

BROOKINGS
*Figure
Skating*
CLUB

Membership Handbook

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Brookings Figure Skating Club

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Welcome to the Brookings Figure Skating Club!

The Brookings Figure Skating Club (BFSC) is dedicated to promoting the sport of amateur figure skating, providing continual education, and training opportunities for its members and instilling good sportsmanship. To do this, we provide the programs and facilities that will encourage each individual to achieve his/her-own goals in a safe and healthy environment.

BFSC follows the Ice Skating Institute (ISI) Program for group lessons. The purpose of this program is to take a skater from beginning lessons to higher levels, offering all ages and all levels competitions that are recognized nationwide.

Skaters are given the opportunity to sign up with the Brookings Parks and Recreation Department (BPRD) to take skating lessons. This is the skater and his/her family's responsibility. Beginning skaters are taught skating skills through group lessons using the ISI testing standards. Test sessions are scheduled throughout the season giving the skaters the opportunity to test into new levels and to earn colorful ISI patches or badges for each level passed.

All items in the handbook are subject to change at the discretion of the Brookings Figure Skating Club Board of Directors. Any changes made will be emailed to families and updated on our website. Paper copies will be made available upon request.

For more information, please visit our website at www.brookingsfsc.com, email us at brookingsfsc@gmail.com, or see us on Facebook!

Board of Directors

Brookings Figure Skating Club is run by volunteers, club members, parents, coaches and other supporters in the community. Without all of this input, skaters would not have this wonderful opportunity.

BFSC Board of Directors will establish policies, manage and control the property and affairs, and elect the officers of BFSC. The board consists of elected members and generally meets monthly. Minutes from each general meeting will be posted on the website after each meeting and available for all members to see.

When a board position becomes available, any 'Member in Good Standing' who is interested in serving on the board is encouraged to volunteer his/her services. Club members and their families are encouraged to approach any board member if a question or concern arises. For a list of current board members please visit our website at www.brookingsfsc.com.

A 'Member in Good Standing' is defined as a family that has consistently paid all dues, fees, and coaching costs (if applicable) on time; fulfilled the volunteer requirements the past season; agrees to conduct him/herself in an ethical manner; and will put the best interest of the Brookings Figure Skating Club first and foremost.

Expectations of BFSC's Board of Directors

A Board member must:

1. Possess the ability to be objective and fair.
2. Be willing to adopt policies based upon what will be best for the team, group, or membership as a unit.
3. Support our coaches with any and all disciplinary measures, regardless of skater.
4. Expect no preferential treatment for him/herself or family members.
5. Be available for questions and concerns from club members.
6. Hold open board meetings.
7. Attend meetings. Absence from three meetings without notification in a twelve month period shall be deemed a resignation and the seat will be automatically forfeited.
8. Submit a post dated check to the Treasurer for volunteer hour deposit.
9. Contribute to functioning of the board and the success of BFSC.

If an issue arises that directly involves the child of a board member, the board member will remove him/herself from the discussion and not cast a vote on any resulting actions taken by the board in regard to this.

If a member of the board resigns his or her post at any time during the season, his/her family volunteer hours will be reset to 0 (zero). Further, the family will be held accountable for the same number of volunteer hours as the other members of Brookings Figure Skating Club.

Figure Skating Coaches

BFSC coaches are contracted by the Brookings Parks and Recreation Department (BPRD) to teach group lessons. The BPRD and the skating coaches organize all dates and times of group lessons and test opportunities in compliance with ISI.

What BFSC members can expect from our coaching staff:

As coaches of figure skating in Brookings, our behaviors and goals must reflect the philosophy and mission of the BPRD. These goals encompass, but are not limited to, the following:

- Provide educational recreational activities which enhance quality of life.
- Provide recreational activities, both competitive and non-competitive, for persons of all ages at a reasonable expense.
- Establish a supportive atmosphere which affirms each participant's worth.
- Give positive reinforcement to each participant.
- Provide educational feedback in a calm manner.
- Attempt to include every participant in every activity.

The Brookings Figure Skating Club also expects club coaches to follow these guidelines, since coaches are shared between BPRD and BFSC. In addition to the BPRD goals, BFSC mandates that coaches follow the same requirements we expect from all our skaters, which include, but are not limited to:

- Positive attitude!
- Lead by example!
- Attend all scheduled practices (Synchronized Teams and/or ice show practices).

Additionally, coaches must:

- Establish a cooperative and respectful practice environment. Please be considerate of your fellow coaches and all students both on and off the ice.
- Extend (and teach) courtesy and right-of-way to the skater performing his/her program.
- Make a personal commitment to BFSC and its members.
- Treat all skaters without preferential treatment OR bias.
- Support other coach's ideas, techniques, and instruction. If a disparity arises, please discuss it in private and off the ice.
- Share ice monitoring duties - a coach must be present on ice from start to finish during ice time.
- Subscribe to Personal Liability Insurance, for teaching private lessons during club ice time.
- Use Appropriate Physical Contact: Figure Skating is a sport that creates opportunities for physical contact between a coach and a skater. Physical contact is acceptable when it is reasonably intended to coach, teach, or demonstrate a skating skill or to prevent or lessen injury. However, care should be taken to ensure that such contact is not invasive of sensitive areas of the body. For example, teaching a spiral may require a coach to lift the skater's leg into the appropriate position.

Synchronized and Team Compulsory Skating Teams

Skating on a team requires you to make a personal commitment to the team and its members, as well as your individual skating. A team can only function as a unit with all of its members working together to achieve success. One person's lack of commitment can hinder that unit.

Factors taken into consideration in selection of team members include: overall skating ability, stamina, strength, maturity, attitude, ability to skate as a team, and attendance. Synchronized and team compulsory skating is about skating well as a team and the coaches choose each team based upon these factors. One factor that does NOT necessarily indicate which team a skater skates on, is the last level tested. Testing at the appropriate level is not a "guarantee" of placement on a particular team, but rather it is one of the requirements. A skater can master elements well enough to pass a level; however, this does not mean the skater has the ability to skate well with others on a team.

Practice generally begins the first Sunday in November. If you are interested in becoming a member of a skating team, a more detailed list of rules is available. Please contact our skating director.

To be considered for a Junior skating team, you must:

1. Have passed Gamma (be learning Delta right now) or above.
2. Be in the fourth grade or above.
3. Possess a good attitude.
4. Be able attend all practices.
5. Be able to work as a team.

Additional criteria for a Senior Team skater include all the criteria for a Junior team, plus skaters must:

1. Have been on a Junior team for at least one year.
2. Have skated on either the Junior or Senior team the previous season.
3. Have skated continuously on a team. If you take a season off, you are NOT guaranteed a return spot on the team.

All the above criteria are subject to change and will be exercised at the discretion of head synchro coach.

Other important aspects for both our synchronized skating teams:

- Attendance at all practices is vital for the success of the team.
- Progress can only be made with a cooperative and respectful practice environment. To ensure such an environment, all team skaters are expected to follow the coaches' instructions and treat their teammates and coaches with respect.
- Skaters and parents are asked to display good sportsmanship at all times. We are all here to enjoy this sport, which signifies teamwork and cooperation.
- BFSC synchronized/team compulsory skating requires an extra commitment beyond our usual club commitment. If your son or daughter chooses to skate with a BFSC team, you will be asked to perform additional duties that will not count toward your official volunteer hours. This includes, but is not limited to, playing music at practices.

Skating Equipment and Safety

Skaters should come to the rink dressed in warm layers of clothing. Many wear skating dresses with warm tights or leggings and sweaters; however it is not required. Baggy sweatpants are NOT allowed, tight fitting leggings or yoga pants should be used instead. Gloves and hats are recommended and are very important for young skaters' comfort and warmth. Beginning skaters may want to wear snow pants and bike helmets as protective measures.

Skaters should have a well-fitted pair of leather skates that have good support for the skaters' ankles. Skates typically fit the foot like a glove and are usually a size smaller than the skaters' shoe size, as recommended by most ice pro-shops. Skate guards should be worn when going to and from the ice surface to protect the blades from getting damaged and dull. Skates should be sharpened depending on the number of hours the skates are being used per week. Please consult a skating professional (coach or pro-shop) for advice. Skate blades should always be dried off with a dry towel after use and stored in a bag with soakers (cloth blade covers) to absorb moisture and to protect the blades from hitting together.

Parents are strongly advised to remain at the rink during lesson and freestyle/team times. If you need to leave the rink, please let another parent know in the event of an emergency.

Ice Time and Group Lessons

The BPRD allocates and schedules ice time for all skaters. This includes a combination of group lessons and freestyle ice for skaters at the beginning levels through Freestyle. Skaters are grouped for group lessons based on ability determined by their ISI test level. All skaters are welcome to freestyle ice time but will receive no individual instruction unless they have scheduled and paid for private lessons with a skating professional. The BPRD dictates the cost of the group lessons and the open ice time.

Private Lessons

Skaters have an option to contract a coach for private lessons. It is up to the skaters and their parent or guardian to contact their desired coach to determine availability.

The cost for private lessons is determined by the coach, and is not affiliated with BFSC or BPRD. Lesson time is determined by and remains the responsibility of both the contracted coach and the skater. Each coach will determine his/her own schedule and will decide on available openings. Coaches may accept or deny any skater without cause. Please remember that most of our coaches are fulltime employees or students, so be mindful that they have lives beyond skating that demand their time and attention.

Although arrangements for private lessons are between the parents and skater and the contracted coach, BFSC Skating Director may be asked to mediate. If a parent, skater, and/or coach believes he/she is being treated inappropriately or unfairly, he/she should first meet with the skating director to voice his/her concerns. If the issue remains unresolved, the coach, parent, and/or skater has the right to request a board meeting to air grievances.

Off Season Ice Sessions

Off season open ice sessions are listed on www.brookingsfsc.com under 'Ice Time'. The schedule is posted throughout the year and is available to all skaters. Updates are sent via e-mail to registered members as changes occur. The session cost of all open ice sessions is determined by the BPRD.

Skating Competitions

Skating competitions are an optional activity for Brookings Figure Skating Club members. Several teams/clubs meet to compete for awards in all ages and skating levels at various times throughout the skating season. Registration, payment of fees, coaching, and travel arrangements are the responsibility of the member who chooses to participate. Further information regarding entering into a competition, can be obtained from the skater's private coach or the BFSC Skating Director.

BFSC Prairie Classic Competition

All skaters are encouraged to participate in the Brookings Prairie Classic. This team competition involves other area clubs and is a good way to try a competition without the cost of travelling to another ice rink.

The parents/guardians of skaters that participate in the Prairie Classic will be required to put in additional volunteer hours, which will not be credited to the annual volunteer hour requirement. Additionally, families will be asked to supply food for the judges' hospitality room.

Costumes

BFSC costumes are available to skaters for use in competitions and exhibitions. Skaters and parents must agree to the following rules prior to the loaning of any costume(s):

- Costumes are only for ice skating activities and are not intended for personal use outside the ice skating venue.
- To borrow a costume, you must notify a costume coordinator in advance and set up a mutually acceptable time to view the costumes.
- Costume contracts must be filled out in detail.
- Costumes are to be checked out for a specific amount of time and must be returned by the date stated on the costume contract.
- The same costume rules that apply during our show, apply while borrowing our costumes:
 - Please treat them with respect.
 - If you wear deodorant or antiperspirant, please wear the kind that is clear or invisible.
 - You may not eat or drink anything while wearing your costume unless it is completely covered up.
- A \$50 deposit is required per costume. The deposit will be returned if the costume(s) is in the same condition when loaned and it is returned on time. If these terms are not met, the deposit check will be cashed.

Please remember that borrowing costumes is a privilege that few other figure skating clubs offer. All costumes are loaned at the discretion of a costume coordinator. Maintaining them in excellent condition will allow us to use each costume for more than one season. This will subsequently eliminate the need for each skater to purchase individual costumes and keep club dues reasonable for all members.

Ice Rink Etiquette

Etiquette is all about being courteous and respectful to others. Use your common sense and be aware of the capabilities of people around you.

1. **Tighten your skate laces as tightly as you can.** Skates that are too loose can cause a lack of proper control out on the ice. Be sure there are no long lace-ends that might catch under your skate blades. The same applies to scarves and pant cuffs that might end up close to your blades and cause an accident.
2. **If you fall, get up as quickly as you can.** It is harder to spot someone when s/he is down on the ice. If you think you are going to fall, avoid grabbing other skaters; this can be dangerous.
3. **Do not jostle someone even as a joke;** if it causes an accident, it won't be funny. If you do accidentally crash into someone, laugh it off and help him/her up. If someone falls nearby, offer your hand; he/she will be a lot more grateful than if you ignore them.
4. **The blades on ice skates are sharp and can be dangerous;** take care when skating by someone who has fallen or be aware of this as you are getting up after a fall.
5. **Do not stand or loiter on the ice;** this can interfere with other skaters and be hazardous to everyone. If you must chat or stop to rest, please do so off the ice.
6. **No food, gum, or littering** on the ice or in the ice arena.
7. **Let beginners use the wall.** If you are more experienced, it is easy to stay a few feet away; this allows everyone to move at his/her own pace and prevents collisions.
8. **Courtesy!** It is essential to respect the rights of other skaters and be constantly aware of who is around you. Treat other skaters as you wish to be treated yourself – be it on or off the ice.
9. **Skating jumps** are commonly performed in the corners; try to avoid this area if you see someone practicing jumps. If you are using the corner and practicing jumps, be certain that you have a clear space available when you jump.
10. **Practicing** some of your moves may require a great deal of space, so be extra careful of the danger that your blades may pose to other skaters. Backward spirals are strictly forbidden unless being spotted by a coach.
11. **Headphones:** Wearing headphones while on the ice is not allowed. Being unable to hear others on the ice is hazardous to everyone.
12. **Orange Visibility Vests** are required to be worn by the skater(s) whose music is being played. This will make it clear to other skaters on the ice who is practicing to their music and therefore, has the right away.
13. **Music Rules:**
 - a. Skaters who are working with coaches have priority in the music line up.
 - b. Music is played on a first come, first served basis.
 - c. If time allows, music will be on a rotational basis.
 - d. You are responsible for having your music available.
 - e. All music CDs and cases should be labeled with your name.
 - f. Skaters are required to pick up their music at the end of the session.
 - g. All music must be played through the main CD player at the announcer booth; boom boxes and personal players are not allowed.
 - h. When a skater is practicing to music, it is the responsibility of his or her parent to be available to play said music.

Parent Responsibilities for Annual Ice Show

Volunteer Deposit Due December 18th, 2011

Checks must be posted dated May of the following year.

Checks will be returned upon completion of volunteer hours at BFSC's end of the season party. If a family does not complete the required number of volunteer hours, BFSC will cash the deposit check.

1. Skaters and parents need to check our website at www.brookingsfsc.com and their email accounts submitted to BFSC, for up-to-date notices and/or changes.
2. Parents must keep their skaters informed about schedules, ice rules, and handbook information.
3. All members are responsible for paying their annual membership dues on time.
4. Families are required to perform a combined number of volunteer hours per skating year (July 1st through June 30th). Hours worked are to be reported to the committee head and verified by a board member.
5. Volunteer hours may be earned early in the skating season by working at the Arts Festival food booth, Edges of Summer Figure Skating Camp, Synchro Camp, and the Prairie Classic Competition. Hours available for the Prairie Classic Competition can only be applied if your skater does not compete. All families of skaters that compete will be required to put in volunteer hours and supply food for the judges. Approximately 35 spots are available for these events. Sign-up will be available in the spring and prior to each event.
6. Parents/guardians are responsible for assisting with the BFSC Ice Show held each spring. Many volunteer hours can be earned at this time. Only parents and guardians are eligible to earn hours. Although younger family members are welcome and encouraged to volunteer, their hours will not count toward the minimum hours needed.
7. Volunteer hours must be completed on or before the last day of the skating show held annually in March.

Skater Responsibilities for Annual Ice Show

A skater is expected to be present for all rehearsals and practices. Please keep in mind that BFSC's annual ice show is a team sport and it relies on all the members of each group/team attending all the rehearsals. Additionally, all skaters will be required to be at the Friday dress rehearsal and both Saturday and Sunday performances.

If you are unable to attend the dress rehearsal and/or both performances, you must notify a coach at the beginning of rehearsals so an alternate routine can be choreographed.

Department Head Responsibilities for Annual Ice Show

Several areas require one person to be in charge of ordering supplies and/or supervision and training. In addition to the duties listed below, all department heads are required to attend at least one show planning board meeting. The meeting(s) will be planned in advance and will detail individual department head expectations.

Below is a listing of each department along with a list of required duties.

Flowers and Balloon Sales

- Coordinate flower sales with local florist.
- Purchase flower wrap, balloons, ribbon, and weights.
- Obtain helium tank.
- Decide upon a selling price for balloons and flowers and make appropriate signs.
- Submit a proposed balloon and flower amount for board approval 14 days prior to show.
- Train and supervise volunteers.

Dress Rehearsal Pizza

- Contact several pizza companies and secure the best price.
- Prior to dress rehearsal, coordinate with selected pizza company about approximate amounts and delivery time.
- Purchase beverages.
- Set up tables and chairs in the warming room for skaters to use.
- Order appropriate amount of pizza.
- Coordinate with Treasurer for payment to pizza supplier.

Advertising

- Create, print, and distribute show flyers and posters.
- Train, supervise, and staff table for good luck ads.
- Create program.
- Solicit printing companies for best price.
- Order programs.
- Count received programs.
- Make sign for program sales.

Advanced Ticket Sales

- Create tickets.
- Make envelopes with 10 tickets for each family and coach.
- Supply additional tickets as necessary.
- Accept envelopes with payments at dress rehearsal.

Hallway and Locker Room

- Train volunteers on Friday night.
- Supervise and staff hallways and locker rooms for both shows.
- Prepare skaters to take the ice.
- Line up skaters prior to their time to skate.

Props and Set Up

- Schedule and preside over props meeting.
- Create decorations in accordance with theme.
- Put together white screens.
- Decorate screens, hallways, lobby, and stairwell.

Party Coordinator

- Plan three club parties: Fall/kick-off, Winter/Valentine, and end of season.
- Create a flyer for each celebration and submit to Board for approval 10 days in advance of party.
- Hold Fall and Winter parties at the Larson Ice Center with members allowed to bring guests.
- Decide upon end of the season party venue.
- Distribute information and necessary forms to club members 7 days prior to party date.

Technical Writer

- Write, edit, and submit article about BFSC's annual ice show to the *Brookings Register*.
- Write and edit script used for the annual ice show.

Current Year BFSC Volunteer Opportunities for the annual ice show

BFSC has created a list of Volunteer Opportunities for our annual ice show to help you understand what type of help is needed to make the club successful. Below is a list to assist you in finding the one that best fits your abilities and interests.

Opportunities During Show	Friday Dress Rehearsal	Saturday Night Show	Sunday Afternoon Show	Hours/Slot
Flowers (arrival 1.5 hr prior to show)	N/A	6 slots	4 slots	3 hrs/slot
Spotlights (arrival .5 hr prior to show)	3 slots *Persons required to do all 3 nights			7 hrs/slot
Tickets (1.5 hrs prior to show/.5 hrs after show starts)	N/A	3 slots	3 slots	2 hrs/slot
Programs (arrival .5 hr prior to show)	N/A	2 slots	2 slots	2 hrs/slot
Hallway Parents (arrival .5 hr prior to show)	All Volunteers trained	3 slots	3 slots	6 hrs/slot
Locker Room Parents	4 slots	4 slots	4 slots	3 hrs/slot
Opportunities Before Show				
	Total Slots			Hours/Slot
Pictures	2 slots Fri / 4 slots Sat.			3 hrs/slot
**Advertising				
	5 slots			5 hrs/slot
**Costumes				
	5 slots			2 hrs/slot
**Props				
	5 slots			2 hrs/slot

**Subject to increase in hours

Parent Code of Conduct

Parents play an important role in the success of BFSC. Coaches, parents, and skaters must work together to ensure this success. Please keep your child's coach informed about any issues that may interfere with their ability to skate.

As parents, you can help create a positive atmosphere and support your child's participation in the ice skating and character development by endorsing the following statements:

- I will support my child's participation in ice skating.
- I will provide proper equipment for my child and encourage correct use.
- I will monitor participation so I know how my child is developing.
- I will show by example how I want my child to behave on and off the ice.
- I will not interfere with the coach unless the situation is clearly hazardous.
- I will keep the coach informed if my child is injured or not feeling well.
- I will make certain my child is sleeping and eating properly.
- I will help the coach when asked.
- I will keep control of my emotions and speak to others in a calm manner.
- I will communicate with coaches, other parents, and skaters with mutual respect.
- I will emphasize having fun, developing skills, and building relationships.
- I have the right to request a hearing at a Board Meeting at any time I feel is necessary.

Skater Code of Conduct

In addition to providing an opportunity to improve our skills, the skating club also encourages its members to become responsible community members by adhering to the following principles:

- *I will be respectful.* I will show respect, courtesy, and consideration to everyone, including myself, other participants, and those in authority. I will act and speak respectfully. I will treat locker rooms, warming room, and personal property with respect. I will respect and obey all coaches at all times. I will control my emotions in frustrating situations.
- *I will be trustworthy.* I will be worthy of trust, honor, and confidence. I will be a good role model by doing the right thing at all times. I will be honest in all of my activities.
- *I will be responsible.* I will be responsible and accountable for my choices and my actions towards myself and others. I will respect, protect, and maintain my equipment.
- *I will be fair.* I will participate in events fairly by following the rules, not taking advantage of others, and not asking for special help or favors.
- *I will be caring.* I will be caring in my relationship with others. I will be kind and show compassion for others. I will treat others the way I want to be treated. I will encourage other skaters in a positive way, regardless of circumstances.
- *I will be a good citizen.* I will be a contributing and law-abiding citizen. I will conduct myself in a way that presents a positive image of Brookings Figure Skating Club and its members both on and off the ice.

Brookings Figure Skating Club Handbook Acknowledgement Due December 18, 2011

This handbook outlines the policies and volunteer requirements of the Brookings Figure Skating Club. An understanding of and adherence to the policies and procedures will ensure positive parent-skater-club relations, and that all the skaters' needs are being adequately met. Therefore, BFSC requires that all parents and/or guardians of skaters in BFSC read, sign, and return to the BFSC Board Membership Chair the statement that follows.

1. I have read and understand the handbook. If I do not understand any portion of the Handbook, I will seek clarification from a board member
2. I will read any additions to, or revisions of, the policies. If I do not understand the additions to, or revisions of, the policies, I will seek clarification from a board member.
3. I will adhere to the policies explained in this handbook.

I understand that the policies printed in this handbook and communicated to me in any fashion are subject to interpretation, review, and change by the Brookings Figure Skating Club Board. Any changes made to the handbook will be available on our website (www.brookingsfsc.com) and emailed to families, as well as in paper, upon request.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name (please print): _____

Skater Signature _____ Date _____

Skater's Name (please print): _____