

# North Star Figure Skating Club

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## Member Information

### Club Policies July 1, 2018 - June 30, 2019

Welcome to the North Star Figure Skating Club! In an effort to ensure that all members are aware of the policies and procedures here at NSFSC, we have prepared this "Membership Packet" which we hope you find helpful. Happy Skating!

#### 1. General

**USFS (US Figure Skating) and Learn to Skate USA** is the governing body for figure skating in the U.S. All tests, rules and regulations for skaters from the beginning Learn to Skate USA skater through the top Olympic skaters, are set forth through USFS and Learn to Skate USA. Skaters who are members of USFS are permitted to compete in USFS or Learn to Skate USA sanctioned competitions. Members of Learn to Skate USA are only permitted to participate in Learn to Skate USA competitions. All tests taken by members (of the USFS) are recorded at USFS Headquarters in Colorado Springs, CO. NSFSC (North Star Figure Skating Club) is a USFS sanctioned club. Club members are either Home Club (NSFSC is listed on their memberships as the club that they choose to represent when they compete and test) or Non-Home Club members (these skaters represent a club other than NSFSC).

#### 2. Bronze Stars (Basic 3-4 and/or 5)

##### **Requirements:**

1 group class

Optional private lesson(s)

Participation in Annual Show (third Saturday in May)

Participation in Dress Rehearsal (Thursday prior to Show 3:30 - 6:30 pm approximately)

##### **Curriculum:**

Elements from Basic 3-6 and basic skating exercises are taught during group class time. Private lessons will consist of the same skills with advanced development of said skills along with various jumps and spins at the coaches discretion.

To enroll in private lessons, please contact the group coordinator, Sydney at [learntoskate@Northstaricesports.com](mailto:learntoskate@Northstaricesports.com), who will consult with staff to assign a coach who we feel is most compatible with skater.

Members of Bronze Stars will have limited switch policy (see switch policy)

##### **Testing to next level:**

The skater's coach will inform the Group Coordinator when ready to test Basic 3 and/or 4.

To test Basic 5 a test form must be filled out and returned to Rink C Office by the skater.

Testing fee applies for Basic 5

Test Dates will be sent to coaches.

Badges will be handed out at the Annual Banquet in June.

Once passed Basic 5 (and/or Basic 4) skater graduates to our Silver Stars Program.

### **3. Silver Stars (required for Basic 5, 6, Pre-Freeskate and Freestyle 1**

Silver Stars is a weekly program that consists of:

- 1 group class with additional practice time
- 1 practice session
- 1 off ice class

#### **Requirements:**

Minimum of one 25 minute private lesson.

Participation in Annual Show (third Saturday in May)

Participation in Dress Rehearsal (Thursday prior to Show 3:30 - 6:30 pm approximately)

#### **Curriculum:**

Elements from Basic 3-6, Pre-Freeskate, Freeskate 1 and basic skating exercises are taught during group class time.

Private lessons will consist of the same skills with advanced development of said skills along with various jumps and spins at the coaches discretion.

To enroll in private lessons, please contact the Assistant to the Skating Director, Danielle at [DDavid@Northstaricesports.com](mailto:DDavid@Northstaricesports.com), who will consult with staff to assign a coach who we feel is most compatible with skater.

#### **Testing to next level:**

Basic 5 and Freeskate 1 test dates will be sent to coaches.

Basic 6 and Pre-Freeskate test may be taken when ready based on availability

Testing Fee applies to all levels

Test certificates and/or badges will be given out at the Annual NSFSC Banquet in June.

Assistant to Skating Director will work with member to make adjustments for next level.

Members of Silver Stars will have a limited switch policy (see Switch Policy)

#### **4. Gold and Platinum Stars**

##### **4a. Gold Stars (Required of all members Freeskate 1-6 who have NOT passed US Pre-Preliminary Moves in the Field)**

**Requirements:**

- 1 Boot Camp Group Class
- 2 Open/Freestyle Sessions
- 1 Off Ice Class
- 1 25-minute private lesson (2 25-minute private lessons recommended)

**Testing to next level:**

- Freeskate 1 and 6 test dates will be sent to coaches.
- Freeskate 2, 3, 4 and 5 tests may be taken when ready based on availability
- Testing fees apply to all levels
- Test certificates and/or badges will be given out at the Annual NSFSC Banquet in June

Members of Gold Stars will have a limited switch policy (see Switch Policy)

**Required to test out of Gold Stars:**

Full USFS Membership with North Star Figure Skating Club

##### **4b. Platinum Stars (Required of all members Freeskate 1-6 who have passed US Pre-Preliminary Moves in the Field)**

**Requirements:**

- Full USFS Membership with North Star Figure Skating Club
- Successfully passed US Pre-Preliminary Moves in the Field
- 1 Boot Camp Group Class
- 2 Open/Freestyle Sessions
- 1 Off Ice Class
- 1 25-minute private lesson (2 25-minute private lessons recommended)

**Testing to next level:**

- Freeskate 1 and 6 test dates will be sent to coaches
- Freeskate 2, 3, 4 and 5 tests may be taken when ready based on availability
- Testing fees apply to all levels
- Test certificates and/or badges will be given out at the Annual NSFSC Banquet in June

**5. Elite Training Academy (ETA)**

Elite Training Academy is for all skaters who have passed Freeskate 6 and desire to take their training, attitude and approach to skating to a new level. Skaters will benefit from goal setting, on and off ice classes and additional practice time.

**6. Ice Contracts (dates are tentative)**

Ice is contracted (booked) by the "season", the NSFSC "seasons" are typically:

**Summer: July 9 - August 24, 2018**

**School year: August 25, 2018 - June 26, 2019**

A \$25.00 service charge will be assessed for any check returned due to insufficient funds.

Any repetition will require subsequent payments be made in cash or certified check.

Elite Training Academy Members will have first priority in booking ice if the contract is received by the deadline, followed by Home Club non-ETA Members in order of date received.

Forms received after the deadline receive last priority.

There will be a 3% charge on credit cards for all payments (ice, tickets, etc).

Payments must be received on or before deadline date (no exceptions).

A \$15.00 fee will be assessed for payments made after the 15<sup>th</sup>.

**7. Membership**

See Membership Information

**8. Injury/Illness**

A skater who has contracted Club ice who is injured or ill and is unable to skate due to the injury or illness will be issued an ice credit if a note is sent **IN WRITING** by the Skater's Physician.

Credit will be issued from the date of the doctor's note through the date before skating is resumed.

## **9. Switch/Drop Policies - NSFSC HOME CLUB FULL MEMBERS ONLY**

### **a) Individual Switch Policy:**

ONLY FULL USFS MEMBERS may switch sessions

Switches may only be used for sessions that are level appropriate

A switch ticket will be placed in the skater's folder for the day missed

Switches MUST be used during same contract season

(September - June is one season & summer is another)

They expire at the end of each season (see number 6 "seasons")

Switch Ticket MUST be handed to Rink C Office PRIOR TO SKATING  
IF OFFICE ISN'T OPEN PLEASE SLIDE UNDER DOOR

### **Switch Ticket Restrictions**

Not allowed on "no switches allowed" non contract sessions

1. No fee for a same session switch.
2. If the session switching to is lower in cost, it will be considered equal.
3. If the session switching to is higher in cost, skater must pay the difference.
4. If the Skater's Coach requests a switch, it is still a switch.
5. North Star Figure Skating Club switches are for **pre-booked** ice only. They can be used subject to availability. Switches are not redeemable for cash or credit.
6. If you do not have a switch, you must do a walk-on.
7. A Switch Ticket will be issued for absentee skaters and be placed in their folder the following day (based on sign in sheets).
8. A switch may be requested in advance.

### **b) Drop Policy (for skaters who remain members of NSFSC):**

Skaters wishing to drop sessions must submit their request **in writing** indicating the date the skater stops skating.

Once a request is received, a fee of \$25.00 will be assessed.

Skaters who remain members of NSFSC will receive a credit for remaining contracted ice.

There is no charge to drop a session and exchange it for another session if it is of equal value. If the value is higher the skater must pay the difference.

## **10. Folders**

ALL NSFSC members who purchase ice have a folder located at NorthStar Ice Sports. It is your responsibility to check your folder every time you skate.

**11. E-Mail**

**IMPORTANT** please print clearly on all forms. Emails are used to send confirmations, updates, cancellations, etc. NOTE if your email address is illegible, we will not be able to send a confirmation, update or cancellation. We will not refund a payment because you did not receive email.

**12. US Testing (Moves in the Field, Freestyle, Ice Dance)**

**Test Policies and Procedures:**

All tests must be registered and paid for on EntryEeze by the test deadline.  
Coaches will receive an email when registration is open for next test session.  
Late applications will only be accepted if space is available (additional fees apply)  
Applications are accepted on a first-come, first-serve basis.  
Home Club Members, in all cases, have priority.  
No Refunds for withdrawals except with doctor's note

**Test Days:**

Most NSFSC Test Sessions are on Fridays 8:00 am - 2:00 pm  
Occasional Test Sessions for low levels may be offered weeknights 4 - 7 pm

**13. Competitions**

Competitions can be found on [www.neicc.org](http://www.neicc.org) or [www.entryeeze.com](http://www.entryeeze.com)  
North Star Open is typically held between March 23 - 26 weekend  
North Star Compete USA is typically held the weekend before Thanksgiving

#### **14. "Walk-on" and Payment Policies (for skaters who do not contract NSFSC ice time)**

##### **Definition of a walk on skater:**

A "Walk-on" Skater shall be defined as any Member whose name does NOT appear on the contracted list for the session on which the Skater wishes to skate.

##### **Policies and Procedures to walk on:**

All walk-on skaters MUST check in at Rink C office prior to skating

Walk-ons will be accepted on a first-come, first-serve basis

Full Sessions require walk-ons to wait 10 minutes to see if a contract skater is absent

Space cannot not be reserved

Skaters cannot swap sessions (a switch ticket must be issued)

##### **Fees**

The fee for a walk-on is \$3.00 higher than pre-paid contract rate if paid prior to session

The fee for a walk-on skaters who fails to sign in or pay prior to session is as follows:

\$25.00 for first violation

\$25.00 for second violation

\$50.00 for third or more violations

Failure to pre-pay or sign in may result in loss of walk-on or switch privileges

##### **Pre-Purchase of Walk-ons**

Pre-purchasing of Walk On Tickets for ALL sessions are available by filling out the Pre-Purchase Walk-On Ticket Order Form which can be found on [www.northstarfsc.com](http://www.northstarfsc.com) or in the Rink C office.

##### **Guest USFS Member Walk-ons**

Must present valid current USFS membership card upon check in

The fee for a guest walk-on is higher than a Home Club Member

Guests must fill out Guest Policy Registration and sign Waiver prior to skating

Failure to abide by above policies may result in loss of skating privileges

**NorthStar does not accept bills over \$50 for walk on payments**

### **15. Freestyle Descriptions/Policies**

Safety of our skaters is the primary concern. The right is reserved by the Club to designate a freestyle session a skating level requirement if the majority of the skaters are of a level that could jeopardize the safety of the beginning level skater. If a North Star Home Club Pro or a member observes a skater that obviously does not have the speed and level of maneuvers that may put that skater or other skaters at risk, it is their responsibility to bring this first to the attention of the Skater's Professional, and second, to the Skating Director. If this should occur, and it is necessary to switch a skater to another session, there will be no additional charges for the switch. (please refer to our ice monitor rules).

Moves	Pre-Juvenile MITF and up (unless otherwise noted)
Leveled Freestyle	For skaters at the levels listed. Moves are not permitted
Open	Moves/Freestyle/Dance

1. There will be 'No Admittance' to the ice for freestyle sessions until the moves sessions are over. Skaters must leave the ice as soon as the session ends and wait for the Zamboni to exit the ice prior to the beginning of a session.
2. A Skater doing his/her program has the right of way. It is very important that all skaters are aware of who is skating their program.
3. It is recommended that spins must be taught and practiced between the blue lines.
4. Skaters MUST keep moving on the ice. Unless injured, a skater must get up from a fall as soon as possible.
5. Congregating at the boards, on the ice or sitting on the rink barriers is NOT permitted.
6. Skaters and coaches are NOT allowed to have refreshments on the ice other than unbreakable, sealed water bottles.
7. Talking on cell phones, iPods, etc. are not permitted on the ice.
8. Proper skating attire. No jeans please. Hooded sweatshirts should also be avoided.
9. NO talking is permitted in the middle of the ice.
10. When sessions are available in more than one rink, skaters may be asked to switch to the other rink based on the level of the majority of the skaters.
11. Skaters may politely say "excuse me" when skating their program.
12. Skaters must watch out for higher level skaters.
13. Program restarts are not allowed without the permission of a coach.
14. Skaters must wear orange "vest" when performing a program with music.

**16. Moves-in-the-Field Policies**

The skating of jumps and spins are not permitted on Moves Sessions.

**17. NSFSC On Ice Jump Harness**

The harness is the property of the North Star Figure Skating Club and may ONLY be used by Professionals who are insured and a member of PSA and USFS.

**18. Hockey Box Area**

No spectators are allowed in this area during skating sessions.

***Ice Contracts are subject to penalties for resignation and/or cancellation as follows:***

**19. Resignation and Cancellation of Ice Time (Members leaving NSFSC)**

Any member wishing to leave the North Star Figure Skating Club is **REQUIRED** to send a letter to the Club Secretary stating their reasons for leaving the Club. NSFSC must receive the resignation letter 2 weeks prior to resigning or cancelling ice time, otherwise, the member is responsible for all contracted ice to date. Skating privileges are suspended on date of resignation letter. The member is responsible for a \$25.00 resignation fee and must make full payment of all contracted ice prior to receipt of resignation letter plus two weeks. If a skater stops skating and the NSFSC does not receive the resignation letter, the member is responsible for all ice contracted. The membership fee is non-refundable. Exceptions are as follows: 50% refund in membership due to injury or illness if resignation is within 60 days of receipt of membership fee and must be accompanied by a Physician's letter.

**20. Members who wish to skate on NSFSC ice (Skater Responsibility)**

Requirements:

Sign in upon arrival at NSFSC Rink C Office.

Failure to do so may result in loss of skating privileges and/or be assessed a fee.

An oral warning will be given followed by a written warning for failure to sign in

A third offence will result in required meeting with Skating Director and Assistant to Skating Director and loss of ice privileges as well as locker room privileges may result.

Skaters who are too young to sign **MUST** be signed in by their parent/guardian

Skaters must exit ice immediately when session ends.

\*Please use your cell phone for exact time as many rink clocks may not be accurate.

**21. North Star Home Club Members Only Ice**

*Home Club Member Only Ice will be distinguished by the letters HC on all ice contracts. Only Home Club Coaches may give lessons on these sessions.*

**22. Volunteer Policy**

US Level Memberships – (5) hours/year

Gold Star and Professional Memberships – (3) hours/year

Bronze and Silver Stars– (0) hours/year – Optional but encouraged

As a non-profit organization, North Star Figure Skating Club relies heavily on volunteers. In order to offer events for our members throughout the year, NSFSC must invoke a volunteer policy for adult members/parents to ensure the events run smoothly. Members who choose not to fulfill their volunteer hours will be financially responsible for payment of \$125 for 5 hours (US) and \$75 for 3 Hours (Gold and Professional). All volunteer hours worked will be tracked by NSFSC. After volunteering at an event, it is the member's responsibility to fill out a volunteer voucher, have it signed by the event chair, and return the voucher to the NSFSC office for processing to get credit for volunteer hours by May 1, 2019. If no volunteer slips are received, the member's account will be billed accordingly between May 1 – June 1. It is your responsibility to seek out volunteer opportunities. Volunteer hours may be accumulated from July 2018– May 2019.

Assessment bills will be applied to your EntryEeze account by the end of May. You will not be able to renew your membership without payment.

Opportunities to Volunteer:

Competition: Hospitality, Registration, Music, Ice Monitors, Runners and various other areas

Basic Skills (Fall 2018)

North Star Open (Spring 2019)

Special Events Support:

Dress Sales (Fall and Spring)

Testing – throughout the year

Volunteer Voucher is attached to the end of this packet.

**23. Show Policy (NEW 2018-2019 season)****Requirements for Soloists**

A solo will only be awarded if a skater participates in the previous year's show (including high school seniors). A skater that has an extenuating circumstance that prohibited participation the previous year, may petition the Skating Director to use a previous show (within the past two years) to fulfill this requirement. This requirement was made known to all skaters prior to the 2018 show and is in effect for the 2019 show.

**24. Parent/Skater Education Meetings Required for skaters testing Freeskate 5****Meeting Agenda:**

USFS levels

Skater progression

Skater practice skills

Ice etiquette policies

Dates and Times will be posted throughout skating season- \$40 for skater and parent

## **25. Safe Sport**

North Star FSC 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.

Members recognize that their participation or their child's participation in all the activities associated with U.S. Figure Skating and North Star FSC is an honor and privilege that carries certain responsibilities. I agree to fully abide by the rules and guidelines set forth by U.S. Figure Skating or properly designated agents.

As part of U.S. Figure Skating's commitment to safety, U.S. Figure Skating now requires all member clubs and programs to publish and post locker room/changing area policies specific to the facilities and distribute them to parents and guardians of all minor participants and members.

Coaches are prohibited from having their skaters join their personal Facebook page or any other similar social media platforms.

The following code of conduct applies to all participants in activities hosted, supported, sponsored or engaged in by U.S. Figure Skating, North Star FSC or NorthStar Ice Sports including but not limited to competitions, exhibitions, training camps, and local rink activities.

### **Member Code of Conduct**

I recognize that my participating in all activities hosted, supported, sponsored, or engaged in by U.S. Figure Skating, including but not limited to competitions, exhibitions, and training camps, is an honor and privilege that carries certain responsibilities. I agree to fully abide by the rules and guidelines set forth by USFS or its properly designated agents. As a precondition to participation in activities hosted, supported, sponsored, or engaged in by USFS, I will adhere to the following tenets in good faith:

- A. I will exhibit the highest standards of fairness, ethical behavior, and genuine good sportsmanship in all of my relations with others.
- B. I will not damage public or private property. I understand that I may be held financially responsible for damage deemed to be wantonly or willfully executed on my part, and that I may be subject to disciplinary action by USFS.
- C. I will not use or possess illegal drugs, or if I am found to engage in any criminal activity during any activity hosted, supported, sponsored or engaged in by USFS, I may be subject to criminal penalties as well as penalties imposed by USFS.
- D. I will adhere to the rules of USFS and the host organization at all activities hosted, supported, sponsored, or engaged in by USFS.
- E. I will comply with all applicable anti-doping rules including, but not limited to, ISU anti-doping rules.
- F. I will conduct myself in a manner not detrimental to the welfare of figure skating. I understand that my actions reflect on USFS and the sport of figure skating both positively and negatively. I understand that if my acts, statements, or conduct are considered detrimental to the welfare of figure skating by the appropriate authority, I may be subject to penalties imposed by USFS pursuant to GR1.04.
- G. I understand that the penalties that may be imposed may include, but are not limited to, loss of financial support from USFS and its Memorial Fund, and loss of participation in activities hosted, supported, sponsored, or engaged in by USFS.

- H. I understand that all disciplinary proceedings will be conducted pursuant to article XXV, Section 3, of the USFS bylaws, and that my rights and remedies are derived from them.
- I. I understand that USFS and North Star FSC will not tolerate or condone any form of harassment (including sexual harassment), misconduct (including sexual, physical, and emotional misconduct), bullying or hazing of any of its members including coaches, officials, directors, employees, parents, athletes and volunteers – or any other persons – while they are participating in or preparing for a figure skating activity or event conducted under the auspices of USFS.
- J. All members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents/guardians of skaters, USFS officials and guests.
- K. North Star FSC 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.
- L. Skaters are expected to follow the rules under the freestyle descriptions.
- M. Unsafe or discourteous behavior of any kind will not be tolerated.

### **Parent/Guardian Code of Conduct**

North Star FSC 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.

- A. I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition and test session.
- B. I will place the emotional and physical well-being of my child and others ahead of my desire to win.
- C. I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
- D. 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.
- E. I will teach my child that doing his/her best is more important than winning.
- F. I will not ridicule, bully, blame or yell at my child or other skaters, coaches, officials or volunteers in response to a poor performance or for any other reason.
- G. 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.
- H. 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.
- I. I will applaud in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
- J. I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
- K. I will be a positive role model for my child and others.
- L. 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.
- M. 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 USFS, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.

- N. I will expect my child's coach to be in compliance with all requirements of USFS and the PSA, to continue their education and training through programs offered by the USFS, PSA and other accredited organizations.
- O. I will respect my child's coach and refrain from "side line" coaching my child or other skaters.
- P. I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.
- Q. 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.
- R. I agree to report to the appropriate entity/party any SafeSport or Code of Conduct Violations that I observe.
- S. I will become familiar with the rules of the USFS and teach my child accordingly.
- T. I will support and respect all skaters and their right to participate.

Any violations to the codes of conduct will be addressed as follows:

- First offense: Skater/parent will be addressed verbally
- Second offense: Skater/parent will be removed from the activity, given a written warning and meet with club staff.
- Repeated offenses: Skater may lose club privileges for extended periods and/or revocation of club membership due to his/her behavior or parent behavior.

**Website:** [Northstarfsc.com](http://Northstarfsc.com)

**E-mail:** [ipanarelli@northstaricesports.com](mailto:ipanarelli@northstaricesports.com)

## Volunteer Voucher July 2018-May 2019

The event/committee chair or Program Director overseeing the volunteer service must sign this voucher in order for it to be valid.

All forms must be completed and returned to the Rink C Lobby Office by May 1, 2019. Members may complete multiple forms over the course of the season to reach required membership volunteer hours.

Members that do not have completed volunteer vouchers totaling the required volunteer hours will be billed in June 2019.

VOLUNTEER REQUIREMENTS		
Membership Type	Required Hours	Fee Assessed (if requirement is not met)
US Membership	5 hours/year	\$125
Gold Star and Professional Membership	3 hours/year	\$75
Bronze Stars and Silver Stars	Not required, but encouraged	0

Member Name: \_\_\_\_\_

Adult Volunteer Name: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event/Committee Chair/Program Director Name: \_\_\_\_\_

Signature: \_\_\_\_\_

This voucher represents \_\_\_\_\_ hour(s) of volunteer service.