



## Center Ice Skating Club

### Membership Handbook

You can find out more about our club and skating at the websites below:

Center Ice Skating Club - <http://www.centericeskatingclub.com/>

US Figure Skating - [www.usfigureskating.org](http://www.usfigureskating.org)

Greater Cleveland Council of Figure Skating Clubs - [www.clevelandskating.com](http://www.clevelandskating.com)

Be sure to read and keep a copy of this printed handbook or retrieve it from the website listed above.

Each member is required to turn in the contract and signature packet with their club membership each year.



## History of Center Ice Skating Club

We are a member of the United States Figure Skating Association. Club by-laws were originally adopted in 1999 and amended in 2007. As a member of CISC, it is your responsibility to read and be aware of them. By-laws can be found on the USFS website and at the link below from our home club website.

<http://nebula.wsimg.com/Obed028582990a28f7c72c5aade84e6a?AccessKeyId=3FE755CCD2F6F04925C5&disposition=0&alloworigin=1>

### Club Information

**Club Structure** –Center Ice Skating Club (CISC) is run by a Board of Directors (Club Board). A board of nine elected members, each of whom can serve a two-year term, conducts the business of the CISC. The board also oversees the various committees within the club structure.

**Club Ice** - The CISC contracts club ice from the Center Ice Sports Complex and offers special club ice sessions for CISC members. The Club season will run for 32 weeks and has a contracted number of sessions purchased that run 30 minutes in length. See the current contract for the current number of sessions offered each week as well as the set dates and times. Also, please see the specific contract for any special restrictions and cost for these sessions. All of our club ice sessions can include any figure skating discipline with safety kept in mind at all times and during all sessions.

#### **Contracted Ice** –

- **Full Club membership** requires 120 total sessions of ice time. Additional sessions may be contracted up to the maximum sessions each week.
- **Introductory Full Club Membership** - This membership is a one-time offer to anyone that is new to a club membership. It contracts at least 60 total sessions of ice time. The introductory membership is only available to current LTS members (Basic 5 and above) moving forward and they must be recommended and approved by a Center Ice Club Professional. As an introductory member, you may **upgrade** to full club membership in the same season or the following season.
- **Collegiate Member/Skater** – Collegiate 4-Year Membership: A 4 year full membership to college-aged skaters who have been a full member of any club in the past. College students that were a past Full Club member who register for this season as a Full Club member are not required to fundraise or contract ice time. They will be able to pre-purchase ice sessions at the member discounted rate or walk-on at the walk-on rate (space permitting) and retain all benefits of Full Club Members.
- **Walk-on charges per session** – All ice session times are run by the Club. Sessions can be purchased in half-hour increments. Walk-on charges are assessed at the current contract rate per session regardless of membership type. **ALL** walk-on money is to be paid to the ice monitor. Exact cash or checks made payable to Center Ice Skating Club. All walk-on ability is on a space-available basis only. Ice will be limited to 24 skaters maximum following the priority of: 1- Full Club Member (full/intro), 2-Collegiate Member, 3-Associate Member, 4-Non-Member.

. The contract that the skater and parent(s) sign at the beginning of the season commits you to that number of sessions and total money due for the season. The skater is not required to contract for a specific day or session. Contracted sessions may be used at the discretion of the skater. If a skater uses all contracted sessions before the end of the season, additional sessions may be purchased. Payment for the additional sessions is due at the time they are purchased to the monitor. Sessions are non-transferable to another skater and cannot be transferred to the following season. *Requests for refunds or contracted payment waivers will be considered for medical reasons only and must be accompanied by a medical doctor's recommendation on appropriate letterhead.*

**Fundraising** – Most membership types are required to participate in fundraising activities and contribute the contracted amount each year. Opportunities are offered throughout the season, but if a member does not want to participate in fundraising activities or is not able to reach the contracted amount through fundraising programs, the balance will be contributed in cash. Fundraising funds is used to help make up the difference between the membership fee and the actual contracted ice expense.

**Make-up Sessions** – There will be no make-up sessions. Skaters are permitted to allocate their contracted sessions at their discretion. Any unused sessions (contracted or those purchased later in the season) cannot be used into the following season or transferred to another skater.

## **Center Ice Skating Club (CISC) Membership**

In order to skate on the CISC club ice, you must become a member. Applications for membership are available on the Center Ice Skating Club website ([centericeskatingclub.com](http://centericeskatingclub.com)) or through Entryeze. Your membership must be renewed annually. If you are not a U.S. Figure Skating member, you will not be allowed to contract for ice or to, “walk-on” club ice. All club members must renew their membership each year. Membership runs from July 1-June 30 of the next year. You must pay to renew your USFS membership through the club and Entryeze before July 1<sup>st</sup>.

*There are different types of Membership:* 1) full club, 2) introductory club, 3) collegiate, 4) professional and associate membership. Full Club, Introductory Club, and Collegiate Memberships call the CISC their “Home Club” and receive membership privileges. Each full member, 18 years or older is also permitted to vote on any club issues, be elected to the board, and hold a club office. Members under the age of 18 may have a parent represent them and vote on any club issues. A college membership is a concurrent four-year membership that a college student may apply for once in a lifetime. Associate members are primary members of another club but would like the opportunity to “walk-on” to club ice time at the current walk-on rate. Associate members cannot hold office or be elected to the board. CISC members will always have priority over associate members for ice time.

General membership meetings are held twice per year, once in the fall and once in the spring. The board of Trustees meets monthly at the rink to conduct business. If you wish to address the board at a board meeting, you may contact the President of the Club or email the club to be placed on the agenda prior to the board meeting.

## **SKATING ON CLUB ICE**

The CISC allows full club skaters (Pre-Pre and above) to skate all of our club sessions. Introductory Club members will only skate on the open contracted sessions offered in their contract and/or not marked advanced. Your coach is the best judge of your readiness, but the CISC also requires a leveled safety demonstration at the beginning of each season. SAFETY is our number one concern and will be revisited by the club and coach if there is a concern.

**Choosing a Coach:** Before contracting to skate on CISC ice, you should select a professional who can best meet your needs. See the Center Ice Skating Club website for a list of our instructors.

**Coaching** – Club membership covers only your ice cost and does not include any coaching services. Coaching will be contracted with the individual coaches and payment is made directly to them. Arrangements for private lessons are to be made directly with the professionals.

### **Club Events (Importance of Parent Support)**

**Skating Spooktacular** - Every fall, the CISC hosts the Skating Spooktacular Annual Skating Competition. A test session is usually always accompanied with a competition.

**Skating Shows** – Every year, the club puts on a winter exhibition and an exhibition or spring production for our club members to celebrate their year of skating success. We also use our spring show to feature our graduating seniors.

**Testing -** The club hosts test sessions throughout the year for members of CISC or other Greater Cleveland Council of Figure Skating Clubs members.

**Parent Participation** – To offer these club events it takes “PARENT POWER!” Therefore, parents are required to volunteer **at least** (5) hours full club or (3) hours introductory club during the club season. Club statements will begin with the \$25 per hour rate attached and you will be credited as you begin to fulfill your requirements. The charge will remain on your statement if your hours are not fulfilled. Volunteers run the Club and success is achieved by everyone working together!

**Ice Monitors**- Vouchers are awarded to parents who offer up their time to work as ice monitors. One voucher will be awarded for every 4 sessions monitored. See the “Head Monitor” to train for this position. It will also require you to be USFS SafeSport and Concussion trained.

\*\*Remember **since** ice monitors receive ice vouchers, this job **does not** count as volunteer hours.

### **Club Registration**

**Registration Fee** – 100% of the Registration Fee is due with your membership application. It covers the Cleveland Council fee per skater and Club administrative charges, including Club business, legal fees, copying fees, postage, etc.

\*\*The Registration fee for the first Club Member in the family is \$90. The Registration fee for the second Club Member is \$70 Payments

**Contract** – Your contracted club payment will have a payment schedule. Follow the payment schedule, or a late fee of \$25 will be automatically applied to your account. If for any reason there is a concern, please email the board before the payment is due.

**\*\*Additional Family Member Discount** - Families with more than one child registered as **Full Club Members** will receive a 25% discount off the minimum basic membership price for the second child. Both skaters must be registered for at least the minimum basic membership of 120 sessions for the season. The 25% off discount will apply to only the minimum basic membership price of the second skater and does not apply to any additional sessions that are purchased for the second child.

**Membership Accounts** – After purchasing your ice sessions at the beginning of the year a membership card and/or online account will be made to keep track of your skater's ice sessions. Each account will indicate the number of sessions that the respective skater has contracted for the season. Ice Monitors and/or your online account will deduct sessions as they are used by skaters. If the skater uses all of their sessions additional sessions may be purchased through the club or your account.

## **Center Ice Skating Club Electronic Communication Policy**

Center Ice Skating Club is committed to creating a safe and positive environment for members' physical, emotional, and social development and ensuring that it promotes an environment free of misconduct. Effective communication concerning activities, schedules, and administrative issues among coaches, members and their families, officials, and volunteers is critical. However, the use of electronic communication (including mobile devices, web-based applications, social media, and other forms of electronic communication) increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to minor skaters. The improper use of electronic communications can result in misconduct.

Accordingly, all members shall adhere to this Electronic Communications Policy at all times.

### **Social Media**

Center Ice Skating Club (CISC) maintains a website for the purposes of communicating non-personal information about club/skating-related activities. This includes communication designed to show support of CISC members and their accomplishments and for the promotion of the CISC programs, and events.

All electronic communication of any kind between adults and minors, including the use of social media, must be non-personal in nature and be for the purpose of communicating information about club/skating-related activities.

Use of any social media (Twitter, Facebook, Instagram, Snapchat, etc.) by a skater to direct statements that can cause abuse or misconduct such as emotional, sexual, bullying, harassment, hazing, taunting, and intimidation will **NOT** be tolerated. This includes statements from a skater toward another skater(s), club member, coach, parent, or Arena staff. The above is considered a violation of the SafeSport Program and will lead to disciplinary action by the CISC.

These disciplinary actions are as follows:

1. First Offense: A written warning to skater and parent(s) that further violations jeopardize the skater's standing in the club and USFSA
2. Second Offense: 30 days probation. This means that the skater will be marked on the USFSA as a skater that is not in good standing with CISC. This will prohibit the skater from competing or testing during that time frame.
3. Third Offense: Dismissal from Center Ice Skating Club

## **Email, Text Messaging, and Similar Electronic Communication**

All email and text message content between adults and minors must be non-personal in nature and be for the purpose of communicating information about club/skating activities.

Emails and text messages from any CISC adult, volunteer, coach, or board member to any minor member should include a parent. A parent may (on their own) grant specific permission to contact their minor without copying or including that parent. In such an event, all electronic content between adult and minor should be readily available to share with the public or the families of the skater or coach/adult. Coaches, skaters, and club volunteers must follow *common-sense guidelines regarding the volume and time of day* of any allowed electronic communications.

Use of electronic communication (texting or email) to commit abuse or bullying will **NOT** be tolerated.

## **Request to Discontinue All Electronic Communication or Imagery with Minors**

At any time, a parent may rescind their permission and request in writing that their child not be contacted by any form of electronic communication between coaches or other adults in the program, CISC and its members shall immediately comply with such request without any repercussions for such request.

## **Violations**

Social Media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, 'sexting', bullying, harassment, and hazing). Such communications by any coach, skater, parent, volunteer, or other participants in any CISC activities will **NOT** be tolerated and will be considered violations of CISC Electronic Communications Policy and the US Center for SafeSport Program, and disciplinary actions above will be followed.

# **Conflict Resolution Process for Center Ice Skating Club**

The board shall have the power to discipline, suspend or terminate membership in the club in accordance with the policies and procedures set forth in the bylaws and/or club policy handbook. It is the expectation that the board will make every effort to resolve any conflict or dispute occurring between members. All conflicts brought to the board will be handled in a timely and confidential manner using due process.

Any member or members having a complaint against another member for an infraction of any bylaw, rule, policy, procedure, or behavioral misconduct may report in writing as outlined below. The complaint must be filed within 15 days of the incident, infraction, or discovery of the alleged violation.

All complaints will be submitted in writing to the club president and will contain the following information. If the club president has a conflict of interest in the matter, the complaint will be submitted to another club officer.

1. Name, contact information, U.S. Figure Skating membership number, and signature of the party/parties filing the complaint.
2. Name of the party/parties against whom the complaint is brought.
3. The specific by-law, rule, policy, procedure, or guideline allegedly violated.
4. A statement of the facts surrounding the alleged violation. Include all necessary information such as date and time, location, specific facts, witnesses, and testimony.
5. Description of actions taken to attempt to resolve this matter informally.
6. The desired action or outcome the grievant wishes to be taken to resolve the conflict by the board.

The club president or club officer who has received the complaint will appoint a review panel of three unbiased people from within the club board or club membership, not related or involved with the alleged incident/infraction. The president or officer will name one of the members of the review panel as chair of the review panel. The review panel will evaluate the complaint and determine what, if any, further action is necessary.

If accepted, a copy of the complaint will be sent to the person against whom the complaint has been filed. The parties to the matter will be notified in writing of the names of the members of the review panel. In the event any party believes that a member of the review panel has a conflict of interest, an objection to that member shall be submitted in writing to the club president or officer within three days of the notification in writing. The objection will indicate with specificity what is the basis of the conflict of interest. The club president or officer shall determine if the review panel member will be replaced. The decision of the club president or officer is final. The respondent will have 10 days to respond to the complaint in writing. The review panel will send a copy of the response to the person filing the complaint.

Unless the chair of the review panel determines otherwise, the chair of the review panel will then schedule a meeting with all parties involved within seven days for a full investigation in the matter and come to a decision to resolve the complaint.

The review panel will report the findings and recommendations to the club board within seven days of the last meeting scheduled in the matter. The decision will be presented to the board who may adopt the recommendation, modify the recommendation, or return the matter to the review panel with directions for further investigation and or for further recommendations by the review panel. Once the decision is adopted or modified by the board the outcome is considered final and will be communicated in writing to both parties within seven days of the action by the board.

## **Ohio's Lindsay Law: Sudden Cardiac Arrest in Youth Athletes**

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Lindsays-Law/Lindsays-Law>

**Video:** <https://www.youtube.com/watch?v=s-YfCWQPegw>

**What is Lindsay's Law? Lindsay's Law is about Sudden Cardiac Arrest (SCA) in youth athletes. It covers all athletes 19 years or younger who practice for or compete in athletic activities. Activities may be organized by a school or youth sports organization. Which youth athletic activities are included in Lindsay's law? • Athletics at all schools in Ohio (public and non-public) • Any athletic contest or competition sponsored by or associated with a school • All interscholastic athletics, including all practices, interschool practices, and scrimmages • All youth sports organizations • All cheerleading and club sports, including noncompetitive cheerleading**

**What is SCA? SCA is when the heart stops beating suddenly and unexpectedly. This cuts off blood flow to the brain and other vital organs. People with SCA will die if not treated immediately. SCA can be caused by 1) a structural issue with the heart, OR 2) a heart electrical problem that controls the heartbeat, OR 3) a situation such as a person who is hit in the chest or gets a heart infection. What is a warning sign for SCA? If a family member died suddenly before age 50, or a family member has cardiomyopathy, long QT syndrome, Marfan syndrome or other rhythm problems of the heart. What symptoms are a warning sign of SCA? A young athlete may have these things with exercise: • Chest pain/discomfort • Unexplained fainting/near fainting or dizziness • Unexplained tiredness, shortness of breath or difficulty breathing • Unusually fast or racing heartbeats What happens if an athlete experiences syncope or fainting before, during or after a practice, scrimmage, or competitive play? The coach MUST remove the youth athlete from activity immediately. The youth athlete MUST be seen and cleared by**

a health care provider before returning to activity. This written clearance must be shared with a school or sports official. What happens if an athlete experiences any other warning signs of SCA? The youth athlete should be seen by a health care professional. Who can evaluate and clear youth athletes? A physician (MD or DO), a certified nurse practitioner, a clinical nurse specialist, certified nurse-midwife. For school athletes, a physician assistant or licensed athletic trainer may also clear a student. That person may refer the youth to another health care provider for further evaluation. What is needed for the youth athlete to return to the activity? There must be clearance from the health care provider in writing. This must be given to the coach and school or sports official before return to activity.

All youth athletes and their parents/guardians must review information about Sudden Cardiac Arrest, then sign and return this form.

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<b>Parent/Guardian Signature</b>	<b>Student Signature</b>
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<b>Parent/Guardian Name (Print)</b>	<b>Student Name (Print)</b>
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<b>Date</b>	<b>Date</b>
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