



# **Member Handbook**

Jefferson City Figure Skating Club  
P.O. Box 106034  
Jefferson City, MO 65110-6034

Dear Members,

Welcome to the Jefferson City Figure Skating Club. This handbook is offered in the hopes of answering questions which may arise concerning our club operations. It contains information regarding our Bylaws, policies and procedures as well as answers to questions that are commonly asked. Please read it carefully so that you can be better informed about the programs and procedures of the Jefferson City Figure Skating Club (JCFSC). If your questions are not answered in this handbook, please feel free to ask any board member.

Like many of our club members, your child may have spent time in lessons with the Parks and Recreation program. These classes are based on the Ice Skating Institute's (ISI) "weSKATE" program. The JCFSC lessons are based on the US Figure Skating's (USFS) "Basic Skills Program". Both organizations provide learning programs to teach the beginning level skater as well as the more advanced skater. Both organizations provide a system of tests to evaluate the progress of skaters participating in their programs. Many of our skaters are affiliated with both programs and find it extremely rewarding!

The JCFSC is co-sponsored by the Jefferson City Parks and Recreation Department and is a member club of USFS. USFS is the national governing body for amateur figure skating in the United States. JCFSC is a non-profit organization that provides skaters of all ages and abilities the opportunity to develop their figure skating skills in a controlled atmosphere. Recreational skaters, competitive skaters and even hockey players with a desire to improve their skating skills are encouraged to become a member. The club has been in existence since 1962.

The Board of Directors is comprised of volunteer individuals who either have a child in the program or are themselves skaters in our programs. Parents who would like to serve on the Board are encouraged to express their interest with current board members. Board members are elected by a vote of the club members in the spring each season. Parent volunteers also help staff the various roles around the rink to produce a successful Ice Show each season. Positions vary and include flower sales, ice monitor, ramp monitor, announcing and warming house monitor. Sign up sheets are available during rehearsals for those who are interested. Volunteers are also needed to help create the costumes and props that are used at the Ice Show. There are many opportunities to volunteer throughout the season, and parents are encouraged to attend board meetings at any time. Parental involvement helps to keep a successful club!

Sincerely,

JCFSC Board

# Table of Contents

## **Section 1 – Membership Information**

Membership	Page 3
Basic membership	
USFS membership	
Dues/Fees (good standing)	Page 3
Dress code	Page 4
Inclement Weather	Page 4
Code of Conduct	Page 5
Coaches information	Page 5
Volunteer information	Page 5
Testing information	Page 6
Transfers	Page 8
Club emails	Page 8

## **Section 2 – Rink Information**

Rink rules	Page 8
Safety/Security	Page 9
Lost and Found	Page 9

## **Section 3 – Program Information**

On ice behavior	Page 10
Evaluations	Page 10
Make up Policy	Page 10
Club Freestyles	Page 10
Ice Show	Page 11
Featured Parts	
Tryouts	
Judging	

## **Section 4 – JCFSC Documents**

Bylaws	Page 12
Conflict Management	Page 12

## **Section 1 – Membership Information**

### **Memberships**

#### **JCFSC Membership**

All skaters are required to hold a membership in Jefferson City Figure Skating Club during regular season. Skating members will also pay for insurance and a membership in the USFS Basic Skills program. Skaters will receive a membership card shortly after registration along with a patch stating the year of membership. Anyone who serves on the Board must become a member once they are elected.

#### **USFS Membership**

Not all members need to have a full membership with United States Figure Skating (USFS). This is optional for many club members. Skaters who have passed Freeskate 6 are required to hold a Full USFS Membership for insurance purposes. Additionally, skaters that plan to test at official USFS test sessions as well as attend USFS competitions and events must have this membership. All JCFSC Board members are also required to hold a USFS membership. USFS Membership cards will arrive at your home by US mail.

#### **Change of Address or Phone Number**

It is important for emergency and administrative reasons that every skater maintains up-to-date information with JCFSC. Notify the board if you have a change of address, phone number or email address during the skating season.

### **Dues/Fees**

Club dues/fees follow the rules set forth by the Registration Form for the corresponding skating season.

- Dues/Fees refunds are allowed only until the time of the first lesson.
- The board of directors will review all other refund requests on an individual basis.
- Prorated dues/fees are for new members joining JCFSC for the first time.
- Members may pay 50% of the Regular Season Fees at registration. The second payment is due in January. Skaters will not be allowed to participate in JCFSC activities after the January deadline if the final payment is not made.
- Pre-Season and Post-Season Fees must be paid in full at the time of registration.

### Good Standing

A member is considered in GOOD STANDING if they have paid their club dues/fees. A member will be considered NOT IN GOOD STANDING if they fail to pay their membership dues/fees in full. Good standing allows:

1. A member to continue membership in the following year
2. To participate in test session and/or lessons
3. To have competition applications signed by the JCFSC and represent the club
4. To vote at JCFSC annual meetings
5. To run for elected office of the JCFSC

If a member has not paid the entire membership fee/dues prior to May 1<sup>st</sup> of each year, the member will be reported as NOT IN GOOD STANDING to the USFS. This will prevent the member from renewing their USFS membership at JCFSC or any other club affiliated with USFS.

### Dress Code

There are no specific dress requirements for lessons. All skaters should wear comfortable attire that allow for free movement and allow your professional to observe proper lines and posture. No bare midriffs or items that represent alcoholic beverages, tobacco, narcotics, profane language or weapons. Hats, gloves and other warm clothing are encouraged for the younger skaters.

Jewelry may be worn, but the club accepts no responsibility for lost, broken, or stolen items. Hair barrettes, clips, Bobbie pins, etc. must be firmly attached since they could cause accidents if they fall onto the ice.

### Inclement Weather

Mid-Missouri weather is often very unpredictable. During the season, it may be necessary to cancel classes because of inclement weather. Parents can learn of cancellations by calling the Parks and Recreation hotline (634-6485). Schedule changes will also be posted to the club bulletin board and website as soon as possible. The online club calendar page on the website will be updated with a cancellation as soon as a decision is made. Attempts will be made to have the cancellation on local television stations, but members are encouraged to check the hotline and website before traveling to the rink.

## **Code of Conduct**

Due to certain trends in youth sports whereby parents, members, and coaches are letting their emotions manifest themselves in abusive and sometimes physical violence, the *Jefferson City Figure Skating Club* supports a zero tolerance policy for unsportsmanlike behavior. Its members, coaches and parents (of minor members) should continually raise the standard of behavior both on and off the ice.

Membership in the *Jefferson City Figure Skating Club* is a privilege and should carry a sense of pride. Participation in programs offered will require that coaches, members, and parents (of minor members) accept certain responsibilities.

All parents must sign a "Parents Code of Conduct" at the beginning of each skating season at registration. All coaches with JCFSC must also sign a "Coaches Code of Conduct" and abide by the Coaches Ethics as well. Board members must also sign the Parents Code of Conduct (for those that are skating parents) as well as a "Board Members Code of Conduct".

If violations of these codes of conduct occur, the JCFSC will refer to the Conflict Management Policy, which can be found in the member's area of our website at [www.JCFSC.com](http://www.JCFSC.com).

## **Coaches Information**

JCFSC only hires qualified coaches for lessons. Many of these coaches are available for private lessons. For availability, credentials, references and fees, please check with the individual coaches for information. JCFSC will maintain a list of coaches eligible to give private lessons during club freestyle times. This will be available in the member's area of the website.

## **Volunteer Information**

JCFSC allows members an opportunity to assist the club coaches in a volunteer capacity. Volunteer instructors are used during the Snowplow, Basics and Special Needs classes. To qualify as a volunteer instructor, skaters must be in Freeskate 5 or above and at least in the 7<sup>th</sup> grade. As a small "Thank You" to our volunteer instructors the club offers incentives. These incentives can vary each season. Past incentives include free soda and/or popcorn and free Freestyle session passes. Skaters who are eligible to be a volunteer instructor will be notified before registration by the Club Pro. Those who are interested are requested to attend a short training session on Registration night.

Adult volunteers are required to have a criminal background check and their Basic Skills insurance is covered by the club.

## Testing Information

### What is testing?

When your child moves between levels in Snowplows, Basics and Freeskate they are passing tests in class with the Basic Skills program. USFS has an entire test structure that is beyond Basic Skills. This test structure will make it possible for your child to be eligible to compete in certain competitions. It is the official test of the USFS and remains on the skater's permanent record. Many clubs, including our own, pay their coaches based on these tests.

The first test all skaters entering "advanced" figure skating will take is called the pre-preliminary moves in the field (pre-pre MIF) test. This test is described in the U.S. Figure Skating Rulebook that skaters and parents can order (check with the JCFSC Board for an order form). Coaches will let their students know when the time is right to test. The following is the order of tests for USFS testing.

Moves in the Field	Freeskate
Pre-Preliminary	Pre-Preliminary
Preliminary	Preliminary
Pre-Juvenile	Pre-Juvenile
Juvenile	Juvenile
Intermediate	Intermediate
Novice	Novice
Junior	Junior
Senior	Senior

Moves in the field test must be passed before taking the corresponding freeskate or pairs test. Ice Dance tests are also offered to skaters. Each of the dance levels (Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver, Pre-Gold and Gold) have a number of dances in each level that must be passed individually. Members who are interested in testing should consider purchasing a USFS rulebook. JCFSC encourages skaters and parents to attend a test session for observation if testing is in the near future.

If you plan to attend a USFS Test Session at another rink it is imperative that you contact the JCFSC Test Chair or Treasurer to receive a waiver. USFS requires a waiver from the home club to attend other sessions and many times the club hosting the test session require the waiver in advance. Don't wait! Once you know that you are planning to test, ask for the waiver. A waiver will need to be obtained for each time a skater tests at another rink. Failure to obtain a permission to test waiver could result in an invalid test. You need to give the following information: name, USFS number, date of testing, club hosting the test session, and list of tests being taken. If a test is being taken because of a "retry" you will need to provide the date of the retry test.

## **USFS Test Sessions**

US Figure Skating (USFS) offers skaters the opportunity to test beyond the USFS Basic Skills Program. JCFSC will periodically host official USFS test sessions as need and interest dictate. The following is a list of rules and protocol to govern these test sessions.

- The test chair has a very demanding job scheduling and running a test session. Please do not make any special requests, such as requesting a particular judge, excusing spectators, allowing other students by the ice, closing a test session, etc.
- Please be respectful of the judges' privacy. Only judges, test chair and assigned board members are allowed in judges' room.
- Eligible skaters and their coaches must complete the test application and adhere to the conditions set forth by the test chair.
- Arrive at least one hour before scheduled test time and pay close attention to Ice Monitor.
- Ice Monitor will inform you of any unforeseen schedule changes and will make sure you take the ice at the proper time.
- The test chair will collect the test sheets from the judges, make copies, and distribute them to the coaches as soon as possible. Please be patient.
- CD's for freeskate tests should be turned in at the counter. All music should be clearly marked with skater's name and the test level. It will be the skater's/parent's responsibility to pick up the music after completion of the test.
- Ladies should wear a skating dress for the test. Men should wear skating pants.
- Appropriate behavior, good sportsmanship, and a positive attitude should be displayed at all times. Judges observe the behavior of skaters off the ice and during warm-ups.
- It is not acceptable to applaud for skaters. In addition, there should be no loud cheering, shouting, or other types of verbal outbursts prior to, during or after each test.
- No skaters by the ice unless it is your turn to skate. If you are the next skater in line you may wait at the bleachers by the door or inside the door but must remain clear from the ice entrance at all times. Skaters may remain on the ramp, in the bleachers, or in the warming house.
- All test sessions are open. There is no option for a closed session.
- Parents, please watch from the stands or the warming house.
- Testing can be very stressful for skaters, please be courteous to other skaters, coaches and parents. Please be respectful of other skaters' and coaches' privacy with regard to test results.
- Encourage and support fellow students. Good luck!

A designated person from the test committee will hand the test results directly to the coaches in the warming house. It is the responsibility of each coach to go over the results with his/her respective skater and the skater's parents.

Any questions regarding judging, outcomes, results, etc. should go through the skater's coach who can attempt to get clarification directly from the judges. Skaters and/or parents should not talk to the judges regarding any testing results.

If any problems arise during a JCFSC test session the Test Chair should be notified immediately.

## **Transfers**

Parents who plan to move from the community and/or transfer their children to another Figure Skating Club should notify the executive board of their intentions. This allows time for the club to properly complete the transfer information which is required by USFS for members who hold a USFS Full Membership.

## **Club Emails**

The JCFSC Board will notify all club members of activities, updates, and schedule changes, among other things through the use of electronic mail. The email addresses of club members will not be disseminated to any outside party.

The club encourages all members to refer to the club's website which will continuously update the members on all announcements, schedule changes and deadline dates.

## **Section 2 – Rink Information**

### **Rink Rules**

The facility that is used by JCFSC is the Washington Park Ice Arena, which is owned and operated by the Jefferson City Parks and Recreation (P&R). As users of their facility we need to abide by the following rules established by P&R.

#### **Facility Rules**

1. No outside food or drink allowed.
2. No alcohol or tobacco products allowed.
3. No loitering or soliciting.
4. No inappropriate language, fighting or violent behavior allowed.
5. P&R is not responsible for injuries or accidents.
6. P&R is not responsible for lost, stolen or damaged personal items.
7. If you need further information, have concerns, or need assistance please ask for the manager on duty.

## **Skating Rules**

1. No food or drink on the ice. Water bottles are allowed during Freestyle sessions.
2. Skates must be worn on the ice at all times.
3. Skates are prohibited on bleachers, concrete and metal stairs.
4. Enter and exit the ice slowly and cautiously.
5. Fast and reckless skating is prohibited.
6. Do not carry children on the ice.
7. P&R is not responsible for lost, stolen or damaged personal items.
8. Please return rental skates and ice walkers to the skate shop counter when finished.
9. All rental equipment must be used appropriately or use privileges may be revoked.
10. P&R is not responsible for injuries or accidents.
11. If you need further information, have concerns or need assistance please ask for the manager on duty.

The JCFSC also asks parents to encourage their skater to walk on the ramp instead of running. We also recommend not riding Zuca bags on ramps or skaters wearing shoes with wheels on ramps. Many accidents can be caused by these types of activities at the rink.

## **Safety/Security**

As a public facility, there are people that come into the ice rink to use the restroom facilities, concession stand, and the public phone provided in the warming house. With this in mind, everyone should exercise the same caution that you would in other public places regarding personal items.

If you bring cell phones, mp3 players, or other electronic devices, be sure to put them away when you leave an area. Do not leave purses lying out and close all skating bags to conceal items of value.

The best plan is to leave expensive items at home. The JCFSC and the Parks & Recreation Department are not responsible for items brought to the facility or left in vehicles. The rink provides lockers near the ice that can be used to store items of value for a small fee.

If you or your skater has a safety concern regarding an individual at the rink, please contact the rink manager on duty immediately.

## **Lost and Found**

Clothing and other belongings should be clearly marked with the skater's first and last name. Articles left at the rink during JCFSC classes will be placed in the lost and found, which is located in a bin across from the concession stand. Small or valuable items are turned into the front desk. The lost and found bins are periodically emptied by Parks and Recreation and items are donated to the Salvation Army.

## **Section 3 – Program Information**

### **On Ice Behavior**

All skaters are expected to behave in a manner that facilitates the learning of all. To use ice time effectively, skaters must listen to and follow the directions of their instructors.

If a problem arises, the instructor will handle it with a verbal reprimand and/or a time-out, whenever possible. If the problem persists, or is of a severe nature, it will be brought to the attention of the club pro. The club pro will determine any action to be taken and notify parents of any such action. JCFSC members are to follow all rules governing the Washington Park Ice Arena as posted by the Jefferson City Parks and Recreation.

### **Evaluations**

JCFSC instructs skaters using the USFS Basic Skills Program. Students learn the basic skills of skating from qualified instructors in a relaxed, non-intimidating, and fun setting. The USFS Basic Skills Program allows for the evaluation of each skater's skills on an ongoing basis. Successful completion of skills is required before advancing to the next level. Each skater, at a predetermined lesson, will receive a written checklist of skills completed as well as which skills need additional practice. Parents can track their skaters progress by using the Record Book provided after registration.

### **Make Up Policy**

No make-ups will be given for missed on ice or off ice classes. JCFSC will try to reschedule classes when they are canceled due to inclement weather.

### **Club Freestyles**

JCFSC freestyle sessions are made available for club skaters and their coaches. Skaters must register before entering the ice. (See registration form for fees). The following rules and protocol should be observed during a club freestyle session:

- Be courteous to each other and respect your fellow skaters at all times.
- Skaters whose music is being played have the right-of-way and other skaters and coaches should yield to them. During high volume freestyles, this skater will wear a red sash around his/her waist. They will pass the red sash to the next skater in a timely manner. The next skater will be waiting at the music box on the ice. Skaters are responsible for knowing their place in line and forfeit their turn if they are not waiting and ready.
- Avoid cutting through lessons whenever possible, however, coaches need to be aware of the skater with the right-of-way at all times.

- CD's will be played in the order they are received or lined up. Instructors with a private lesson are allowed one cut in the music line per lesson. JCFSC allows the right to post a “No Cut Freestyle” on freestyles prior to special events such as tryouts for Ice Show or competitions. If a skater has two pieces of music in line, the second piece is placed at the end of the line. No more than two pieces of music per skater are allowed at a time in line.
- Backward spirals are not allowed unless they are part of your routine.
- Absolutely no games or horseplay on the ice.

Additional rules for freestyle sessions may be created as needed and enforced. Please obtain the most current freestyle rules from the executive board or on the club website.

## **Ice Show**

The JCFSC co-sponsors the annual Jefferson City Ice Show with Jefferson City Parks and Recreation. As a club member each skater is eligible and encouraged to participate in the club production number. Attendance is encouraged at all rehearsals and mandatory for all three performances. It is extremely difficult to choreograph a program when a skater is not present, and it is not fair to those who have committed to the show. The JCFSC pro and the ice show committee will meet annually to determine the production numbers and featured parts. The level in which a club member is skating at the end of the designated lesson in December determines his/her group skating level. This allows for the necessary planning and practice before the show.

### **Featured Parts**

Several featured parts are usually available during the club’s production number. The following will govern the process for selecting these parts. The production numbers and accompanying featured parts will be announced and posted during the course of the season.

- To try out for a featured part, a skater must be a member in good standing with the club and participated as a student in 50% or greater of JCFSC’s Regular Season prior to tryouts. All JCFSC freestyles and on-ice classes are part of club’s programming.
- Professional, collegiate, associate and senior members are not eligible.
- In order to try out, a skater must be skating at Freeskate 5 or above. A skater must be at this required level by the designated December lesson.
- Information regarding the tryouts will be available prior to the tryouts.
- CD's will be available at the rink for copying at least 2 weeks prior to tryouts. Skaters must supply blank CD for copies. Original CD's are not allowed to leave the rink.
- Skaters will wear regular skating attire for the tryouts. No costumes will be worn.
- All skaters will try out individually, even those who are trying for a group feature.
- Only parents or guardians of the skater trying out may view the try-out. No exceptions!
- A featured skater is expected to participate in all rehearsals and all three performances. They are also expected to participate in their group number as well as their feature number.
- Should a skater be chosen for a part and then decide to withdraw, he/she is to notify the club pro as soon as possible and give the reasons for withdrawing.

## **Judging**

Judges for the tryouts are selected by the club pro. These judges are selected, in part, for their impartiality. The club pro and assistant pro will also have input. The judges look for skating that fits the part, has theatrical ability, and audience appeal. Technical ability is also considered.

*All decisions by the judges are final.*

## **Section 4 – JCFSC Documents**

### **Bylaws**

The JCFSC routinely updates the bylaws which govern the way the club operates. When skaters join JCFSC or changes are made to the bylaws a new copy will be given to each family. They are also available on our website at [www.JCFSC.com](http://www.JCFSC.com) on the membership page.

If you have any questions about the bylaws or have suggestions for changes, please visit with an Executive Board member.

### **Conflict Management**

If you have any concerns regarding your child, our program, actions, etc..., it is best to first discuss it with the individuals who are directly involved. If a concern or complaint still exists, visit with a board member on the proper procedure or refer to the JCFSC conflict management policy. It is our goal to address concerns and work toward a satisfactory solution for all involved, remembering we always try to do what is best for the skaters!

The current conflict management policy can be found on our website at [www.JCFSC.com](http://www.JCFSC.com) in the members' area.