



2017 – 2018

Member Handbook

WELCOME

In 1983 a group of interested parents organized the North Iowa Figure Skating Club (NIFSC) in the newly constructed arena on the North Iowa Fairgrounds (now the North Iowa Events Center). The Club's objectives were designed to offer ice skating instruction to North Iowans of all ages. The NIFSC is managed by a board of volunteer directors and is sanctioned by the USFS (United States Figure Skating Association).

The NIFSC relies on parents for help and cooperation during the year. Except for the professional instructors, the entire program is comprised of volunteer help. We welcome constructive ideas and any suggestions to help the Club run smoothly. We hope everyone will be willing to do their part to assist in the many jobs that need to be done throughout the skating season.

The NIFSC membership handbook has been written for the current skating season to help familiarize you with the sport of figure skating and make your skating experience more pleasurable. We hope to answer some of the more commonly asked questions and pass on some of the knowledge we have gathered. Please keep this manual handy for quick reference. If you ever have a question, please don't hesitate to ask! It is our goal that each of you will become as informed and enthusiastic about skating as we are. With that in mind, please take time to read this handbook with your skater so that they are informed as well.

We look forward to an exciting year of figure skating!

The NIFSC is sanctioned by the USFS and Learn to Skate USA

ROLE OF THE PARENTS

- **Supervision:** As a parent it is your responsibility to go over this Handbook with your skater. The Board of Directors strongly encourages parents of skaters under the age of 12 to stay and watch your child's lesson. Skaters must be supervised at all times. NIFSC is not responsible for skaters before and after scheduled club ice times. Please see the "Emergency" section of this document
- **Restroom policy:** Please make sure your skater uses the restroom prior to lessons! Due to liability issues we are unable to help a skater in the restroom. An NIFSC assistant coach or club representative will escort the skater to the bathroom door, wait outside, and escort the skater back to the ice. Please be attentive during ice times if your skater needs to use the restroom.
- **Code of Conduct:** Read the Code of Conduct with your skater(s) and discuss it with them. You and your skater(s) will be signing a copy of the Code of Conduct prior to your child being able to take the ice.
- **Club Policies:** Please read the entire Handbook (this document) and review it with your skater(s).
- **Communicate:** An open line of communication is important. Please see the "Communication" section of this document. The primary form of communication will be email followed by the information table. It is your responsibility to make sure you're receiving and reviewing the information sent via email.
- **Volunteer:** Please remember that NIFSC is a non-profit CLUB ran by VOLUNTEERS. Without the support from all club members we would be unable to provide this great program. Each family is asked to volunteer three times each season, more information is listed under the "volunteer" section.

Remember: Skating is FUN!! It provides a child with good friends, great exercise, self-discipline, poise, and self-confidence. We hope that it is an enjoyable experience for both you and your child.

BOARD OF DIRECTORS

The NIFSC is run by a volunteer Board of Directors who are elected to serve for three years. The board meets monthly. Watch the Newsletter and/or Sunday information table for dates and times of the board meetings if you are interested in attending. Questions, concerns, and comments from the members are welcomed and will be addressed during the first 10-15 minutes. If you are interested in volunteering through service on the board, please give your information to the president, elections are held each year at the annual meeting.

2017/2018 Board of Directors

Elizabeth Anderegg, President (Membership/Show)

Carol McCutcheon, Vice President (Finance/Show)

Mike Ravera, Secretary & Safe Sport Chair(Finance/Show)

Jodi Hardy, Treasurer (Finance)

Rachael Adams, Director (Membership)

Kristin Ebeling, Director (Membership)

Michelle Hill, Director (Show)

Lindsay Lingbeek, Director

Kim Reams, Director

Terry Reams, Director (Finance)

Jeremy Voortmann, Director (Finance)

Trella Warburton, Director (Membership/Finance)

Our Skating Professionals

Sheila Swift, Head Coach

Ashley Ward

Jenny Reimann, Learn to Skate Program Head Coach

Maura Barrett

Jeremy DeBattista

USFS has adapted SafeSport to ensure a safe environment for all skaters. As a sanctioned club NIFSC is required to designate a board member as the Club SafeSport Compliance Chair.

For the 2017/2018 season, **Mike Ravera** will be the SafeSport Compliance Chair.

COMMUNICATION

Communication with the instructors and the board of directors comes in various ways.

- **E-mail:** Most communication from the club is in the form an e-mail. It is your responsibility to make sure we have your up-to date contact information. Please make sure that our email is added to your contact list to ensure that emails are not missed. Our email is: nifsc.ia@gmail.com
- **Information table:** will be available some Sundays during group lesson times
- **Website:** www.nifsc.org; our website has a lot of great information and currently being updated
- **Personal contact –**
 - Board members: Board members will be wearing name tags while at the rink. Feel free to approach any of them and ask questions. They will personally answer your questions, direct you to the person who can answer your question or take down contact information and have someone contact you.
 - Instructors: Instructors are available for a short time before and after ice time for questions. Please do not interrupt lesson times. If you are not able to make contact with an instructor at the rink you may leave your name and number with a board member who will leave the message for the instructor to contact you.
- **Bulletin Board:** Located outside the locker room -- look there for schedules, sign-up sheets, order forms, event news, skating items for sale, etc.
- **Mailbox:** This is a crate with hanging files for every skate family. It should be in the lobby during normal scheduled skate times – look here for announcements and communications from the board. It will also contain a copy of the By-Laws of the Club, Handbook, and other forms for your reference.
- **Facebook:** Facebook will be utilized for reminders such as calendar events and cancellations. Please “like” North Iowa Figure Skating Club and Learn to Skate North Iowa.
- **Radio/TV:** Radio and/or TV will be utilized to announce cancellations. See “Cancellations” section.

CANCELLATIONS

Cancellations due to weather or other problems will be announced on KLSS and KGLO radio stations, on KIMT-TV Channel 3, on Facebook (“like” the North Iowa Figure Skating Club) and via text message. If the ice arena is closed, that also means there will not be figure skating, even if figure skating is not explicitly stated. If you have questions about cancellations, call the President. In the event the arena is open it will be at the discretion of the Board of Directors and coaching staff to make the decision about holding lessons. There still may be the possibility of open Club ice.

EMERGENCIES

A board member or instructor will be present during all class periods and will help supervise and deal with any emergencies. There will be access to emergency phone numbers for all skaters kept at the ice arena. An emergency release form must be signed at registration to allow the club to seek medical services if the parents are not present, or cannot be contacted. **If the parent has to leave the arena for any length of time, the parent must use the sign in and out sheet located at the information table on Sundays. If the parent must leave during a non-group lesson time, please make sure a board member or another parent as well as your skater be made aware of who will be responsible during your absence. If no one is made aware of parental/guardian absence during a non-group lesson time your skater will be asked to leave the ice until the parent/guardian returns. NIFSC is not responsible for skaters before and after scheduled club ice times.**

RULES OF THE ICE

Be encouraging and supportive of each other and be respectful of our coaches.

1. Be on time for your lesson. Parents please help your skaters learn their lesson time and location
2. **NEVER** lay or sit on the ice! For your own safety and for the safety of others, get up immediately,
3. No food, gum, or drinks on the ice.
4. Use of headphones will not be allowed.
5. **NO** standing around the entry to the ice will be permitted.
 - o Parents/Spectators are welcome but will need to stay in designated areas (bleachers or Mezzanine) to watch their skaters.
 - o Learn to Skate skaters will enter the ice via the door closest to the lobby
6. Do not linger on the ice or along the boards. If it is necessary to talk with other skaters, please leave the ice. Do not stand along the boards.
7. Good behavior is expected. Foul language or other bad behavior will not be tolerated on or off the ice
8. **Do not wear bobby pins on the ice.** This applies at all times.
9. Do not mark the ice unnecessarily. Kicking holes in the ice is inappropriate behavior and is detrimental to the ice.
10. When stretching at the boards don't kick your foot up on the boards. Place it on the board so you do not hit someone. Never kick behind you – it is a poor way to stretch and is very dangerous to other skaters.
11. Classes/group/private lessons take priority on the ice and with playing music
12. Do not interrupt the coaches during a lesson. This means talking to a coach or other skaters, skating through a lesson, etc. Parents, if you need to talk to the coach leave a message with the board member at the information table to have the coach contact you. Skaters not in a lesson need to stay in the designated practice ice area. Please respect others' lesson time and their safety.
13. Right of Way
 - o Look both ways before leaving the rail or skating onto the ice
 - o Do not skate in the path of a jumper or someone doing their routine.
 - o Do not skate towards a skater doing a spin – they cannot get out of the way. It is the responsibility of the skater skating towards the spinner to change direction to avoid a collision.
 - o Watch for skaters who are skating to music. When they are going backwards into jumps it is hard for them to see who is behind them.
 - o If two skaters are moving toward each other and are on a collision course, as a general rule, pass each other on the right. That way neither skater is trying to guess which way the other will go.
14. Open Ice
 - o Music: Please share the CD player amicably. Everyone who needs to play music will get a chance before skaters start repeating practice run-throughs.
 - o Volume must be kept reasonable – adjust volume as needed because not all songs are recorded at the same volume. Coaches have the right to turn music down at any time.
 - o A skater doing a program has priority and it is the responsibility of other skaters to move out of the way.

If a skater violates one of the above listed rules the coach or ice monitor may:

- **First Rule Violation: A verbal warning will be given**
- **Second rule violation: Skater will be asked to leave the ice for a period of time & parents will be notified verbally**
- **Third rule violation: May result in the skater being asked to leave the lesson/practice ice for any remaining ice time that evening. Parents again will be notified and there will then be written documentation of the incident.**

Any issue that is reported after a lesson will be dealt with as soon as it is brought to the attention of the board. Please bring any behavior issues to a board member as soon as possible. Rule violations will reset each week with the exception of habitual second/third offenders, meaning those who have multiple written documentation. Any behavior issues will be dealt with at the discretion of the board, on a case by case basis.

CONFLICT RESOLUTION POLICY

Communication is essential in conflict resolution. We encourage you to attempt to resolve any personal conflicts prior to escalating to the Board of Directors. If the Board of Directors needs to be involved in any conflicts, policy, or bylaw violation disciplinary action may range from a verbal warning up to dismissal from the North Iowa Figure Skating Club. All conflicts should be reported immediately but must be reported within 14 days of the original occurrence or discovery of occurrence. If the conflict is with the current president of the club, the vice president will replace the current president for the resolution process.

For a personal conflict, meaning those involving two or more people:

- If a conflict is between two or more minor skaters, a parent or guardian should attempt to speak with all the parties involved parents or guardians. Or if appropriate serve as a mediator for the minor children. If a conflict is between two or more adult members or parents, those parties should attempt to work it out among themselves.
- If the parties involved cannot come to a resolution that satisfies all, they should put their complaint in writing and give a copy to all parties involved as well as the President of the Board of Directors. The President will then review the complaint and a mediator may be appointed. The mediator will discuss the conflict with all parties either together or individually and attempt to resolve the complaint.
- If the complaint is not resolved at that time, a committee will be formed to resolve the conflict. The mediator will meet with the committee to review all complaints. The committee will then discuss the complaint and form a resolution. Resolutions are at the discretion of the committee on a case by case basis.

If the conflict is directly related to a policy, by-laws etc. and does not involve other people:

- The person must put their conflict in writing and provide it to the board. The President of the Board will either appoint a mediator or contact the person directly to discuss the issue.
- If no resolution is made at that time, a committee will be formed and meet with all parties to resolve the conflict. A committee will be formed of three unbiased people from within the club board or club membership, not related or involved with the alleged incident/infraction.
- If there is no resolution the conflict will be reviewed in the next board meeting and resolution will be made. The party involved will be notified in writing following the meeting of the board's decision. Resolutions are at the discretion of the board on a case by case basis.

Code of Conduct and/or the Rules of the Ice violations will be addressed at the time they occur or as soon as it is reported, depending upon the seriousness of the offense by a board member following the procedures outlined in the conflict resolution process.

- First Offense: Club member will be addressed verbally (in private) regarding the violation and may be documented (we have the 3rd violation on the same ice as being documented under the Rules of the Ice)
- Second Offense: the member with parents (if applicable) will be given a written warning.
- Repeated Offenses: If the member continues to violate the Code of Conduct and/or Rules of the Ice, it will be taken very seriously by the Board of Directors. Repeated offenses will be documented. Discipline may include loss of club privileges for a period of time, and/or revocation of club membership.
- In the case of illegal activities the first and second offense will be omitted and loss of club privileges will occur immediately. NIFSC takes this very seriously. We will not tolerate the use of illegal drugs, including alcohol by minors. If you are found to engage in any of these activities you will be disciplined accordingly up to removal from the club. All parents and skaters will be required to sign the Code of Conduct prior to taking the ice at the beginning of the season.

See Conflict Resolution Policy (Article XI Discipline) in the NIFSC By-Laws (section 11.01)

VOLUNTEER OBLIGATIONS

NIFSC is a non-profit club ran by volunteers. There are no paid positions within the club outside of the Pro Coaching Staff. This means we need all hands on deck each year in order to keep this program running smoothly and provide fun activities for all of the skaters.

The 2017/2018, each NIFSC Club Membership family will be assessed a \$60 Volunteer fee at the time of registration. After each one of the 3 volunteer obligations are fulfilled you will receive \$20/obligation back in cash, equalling \$60. If you do not fulfill your volunteer obligations you will forfeit this fee to the club. At registration (or first week of ice) you will have the opportunity to sign up for the three opportunities from a predetermined list you would be available to help out. It is your responsibility to sign up and complete your opportunities. In order to receive the money back you must sign up for the volunteer opportunity and complete this opportunity. Any adult member may fulfill this commitment for your family, ie.. Aunt/Uncle, Grandma/Grandpa etc... Board member commitments and skater try-out commitments do not go towards this obligation. Skaters who wish to try-out for any feature number will be required to volunteer a minimum of-3 times at some point throughout the season. This volunteer opportunity will not count for one of the families three volunteer times. More information is listed under "Try Out" section. And volunteer opportunities will be available for sign-ups at the 1st Sunday of lessons.

Below is an overview of each specific area where volunteers are needed. A volunteer coordinator will contact you as the opportunity nears to assign you to a specific duty. The Spring Show and 5K/Chili Cook off fundraiser have opportunities prior to show as well as the actual event.

Show Help

- Promotion – hang flyers in the community to promote the show
- Lobby help – work at ticket booth, flower or merchandise tables, raffle or silent auction tables (if available)
- Backstage help – locker room mom, lineup skaters, bleacher parent
- Set Up/Clean Up – before and after the show.
- Dress Rehearsal help – locker room mom, lineup skaters, bleacher parent, run music
- Costume committee – help select, order, make or alter existing costumes, measure skaters for costumes, work check-in/check-out of costumes prior to show and Sunday of spring show weekend
- Decoration committee – plan, build props/sets, set-up prior to show, tear down after show, decorate rink/lobby
- Lobby help – work at ticket booth, flower or merchandise tables, raffle or silent auction tables for one show
- Backstage help – locker room mom, lineup skaters, bleacher parent
- Set Up/Clean Up – help set up decorations, lobby, etc and take down before or after the show

5K/Chili Cook Off Fundraiser –

- Promotion – hang flyers in the community to promote the event
- Silent Auction/Raffle Baskets (if needed) – donating items and putting together baskets to be raffled and/or auctioned off at the shows
- Dinner – collect donations for dinner items, prepare or serve food
- Set Up/Clean Up – help set up decorations, lobby, etc and take down before or after the event
- Ice monitor – keep traffic flowing on the ice, check people on and off ice
- First Aid – CPR/First Aid certified designated person(s) for the event

General Season Help -

- Learn to Skate - Be available on a Saturday during our Learn to Skate session. Assist in set up/take down, handing out skates, tying skates, general questions, etc.
- Run music during peak times for show prep

- Recruitment events

MEMBERSHIP INFORMATION

FINANCIAL OBLIGATIONS

1. Your account must be current to participate in any club ice or event, according to your payment agreement, which is signed at time of registration.
 - a. If making monthly payments, payment is due by the 15th of the month.
 - b. If making bi-seasonal payments, the first payment is due by October 15th; the second payment is due by January 15th.
 - c. Costume payments are due by December 15th and are NON-REFUNDABLE after orders are placed.
 - d. If paying in full with a discount, the payment is due by Oct 15th or with registration whichever is later.
 - e. Registration Fee is NON-REFUNDABLE (\$100 for NIFSC Club members).
2. Payments can be turned in at the information table or placed in the NIFSC mailbox at the rink. Please give CASH payments to a board member and ask for a receipt, do not leave cash in the NIFSC mailbox. NON-CASH payments can be put in the NIFSC mailbox at the ice arena.
3. Life happens. If any family is having difficulty paying their bill you can speak with the finance committee to make arrangements.
4. Unapproved late accounts will be assessed a \$10 late fee.
5. If your payment is returned there will be a \$20 fee
6. In the event of a skater's illness or injury, refunds on bi-seasonal and full **regular session** payments will be issued after the illness/injury lasts more than two weeks with a doctor's written excuse given to the President of the Board of Directors. After the two weeks, the club will waive the remainder of the regular session fees until the skater is able to return to the ice. The exception to this is during **show session**, during which there will be no refunds.
7. No skater should utilize ice after designated NIFSC club ice hours unless prior arrangements have been made directly with Mason City Youth Hockey Club. Skaters will be billed for use of ice time outside of NIFSC designated club ice hours at the MCYHC hourly rate (currently \$90/hour). **NIFSC is not responsible for skaters before or after schedule club ice times.**

FUNDRAISING

Fundraising is crucial to keeping our club fees low.

1. Each family will be asked to fundraise.
 - a. Families may Opt In to fundraising for \$250 (will be taken off their club fee)
 - b. Families may do an additional \$200 for first skater and \$450 for each additional club skater (not including adult skaters) of fundraising to be taken off their club fees.
 - c. The Opt-In to fundraising must be done at the time of registration.
 - d. If a family does not meet their fundraising commitment the balance of their fundraising amount will be added to their March bill and due March 15th.
 - e. Fundraising is always encouraged to support the club.
 2. Sponsorships/Donations
 - a. The club also seeks sponsorships and donations from area business and community members.
 - b. Sponsorships/Monetary Donations will count dollar for dollar toward your fundraising
 - c. Please check with your employer to see if they do any matching on donations to 501 c 3's. Any matches will not count toward your fundraising but will be greatly appreciated!
 3. Prizes/incentives may be offered for fundraising.
 4. Those members utilizing the Introductory membership do not need to fulfill the family volunteer obligation.
- In addition to the fundraisers the Club raises money at the 5K/Chili Cook off and the annual show with ticket sales, flower sales, silent auctions, raffles, etc. The occasional special clinic also helps raise funds.

DRESS FOR CLASS

Skaters should be dressed appropriately for the weather. The colder it is outside the colder it is in the arena. Dress for warmth by layering your clothing. Remember to bring mittens and a hat. Comfort and ability to move freely are also very important. Sweatpants or warm up pants are ideal. Your feet will feel best if you wear one pair of lightweight socks or tights. Bulky or thick socks may limit the support provided by the boot and may also create “lumps and bumps” inside your boots. The NIFSC uniform or variation is an excellent choice for practice.

Safety helmets are becoming more popular for beginning skaters. The use of helmets is strongly encouraged but not required. Any type of helmet is fine (biking, hockey, skiing) but they are not provided by the club.

SYNCHRONIZED SKATING LINE DRESS

For safety and to create a team environment, NIFSC coaching staff has implemented the following dress code/guidelines for the synchronized skating lines. **NO** hooded jackets or sweatshirts, snow pants, or other bulky clothing will be accepted. These types of clothing make it difficult and unsafe for the skaters to perform various moves as a team. All skaters should wear their hair tied back with a warm hat or ear warmer.

Snowflake Synchro Lines – our beginner skating lines that will practice on Sundays during our scheduled group lesson times. All participants on this line should wear a snug fitting pant, shorts/tights combo, or skate skirt/tights paired with snug fitting layers on top. The club uniform fits these guidelines and is an excellent option. There will occasionally be NIFSC Synchro line branded merchandise available for purchase that will also fit these guidelines.

Starlight and Storm Synchro lines – these are our higher performing lines that will practice on Saturday morning. Each line will be required to wear black leggings pants and their club jacket to each practice. There will occasionally be NIFSC Synchro line branded merchandise available and it may be required for each member to purchase a NIFSC Synchro jacket to utilize for practice and performances, more will be announced at the beginning of each season.

CLUB UNIFORMS

Club uniforms will be worn for all testing dates, as an option for Spring Show tryouts, and during the Competition Expo and spring show. The club uniform jacket will be worn at all competitions to show support of our club members. Club uniform may be purchased at registration or at the merchandise store.

Requirements for males: appropriate black pants shall be worn with the club uniform jacket. Black pants may be purchased from your local retailer (Target, Wal-Mart, Yonkers, etc.).

Requirements for females: The club jacket and royal blue skater skirt (Basic 3-6) or black skate skirt (Free Skate-Advanced). Pre Free Skate club members may continue to wear the royal blue skate skirt until reorder is necessary for fit or until they are in FreeSkate 1 or higher. Appropriate black pants in lieu of the skate skirt may be worn on testing dates only.

*A long-sleeve royal blue, white, or black shirt/leotard is recommended for both male and female skaters to wear under your club jacket. We occasionally have NIFSC logoed merchandise that meets these recommendations through our club merchandise store or you may purchase at a local retailer.

SKATES

Much of your child's progress is dependent on a good quality and good-fitting skate. The skates should fit as snug as possible without pinching when wearing a thin sock or tight. Skates that are too big do not offer the control necessary for skating. Skates need to be sharpened a couple times a year for basic level skaters, or every 30 hours of ice time for advanced skaters. It is best to sharpen a minimum of one to two weeks before a show or competition.

This is a very important piece of equipment for the skater. Good quality skates are essential. They must be supportive even for the beginning skater. New skaters need the support to learn proper form, help avoid foot and ankle pain, and help avoid injury. nds are Reidel, SP Terri, and Jackson. Three local options for skates are:

- Martin's Cycling and Fitness, located in Albert Lea, MN, offer new skates, a figure skate lease program, sharpening services and accessories. They can be reached at (507) 377-3704.
- Blades to Ballet, is in Rochester, MN. They offer new and used skates, sharpening services and accessories and can be reached at (507) 281-1401.

Skates may be offered to resale. Find information on the bulletin board or at the information table.

SKATE ACCESSORIES

The following items are very important in the protection of the skate blades:

Soakers: These are soft, fabric guards that are put on the blades after a skater is done skating and has wiped off the excess ice and water. They are used for storage to prevent the blades from rusting.

Skate guards (hard guards): When the child leaves the ice skate guards need to be worn to keep blades sharp and to prevent injuries. Skate guards are required for the Spring Show. Do not leave guards on skates when not wearing them as the blades will rust.

Skate towel: After use, wiper blades with a terry cloth or flannel rag and store with soakers. The skate bag should be left open when at home to allow for drying out of the boot. Excess moisture will allow the boot to break down prematurely.

SKATE LENDING LIBRARY

The skate lending library has a limited number of skates available to Learn to Skate members. Currently our library has a variety of sizes from child size 9 through adults. Skates will typically stay at the arena and be checked out by a Learn to Skate member each week. The maintenance of the skates will be at the responsibility of the club. If a Learn to Skate/Beginner skater joins the club during the season they may continue to use the skates from the skate library.

LESSONS

NIFSC participates in the United States Figure Skating Association (USFS) and Learn to Skate USA (LTS) programs. These program were created to teach beginning ice skating through competitive skating. The LTS curriculum is designed to serve the needs of of both recreational and competitive skaters. It's comprehensive, structured curriculum helps build confidence as skaters master each level. Skaters of all ages and abilities are able to participate in this lifelong sport. Please visit www.learntoskateusa.org and www.usfsa.org and click on the parent tab for more information.

Objectives of the program are:

- To provide a fun and safe skating experience for the beginner as well as the more advanced skater.
- Correct technique of the simple basic elements.
- To promote health and physical fitness.

- To enable all participants to achieve the skills necessary to either skate for fun the rest of their lives or to move competently into the USFS advanced test and/or competitive structure.

MEMBERSHIP LEVELS

Group lessons are offered at most of our current membership levels based off of an individual skater's skills. With more class opportunities as the skater advances through each of the LTS Program Levels. All membership levels must adhere to all policies & rules NIFSC Board of Directors The following membership levels are available:

NIFSC Learn To Skate Member: This membership level is available for those who wish to learn to ice skate or trial out our figure skating program. It is open to ALL beginner skaters typically ages 3 and up. These skaters will have a structured group lesson for 20 minutes with one of our Pro Coaching staff one day a week for a 4-5 week session. Learn To Skate members will have the option to participate in our annual spring show. These members also have the opportunity to purchase additional practice ice time on Friday afternoons. These members follow the Learn to Skate (LTS) curriculum, once skaters pass the Basic 2 level they will be eligible to become NIFSC Club members or join Learn to Hockey through Mason City Youth Hockey.

NIFSC Club Membership – This membership level is available to all skaters who have passed the Basic 2 level through the Learn to Skate USA (LTS) curriculum. All club members (Basic 3-Advanced) will have a structured group lesson time (20-30mins) with one of our Pro Coaching staff one evening a week (Sunday evening) for our regular session. NIFSC club members have additional opportunities such as club practice ice, open club ice, private or semi-private lesson and additional classes that are available based on skaters current level. Club members will have the option to participate in any exhibitions or annual shows based on their last passed testing level. Typically this membership level elects home club membership with NIFSC, although a skater who elects another club as a home club may participate at this level fully. At this membership level families must adhere to the volunteer guidelines and has the opportunity for optional fundraising. Basic 3-FreeSkate 6 club members follow the Learn to Skate USA curriculum. This membership level includes one business vote per skater at our annual & special meetings.

NIFSC Introductory Membership - This membership level is available to all skaters who have passed the Basic 2 level through the Learn to Skate USA (LTS) curriculum and are in their first season with NIFSC. All club members (Basic 3-Advanced) will have a structured group lesson time (20-30mins) with one of our Pro Coaching staff one evening a week (Sunday evening) for our regular session. NIFSC club members have additional opportunities such as club practice ice, open club ice, private or semi-private lesson and additional classes that are available based on skaters current level. Club members will have the option to participate in any exhibitions or annual shows based on their last passed testing level. Typically this membership level elects home club membership with NIFSC, although a skater who elects another club as a home club may participate at this level fully. At this membership level families must are not required to adhere to the volunteer guidelines and do not have an option to fundraise any fees. Basic 3-FreeSkate 6 club members follow the Learn to Skate USA curriculum.

Adult Membership – this membership level is available to all skaters who have graduated high school and are 21 yrs or older. All adult club members will have the opportunity for a structured group lesson time (20-30mins) with one of our Pro Coaching staff one evening a week (Sunday evening) for our regular session. NIFSC adult members may have additional opportunities such as open club ice, private/semi private lessons and additional classes that are available based on skaters current level. Adult members have the option to perform in the spring show.

Associate Membership - this membership level is available to skaters who are registered with another club but wish to take utilize NIFSC ice time. Please see a board member for prices or email us at nifsc.ia@gmail.com

**There will be scheduled testing dates throughout the season. Testing will typically be done during group lessons. Testing may be held on Saturday mornings for those skaters who skate on Saturday mornings. See the NIFSC season calendar for scheduled testing dates.

HOME CLUB AFFILIATION

The Skater must be in good financial standing with NIFSC

The skater must be registered as a full club member with NIFSC.

They must designate NIFSC as home club by registering with either USFS or LTS through NIFSC.

USFS TEST TRACK INFORMATION

Eligibility to begin the USFS Test Track begins after passing Freestyle 4. Progress in figure skating is measured by a series of tests, which are governed by USFS Rules. Individual skaters are tested in FREE SKATING and MOVES IN THE FIELD (MIF) on separate USFS sanctioned testing dates. Judges for test sessions are trained USFS judges. Within the USFS testing structure, there are a total of eight free skating and eight MIF tests. The MIF and free skating test levels are as follows:

- Pre-Preliminary (Pre-Pre)
- Preliminary (Pre)
- Pre-Juvenile (Pre-Juv)
- Juvenile (Juv)
- Intermediate
- Novice
- Junior
- Senior

The MIF test must be passed before a free skate test can be taken at the same level. Your Pro Coach will tell you when you are ready to test. Even if you are ready to pass a test, your Pro Coach may have you wait so that you can compete at the appropriate level.

ADDITIONAL CLASS OPPORTUNITIES

Additional class opportunities are available as a grouping at time of registration (or add-ons after registration) to enhance your skater's figure skating experience. Each class offers different opportunities to grow and learn in different aspects of figure skating. Some classes are offered as individual shorter sessions (4-5 weeks) during the season and some are offered as full regular session classes. Please see the information table with any questions about these classes.

FULL REGULAR SESSION

The following additional class opportunities are full regular session classes. Participants will have the opportunity to sign-up for performances including the annual spring show. Group number eligibility for the spring show is based on the participation in the regular session group lessons (typically on Sundays Oct-Mid Feb).

Basic Skills Group Lesson - these lessons are included with the NIFSC club membership fee. This group lesson takes place on Sunday evenings. Skaters will be taught level appropriate skills as set by the Learn to Skate curriculum. Lessons are 20-30 minutes in length dependant on class size and coach availability. Basic skills levels offered by the club include Basic 1 - FreeSkate 6.

Advanced Group Lesson - these lessons are included with the NIFSC club membership fee. This group lesson takes place on Sunday evenings. Skaters will focus on advancing spins and jumps. Lessons are 20-30 minutes in length dependant on class size and coach availability. Advanced group lesson students must have passed either FreeSkate 6 OR passed FreeSkate Pre-Preliminary level.

Adult Group Lesson - these lessons are included with the NIFSC Adult membership fee. This group lesson takes place on Sunday evenings. Skaters will be taught level appropriate skills as set by the Learn to Skate adult curriculum. Those who have passed the Learn to Skate adult levels will be challenged through additional skills as the coaches select. Lessons are 20-30 minutes in length dependant on class size and coach availability. Adult students are typically 18 years or older and have all ability levels.

Synchro Lines: Synchro lines are an additional opportunity to skate as a team. Skaters learn to skate in unison to music and create circles, blocks, lines, merging lines, and wheels. Synchro lines may be asked to perform at the 5K, Competition Expo, Bulls Games and other events. All lines will perform in the spring show. Synchro lines are add on items for both the NIFSC club membership and Associate membership levels. We currently have three opportunities for skaters to join a line, they are as follows:

Snowflakes 1 & 2: This is a basic skills-level synchronized skating line. Skaters must be at least Basic 4 and able to do forward crossovers. *consideration may be given to a Basic 3 skater on an individual basis/coach's recommendation.

Starlight: This is a Pre FreeSkate-level synchronized skating line. This line consists of skaters who have a minimum of one full season of Synchro line and have passed Basic level 5. All placements on this line are by coach's recommendation. Participation in Power and Edge class is a requirement for all Starlight members and synchro line dress code must be adhered to.

Storm: This is our highest skilled synchronized skating line. This line consists of skaters who have a minimum of two full seasons of synchro line and have passed the FreeSkate 3 level. Ultimate placement on this line is by coach's recommendation. Participation in Power and Edge class is a requirement for all Storm members and synchro line dress code must be adhered to.

If the coaches decide Storm is going to compete ALL members of the team must have tested and passed the Pre-Preliminary Moves in the Field test. The skaters must be age 20 or below and there needs to be 8-14 skaters on the line. If the coaches wish to compete and there are not enough NIFSC skaters eligible, the club may ask skaters from ALFSC to participate on the line. If a skater has paid for Synchro and they are not chosen following try-outs for the Storm line and they chose not to skate on Starlight they will receive a refund, this refund may be prorated. Synchro costume fee's can not be refunded once the order is placed.

Attendance policy for Synchro lines – regular attendance is essential for each skater to make their line successful. The three synchro lines will all function with the three strike policy. If a skater is late (5 minute window) or has an unexcused absence it will count as one strike. Once a skater reaches three strikes, they will sit out of the next performance. IF a skater receives a fourth strike they will be asked to sit out the remainder of the season. More information will be given at the beginning of the season on the NIFSC Synchro Guideline

information sheet. All skaters (and parents) will be required to review and sign the synchro guidelines in order to participate on one of the synchronized skating lines.

Test Track Class - This class will encompass a variety of advanced figure skating classes. The focus will be on Artistry in Motion and prepped for the test track Moves in the Field and Freeskate levels. Class will be held on Friday evenings and open to skaters who are currently in FreeSkate 5 & 6 - Advanced levels. This class is an add on item for qualifying NIFSC Club members and associate members. Supplemental classes may be held during the weekday mornings. *Special consideration may be given to a FreeSkate 4 level skaters who is preparing for the test track levels. Head coach must recommend for special consideration.

Small Group Lessons - Small group lessons are supplemental instruction opportunities for those skaters who wish to take an additional lesson. These lessons will take place on Friday afternoons. Groups will be divided by skill level with no more than four skaters in one lesson time. Lessons will be 15-20 minutes dependant on class size and coach availability. Small group lessons are open to Basic 3 - FreeSkate 4 as an add on to all NIFSC Club membership and associate members (if room in class).

Additional Class Opportunities

The following additional class opportunities may be offered throughout the season. Some classes may be held during the club's morning ice time. These class opportunities are open as an add on for NIFSC club membership and associate members.

Ice-Dance Class: In this class skaters will have the opportunity to focus on learning 1 or 2 of the first 6 beginning dance patterns. Skaters will work on mastering the skills and the pattern set to music. Skaters must be in Freestyle 1 or above to participate, with or without partner. Class will be offered as a group lesson during Friday Advanced Ice.

Moves in the Field class: This class is an excellent addition for any skater especially those wishing to complete the USFS test tracks. In this class skaters are taught patterns on the ice consisting of turns, spirals, crossovers and edges. These patterns are in preparation for standard testing beyond the basic skills classes. Testing is by no means required and the classes help teach edge quality, turn execution, extension, quickness, power, continuous flow, posture, bilateral movement and strength. This class is recommended for skaters starting at Free Skate 1 and beyond. Exceptions may be made to Pre FreeSkate students on an individual basis/coach's recommendation. Class will be offered on Tuesday and/or Thursday morning ice. Classes will be divided by skill level. This class will also offered during Friday Advanced Ice.

Power and Edge class: In this class skaters will develop the proper execution of skating movement thru drills and proper blade usage. This class will be held in conjunction with our Starlight and Storm synchronized skating lines as a requirement. For those who do not participate in either of these synchronized skating lines it is recommended for skaters starting at FreeSkate 1 and beyond. Exceptions may be made to Pre FreeSkate students on an individual basis/coach's recommendation.

Off-Ice Class: In this class skaters will work on strength exercises specific to the muscle groups used in figure skating. This class will also include cardio, stretching, and balance work and is open to any level skater who wants to get extra advantage on the ice.

Private Lessons: Private lessons are open to any NIFSC skater. Anyone seeking further instruction, those wishing to compete, and those interested in starting the USFS Standard testing track should seek private instructions. Private lessons are available as coaching times allow. Check with a board member for availability. Private lessons are based on Coach availability and will be held in the mornings.

As your skater advances the coaching staff will assess and may suggest a coaching change if they feel it is in the best interest of the skater. Coaching staff will communicate with the skater and parent as needed. Sometimes parents wish to initiate a change of private coach. The acceptable procedure for this is found under “Coaching Changes” in this handbook.

ADDITIONAL ICE OPPORTUNITIES

Additional ice opportunities offer additional time to get practice in on an individual basis. Check the NIFSC arena schedule for up-to-date listings of these opportunities.

Practice Ice: This ice time will be available if the number of skaters and/or the skill level of the skaters on the ice do not exceed safety limits. Practice ice times are marked on the skating schedule and will typically overlap with group, private, and semi-private lesson times. Please make sure your skater is only utilizing practice ice during their designated time. Please pay attention to the arena map and designated practice ice vs. designated lesson ice. During this time skaters that are taking lessons have priority on the ice and those skaters practicing must stay out of their way. If a skater isn’t following these rules they may be asked to leave the ice. There is no extra charge as it comes with your membership.

Open Club Ice: Open club ice times are marked on the skating schedule and may overlap with group, private, and semi-private lesson times, if they do overlap the group, private, or semi-private will take precedence over open club ice. Open club ice may be designated with priority for varying levels (Basic or Free Skate+) and during those designated times anyone with a qualified membership may utilize the ice time but those with designated priority may utilize the whole ice for practice of competition or other solo numbers they may be working on. We ask that skaters use courtesy, respect, as well as adhere to all of the open club ice rules listed under the Rules of the Ice section in this handbook.

**Public skate at North Iowa Ice Arena is NOT included in your membership and fees must be paid to the arena for the use of public ice time. Current fees are listed at the arena for admission. Punch cards also may be available through Mason City Youth Hockey.

GUESTS

Non-Skating guest: Members bringing guests assume the responsibility and supervision of the guest. This guest is not allowed to skate and should remain in the observation areas.

Skating guest:

- A skater from an away club who is registered with USFS or LTS may skate provided the parent/guardian signs a “Waiver and Release of Liability Assumption of Risk and Indemnity Agreement” prior to the first skate and the rules of the ice are gone over with the skater. A fee of \$15/hour of ice time will be assessed per ice use and must be paid prior to getting on the ice. The Skater is only allowed to utilize Open Club ice. Please see the club schedule for open ice times.
- Members may bring a prospective member who may be admitted once per season provided the prospective member is accompanied in person by a Club member who, in turn, introduces the prospective member to the Chair Membership Committee.

COACHING CHANGES

Private lessons are arranged with a particular coach. Occasionally a skater or their parent wishes to change to another coach. We ask that you are courteous to your current coach and make them aware of your desire to change coaches.

COACHING

Coach/Professional Coach

- Must be full member through USFS
- Must pass US Figure Skating background check
- Must complete the appropriate CER courses
- Must submit proof of current general liability insurance
- Must be current full PSA member if coaching at a qualifying event
- May provide private instruction
- Coaches at test sessions and competitions
- Paid position

Group Instructor/Professional Group Instructor 18 years of age or older

- Must be registered as a Learn to Skate USA instructor
- Pass the annual background check
- Recommended to take CER C class
- Does not provide private instruction
- Does not coach at test sessions or at competitions
- Paid position
- Must have graduated from High School or equivalent

Jr. Instructor (16-19 years old)

- Must be registered as a Learn to Skate USA instructor
- Primarily coach at Learn to Skate sessions
- Recommended to take CER class
- Does not provide private instruction
- Does not coach at test sessions or at competitions
- May be either a paid position or may choose to volunteer your time.
- 16 & 17 year olds do not have to pass the background check, 18 & 19 years must pass the background check.
- Assists Coach/Instructor during group lessons as directed
- May teach small groups after 2 years volunteer experience
- Must be registered with Learn to Skate or USFS
- Have coaches recommendation
- NIFSC will reimburse for coach certification through Learn To Skate
- Does not fulfill try-out volunteer commitments

Helper

- Youth volunteer age 12-16
- Assists Coach/Instructor during lesson time as directed
- May not teach independently
- May or may not fulfill try-out volunteer commitments
- Duties may include but not limited to:
 - assisting skaters onto and off the ice at designated rink doors

- helping skaters who have fallen
- demonstrating skills per coach/instructor
- assisting skaters to a parent at the door for bathroom needs
- running for supplies, props, toys, ect
- helping with games
- running music

ICE SHOWS

Winter show - a winter show may be offered based on ice availability. The production committee, board of directors and coaching staff will determine if there is enough time during our season. This show will vary some year to year on the criteria to qualify and participate. More information will be released as it becomes available. Please watch for communication on this.

TRYOUTS

TRYOUTS (FOR SPRING SHOW) – PRE FREESKATE, FREESKATE & ADVANCED SKATERS - Tryouts for the Spring Show will take place in late November or early December as determined by the Board of Directors. Tryouts are only for NIFSC Home club skaters. Skaters who are registered with another club through USFS or LTS will not be allowed to try out for our Spring show. (every skater has to have home club affiliation through NIFSC and USFS or LTS). Tryouts are held for feature numbers (solos, feature solos, duets, trios and quartets) and placement in opening/closing numbers. Tryouts will be judged by members of the skating and performance arts community outside of our immediate club, this may be a panel of 3-5 judges (every effort will be made by the board of directors and production committee to have a minimum of three judges and up to five judges). Judging is based on a point scale divided into 3 categories, jumps, spins, and artistic. Tryouts will be divided into two categories: Free Skate and Advanced Skaters. The amount of feature numbers (solos, feature solos, duets, trios and quartets) will be determined based on the number of club members in the current year and by the production committee/board of directors.

Tryouts for the spring show are considered mandatory for the Advanced level skaters and strongly encouraged for Pre FreeSkate & Free Skate 1-6 skaters. If a skater is unable to attend the scheduled tryouts due to extenuating circumstances (family death, hospitalization, etc.), special permission may be requested in writing to the board of directors to make other arrangements. The board may or may not consult the coaches on this matter and they may or may not grant the request. The board decision in this matter will be final. Each case presented shall be considered on a case by case basis.

Skaters who wish to try-out for any feature number will be required to volunteer a minimum of **3** opportunities at some point throughout the season. Some of the opportunities are event help, attendance monitor, and other general season help as listed. As well as any other opportunities offered throughout the year. Signup will be available at the beginning of the season and must be listed on tryout commitment form. This volunteer opportunity will not count towards a family's three volunteer times. If a skater does not fulfill their commitment prior to March 1 of the current season, they will not perform in their selected feature number in the spring show (excluding feature opening/closing placement).

Coaches will choose the song/songs for the different levels to try-out to. Coaches will be choreographing the try out routines for Pre-Freeskate - Freeskate, skaters who have taken the Artistry in Motion class may choreograph their routine to the music the coaches have chosen

Spring Show Opening/Closing numbers

- All skaters who try-out will be given a spot in either the opening or closing numbers. Placement determined by try-out scores and coaches recommendation.
- Skaters who do not try-out will not be included in these numbers, with the exception of a transfer skater
- All decisions are final and at the discretion of the coaches/production committee
- Feature opening and closing numbers do not count towards a skaters show number limit

Requirements for tryouts

- Skaters must have NIFSC designated as their home club by being registered through NIFSC with USFS or Learn to Skate, be full club members of NIFSC, and be in good standing with the club.
- Skaters must have home club affiliation with NIFSC
- Skaters must agree to accept any role for which they are cast.
- Tryout music length and song selection will be determined by the coaches
- Seniors may try out for feature numbers.
- Advanced level skaters are required to tryout
- Pre FreeSkate and FreeSkate 1-6 skaters are not required to tryout but are strongly encouraged to tryout.
- Qualified Pre FreeSkate skaters are those who have passed out of Basic Skills 6 at the first scheduled testing of the current skating season.
- Selected soloists will choose their spring show music from a predetermined music list. The highest ranked soloist will choose first. Time limit is 1 minute 45 seconds for their solo
- All other feature numbers will be chosen by the coach and production committee

Spring show tryout information and contract will be handed out mid-October. Please see the information table with any questions.

SENIOR SPOTLIGHT

High school senior NIFSC club members are awarded a senior solo** if they so choose. A “senior skater” is defined as a NIFSC club member that is a high school senior at the time of the spring show and has skated with the club for at least 2 consecutive seasons (such as the year prior to and during that skater’s senior year).

Qualifications for a senior solo of any skater transferring to this club must meet the above requirements from the last club and also be a current member of NIFSC their senior year. The NIFSC Board of Directors reserves the right to make exceptions based on extenuating circumstances.

In the event that there is more than one graduating senior, the skaters may skate a short program together for a senior showcase number. This decision will be determined by the number of club members in the current year and by the production committee/Board of Directors.

Seniors that choose to perform a Senior Solo/showcase will be able to select their own music and it does not need to go along with the show theme.

Senior skaters may choose to perform their senior solo/showcase at either the winter show (if available) or the spring show. All seniors do not need to perform at the same show.

Spring Show

The Annual Spring Ice Show is usually held in March or early April. Spring show sign-up and information will be handed out the end of October or beginning of November and will be due back mid-November. A late season sign-up will be available until January 1 for skaters who may join after the original show sign-up. Any skater

joining the club as a beginner after January 1 will be included in our beginner skater number(s) in the spring show but will not be placed in basic skills group numbers. The only exceptions that may be made is for a skater who transfers in and if a coach feels a beginning skater needs to be moved up into a basic level. Skaters participating in the spring show will practice and perform based on their abilities and skill levels as selected by the coaching staff. Once the show group line-up is posted there will be no changes made with the exception of a new/transfer skater being added.

Theme: Ideas for the theme are taken from skaters, parents and coaches and are compiled into ballot form. All skaters and parents present at the annual meeting vote on the theme for the next year's show. The theme with the most number of votes wins. Due to extenuating circumstances the board may change the show theme with a majority vote of board members.

Show Merchandise: This merchandise is different from the club uniform and is totally optional. T-shirts and/or sweatshirts with the show logo are available to order through the merchandise store. These are a fun souvenir and a reminder for the skaters.

Pictures/Video: A photographer may be contracted to take group, individual pictures before the spring show and action shots during the show. A videographer may be contracted to take video of one or both performances of the spring show. Purchase of pictures and the DVD is optional. Please watch your mailbox for date, time, and prices. NIFSC is NOT responsible for the quality of these products as they are contracted services. All issues will need to be addressed with the individual vendors. NIFSC will provide contact information for its vendors.

Tickets: Presale tickets will become available for a limited time prior to the spring show. These tickets are typically offered at a discount and may be purchased by each family to sell. There may be a special 2-day ticket offered for purchase. Each family will receive two (2) VIP tickets that will be available for their use at both spring show times. Lost VIP tickets will not be replaced and every person (excluding the skaters) will need a ticket to get into the show.

Music: Coaches and the production committee work together to create the music list around the theme. The time limit on music is up to 1 minute 45 seconds with senior solo's being allowed their Freeskate competition length based on USFS or Learn to Skate level. All group, opening and closing, and feature numbers (with exception of solos) music will be selected by the coaching staff and production committee. Music is chosen based on theme, number of skaters in the number, ability of skaters and the ease of choreography. Soloist will have the opportunity to choose their music from a predetermined list, with the exception of a qualified senior soloist/showcase.

Costumes: All costumes will be selected by the production committee with the coach's approval. For feature numbers including solos, input will be taken from the skaters but final approval will be from the production committee and coaches. Costumes that are borrowed from NIFSC's costume closet will need to be returned to the production committee following the spring show. All costume orders must be paid in full prior to ordering and no refunds will be made once a costume is ordered.

- NIFSC Beginner skater group(s) – will purchase one costume.
- NIFSC club membership group numbers will be asked to purchase two costumes for their group numbers
- Synchro line(s) costumes will purchase a costume for use at additional performances if available and the spring show. A fundraiser may be utilized to purchase a synchro costume for the skater to use. This costume will be returned to the club at the end of the season.
- Opening/Closing numbers – the club uniform will be worn
- Feature Numbers (Duets/Trios/Quartets) – will be based off of individual group's preference on whether to borrow a costume from the costume closet, provide their own, or purchase a costume.
- Feature Number Solos - will be based off of individual preference on whether to borrow a costume from the costume closet, provide their own, or purchase a costume.
- Senior Solo/Spotlight – will provide their own costumes

SHOW PARTICIPATION

Show participation options will be based on the skater's membership level, class participation, and tryout results during the regular session. ALL members will have some participation in the whole club opening and closing numbers.

NIFSC Learn to Skate– those who participated in the LTS group or Skate With Me class during either the fall or spring will have the option to participate in the spring show in one (1) group number.

NIFSC Club Members – Basic 3-6 Levels - those who participate in group lessons (basic skills 3-6) during the regular session will have the option to participate in the spring show in one (1) group number based on skill level and one (1) larger group number. Those skaters who participate on a Synchro line may do so in place of the larger group number based on the needs of the show.

NIFSC Club Member – Pre FreeSkate, Free Skate 1-6 and Advanced Members –the following options will be available for anyone in the Pre FreeSkate-Advanced levels. To be eligible to participate in group numbers the skater must have participated in the group lesson during the regular session, no exceptions. To qualify for participation in the feature numbers, including the feature portion of opening and closing the skater must have participated in the spring show tryout earlier in the season.

Options include:

- Pre FreeSkate group number
- Free Skate group number
- Advanced group number
- Feature opening or closing
- Ice dancing group number
- Synchro line
- Feature numbers (Solos, Duets, Trios, Quads)

Membership participation and scheduling may create conflicts when organizing the show line-up. If a potential conflict for an individual skater arises, the skater will be contacted and asked to choose which numbers they would like to participate. Priority will be given to Senior Spotlight.

Please see a board member with any questions regarding this handbook. You can contact us through email nifsc.ia@gmail.com or at the information table on Sunday nights during skate season. Please remember we are all volunteers and have families, jobs, and other commitments. During skate season we try to respond to emails within 48 hours. Thank you for allowing us the opportunity to teach your child how to skate!!

Thank You!

NIFSC Board of Directors