payment plan.

Please note: If you are not in compliance with either of the above scenarios your skater will be removed from the ice show line up. We have measures in place to ensure the show will continue if this step is necessary.

### **Locker Room Assignments during the Ice Show**

Girls will be assigned to locker rooms during the show. The assignments for the Senior Club will be determined by the age of the skaters. Characters will all be in the same locker room regardless of age and, if space allows, all non-character 11<sup>th</sup> and 12<sup>th</sup> grade skaters will be assigned in the character locker room. The Basic Skills Club will be placed in a locker room together and it will be required we have two parents each night volunteer to supervise in this Basic Skills Club locker room. We will also need to have a Basic Skills Club parent in the locker room each night during dress rehearsals.

### **Parent Volunteer Commitment during the Ice Show**

**Our ice show is a very big production, and it takes every member to pull off the show. All families are required to be at the arena for both set up and tear down. Also, during ice show week, most families will be asked to work 4-5 shifts. The exact amount of volunteer time varies from year to year because it is all determined by the number of families that we have in the club and by what activities we have going on that week.**

### **Costumes**

Costumes are typically ordered sometime in late fall. We will have a costume selection day sometime prior to ordering. On this day, groups will be able to come to the arena and look through the costume books. Each group will be given a choice between 2 costume options that have been chosen for their number by the Ice Show Executive Committee. The girls will rank their choices in order of the most favorite to least favorite. The Ice Show Executive Committee will collect their choices and make the final decision for the group. We will do our best to go with the majority favorite.

1. Duets and Soloists get to order their own costumes but must have executive committee approval prior to ordering. If they do not find anything in the costume books, they will be allowed to order a costume over the internet or from a dress maker such as Jump N Style. For a duet, both skaters' parents must agree on the costume before it is ordered (we want to make sure that skaters aren't ordering something way too expensive). We need to have the costume ordered to arrive in time for pictures. The costume committee will work with the duets and soloists to make sure they are staying on schedule.
2. One of the costumes is the Ice Show T-Shirt, it will be up to the Basic Skills Club to work with the costume committee to make sure that a T-shirt is ordered for every girl in the club.

### **Picture Day**

Picture day will be announced in advance. If you are not able to make it on picture day, it is your responsibility to make arrangements with your skating group to have pictures done BEFORE picture day. If your make up pictures are not done prior to picture day, your picture will not be in the program. The reason for this is because after picture day, we need to get all of the pictures printed, picked out for the program, labeled correctly with names and laid out correctly. There just is not enough time to wait for people to get their



make-up pictures taken. Character pictures may be done ahead of time so that we can get posters printed and distributed.

We **will not** crop missing girls into any pictures. A main character for the poster and club shot is the exception.

### **Practices**

It is very important that all skaters make all practices. The ice show is just like a team sport, only our teams are much smaller, sometimes only consisting of 2, 3 or 4 girls. If one person is missing, it hurts everybody. Also, since there are limited practices for each number, if a skater misses one number, that is like missing a third of an entire sports season. We know that the skaters are involved in other sports, music, church, etc. but during ice show time we ask that you put the practices first for this short time. A skater that misses one ice show practice or has one tardy will be warned. If this happens a second time, the skater will not be allowed to skate in that number in the ice show. Skaters and Parents will be asked to sign an Ice Show commitment form each year. Characters and parents will be asked to sign an additional commitment form indicating they accept the character role and understand and agree to make the Ice Show practices and rehearsals their number one priority over all other non-graded sports or events. Should they choose to not be a character they will still be allowed to skate their earned numbers. Any character who chooses to make another non-graded sport or even a priority after signing the character commitment form will be removed as a character from the show and the next skater in line on the ranking will be asked if they would be willing to commit to the character role. In this situation each skater will still skate in their earned numbers.

### **Locker Room**

MFSC has a club locker room. Use of this locker room is a privilege that can be removed by either ASA or the MFSC Board.

- All skaters will have a mailbox in the MFSC locker room.
- Use appropriate language in the locker room.
- Use appropriate actions in the locker room.
- There should be enough lockers in the club locker room for any skater that wants a locker. There is a signup sheet in the locker room with all available lockers. If you want a locker, sign your name in an available locker space.
- The photocopier in the locker room is to be used for club purposes only.
- There is a lost and found in the club locker room. This will get cleaned out periodically and whatever is in there will be given to Goodwill.
- Please remember that although we like to think the locker room is safe, there are a lot of other people that use the arena. Don't leave valuables lying around.

### **Medical Leave Plan**

Skaters who are unable to skate because of personal illness or injury may be granted a leave of absence from their skating contract for the duration of such illness or injury. The leave may be granted upon written request to the MFSC Board of Directors and must be accompanied by a doctor's written statement outlining the condition of health and estimated time at which the skater is expected to be able to resume normal skating. A copy of the contract calendar with the missed contracts marked must also be submitted to the Board. The leave will begin when the written request and doctor's statement are

passed by the Board. All rink parent duties and ice fees will be waived during this time. A doctor's written statement must also be presented to the MFSC Board of Directors giving the skater permission to return to the ice on either a full time or gradual basis. If a skater is participating in sports other than skating, it is expected that the skater is also sitting out of their other sports. If not, they must supply an explanation from their doctor as to why they can participate in other sports but not in skating. Without this note, the skater will be responsible for all ice costs and will not be granted a leave.

### **Reminders for all Skaters**

- Check in with the rink parent for EVERY contract that you skate. If you are skating two contracts in a row, check in twice—once before for each contract. Please remember that we have a lot of new members and not everyone knows who you are.
- When you request your program to be played, please tell the rink parent your name. Again, please remember that we have a lot of new members and not everyone knows who you are.
- Write your name on every ticket. This really helps out the rink parents.
- Throw all used tissues in waste baskets (not on the floor or in the hockey boxes). We don't want ASA sending us emails about our messy habits.
- Wear the sashes EVERY time that you are skating your program. This gives you visibility on the ice and that makes our contracts safer.
- Pay attention at all times when you are on the ice. Stay out of other skaters' way. If a skater is setting up for a jump, they may not see you coming their way.
- If you are going to visit with a fellow skater, GET OFF THE ICE to do your visiting. Do NOT stand on the sides by the boards and visit with one another. This takes up space and is very distracting to the other skaters.
- Remember to be considerate and kind to your fellow skaters.
- Talk to your coach about setting goals. Let them know what you want to accomplish and work with them to set up a game plan that will help you accomplish your goals.
- Please remember to only practice spinning between the two blue lines.
- Jumps should be practiced on the ends of the ice.
- If you run into someone or accidentally cut someone off, do the right thing and apologize. A quick "I'm sorry" goes a long way.
- If you are having problems with a skater who is consistently getting in the way, please share that concern with your coach or email the club President, so we can speak with their coach and have them go over skating etiquette again. The skater probably doesn't realize that they are causing problems.
- Have fun, work hard, and support one another. You are a wonderful group of skaters!

### **Reminders for all Parents**

- Please remember that you are not your child's coach. Please let their coach do the coaching. Do not try to do extra coaching on the side. This will end up frustrating your skater. Please do not sit in the hockey boxes or get on the ice.
- When you are at the arena, pay attention to your children. Nothing makes them feel better than knowing that their parents are there to support and watch them.
- Keep the communications lines open with your coach.

- If you have a question, please feel free to ask. You can ask any parent at the arena or you can email any board member.
- If you hear rumors of any kind, PLEASE give the club President a call or an email. Rumors and bad talk just end up hurting our club and causing a lot of bad feelings. The club President will gladly clear up any rumors. The board is trying very hard to keep the lines of communication open with all club members.
- If you have any ideas, suggestions, or concerns, please bring them up to a board member. That will help our club grow and get stronger.

### **Rink Parent Duties**

MFSC depends on the parents to monitor ice sessions. This is a great way to get to know the skaters and coaches and a wonderful opportunity to watch the skaters perform their programs.

Rink parent duties are a requirement of MFSC membership. The number of times that you are required to rink parent each session will vary. It depends on the number of contracts and the number of MFSC families.

If you have special scheduling that needs to be considered when rink parent duties are assigned, you are responsible for contacting the Rink Parent Coordinator and making arrangements.

The Rink Parent Coordinator will only assign parents to rink parent during sessions that their children skate. The exception to this would be if parents turn in their contracts late. If contracts have not been received by the cut-off date, the Rink Parent Coordinator will fill spots where needed. It will be up to the parents to switch with someone if they cannot make the times.

If parents cannot make it for a scheduled session, it is their responsibility to find a replacement.

If your child gets hurt and is on a medical leave, your rink parent times will be covered, and you will not incur a fee for missing them.

If the weather is bad and you are not able to get into town, please notify the Rink Parent Coordinator and you will not incur a fee for missing.

### **If you fail to fulfill your rink parent duties:**

Fees may be assessed at Board discretion

### **As a rink parent, your responsibilities are:**

- Check in skaters as they get on the ice.
- Make sure all skaters have a ticket.
- The only exception to this would be if there is a specific note in the contract book signed by an MFSC board member.
- If a skater does not have a ticket, they must fill out an Extra Ice form. This form is in the blue rink parent clipboard. After the skater has filled out the form, please place the form in the Treasurer's mailbox so she can bill the skater. There are also extra

forms in the mailbox in the locker room. If you run out there is a master form in the coach's locker room that you can make copies from.

- Play music (either warm-up music or freestyle program music).
- No music is played during moves sessions.
- If several skaters request their program music, the music is played in the order that it is requested.
- If a coach asks you to play music for one of their skaters, this music is played before all other requests.
- If a session is very busy, a skater is limited to having their music only played twice in that session. If the session is slower and time allows, a skater's music can be played more than twice.
- Make sure skaters wear a vest or sash while skating their programs.
- Keep accurate skater counts. MFSC only allows 22 skaters on the rink at one time.
- If skaters have canceled or have not shown up five minutes into the contract, you can start allowing skaters onto the ice who are on the waiting list. Allow the girls onto the ice in the same order that they are signed up on the waiting list.
- Assist injured skaters.
- There is a first-aid box in the locker room underneath the photocopier.
- Emergency contact information for skaters will be located in the rink parent box and in front of the contract book.
- Unlock the locker room if you are the first rink parent of the day.
- Lock the locker room if you are the last rink parent of the day.
- Return all rink parent supplies (tapes, clipboard, etc.) and the music system to the locker room if you are the last rink parent of the day.
- Remove the contract pages from the clipboard and place them back in the contract book in the locker room if you are the last rink parent of the day.
- If you are the first rink parent of the day, take out the music equipment and hook it up. If you are the last rink parent of the day, pack up the music equipment and put it back in the locker room.
- If you are the first rink parent of the day, fill the cooler with Zamboni ice. If you are the last rink parent of the day, discard unused ice and dry out the cooler.

### **Sanctions**

MFSC's governing body, the USFS, sanctions (approves) various events throughout the year. Any event that a MFSC skater performs in must be sponsored by the USFS. MFSC has a sanctioning chair. It is his or her responsibility to apply for a performance sanction at least 30 days before an event. MFSC hosts several sanctioned events each year: Four test sessions, the Bend of the River competition and the annual ice show.

### **Scrip Program**

MFSC uses the Great Lakes Scrip program as a year-round fundraiser. Participation is voluntary and other than a small fee to cover costs, anything that you earn goes directly to your ice account.

Our program is a gift card program. You buy gift cards at face value but the merchandiser charges less than the face value. The difference is your profit. For example, Kwik Trip gives back 4 percent on its cards. If you buy a \$100 gas card, you pay \$100 for the card but Kwik Trip only charges us \$96. The remaining \$4 is put into your account.

## **Testing**

### **Testing Days**

MFSC's testing chair will line up volunteers to help with the test session. We will need one or two people to run results and one or two people to play music. Testing is a very stressful day for our skaters and out of respect for our skater's privacy, every effort will be done to keep their testing scores private. In order to keep the scores private, some guidelines will be followed:

1. Results runners will be Board Members or members designated by the test chair.
2. Judges will be asked to place the results in a folder.
3. The runner will pick up the folder and give it directly to the test chair.
4. The test chair will make the needed photocopies, place the skaters copy in a secured place and then place a copy for the coaches in a secured place.
5. Nobody will be allowed in the upstairs lobby during testing other than the coaches, test chair, result runners, skaters and parents that are getting results along with their coach. No one will be allowed to watch the test session from the upper lobby of ASA.
6. A Kiss N Cry area will be set up upstairs to go over results.
7. Coaches will have the option to bring their skaters upstairs to go over the results with them. After the skaters get their results, they will be able to leave directly from the Kiss N Cry area if they choose or go back downstairs. This will give the skater the choice if they want to share their scores or if they would prefer to keep them private.
8. MFSC coaches will be responsible for picking up their own results. No runners will be delivering results to the MFSC coaches.
9. If you are not testing or volunteering, please do not come up to the arena on test day.
10. After you have tested, please leave the arena after you receive your results.
11. Parents or skaters that are hanging around may be asked to leave. While we do appreciate the skaters supporting one another, we need to have the test session be a time when skaters can focus and concentrate in a quiet, relaxed environment.

### **Testing Information**

As a member of the USFS, MFSC is required to have a test chair whose responsibility is to organize and supervise all test sessions at MFSC. The club typically has four test sessions a year: September, October, January and March. Skaters can also travel to other clubs to test.

A skater must be in good standing with MFSC in order to test. That means that the skater must be current with their, ice bill, coaching bill and volunteer hours.

The cost for taking tests varies from level to level and may also change from year to year. Current tests normally range from \$55 to \$75 per test. Expect to pay more when testing at another club. Also remember that you will have additional costs because your coach will charge testing fees.

Test sessions can be expensive to offer. Although judges cannot be compensated for their time, MFSC pays any of their expenses incurred as a direct result of judging. These expenses may include airfare, meals and overnight lodging. Testing requires that the club

purchase additional ice for the warm-ups and the actual test sessions. In addition, MFSC pays fees to the USFS to process the tests.

Judges are qualified through USFS. Judges are ranked as bronze, silver or gold. This rank determines which tests they are qualified to judge. Judges do not get paid. They volunteer their time to a sport that they love. This is another reason that MFSC expects its testers to be fully prepared. It would be unfair to ask a judge to dedicate a day of volunteer time to judge substandard skating tests.

All skaters who pass tests receive recognition at MFSC's annual banquet in the spring. Parents will have an opportunity to order pins and patches to commemorate their skaters' passed tests. These will also be awarded at the annual banquet by the test chair. Pin and patch purchases are optional. A form will be placed in all skaters' mailboxes or emailed toward the end of the year.

### **Parents & Coaches**

A skater's coach will determine when they are ready to test. Parents should not pressure the coach to allow their skater to test. The coach must sign the test form and if a skater has more than one coach, all coaches must sign their approval for the skater to test. Coaches' reputations are on the line whenever students take a test, so they want to be quite certain that their skaters will pass before they sign them up to test. Therefore, parents who try to push their skater to test too early may meet resistance from their coach. Keep in mind that you have to pay each time a skater takes a test and it is emotionally draining for skaters each time they do not pass. Skating is a very individual sport and skaters have special qualities that they bring to it, so try to avoid comparing your child to another skater. Keep a good line of communication open between you, your skater and your coach so you all are aware of goals, achievements, and plans.

### **Volunteer Hour Guidelines**

Volunteer hours are a required part of an MFSC membership. Members are required to do several types of volunteering throughout the year, including the competition, ice show, rink parent, etc. As different opportunities arise, the volunteer hours may change.

Failure to fulfill volunteer hours may result in fees assessed at board discretion.

There are many volunteer opportunities available throughout the year (Kiwaniis Lights, parades, etc.). Be looking for emails.

### **Competition Volunteer Hours**

- Each family will be expected to work a specified number of volunteer hours during the weekend of the competition.
- The number of hours will vary from year to year based on membership numbers.
- Members will be given a chance to sign up for a specific type of volunteer work. However, all volunteer positions need to be filled so the volunteer chairperson has the authority to move people around to make sure that all volunteer positions and time slots are covered.
- Some of the volunteer work may occur before the competition. Families helping out with these types of jobs (stuffing envelopes, stuffing competitor bags, etc.) can count this time toward their total volunteer hours for the competition.

### **Ice Show Volunteer Hours**

- Ice show volunteer hours will be broken into three categories: Before the show (set up), during the show, and after the show (clean up). Each family will be required to have some volunteer hours during all three categories.
- The number of hours will vary from year to year based on membership numbers.
- Members will be given a chance to sign up for a specific type of volunteer work. However, all volunteer positions need to be filled so the volunteer chairperson has the authority to move people around to make sure that all volunteer positions and time slots are covered.
- Each family is required to help with the clean up after Sunday's show.

### **Website**

MFSC has a website at [mankatofsc.com](http://mankatofsc.com). This website contains a lot of very valuable information such as:

- Current ice calendars
- Current rink parent schedules
- Meeting notices
- Meeting minutes
- Ice show information
- Competition information