

Beaver County Figure Skating Club Handbook

2017 - 2018



The purpose of the Beaver County Figure Skating Club is to encourage the instruction, practice and advancement of its members in all types of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; to sponsor, produce or cooperate in the production of figure skating competitions, exhibitions and shows in accordance with the rules of the United States Figure Skating. The Club shall also perform other acts as necessary, proper and advisable to the realization of its purpose and to carry out the policies of the US Figure Skating.

Please Save this Handbook as it contains important information for your reference.

Every effort has been made to insure that this handbook is correct. Omissions and errors may be reported to the BCFSC Board.

The policies and information in this handbook may change at anytime, however all care will be taken to inform the membership of any changes in a timely manner.

About Beaver County Figure Skating Club

The Beaver County Figure Skating Club is a non-profit [501(c) 3] organization sanctioned by U.S. Figure Skating. Club Bylaws have been established to secure compliance with federal and state laws governing non-profit organizations, and to align the club operations with standards established by U.S. Figure Skating.

The power of the club is vested in its members. The Club Board of Directors is made up of volunteers elected by the membership to serve and act as Club Officers and as Board Members. They represent the membership in the making of policy, establishing and updating bylaws, and filing the required state and U.S. Figure Skating reports and forms.

Board members also select Delegate(s) to the U.S. Figure Skating Governing Council meeting each spring.

Benefits of Membership

Joining the Beaver County Figure Skating Club is an important step in a figure skater's life as the club becomes your training home. The club environment provides inspiration, encouragement and support for skaters of all ages. By joining the Club you will also become a member of US Figure Skating or Learn to Skate USA!

Benefits the club offers to its skating members:

- Underwrites several freestyle sessions each week from September through May (helps keep the cost of ice time down)
- Hosts test sessions with judges so that skaters may advance in the sport
- Hosts an annual awards banquet to honor member's accomplishments
- Hosts ice shows

Some other reasons for joining:

- More parental involvement will be a win/win for your skater.
- You will have a direct link to all the information provided by the Club Newsletter and U.S. Figure Skating.
- You will have a voice and a vote in club business at the General Membership Meeting.
- By being more involved, you are more likely to have a positive experience in the sport.
- When nominations are being sought for club board positions, you would already be a club member.
- Clubs will benefit from a larger membership base.

Of course, being a member of U.S. Figure Skating also means you may have the opportunity to become a member of the U.S., World or Olympic Figure Skating Team some day!

BCFSC Memberships for July 1, 2017 – June 30, 2018

Full, Introductory and Basic Skills Members may receive the following benefits:

- Subscription to Skating Magazine (1 per household - Full and Introductory Members only)
- Receive secondary sport accident insurance
- Discount on BCFSC freestyle sessions; may purchase club ice packages (punch cards)
- Represent BCFSC at US Figure Skating sanctioned events (test sessions, competitions, and shows)
- Certificates of accomplishment for passing US Figure Skating proficiency tests
- Club Newsletter
- Eligible for all Club awards

INTRODUCTORY MEMBER (ONE ADULT SOCIAL MEMBERSHIP INCLUDED FOR MEMBERS UNDER 18) - \$100

- Includes US Figure Skating Membership
- **First time member only** (BCFSC or any other US Figure Skating Club)
- **Must have passed Learn to Skate USA Basic Six**

FULL MEMBER (ONE ADULT SOCIAL MEMBERSHIP INCLUDED FOR MEMBERS UNDER 18) - \$180

- Includes US Figure Skating Membership
- May use all Club Freestyle Sessions

2nd FULL (SOCIAL ADULT MEMBERSHIP OPTIONAL FOR ADDITIONAL \$60) - \$100

- Must have a FULL OR INTRODUCTORY MEMBER in the same family/household to qualify

BASIC SKILLS MEMBER - (SOCIAL ADULT MEMBERSHIP OPTIONAL FOR ADDITIONAL \$60) - \$50

- Includes Learn to Skate USA Membership
- This membership is for students taking private lessons at the Basic Skills levels (Snowplow Sam through Basic 6)
- Receive a Learn to Skate USA Welcome Packet in the mail

SOCIAL ADULT MEMBER - \$60

- Includes US Figure Skating Membership
- May participate on BCFSC Board of Directors or just support the organization
- May participate in all BCFSC activities as a volunteer
- **Includes voting privileges**
- This membership is not for skaters

ASSOCIATE MEMBER (DOES NOT INCLUDE US FIGURE SKATING MEMBERSHIP; NO VOTING PRIVILEGES) - \$75

- Must have a current membership in another US Figure Skating Club
- Discount on BCFSC freestyle sessions; may purchase club ice packages (punch cards)

PROFESSIONAL MEMBER - \$70

- Includes US Figure Skating Membership
- Includes voting privileges
- Must sign the BCFSC Professional Members Policy and Agreement.
- Must sign the BCFSC Coaches' Code of Ethics, Standards and Conduct from the SafeSport Handbook.
- Must follow all BCFSC Ice Etiquette and Safety Rules for all freestyle sessions.

COLLEGE MEMBER (DOES NOT INCLUDE SOCIAL ADULT MEMBERSHIP) - \$75

- 4-year Full Membership for full-time college students only
- Must provide proof of eligibility
- Eligible only once in lifetime
- Includes voting privileges

* Memberships may be prorated at the discretion of the Board on a case by case basis.

Not Ready to Join the Club Yet?

THE BCFSC LEARN TO SKATE USA PROGRAM

- Register with Learn to Skate USA (\$17.50) and be assigned to the BCFSC Learn to Skate USA Program.
- Must sign waiver, must follow Ice Etiquette and Safety Rules for all Freestyle Sessions when on lesson during a BCFSC Freestyle Session.
- May take private Learn to Skate USA Basic Skills Lessons (Basic Skills Curriculum) with Coach ONLY on Club Freestyle Sessions - \$7.00 per ½ hour (Skater is only permitted on the ice for the duration of the lesson time.)
- Represent BCFSC at US Figure Skating sanctioned events (competitions, and shows)
- May purchase club jacket
- May participate in the Club's Learn to Skate USA *or* Bridge classes for an additional fee.

General Information

SafeSport Program

U.S. Figure Skating and the Beaver County Figure Skating Club strive to provide a safe environment for its members that is free of abuse and harassment. The association will not tolerate or condone any form of harassment or abuse of any of its members including athletes, coaches, officials, directors, employees, parents, volunteers or any other persons while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating. All forms of abuse and harassment are unacceptable and in direct conflict with U.S. Figure Skating rules.

Communications

It is our goal to effectively communicate important information with you. Important club information will be posted on the Club's bulletin board at the Beaver County Ice Arena, sent to the email address you provided on your membership application, and the Club's website will be updated on a regular basis (www.bcfsc.org). It is your responsibility to check for that information on a regular basis. If at any time you have a question or concern, please send an email to info@bcfsc.org or speak with a Board Member.

You Are Invited to Get Involved in the Club!

The Beaver County Figure Skating Club relies heavily upon your participation with our various activities, events and fundraisers. Your participation not only helps the club, it is good for the spirit. It's an opportunity to meet people with similar interests and to have a good time. Please support our skaters by volunteering and working towards our fundraising goals.

A minimum volunteer time requirement has been established, please see the Fundraising/Volunteer Policy and Agreement at the end of this Handbook.

General Membership Meetings

The Club will hold a General Membership meeting in May *or* June of 2018. All voting members are required to attend these meetings to remain informed of the Club's activities and to have input on future activities. In the event you are unable to attend a General Membership Meeting, an absentee ballot will be provided to all qualified voting member of the Club. The ballot must then be marked, signed and returned to an Officer who will be in attendance at the meeting, prior to the start of the meeting. *Other special meetings may be called in accordance with our Club Bylaws if necessary.*

Board Meetings and Minutes

Board meetings are held monthly, this year's schedule for Board Meetings will be posted on the Club's website as soon as it is available. Minutes from all meetings are also posted on the Club's website, usually within one month of the meeting.

Board Officers and Members

President: Terri Miller, terri@bcfsc.org, 412-996-3050 (2016-2018)

Vice President: Megan Laughlin, megan@bcfsc.org (2017 -2019)

Secretary: Carolyn Chen, carolyn@bcfsc.org (2016 - 2018)

Treasurer: Tracy Stowe, tracy@bcfsc.org (2017-2019)

Board Member: Christine Cox, christine@bcfsc.org (2015-2018)

Board Member: Dean Miller, dean@bcfsc.org (2015-2018)

Board Member: Lori Kuhlman, lori@bcfsc.org (2015-2018)

Board Member: Robin Metz, robin@bcfsc.org (2015-2018)

Board Member: Eric Laughlin, eric@bcfsc.org (2017-2019)

Standing Committees

Membership Chair - Christine Cox

Test Chair - Christine Miller

Nominating Chair - Megan Laughlin

Basic Skills Director - TBA

SafeSport Compliance Chair - Lori Kuhlman

Fundraising Policy

A fundraising requirement has been established for all Full, Introductory and Basic Skills Club members, please see the Fundraising/Volunteer Policy and Agreement included at the end of the Handbook for the details.

Club Awards

The Beaver County Figure Skating Club annually presents four awards to a BCFSC members. All Full, Introductory and Basic Skills Club members who have attended competitions or have passed US Figure Skating tests may qualify for these awards.

- **BCFSC Merit Award**- This award is given to the member earning the highest number of points based on US Figure Skating moves in the field tests and free skate tests taken, and passed, during the period of May 1, 2016 - April 30, 2017.
- **BCFSC Ice Dance Merit Award** - This award is given to the member earning the highest number of points based on US Figure Skating compulsory dance & free dance tests taken, and passed during the period of May 1, 2016 - April 30, 2017.
- **BCFSC Competition Award and BCFSC Basic Skills Competition Award**- These 2 awards are given to the members earning the highest number of points based on competition results for the period of May 1, 2017 - April 30, 2018. To be considered for this award it is your responsibility to get copies of the results from all competitions you attend. Your results must be submitted with the application for this award. The award applications come out in April and must be returned to the Awards Chairperson by the stated deadline to qualify for the awards.

Ice Shows

Guidelines and requirements for ice shows will be posted on the Club's bulletin board and emailed at least 1 month before any ice show the Club may produce.

Club Jackets

Club jackets may be ordered online from Sporting My Stuff. The link to the online store is available on the Club's website.

Club Bylaws and Financial Statements

The Club Bylaws are available on the Club's website. Financial Statements may be reviewed by appointment, please submit a written request to the Board of Directors.

Test Sessions

BCFSC schedules test sessions each year, during which club members may be evaluated by certified skating judges. The tests enable skaters to attain skill rankings, established by the US Figure Skating , by demonstrating their abilities before objective judges.

Tests enable skaters to measure their skills, qualify for levels of competition, and obtain tangible rewards for their hard work and progress. With special arrangements, a BCFSC skater may also participate in test sessions sponsored by other US Figure Skating clubs.

Tentative Club Calendar Outline for 2017-2018

- **Summer Activities**
 - Pool Party
 - Summer Fundraiser(s)
- **September 2017**
 - Freestyle Sessions begin at BCIA
 - Learn to Skate USA begins
 - Bridge Class Begins
 - Test Session
- **October 2017**
 - Frankenskiate
- **November 2017**
 - First Required Fundraiser
- **December 2017**
 - Skate with Santa
 - Holiday Ice Show
- **January 2018**
 - After the Holidays Party
 - Test Session
- **February 2018**
 - Second Required Fundraiser
- **March 2018**
 - Skate with the Bunny Eggstravaganza
- **April 2018**
 - Spring Ice Show
 - Test Session
- **May 2018**
 - Annual Awards Banquet
 - General Membership Meeting
- **June 2018**
 - BCIA closes

Change of Home Club

Should a skater wish to change their home club after their membership has been sent to the US Figure Skating, a Change of Home Club Form, signed by two (2) officers, and must be completed and sent to the US Figure Skating. Contact the BCFSC President for the appropriate form. The President will advise the Membership Chairman of any such changes.

Ice Time - Club Freestyle Sessions

A freestyle session is ice time designated for figure skaters who wish to practice their jumps, spins, moves in the field and competition/test programs. Up to 25 skaters are allowed on each session. Private skating instruction is also given during freestyle sessions.

- **There are two types of freestyle sessions:**
- Club sponsored (Underwritten by the Club)
- Ice Arena sponsored

Beaver County Figure Skating Club Sponsored Freestyle Sessions

- **Session Times**
 - Sunday: 4:15 pm to 4:45 pm, 4:45 pm to 5:15 pm, 5:15 pm to 5:45 pm, 5:45 pm to 6:15 pm
 - Tuesday: 3:45 pm to 4:15 pm, 4:15 pm to 4:45 pm, 4:45 pm to 5:15 pm, 5:15pm to 5:45 pm
 - Thursday: 4:30 pm to 5:00 pm, 5:00 pm to 5:30 pm
- **Cost**
 - \$7.00 per ½ hour
 - ONLY Full, Introductory and Basic Skills Club members may purchase a punch card and to receive a discount on the cost of club sponsored sessions. Punch cards are Twenty (20)
½ Hour Sessions - \$100 (\$5.00 per ½ hour)
- Skaters must sign-in with the ice monitor and pay for all club freestyle sessions before entering the ice.
- **Also available:**
 - Learn to Skate USA Basic Skills or Hockey Curriculum Lessons, Hockey 1 through Hockey 4 Levels ONLY - Private Hockey Skating Lessons with Coach ONLY- \$7.00 per ½ hour (Skater is only permitted on the ice for the duration of the lesson time. No sticks or pucks.)
 - Must sign waiver, must follow Ice Etiquette and Safety Rules for all Freestyle Sessions.

Beaver County Ice Arena Freestyle Sessions

- For information on times and cost, pick up an ice arena schedule in the lobby or visit them on Facebook.

Ice Etiquette and Safety Rules for All Freestyle Sessions

It is important some basic rules be observed by all skaters, coaches and parents for safety, and to ensure that everyone can make effective use of their ice time. It is important for everyone's safety that all skaters and coaches stay aware of other skaters on the ice.

- If you are a less experienced skater, please be extra careful to stay aware of other skaters and to watch where you are skating to see what others are doing or are about to do.
- If you are an experienced skater, please be patient with the less experienced skaters. Remember – you were new to freestyles at one time, too.
- Please be understanding if someone gets in your way.
- It is essential to respect other skaters.
- Strive to avoid collisions!
- Keep moving while on the ice, as it is dangerous for you and other skaters to stand still during a session. It is especially important not to stand in the middle of the ice or any of the jumping corners.
- Private lessons are restricted to ONE skater or ONE dance or pair team per lesson on all freestyle.

Prohibited Behavior

- Freestyle sessions are meant for skating training; so playing or socializing is not permitted on the ice during freestyle sessions. Please take these activities off the ice.
- Kicking, digging holes, scraping or stomping the ice with your blades and kicking the boards are prohibited.
- Being verbally abusive to other skaters or coaches is prohibited.
- Deliberately challenging, scaring or intentionally blocking another skater is prohibited.
- Lying or sitting on the ice is prohibited.
- Videotaping anyone other than your own skater is strictly prohibited. This applies to skaters, coaches and parents.
- The hockey boxes and scorekeeper's box are for coaches and skaters ONLY. Parents may observe from the bleachers.
- Parents/Spectators may NOT stand in the doorways.

"On Program" and "In Lesson" Get Priority

- A skater doing their program to music has the right of way. All coaches and skaters must yield to skaters doing their program.
- All skaters must wear the yellow sash when on program.
- Skaters taking a lesson have the right of way over general skaters in the session.
- Skaters on the harness also have the right away. Please be careful of the harness area.
- The harness should never be used during crowded sessions.

Singles Moves

When you are practicing elements like camel spins, back spirals and jumps recognize that once you've started the element it will be hard for you to see those around you. Take a good look at your expected path before you start the element, and abort it if it looks like you could cause a problem.

Pairs Skaters / Ice Dancers

Be aware that two skaters moving together take up more room than one, and generally can't react as quickly as a single skater. If they are doing a lift, be aware that once a lift is started, getting into the path of the lift is very dangerous for both you and them.

Falls and Injuries

If you should fall, get up quickly. Remember that the other skaters will have a much harder time seeing you when you are down on the ice. Don't stay there any longer than you have to.

If you see someone that has fallen and may be injured, **do not move them**. If you suspect that someone is **seriously hurt have someone stand next to them and call for a qualified adult to come and help them**.

Music

- Skaters/Coaches will sign up for program music rotation at each freestyle session. This will be done on the honor system, with the responsibility left to the skaters and coaches. *Music will still be played on a first come first served basis and the list will be followed to determine the priority.*
- Coaches may put the music of the student on lesson ahead of other skaters. Everyone should appreciate this policy when they are in a lesson enjoying this privilege and graciously accept this policy when they are the ones being asked to wait in line.
- Please do not stop and restart your music if another CD is waiting in line.
- Please handle the music equipment and everyone's CDs with extreme care.

FUNDRAISING/VOLUNTEER POLICY & AGREEMENT

(FULL, INTRODUCTORY AND BASIC SKILLS MEMBERS)

In order for the BCFSC to offer services and events to its members (*test sessions, competitions, ice shows, skating sessions, banquets etc.*), we rely on the willingness of the membership to provide the necessary volunteer power and funding required for the implementation of these services and events. Everyone in the Club should be willing to help and their participation is welcomed and appreciated. Without the necessary volunteers and funding help, we cannot continue providing the same level of services we have in the past.

BCFSC FULL, JUNIOR AND INTRODUCTORY MEMBERS are required to participate in ALL mandatory fundraisers (*usually two (2) fundraisers per year*). ASSOCIATE MEMBERS are not required to participate, however may do so at their own discretion.

- A family having more than one member of the club may fundraise as a family unit.
- An option to “buy out” of each fundraising activity will be available and made known with a required due date for the “buy out” at the start of each fundraising activity.
- Any MEMBER that does not participate fully in a mandatory fundraiser will be assessed the total “buy out” amount for that fundraiser.
- Any MEMBER that does not fully meet the requirements of a fundraising activity will be considered in arrears according to the Club’s Bylaws and subject to the actions required under the Bylaws.
- BCFSC FULL, JUNIOR AND INTRODUCTORY MEMBERS will be required to volunteer a minimum of six (6) hours per family unit at BCFSC events or programs to be completed by the end of April for the membership year. ASSOCIATE MEMBERS are not required to participate, however they may do so at their own discretion.
- Beaver County Figure Skating Club events include but are not limited to: serving on a committee, Learn to Skate Program, Test Sessions, BCFSC Competition, Holiday Ice Show, Spring Ice Show, freestyle ice monitor, Frankenskate, Skate with Santa.
- Any MEMBER not in compliance with the six (6) hours minimum of volunteer time will be considered in arrears according to the Club’s Bylaws and subject to the actions required under the Bylaws.

Arrears: Arrears shall be defined as a failure to pay on or before the due date. A member with indebtedness shall not be permitted to vote, hold office, skate on any Club-sponsored freestyle session, compete at competitions or take any US Figure Skating test until such time as the indebtedness is corrected. The Board of Directors may drop a delinquent member from the Club roster for indebtedness as outlined in the Club’s Bylaws.

I have read the Beaver County Figure Skating Club’s Fundraising/Volunteer Policy & Agreement and understand that I am required to:

- Participate in ALL fundraising according to terms indicated.
- Required to volunteer a minimum of six (6) HOURS of my time to support the Club and my skating member.

U.S. FIGURE SKATING PARENT CODE OF CONDUCT

The Beaver County Figure 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.

Preamble: The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: respect, responsibility, fairness, caring, trustworthiness and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character" (*Arizona Sports Summit Accord*).

By signing below I hereby agree that:

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 do my best not to 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 make skating fun at all times 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 "side line" coaching my child or other skaters.
16. I agree to educate myself regarding the proper procedures to follow when establishing or terminating a coaching relationship.
17. I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.
18. 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.
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.

SKATER CODE OF CONDUCT

As a member of our club, all skaters must adhere to this Code of Conduct at all times.

General Guidelines: The Beaver County Figure 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. This Skater Code of Conduct has been established to ensure the safety of all members using our ice to ensure quality practice time for all home club, associate, non-members and guests who purchase ice from the club and who participate in all club-related activities.

1. All skaters, regardless of whether they hold home club, associate, non-member or guest status must follow and uphold the tenets in this Skater Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents of skaters, U.S. Figure Skating officials and guests.
2. Our club is committed to promoting a positive and friendly environment for all skaters. Remember 'The Golden Rule' —treat other people like you want to be treated—with respect.

General Ice Etiquette and Safety: Listed below are the **most important** of the etiquette and safety rules. Please review the handbook or website for more specific rules regarding all freestyle sessions.

1. While in lesson or practice, it is the skater's responsibility to always be conscientious and aware of other skaters around them.
2. Skaters must skate with the flow of other skaters and familiarize themselves with the most commonly used areas for jumps and spins.
3. The only time a skater has the SOLE right of way is when they are skating their program to music. When you hear another member's music, please extend that person the courtesy and move out of their path momentarily. This only takes a moment and you will enjoy the same courtesy while you are performing your program.
4. Skaters on lesson have priority for music.
5. Advanced skaters are expected to exhibit patience toward beginner members of the club. Remember, you were an inexperienced skater once, and it takes time for our future generation to advance to the point where they are completely comfortable skating with all levels of skaters.

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