

# Traverse City Figure Skating Club Manual



Updated as of July, 2018

# Club Manual and Rules

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# General Club Rules

**The following rules apply to club members, family members, and guardians et al.**

**GCR 1.** No Club member may enter a competition or give public exhibitions or negotiate for them on behalf of the Club or its members without the approval of the President, Vice President, Secretary or Treasurer.

**GCR 2.** The Club shall not be responsible by reason of loss, theft, or damage for personal property brought onto the premises by any member or guest, or for personal injury to any member or guest occurring either on or off the ice.

**GCR 3.** No gratuity shall be given to any employee of the Club.

**GCR 4.** Constructive suggestions should be made in writing and deposited in the suggestion box in the office or delivered to the Club office.

**GCR 5.** Except with the prior permission of the Board there shall be no solicitation of funds or contributions for any purpose directly or indirectly relating to the Club or its activities; and there shall be no solicitation on the Club property of funds or contributions for any purpose. Except with similar approval, there shall be no solicitation of sales on the Club's premises.

**GCR 6.** In order to provide a safe and civil environment for all members, the Club will not tolerate disorderly conduct or the use of obscene language.

**GCR 7.** The Club will not tolerate any form of harassment or bullying. Bullying is defined as the intentional use by one or more persons of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a Club or staff member ("target") that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to him or herself or of damage to his or her property; (iii) creates a hostile environment at the Club for the target; or (iv) infringes on the rights of the target at the Club or the orderly operation of the day to day operations of the Club. For the purposes of this section, bullying shall include cyber-bullying.

"Cyber-bullying" is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, cell phone text messaging, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if, in either case, the creation or impersonation creates any of the conditions enumerated in clauses (i) to (iv), inclusive, of the above definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (iv), inclusive, of the above definition of bullying.

**GCR 8.** The use, possession or sale of illegal drugs on the Club's property or at any Club function is strictly prohibited.

**GCR 9.** The consumption, possession or sale of alcoholic beverages by members under age 21, and the use of tobacco products by members under age 18 on the Club's property or at any Club function is prohibited.

**GCR 10.** Rules may be revised and exceptions may be made only in the sole discretion of the Board of

Directors. Any infraction of rules is justification for summary disciplinary action by the Board and will jeopardize the membership status of the offender(s). Infractions will be recorded and kept in member files. Infractions will be handled no longer the 30 days after the infraction is brought to the committee.

- First infraction of club rules may lead to consequences from a written warning, suspension of ice time, membership termination, community service (additional volunteer hours) or other consequence at the discretion of the disciplinary committee.
- Second infraction of club rules may lead to suspension of ice time, membership termination, or other consequence at the discretion of the disciplinary committee.
- Third infraction of club rules will lead to club membership termination, at the discretion of the disciplinary committee.

## **Membership Registration Requirements, Fees, and Payment Policy**

*Note: Does not apply to Learn to skate or Junior Club*

### **Required Annual Fees:**

#### **USFS Fees (can not be prorated)**

- USFS general membership = \$60
- USFS introductory membership = \$30
- USFS subsequent membership = \$24
- USFS learn to skate membership = \$13
- USFS collegiate membership (valid for 4 years) = \$70

#### **Club Membership (June 1st-May 31<sup>st</sup>, Prorated for new members (not renewals))**

- 1<sup>st</sup> member in family = \$125
- 2<sup>nd</sup> member in family = \$100
- Additional family membership after the second = \$85
- First year club membership = \$75
- Associate member (skating 5 months or less) = \$60
- Summer Guests = no club membership required, must be USFS member
- Friends of TCFSC – Contact TCFSC Director for donor levels
- Honorary Membership = upon recommendation and Board approval

### **Registration Fees**

- Registration for sessions is on Entryeze.com, instructions can be found on the club home page of Entryeze.
- Registration Fees are assessed at the beginning of each skating season (fall/winter, spring, summer)
- Regular Skating Sessions are scheduled sessions and are priced according to the average TCFSC usage, current ice costs and number of sessions reserved.
- Package rates may apply to provide discounts to those skating multiple sessions

Package rates available anytime. A skater may increase the number of sessions per week anytime during the season to take advantage of a discounted package rate (prorated for the remainder of the session).

- Dropping sessions are not allowed and no refunds will be given.
- Drop In Rates are priced according to average usage and current ice costs
- Punch Cards are available each session once the following requirements are met;
  - Fall/winter season - Must be registered for one weekly session before a punch card can be purchased.
  - Spring season - Must be registered for one weekly session before a punch card can be purchased.
  - Summer season - Must be registered for a minimum of 10 individual sessions before a punch card can be purchased.
  - Punch Cards expire at the end of the season for which they were purchased.

Annual locker rentals are available from July 1<sup>st</sup> – June 30<sup>th</sup>. Lockers need to be vacated after June 30<sup>th</sup>.

**Payments:** When possible the club will use monthly installment payment options built into Entryeeze. Online payments via credit card are available on Entryeeze in the members account. It is the responsibility of the member to enter the items in the cart each month PRIOR to making a payment with a check in the club office. The office will NOT take any checks that do not match cart amounts in the members account.

**Monthly Payment Option**

- Number of monthly payments is determined by the number of months in the season (fall/winter, spring, summer).
- **Payments are to be made by the 1st of each month**

**Past Due Accounts:**

Skaters with a past due account **will not be allowed** to skate until their account is made current. This includes drop in skates.

TCFSC will charge a late fee of \$15.00 for accounts over 10 days past due.

**Any skater whose account is not paid off before March 1 will not receive their ice show costume and will not be permitted to participate in the Ice Show.**

- If a skater must forfeit their participation in the ice show, no refunds will be made by TCFSC and the Club will take the necessary action to collect the money due unless a special circumstance is determined by the board.
- Monthly payments are required for any positive balance.
- No member in arrears for dues, or other indebtedness to the Club, shall be eligible to hold office, or entitled to vote, to participate in USFS testing or compete as a member of Traverse City Figure Skating Club
- Families needing exceptions to this policy must communicate to the treasurer and special arrangements addressed to the TCFSC Board in a closed meeting.

**Refunds**

There are no credits or cash refunds given for dropped sessions, member termination, and amounts owed for contracted ice time are still due. A punch card, at the appropriate punch card rate may be issued by the treasurer in the event that a family needs to drop a session. (Punch card rules will apply – see above)

Refunds are given for medical reasons only with physician documentation.

## **Missed Skating Session Policy and Procedure**

**MS 1. Responsibility of the Skater and Parents**

Before getting on the ice for each session, skaters are to check the list of registered skaters (posted at the door to the ice) and be sure they are registered on that session.

Any skater who is on a session that they were not registered for will be charged the drop-in fee for that session UNLESS they have arranged for a switch or requested to use a voucher or presented their punch card prior to that session. These drop-in fees added to your statements.  
To avoid drop in fees skaters need to follow the missed session's policy (i.e. request vouchers or switches) appropriately as outlined below.

**Policy for Vouchers:**

**Vouchers will be issued by the day – if you are scheduled to skate twice in one day you will receive one voucher for both skating sessions. Note that skating events are competitions, or other skating events which caused the skater to miss a session.**

Fall/winter season

**Max of 5 vouchers (not including skating events)**

Spring season

**Max of 3 vouchers (not including skating events)**

Summer season

**Max of 3 vouchers (not including skating events)**

**MS 2.** There is no refund for any missed or expired voucher sessions.

**MS 3.** If an illness extends beyond the maximum voucher amount for that session, a refund may be considered with a doctor's written verification.

**MS 4.** Vouchers are only valid for general, mid, low, or open sessions. Moves and dance sessions are eligible for vouchers only if there are other available days. No vouchers are given for sessions that include group teaching with an instructor/coach (spins, power, production ensemble, synchronized teams).

**MS 5.** Vouchers must be used within the season that they are granted – fall/winter, spring, or summer. All vouchers expire at the end of that season.

**MS 6.** There is no guarantee that vouchers can be used.

**Procedure for Vouchers**

- The skater's parent must request a voucher **prior** to a missed session by sending an email to the TCFSC office (skate@gofiguretc.org) or leaving a message on the TCFSC answering machine at (231) 947-2267.

**Policy and Procedure for Switches**

- The switch must be requested prior to missing the session(s)
- Switch must be approved by the TCFSC Office **AND** your coach
- Switched sessions must occur within 7 days before or after the session(s) being missed.
- Skaters are allowed 10 switches per session (fall/winter; spring; summer)
- After the 10 allowed switches, skaters will be assessed a \$1 fee per switch. The fee will be added to the skaters invoice

## ***Volunteer Requirements***

**MRV1.** Members are required to complete 24 volunteer hours per family each year from September 1<sup>st</sup>- June 15<sup>th</sup> .

**MRV2.** Hours must be completed by June 15<sup>th</sup> . (or date set by the board).

**MRV3.** Hours not completed will be billed \$15 for each remaining hour, up to \$360.

**MRV4.** The club will provide notice of opportunities to earn hours. A list of such opportunities is provided in the membership packet or fall registration packet.

**MRV5.** Volunteer hours are earned hour for hour - Example: *three hours worked during the ice show earns three volunteer hours.* Some exceptions may apply, for which notice will be given by the board.

**MRV6.** Fundraiser activities do not apply toward volunteer hours.

**MRV7.** Volunteers need to be compliant with USFS Safe Sport and background checks when necessary.

## **Fundraising Rules**

Being a non-profit organization, TCFSC relies upon fundraising activities to help defray the costs associated with running the club. This may include but is not limited to:

- Facility-rental ice costs.
- Coach Educational Opportunities
- Special events (Ice Show, Cherry Classic Competition)

**FR1.** The TCFSC will arrange fund raising events throughout the year when enough skaters and their families indicate an interest in participating. The TCFSC Board or their representative must approve all fundraising activities. Members interested in organizing a fundraiser should contact the club's fundraising chair or a board member for more information.

### **FR2. CLUB MEMBER COMMITMENT**

Each season, members of the TCFSC participating in the ice show will have a minimum fundraising commitment of one hundred dollars (\$100.00). This is a mandatory requirement for participation in the Ice Show with members required to furnish an ad(s) valued at \$100 or more. The minimum commitment must be met by the deadline designated in the Ice Show information or the amount remaining will be invoiced directly to the skater's account.

### **FR3.**

Funds raised through club fundraisers (unless otherwise noted) will be split between the club and the skater. The club will receive 40% of funds raised, and the skater will receive 60% in the form of credits toward ice time.

### **FR4. TCFSC BOARD AND FUNDRAISING CHAIR RESPONSIBILITIES**

All fundraising activities sponsored by the TCFSC must be authorized and conducted according to the by-laws of the TCFSC, Federal and State law, and the IRS Code. As such, fundraisers must be:

- Allowed by law.
- Planned and approved by the TCFSC Board and/or the Fundraising Chair.
- Conducted with the sole purpose of benefiting the club without segregation or identification of individual skaters.
- Scheduled and calendared accordingly.
- Nonpartisan, non-political and non-denominational in nature.

All efforts will be made to provide a large selection of fundraising opportunities throughout the year. All members are encouraged to participate in fundraising events.

## **Scholarships**

*Scholarships will be funded through the friends of TCFSC membership or otherwise decided by the TCFSC Board.  
Scholarships will be available based on funds available.*

### **TCFSC Financial Needs Scholarship Guidelines**

1. The Traverse City Figure Skating Club Financial Needs Scholarship is open to individual skaters who have been home club members of the Traverse City FSC for at least two (2) years, are in good standing and have purchased one or more ice sessions for each season during the previous two



years (including skating at least one day a week in the summer). Non-skating members are ineligible.

2. The Scholarship is open to those individual skaters who participate in singles, pairs, ice dancing and/or synchronized skating.
3. The Scholarship is based on financial needs. All information provided by the applicant will be kept strictly confidential within the scholarship committee, and all materials provided will be returned at the end of deliberation.
4. To qualify for the Scholarship, the skater must be club members and represent the club at competitions, though competing is NOT a requirement.
5. One scholarship will be awarded, for up to \$300 depending on available funds.
6. The Scholarship application will be reviewed by the Scholarship Committee which will be composed of two Board Members, The Tests Chairperson and one Member at Large.
7. The President will appoint the Board Members and the Member at Large, who will serve on the Scholarship Committee. The President will designate one individual to serve as its Chairperson.
8. No member of the Scholarship Committee may be under consideration for the Scholarship or have a close relative under consideration.
9. Should a member of the Scholarship Committee wish to apply for the scholarship, the president will have the authority to name a replacement member.
10. All Skaters who have met Traverse City Figure Skating Club eligibility criteria will be reviewed by the Scholarship Committee. The candidate's application and financial information will be reviewed with the weight being placed on the financial need of the skater.
11. The Committee may decide to waive the award for the season should there be no qualified applicant, or if funds are not available.
12. Winners of the scholarship will be kept confidential. All applicants will be notified by the president or club director whether or not they are awarded the scholarship.
13. Eligible skaters must file an application with the Scholarship Committee no later than August 1<sup>st</sup> of the skating season for which they wish to be considered for the Scholarship.
14. The Scholarship Committee will render its decision on award recipients to the board by August 15<sup>th</sup>.
15. The decisions made by the Scholarship Committee are final.

## **TCFSC Athletic Scholarship Guidelines**

1. The Traverse City Figure Skating Club Athletic Scholarship is open to individual skaters who have been home club members of the Traverse City FSC for at least two (2) years, are in good standing, represent the club at competitions, and have purchased one or more ice sessions for each season during the previous two years (including skating at least one day a week in the summer). Non-skating members are ineligible.

2. The Scholarship is open to those individual skaters who participate in singles, pairs, ice dancing and/or synchronized skating.
3. The Scholarship is based on competitive achievement and testing, NOT financial need.
4. To qualify for the Scholarship, the skater must have competed at any figure skating Competition at the Preliminary level or above during the current or preceding skating season.
5. One scholarship will be awarded, for up to \$300 depending on available funds.
6. The Scholarship application will be reviewed by the Scholarship Committee which will be composed of two Board Members, The Tests Chairperson and one Member at Large.
7. The President will appoint the Board Members and the Member at Large, who will serve on the Scholarship Committee. The President will designate one individual to serve as its Chairperson.
8. No member of the Scholarship Committee may be under consideration for the Scholarship or have a close relative under consideration.
9. Should a member of the Scholarship Committee wish to apply for the scholarship, the president will have the authority to name a replacement member.
10. All Skaters who have met Traverse City Figure Skating Club eligibility criteria will be reviewed by the Scholarship Committee. The candidate's test and competitive record for the current calendar year will be reviewed with the weight being placed on his/her placements at Competition events.
11. The Committee may decide to waive the award for the season should there be no qualified applicant, or if funds are not available.
12. Winners of the scholarship will be kept confidential. All applicants will be notified by the president or club director whether or not they are awarded the scholarship.
13. Eligible skaters must file an application with the Scholarship Committee no later than August 1<sup>st</sup>. of the skating season for which they wish to be considered for the Scholarship.
14. The Scholarship Committee will render its decision on award recipients to the board by August 15<sup>th</sup>.
15. The decisions made by the Scholarship Committee are final.

## **Ice Rules**

It is the responsibility of all skaters, parents and Coaching Staff members to familiarize themselves with these rules to insure the safety and enjoyment of all skaters.

**IR 1.** Any party authorized by the Board may call attention to a violation of the Ice Rules, and that party member should request the offender to discontinue such violation. Complaints will be given due consideration only when submitted in writing.

**IR 2.** All contracted, permanent wait-list and walk-on skaters must stop in the office to have their names checked on the daily sheets before getting on the ice.

**IR 3.** Inappropriate behavior of any kind will not be tolerated. Offensive language or behavior on the ice, in the locker room or anywhere on the Club's premises will result in the skater being asked to leave.

- (a) Sitting on the boards or in the entrances to the ice is prohibited.
- (b) The use of cassette, CD players, radios, cell phones or headphones is prohibited on the ice at all times.
- (c) Climbing over the boards is prohibited.

**IR 4** – Skaters must follow arena rules regarding food and drinks on the ice.

**IR 3** - All skaters must stop skating immediately when the Zamboni enters the ice at the end of the session.

**IR 4** - Except as provided below or in Ice Rule 9, skaters must meet and may not exceed, the free skating test requirements of a given session to skate on it.

For all sessions, the designated standard U.S. Figure Skating test level shall determine the sessions they are allowed to skate on. Contracted skaters who pass a Moves in the Field, Free Skating or Dance test during the course of their contract will be "grandfathered" on the session(s) for which they are contracted for the rest of that skating season if they are unable to switch to a higher level session.

**Regardless of test level, the skater must be able to skate to the level of the session.** Children five years of age and under must be supervised while on the ice by a parent, instructor, adult, or responsible other skater who is also on the ice.

**IR 5.** Walk-on Procedures:

- The total number of skaters (contracted and walk-on) on a session may not exceed the maximum number designated for that session.
- Skaters who wish to walk-on a session and who meet the test requirements of that session, may ask to have their names added to the session, based on available space.
- Once all Club members on the wait list have been accommodated, non-members who are guests who wish to walk-on will be allowed to walk on, if space is available, according to test level.
- Skaters who do not check in with the office before getting on the ice will be **charged for the session at the drop in rate.**

**IR 5.** A skater who does not meet the test level required for a given free skating session may walk on to that session after a ten minute waiting period, subject to the following conditions:

If there are less than 7 skaters on the ice, a skater who does not qualify at the test level for the session may walk on. This session will then be frozen at 10 skaters, except for skaters contracted for that session who arrive after the exception was made. The skater may not use a "switch" for this session, must use a voucher or pay drop in rate.

Once the exception has been made, no walk-ons will be permitted beyond the number that allowed the exception to be made.

**IR 6.** Suitable skating attire is required on all ice sessions. Attire that may be unsafe, or prohibit vision of skater is discouraged.

**IR 7.** Skaters need to remove all items from the boards during the Zamboni.

**IR 8.** For the safety and enjoyment of members and their guests, the following activities are not permitted during Club sessions:

- The use of speed skates, hockey skates, sticks or pucks

**IR 9.** While on the ice, all skaters and coaches are expected be aware of the activities around them and to exercise every caution required to avoid collisions. Skaters not performing a program must yield to the skater performing his or her program, and should also yield to skaters who, due to the nature of the move being performed (for example, a lift, a spin, or a backward spiral), have limited ability to quickly maneuver.

**IR 10.** During free skating sessions, skaters are expected to remain in motion on the ice and to avoid lingering in the corners.

**IR 11.** In recognition of the need for all skaters to keep their focus on what is happening on the ice and to be consistent with U.S. Figure Skating's guidelines for parents, parents may not offer instruction to a child from the boards, the bleachers or any other location. For the purposes of this rule, 'instruction' includes providing feedback on the execution of elements, providing direction on training activities, and providing any other guidance about what the skater is doing on the ice.

## **Music Rules**

**The purpose of these music rules is to make certain that music being played is appropriate, and to provide skaters and coaches with the opportunity to have their music played during busy skating sessions.**

**MR1.** All music played is to be free of any profanity or inappropriate content. It is expected that both skaters and coaches show good judgment in the selection of music to be played.

**MR2.** Skaters are to place their program music in line at the beginning of the session.

**MR3.** Skaters may place one program in line. After a full rotation of programs, skaters may choose to have a different program played for the next rotation.

**MR4.** Skaters are to wear the appropriate vest, or other item which the club provides to indicate they are in program.

**MR5.** Based on the number of programs in line, a fair warm up period will be provided, after which time the first skaters program will be played. Should the first skater elect not to do their program, their music will go to the back of the line. The same applies for any skater electing not to go when it is their turn.

**MR6.** Coaches may request an interruption of the skating order. Requests are only allowed for a skater they are in lesson with.

**MR7.** Skaters in line may not be cut in front of more than two times in a row by coach requests.

**MR8.** Coaches in a lesson with a skater who has not had a program played during that session may cut in front of a skater who has already skated a program.

**MR9.** In cases where there are no skaters waiting in line, skaters and coaches are free to play music as necessary.

**MR10.** Restarts are not allowed by skaters or coaches when another skater or coach is in line. Should there be no skater or coach in line, restarts are acceptable for choreography or training purposes.

**MR11.** Skaters who are registered for testing or competition will be given priority for two weeks leading up to the event. Such skaters, when not in lesson, may request an interruption in the skating order once per session.

**MR12.** Skaters and coaches will make every attempt to give sufficient space to the skater performing to their music, and is wearing the item provided by the club (MR6).

## **Testing Rules**

**TR 1.** The Club will hold one to four USFS test sessions per year.

**TR 2.** Priority for the taking of tests is as follows:

- (a) Club members, in the order of receipt by date and time and then usually from the highest test level to the lowest;
- (b) Non-club members, including students of members of the Coaching Staff, in order of receipt by date and time from the lowest test level to the highest for figure skating tests and from the highest test level to the lowest for dance tests.

**TR 3.** Applications to take tests must be filed with the test chair by the deadline announced for that test session.

**TR 4.** Applications must include the following information and be completely filled out:

- (a) The candidate's U.S. Figure Skating registration number;
- (b) Parent and coach signatures as required;
- (c) U.S. Figure Skating Registration number for coach;
- (d) If a non-member, written permission to test from the candidate's home club.

**TR 5.** Candidates for tests who are Club members must be in good standing (i.e., with account balances current and no overdue bills) in order to be eligible to take tests.

**TR 6.** Late applications will be considered on a case-by-case basis only when received in writing and if accepted, will be subject to the applicable late filing fee.

**TR 7.** Any test candidate who withdraws from a test session after the test schedule has been completed and posted for a reason other than illness or injury will forfeit that candidate's application fee. In the case of withdrawal due to illness or injury, a refund of the application fee, minus an applicable cancellation fee, will be made upon receipt of written notice from a physician certifying the illness or injury.

**TR 8.** The selection of judges for test sessions is solely within the discretion of the Test Chairman. Judges are normally selected based on availability and club skater needs.

**TR 9.** In order for test sessions to be run on time and according to the announced schedule, it is essential that candidates be present in the rink one hour prior to their assigned test time (or warm up time) and be ready to skate when called upon.

**TR 10.** Copies of test sheets will be provided to the skaters coach after the scores have been evaluated, and the test chair has made copies.

**TR 11.** All tests are conducted strictly in accordance with the Rules of U.S. Figure Skating. Test Certificates for passed tests are usually received from U.S. Figure Skating within two to three months at the earliest following the test date and the submission of the Test Report, and can be picked up in the Club office.

**TR 12.** Coaches may request to hold a special test session only for their skater. This will be granted by the board, should there be special circumstances. The coach will be responsible for scheduling judges, ice time and the skater will pay any test and other related fees required to the club.

**TR13.** Skaters wishing to use IJS protocols for test credit must follow USFS requirements and fill out the appropriate paper work which can be found on the club website.

## **Coaching Staff Rules and Recommended Practices**

**CSR 1.** The word "coach" as used in these Rules shall mean everyone related to the club, including eligible skaters, who teach figure skating and any related disciplines.

**CSR 2.** The following levels of coaching require the necessary criteria:

### **Apprentice Coach:**

- Assists a Learn to Skate Coach with their class
- Two sessions of Learn to Skate classes must be completed before moving on to the Assistant Coach level
- No liability insurance is needed
- Not paid by TBSC
- Must be at least 13 years old
- If over 18 years old must complete the USFS and PSA requirements

### **Assistant Coach:**

- May teach Learn to Skate, Jr. Club or Advanced Beginner
- If no classes are available, they will be placed on a waiting list and may be asked to substitute
- May teach private lessons only on Learn to Skate ice time
- Must Complete the Registration and Background Check as required by USFS
- Must be at least 13 years old
- If over 18 years old must complete the USFS and PSA requirements
- Must complete two Learn to skate sessions to be eligible to move to the Junior Coach level
- Pay rate is \$17.50 /hour

### **Jr. Coach:**

- Must supply the Director of Learn to skate with a written request to become a Jr. Coach. May reapply again after the following Learn to skate session if not approved by the director.
- Must carry liability insurance and supply the TBSC office with a copy of proof of insurance.
- Must Complete the Background Check as required by USFS (depending if over 18 and only teaching learn to skate see USFS rules)
- May teach private lessons on Learn to skate and low freestyle ice.
- May teach Freestyle, Moves and Ice Dance.
- May choreograph a number in the ice show.
- Must be at least 16 years old.
- If over 18 years old must complete the USFS and PSA requirements
- Pay rate is \$17.50 /hour

### **Senior Coach:**

- Must apply to the TCFSC board, providing a resume. Application will be reviewed by the board and the TCFSC director.
- Must have passed a USFS gold test (figures, moves in the field, pairs, dance, freestyle)
- Must carry liability insurance and supply the TBSC office with a copy of proof of insurance.
- Must fulfill the USFS registration and background process.
- Must be a PSA member and complete the annual PSA Continued Education Requirements.

- May teach private lessons on any TCFSC ice time.
- May choreograph a number in the ice show.
- Must be at least 18 years old.
- Pay rate for Learn to skate will be \$25/ hour.

**CSR 3.** All Coaches shall adhere to and enforce student adherence to all Club and Committee Rules.

**CSR 4.** The following basic rules shall govern the conduct and relations of all coaches:

(a) Coaches shall at all times exercise the greatest care and discretion in their relationships with other coaches, pupils and pupils of other coaches.

(b) Coaches shall recognize and respect the rights of skaters to seek instruction or take lessons from coaches of their choice.

(c) No coach shall in any case solicit pupils of another coach, directly or indirectly through third parties.

(d) Coaches shall dress neatly and in a clean and appropriate manner as is becoming a member of his or her profession.

(e) Coaches shall be ever mindful of the influence they exercise over their pupils, and this trust should never be abused.

(f) Coaches are expected to be professional in their conduct at all times, and ambassadors for the Club within the skating community. As such, coaches shall not publicly make disparaging comments or start or perpetuate unfounded rumors about the Club, its members or management. However, constructive criticism and observations directed to the Club's management is welcomed at all times.

**CSR 5.** All coaches must maintain liability insurance coverage in an amount equal to the standard policy of the Professional Skaters Association (PSA), and must provide the club office with a copy of such coverage prior to being able to teach at the Club.

**CSR 6.** All coaches must submit to a periodic criminal background check, according to USFS requirements.

**CSR 7.** All coaches will meet the CER, Background check, SafeSport, and other requirements set by the USFS and PSA.

**CSR 7.** All senior coaches must be members of both U.S. Figure Skating and the PSA, and must be registered as coaches with U.S. Figure Skating.

**CSR 8.** Semi-private lessons in which a coach is simultaneously working with multiple students on generally similar elements are permitted. Group lessons should be held in a manner which does not disrupt the flow of skating for the other skaters on the session.

**CSR 9.** Prior to using the harness, any new coach will review the harness procedure with an experienced coach.

**CSR 10.** At the sole discretion of the Board, Coaches who fail to abide by these rules may be banned from teaching at the Club.

**CSR 11.** Coaches understand that it is considered good practice to bring in a third party when

dealing with a conflict with a parent or other person involved in the club.

## ***Parent Code of Conduct***

**PE 1.** Parents of skaters need to read, and abide by the rules established by the club that pertain to them.

**PE 2.** Soliciting skaters on behalf of coaches is to be avoided.

**PE 3.** Parents are expected to show good sportsmanship towards other skaters, coaches and any members of USFS.

**PE 4.** Parents are expected to be professional in their conduct at all times, and ambassadors for the Club within the community. As such, parents shall not publicly make disparaging comments or start or perpetuate unfounded rumors about the Club, its members or management. However, constructive criticism and observations directed to the Club's management is welcomed at all times. Any complaints should be handled through the proper channels. Complaints should be made to the TCFSC director, or to the board. All issues will be dealt with in a professional manner.

**PE 5.** No coaching at the boards. Parents may watch their skaters from the stands, lobby, or upstairs area, but may not be at the boards giving instruction to skaters.

**PE 6.** Parents are expected to refrain from speaking negatively about coaches, or other members. A consistent problem with skating clubs is "stands talk". Parents talking in the stands about a skater, coach, member, or issue going on in the club in a negative fashion is not beneficial for anyone involved. As we all know, when there are issues, concerns or questions, it is always best to go to the appropriate people for the correct information. The goal of every parent and member of the club should be to create a positive atmosphere for all to feel welcomed and supported.

**PE 7.** Parents are expected to treat their children with respect and care at all times, and at all events in accordance with all club rules.

**PE 8.** Any grievances should be brought to the board. Penalties for behavior unbecoming of a TCFSC member may range from written warning to dismissal from the club.

**PE 9.** Any infractions will be handled by the discipline committee per rule GCR 10.

## ***Ice Show Rules***

### **INTENT:**

To give all skaters within our skating club an opportunity to show their skating talents while encouraging teamwork, performance skills, work ethic, harmony and fun. To continue to move and grow the Traverse City Figure Skating Club in a forward direction that will positively impact and influence all of the families involved.

### **A NOTE FROM THE DIRECTOR:**

I believe in our skaters, staff and their families. We represent a unique and special skating community in which the values of "family" are the heart and soul of this program. My vision has been to create another avenue for our skaters to have the opportunity to shine like the stars that they are. My dream for every skater is to gain confidence and self worth through the positive attributes of this program such as,



teamwork, friendship, fairness, firm guidance and fun. I learned long ago that at the end of the day it's what you encounter along the journey that makes a difference.

Regards,  
Heidi Masse'

## Rules Concerning Practice Ice, Rehearsals, and Requirements

**ISR1.** All skater numbers are encouraged to be choreographed off ice before the skaters begin on-ice practice. Off ice coaching fees are shared between all participants in that group number.

**ISR2.** Any group of 1, 2, or 3 skaters may practice on regular club ice. This will be scheduled so as to not disrupt regular lessons or classes where possible. Larger groups MAY NOT practice on regular TCFSC club ice time. Special practice times will be posted for large group numbers and the cost of ice has been included in the registration fees, coaching fees are shared between all participants in the group number.

**ISR3.** Groups of 4 and 5's will have separate practice times for the show. They will be held on the 3 Saturday's prior to the show in February and March. Please mark your calendars and listen to coaches for exact times/days. Special practice times will be posted for large group numbers and the cost of ice has been included in the registration fees, coaching fees are shared between all participants in the group number.

**ISR4.** No make-up session will be held on any TCFSC club ice time. The reason for this is that it interferes with regular ice time and already scheduled skater lessons.

**ISR5.** All skaters will be expected to attend their scheduled ice show practices. ***If a skater chooses to miss 2 or more scheduled practices (on or off-ice), they may be eliminated from that number and no money will be refunded.*** If you absolutely must miss a practice, please notify the coach that is choreographing your number and arrange to review the information that you missed with another skater in your group number.

**ISR6.** If you must miss a practice, you may still be billed for the session at the group rate.

**ISR7.** Please as a courtesy to other skaters in your group, do not schedule vacation times near the ice show or they will be counted as a missed practice.

**ISR8.** Upon accepting a part in the ice show, skaters are to understand that the coaching team is making all casting decisions.

**ISR9.** Should a skater drop out of the show, no fees are refunded and skaters are still responsible for the coaches' fees if in a group number.

**ISR10.** Skaters are required to attend practices, tech rehearsal, dress rehearsal, and all three performances.

**ISR11.** Skaters are required to bring in \$100 worth of ads for the Program book or pay a \$100 fee, by the deadline established by the ice show committee.

**ISR12.** For the skater to be allowed to skate in the ice show, all accounts including fees for coaching, costumes, etc. must be paid in full by the ice show payment deadline.

### Ice Show Registration Requirements

***(When Registering for Fall/Winter ice please consider the following ice show skating requirements)***

For Free Style solos and group numbers in the Annual Ice Show the skater must be registered for the following minimum Fall/Winter club ice skating sessions: (See the Ice Show Packet for more information coming out in October)

- Solo Skater – 3 sessions per week
- Duo, Trio, – 2 sessions per week
- Groups of 4 and 5 Skaters – 1 session per week

The skater must also be taking free style lessons from a TCFSC coach on TCFSC ice during the entire fall/winter season.

The skater must be at least an associate member of the club to participate in ice show.

The deadline to meet these requirements is the ice show sign up deadline.

## **Conclusion**

The Traverse City Figure Skating Club is a non profit organization, run primarily by volunteers. The board and directors of the club intend to create an atmosphere where the skaters learn not only skating skills, but life skills. Our best efforts are made to make the experience of each member one that is safe, fun, and memorable. We have skaters of all different abilities and goals. The club strives to present an atmosphere where all skaters can achieve whatever goals they may have.

\*\*\* All rules and information is subject to change. The TCFSC Board will review this manual yearly to adjust to the latest information.\*\*