



# Club Handbook



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## **Welcome to Central South Dakota Skating Club**

Central South Dakota Skating Club (CSDSC) welcomes you to our family. The CSDSC encourages the instruction, practice, and advancement of the skaters. The CSDSC offers skating lessons for the following skill levels: Snowplow Sam 1 - 4, Basic 1 – 6, Pre-Free Skate, Free Skate 1 – 6, Advanced levels, and testing. We plan to attend competitions as able, and we will plan to perform at least one show per skating year to show off what the skaters have learned.

You can visit us on Facebook (Central South Dakota Skating Club) for more information and to keep up on current activities happening.

### **US Figure Skating Association**

Our club is an affiliated member club of the U.S. Figure Skating Association.

According to USFSA website (<https://www.usfigureskating.org>):

“U.S. Figure Skating is the national governing body for the sport of figure skating in the United States. U.S. Figure Skating is a member of the International Skating Union (ISU), the international federation for figure skating; and the United States Olympic & Paralympic Committee (USOPC).

U.S. Figure Skating is comprised of member clubs, collegiate clubs, school-affiliated clubs, individual members, and Friends of Figure Skating. There were seven charter member clubs in 1921 when the association was formed and first became a member of the ISU. To date, U.S. Figure Skating has more than 750-member, school-affiliated and collegiate clubs.

Stemming from the rebrand and success of U.S. Figure Skating’s Basic Skills Program, Learn to Skate USA serves the needs of both the recreational and competitive skater. Launched June 1, 2016, more than 1,000 Learn to Skate USA programs are now active in 49 states.

U.S. Figure Skating’s national headquarters in Colorado Springs, Colorado is also home to the World Figure Skating Museum & Hall of Fame, which is toured by more than 3,000 visitors annually.

A total of 475 volunteers filling approximately 950 positions serve on U.S. Figure Skating’s Board of Directors and numerous committees. Thousands of other volunteers dedicate their time to club activities, judging, officiating and competition management.”

## Club Member Voting

During the annual meeting, the voting adult members elect the board of directors. The term is a one-year term (May through April). Any parent/guardian of a “Member in Good Standing” who is interested in serving on the board is encouraged to reach out to any current board members. A “Member in Good Standing” is defined as a family that has consistently paid all dues 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 CSDSC first and foremost.

## Board of Directors

The CSDSC board is made up of four officers and one to three members at large that are elected by the adult members once a year. The club functions with the combined efforts of parents/guardians, skaters, the coach(es), Oahe hockey and the board.

The Board of Directors set policies in place and manage the affairs of the club at monthly meetings.

Members are encouraged to contact the board if a question or concern arises. The current board members are:

President: Jeremiah Phelps

Vice President: Jason Vermundson

Secretary: Rebecca McWilliams

Treasurer: Janet Hansen

Member at Large: Shantel Koccer

Member at Large:

Member at Large:

### Responsibilities of the Board of Directors:

1. To be available for questions and concerns from members
2. Make decisions that benefit the club as an entire group
3. Attend monthly board meetings with no more than 2 absences in a row with a maximum of 3 unexcused absences per year

If an issue arises that involves the child of a board member, the board member will remove him/herself from the discussion and voting.

### Board Member and Volunteer Position Job Descriptions:

#### President:

- Create agendas for and preside at all meetings of the club and of the Board of Directors.
- Serve as club contact with Oahe Hockey.
- Supervise and manage the club and its property in conjunction with the Board of Directors.
- Maintain the club handbook and by-laws annually.
- The President shall sign all agreements and contracts made by the club, upon approval of the Board.
- File Annual Report with the Secretary of the State.

**Vice-President:**

- Assist the president in their duties and in their absence assume his/her duties and officiate in his/her stead.

**Secretary:**

- Keep the minutes of all the meetings of the club and the Board of Directors.
- Submit meeting minutes to the President in a timely manner.
- Keep the club bulletin board up to date.
- Handle communication with club members.

**Treasurer**

- Keep a complete and accurate account of all receipts and disbursements.
- Deposit all funds received by the club in a timely manner, and pay club bills, invoices, and reimbursements to members.
- Provide a report of the financial status at monthly board meetings.
- Prepare an annual working budget for Board approval.
- Provide guidance to the Board in the matter of setting fees for membership
- File for annual non-profit status.

**Fundraising Coordinator:**

- Work to establish fundraising opportunities that would benefit the members and club.
- Present fundraising ideas to the Board for approval.
- Recruit club parent/guardians as needed to facilitate fundraisers.
- Work on club sponsorships with members.
- Advise parent/guardian working on program of any sponsorships to be noted in show program.
- Coordinates thank you's to be sent or delivered to sponsors.

**USFSA Chair:**

- Annually update club membership with US Figure Skating Association
- Submit all club memberships to USFSA in a timely manner.
- Maintain a roster of all club members.
- Apply for sanction event number with USFSA
- Updated tests passed for testing skaters

**Volunteer Coordinator:**

- Oversees the CSDSC volunteer program
- Ensures volunteers are in place when needed
- Recommends Volunteer Guideline changes to meet the needs of the club annually
- Handles all questions the club may have regarding volunteering program

## Communication

The Board of Directors will use a variety of ways to communicate important information for the skaters and their families. **Emails** will be sent out regarding all information to all current members. Facebook will be used for reminders. Calendars will be posted on the bulletin board in the warming room. The Facebook (Central South Dakota Skating Club) page will also have information on it. It is the parent/guardian's responsibility to be reading information that is sent out and/or posted.

## CSDSC Member Volunteering

Volunteering is an essential factor in making clubs a success. The CSDSC has minimum requirements that families must complete. These requirements are in place to keep everyone involved with their skater's journey in figure skating with the CSDSC. Each session the Board of Director's Volunteer Coordinator will review the CSDSC Volunteer Guidelines and implement requirements for families to meet the needs of the club. The CSDSC Volunteer Guidelines will be posted on our webpage and must be signed when registering for lessons by all families prior to skating with the CSDSC each session.

## Membership Fees

- Lesson Registration Fees can be found in the current Registration Information provided each session.
  - Snowplow Sam, Basic Levels, Pre-Free Skate – Adv. Levels
- All members are responsible for paying their annual \$77 USFSA first family member membership dues when registering for skating lessons the first session skating with CSDSC that skating year.
  - \$40 Additional Family Member Membership for each additional family Member
  - \$40 First Time Skater/Introductory Membership
- To ensure the success of CSDSC and keep all families actively engaged in the club, the club has established a volunteer program. This program offers members the choice to complete required volunteer hours or pay the Opt. Out fee for their level of skater requirements can be found in the CSDSC Volunteer Guidelines or in the Registration Information.
- **Additional costs** you may incur could include the following:
  - \*Ice skates \*skating apparel \*show costumes
  - \*Competition Skaters expenses for lessons, entry fees, travel, and coaching
  - \*Testing Skaters expenses for lessons, testing fees, travel, and coaching
- Scholarship are available by discussing with a CSDSC Board Member options and current CSDSC scholarship availability.

## Payments

Payments will be made through EntryEeze unless arrangements have been made and approved by the CSDSC Treasurer. Skaters will not be permitted to participate in any club activities until all fees are paid or set up on a monthly payment plan through EntryEeze.

## Group Lessons

The CSDSC hires and employs coach(es) to teach group lessons. The coach determines the structure, dates, and times of group lessons and test opportunities in compliance with USFS. The first session typically begins in September/October, and the second session starts in January. Lessons include Snowplow Sam's, basic skills through freestyle levels. Skaters are registered for group lessons based on ability determined by their highest level passed. The Board of Directors determines the cost of the lessons. Registration is available on EntryEeze. For information on CSDSC lessons, go to Central South Dakota Skating Club on Facebook. Skaters can earn colorful USFSA patches for each level passed when they join the skating club. Testing lessons can be done once a skater reaches Free 1 Skate Level.

## **CSDSC Head Coach**

- Complete a Professional Agreement and pay club coach membership fee with the CSDSC.
- Subscribe to Personal Liability Insurance and provide proof of such to the club.
- Establish a cooperative and respectful practice environment. Extend (and teach) courtesy and right-of-way to the skater performing his/her program.
- Treat all skaters without preferential treatment or bias.
- Consider other coach's ideas, techniques, and instruction when applicable. Any problems that arise will be resolved in private and off the ice.
- 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.
- Adhere to the USFSA Code of Ethics.
- Provide educational recreational activities which enhance quality of life.
- Provide recreational activities, both competitive and non-competitive, for persons of all ages.
- Establish a supportive atmosphere which affirms each participant's worth.

## **Junior Coaches**

- 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.
- Adhere to the USFSA Code of Ethics.
- Provide educational recreational activities which enhance quality of life.
- Provide recreational activities, both competitive and non-competitive, for persons of all ages.
- Establish a supportive atmosphere which affirms each participant's worth.
- Establish a cooperative and respectful practice environment. Extend (and teach) courtesy and right-of-way to the skater performing his/her program.
- Treat all skaters without preferential treatment or bias.
- Support Head Coach in all decision for the betterment of the club.
- Be a positive role model for skaters and set a good example for all members of the club.
- Jr. coaches will be considered at the Head Coach's recommendation and approved by the CSDSC Board of Directors

## **Show**

Shows are an optional activity for skaters. Show information will be distributed to club members via e-mail and posted on the club's bulletin board. Further information regarding being in the show, can be obtained from the coach or a board member. **More show information can be found in the CSDSC Show Manual.**

Lessons must be paid in full to be able to participate in any show.

## Competitions

Skating competitions are an optional activity for skaters. 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, coach's time and travel arrangements are the responsibility of the member who chooses to participate. Competition information will be distributed to club members via e-mail, Facebook page, and/or posted on the club's bulletin board. Further information regarding entering a competition, can be obtained from the coach or a board member. If you are in competition skating, you are responsible for obtaining/cutting your own music. If you have questions where to have music cut, please contact Coach Sam or a Board Member. All competition skaters must sign up for 1<sup>st</sup> session (Fall) to participate in competition skating for the season and all fees must be paid in full or skater will not be allowed to participate in competition skating with the CSDSC. Please see the **CSDSC Competition Manual for more information on competition Skating.**

## Costumes

Some costumes are available to borrow for use in the show and/or competition. Skaters and parent/guardian must agree to the following rules prior to the loaning of any costumes:

- Costumes are only for ice skating activities and are not intended for personal use outside the ice-skating venue.
- Please treat borrowed costumes with respect to avoid potential cleaning cost or replacement cost if determined costumes are damaged beyond normal usage.
- 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.

## 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. For safety reasons, tight fitting leggings or yoga pants are recommended. Gloves and hats are recommended and are very important for young skaters' comfort and warmth. Beginning skaters may want to wear snow pants and helmets will be required as a protective measure.

Skaters should have a well-fitted pair of leather skates that have good support for their 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 every 20 hours of use. 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. Once home, skates should be



removed from the soakers to prevent rusting of the blades. Also, waterproofing the leather soles is recommended.

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

## Ice Rink Etiquette/Responsibilities

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 he/she 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 will not be funny. If you do accidentally crash into someone, 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.
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.
11. **Headphones:** Wearing headphones while on the ice is not allowed. Being unable to hear others on the ice is hazardous to everyone.
12. **Music Rules:**
  - a. Skaters who are working with coaches have priority in the music line up.
  - b. Music is played on a rotation.
  - c. You are responsible for being ready when it is your turn.
  - d. All music CDs and cases should be labeled with your name.
  - e. Music for shows will be provided by the club for shows.
  - f. For safety reasons, personal players and ear buds are not allowed.
  - g. Adults should sign up with the volunteer coordinator to play music on a rotation for all skaters.

13. **Props** may be used when practicing routines; however, when the number of skaters on the ice approaches the maximum (20), at the coaches' discretion use of props may be limited due to safety concerns.

## **Behavior**

The CSDSC seeks to provide a positive atmosphere that encourages each skater to reach his/her individual goals. The individual successes of skaters should be viewed as victories for the club.

To maintain this supportive environment, the club encourages parents and skaters to report negative behavior that targets other skaters to either a coach or to a board member immediately. Board members can be contacted through the club email at the rink or by asking a coach for a board member contact information.

The first reported incident will involve a meeting between the skaters and parents involved and either a coach or board member in which apologies will be exchanged, expectations for future behavior and the ramifications of these behaviors occurring again will be explained. We encourage the parties involved to work through their concerns and provide a positive outcome for all parties involved.

A second reported incident may be dealt with according to the bylaws, Article VI.

## **Parent Code of Conduct**

Parents play an important role in the success of the CSDSC. 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 his/her ability to skate.

1. I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition, and test session.
2. I will place the emotional and physical well-being of my child and others ahead of my desire to win.
3. I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
4. I will promptly inform my child's coach of any physical/mental disability or challenge affecting my child that may affect the safety of my child or others.
5. I will teach my child that doing his/her best is more important than winning.
6. I will not ridicule, bully, blame, or yell at my child or other skaters, coaches, officials, or volunteers in response to a poor performance or for any other reason.
7. I will do my best to always make skating fun and will remember that my child participates in sports for his/her own enjoyment and satisfaction.
8. I will teach my child to treat other skaters, coaches, fans, volunteers, officials, and rink staff with respect, regardless of race, creed, color, sexual orientation, or ability. I will also take action and report any acts of bullying, harassment, or abuse to the appropriate authorities.
9. I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
10. I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
11. I will be a positive role model for my child and others.

12. I will demand a figure skating environment for my child that is free of drug or alcohol abuse and agree that I will not use or provide to a third-party any illegal drug prohibited by applicable federal, state, or municipal law.

13. I will not assist or condone any athlete's use of a banned substance as described by the International Olympic Committee, International Skating Union, United States Olympic Committee, or U.S. Figure Skating, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.

14. I will expect my child's coach to be in compliance with all requirements of U.S. Figure Skating and the Professional Skaters Association, to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association, and other accredited organizations.

15. I will respect my child's coach and refrain from "sideline" coaching my child or other skaters.

16. I will respect the decisions of officials and coaches, their authority and decisions during competitions and test sessions and teach my child to do the same.

17. I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, competitions, and test sessions.

18. I agree to report to the appropriate entity/party any SafeSport or Code of Conduct violations that I observe to:

CSDSC Board Member(s), CSDSC Coach(es)

<https://www.usfigureskating.org/skatesafe> or email: [SkateSafe@usfigureskating.org](mailto:SkateSafe@usfigureskating.org)

19. I will become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.

20. I will support and respect all skaters and their right to participate.

Parent Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_

## Skater Code of Conduct

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

1. I will be respectful, courteous, and considerate to others. I will act and speak respectfully on and off the ice to all skaters. I will treat locker rooms, warming rooms, and personal property with respect. I will always respect and obey all coaches. I will control my emotions in frustrating situations.
2. I will be trustworthy. I will be a good role model by endeavoring to make good choices.
3. I will be responsible and accountable for my choices and my actions towards myself and others. I will respect, protect, and maintain my equipment.
4. I will be fair. I will participate in events fairly by following the rules, taking into consideration the feelings of others, not taking advantage of others, and not asking for special help or favors.

5. 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.
6. I will be a good citizen. I will conduct myself in a way that presents a positive image of the CSDSC and its members both on and off the ice.

### **Unsafe or Discourteous Behavior:**

**Unsafe or discourteous behavior of any kind will not be tolerated.**

Must be signed and dated.

Central South Dakota SC Code of Conduct Agreement Form I,

\_\_\_\_\_ [member's name printed], have read the Code of Conduct, and agree to uphold all guidelines and tenets of this document.

\_\_\_\_\_ Skater's signature if 18 years or older

\_\_\_\_\_ Parent's or Legal Guardian's signature if under 18 years of age

\_\_\_\_\_ Date

This handbook outlines the policies and requirements of the CSDSC.

1. I have read and understand the handbook. If I do not understand any portion of it, I will seek clarification from a board member.
2. I will read any additions to, or revisions of, the handbook. If I do not understand the additions to, or revisions of, the handbook, 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 and communicated to me in any fashion are subject to interpretations, review, and changed by the board. Any changes made to the handbook will be available on our website and emailed to families. A paper copy will be provided upon request.

Skater's Name (please print): \_\_\_\_\_

Skater Signature (If over 18): \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_