



Roseville Figure Skating Club
Roseville Minnesota

**THE
ROSEVILLE
FIGURE
SKATING
CLUB
HANDBOOK**

Revised May 2016



HOW TO USE THIS HANDBOOK

This is the ROSEVILLE FIGURE SKATING CLUB HANDBOOK. It contains several unique features which are described below. Please take the time to read this Section so you know how to use this Handbook efficiently.

FOUR PARTS: This Handbook is in four parts, as follows:

Part One is the Introduction. It contains introductions to the Roseville Figure Skating Club and its programs, the United States Figure Skating Association (USFSA), other skating organizations, ice purchasing, testing and competitions. All Section numbers in Part One begin with the number 1.

Part Two is the Club's Rules and Procedures. It contains the Rules and procedures for Club membership, responsibilities, ice purchasing, rules of the ice, testing, stipends, sanctions and eligibility. All Section numbers in Part Two begin with the number 2.

Part Three is the Rink Parents' Handbook. The Rink Parents' Handbook is a handbook within a handbook. It sets forth the duties of Rink Parents, explains the Rules and provides some helpful hints and examples to assist Rink Parents. In addition, it serves as a training manual for Rink Parents. All Section numbers in Part Three begin with the letters RPH (i.e., Rink Parents' Handbook). The Rink Parents' Handbook is printed on blue paper for easy identification and may be referred to as "The Blue Book".

Part Four is the Appendix. It contains such reference items as membership lists, seniority lists, a list of the Board of Directors and the Club's Committee Chairpersons. All Section numbers in Part Four begin with the number 4.

LOOSE LEAF FORMAT: This Handbook is presented in a loose leaf format, thus making it more simple to distribute changes without having to recopy and redistribute the entire Handbook.

TABLES OF CONTENTS: A master Table of Contents covering the entire Handbook appears at the beginning of the Handbook. A Table of Contents for each Part of the Handbook appears at the beginning of each Part. Only Section numbers (and no page numbers) are referred to in these Tables of Contents in order to avoid replacing the Table of Contents pages when changes are made.

REFERENCES: This Handbook contains many cross-references which refer you to other parts of the Handbook or other materials for additional information. These cross-references are sometimes marked with the heading "Reference". Any reference to a Section in this Handbook is also a reference to its subsections.



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STAR (*) MARKS RINK PARENT SECTIONS: Certain Section numbers in Part Two are preceded by a *. The * is used to mark Sections which are the most likely to be used by Rink Parents.

INTRODUCTIONS AND EXAMPLES ARE FOR ILLUSTRATIVE PURPOSES ONLY: This Handbook is more than just a rulebook. An attempt has been made, especially in Part one and Part Three, to describe how the Rules work in context in a narrative style with the use of examples. Part One (Introduction) and Part Three (Rink Parents' Handbook) and the examples are intended help the reader understand the Rules in Part Two (Club's Rules and Procedures). Introductory material, examples and illustrations are merely background materials which are not intended to cover every rule or aspect of the Rules of the Club. Therefore, in determining the Rules and policies of the Club, you must read the actual Rules contained in Part Two or the USFSA Rules contained in the USFSA Handbook. If it appears to you there is a difference between the introductory material, examples and illustrations and the actual Rules, the actual Rules as contained in Part Two or the USFSA Rulebook are to take priority. In all other cases, these other portions of the Handbook will assist in understanding and interpreting the Rules.

"CLUB", "RFSC" AND "USFSA": For purposes of this Handbook, "Club" and "RFSC" mean the "Roseville Figure Skating Club" and "USFSA" means "The United States Figure Skating Association".

As always, the Board of Directors encourages your comments and suggestions regarding future clarifications and changes to this Handbook.



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PART ONE

INTRODUCTION

1.0 INTRODUCTION

Part One is the Introduction and general information part of the Roseville Figure Skating Club Handbook.

All the information set forth in Part One is of a general introductory nature. For more detailed information, consult the Club Rules as set forth in Part Two and the USFSA Rulebook, among other sources.

1.1 INTRODUCTION TO THE ROSEVILLE FIGURE SKATING CLUB

1.1.1 Purpose

The purposes of the Roseville Figure Skating Club, as stated in our Articles of Incorporation, are to advance and promote figure skating, to foster national and international amateur figure skating competitions and to do anything which advances the above purposes.

Mission Statement: "To promote the sport of figure skating at the local, national, and international levels."

The Roseville Figure Skating Club is dedicated to helping its skaters work their way up the ladder of testing and competition. Skaters may choose the level to which they wish to aspire. Some skaters may test often and compete regularly. Others may choose a more leisurely pace. And some may test but never compete. The decision rests with each skater. Whatever the decision, each skater is a valued member of the Club.

The official name of the Club is the "Roseville Figure Skating Club" or the "RFSC".

1.1.2 Organization and History.

The Club was organized in the Fall of 1974. It is affiliated with the United States Figure Skating Association (USFSA). On May 6, 1977, the Club was made a full member of the USFSA. Starting with an initial enrollment of 25, the Club has grown in membership to over 175.

The Club is a non-profit corporation, organized under the laws of Minnesota and exempt from certain taxes under Section 501(c) (3) of the Internal Revenue Code. The Club is governed by a Board of Directors. The Board appoints various committees and their Chairpersons to carry out the Club's programs. The Club prohibits gender-based discrimination. Reference: A list of the Board's Directors and the various Committee Chairpersons is found posted on the Club Bulletin Board.

1.1.3 Club's Programs

The Club's programs, under the auspices of the USFSA, are comprehensive. Some of the Club's



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members are involved on a competitive level, while others are more interested in skating as a recreational sport. Some members place their emphasis on testing only, while others both test and compete. The Club's activities are designed to meet the needs of all its skaters.

In so doing, the Club's programs, activities and benefits include: (1) providing practice ice time, (2) testing, (3) competitions, including our own Club-sponsored competition, (4) exhibitions, (5) an awards banquet, (6) publications and communications, (7) evaluation clinics, (8) an annual meeting, (9) special programs and clinics, and (10) social interaction with other skaters. These programs are described in the following Sections.

1.1.3.1 Practice Ice Time

Perhaps the most important service the Club provides its skaters is ice time for moves in the field and freestyle practice. Synchronized practice ice is provided by the Club. The Club buys blocks of ice time from Twin Cities' ice arenas (primarily, the Roseville Ice Arena), and then resells the ice to its members for skating practices.

Most if not all practice ice session is administered and supervised by a volunteer parent, called a "Rink Parent".

Reference: For a more full description of ice purchasing (including the specific rules governing priorities for the purchasing of ice, ice contracts, payments, and "random ice" procedures, among other things), please refer to Section 2.3 in Part Two of this Handbook. For a general description of ice purchasing, please read Section 1.4 in Part One.

1.1.3.2 Testing

The Club has a strong testing program. Tests at our home arena are provided frequently. Club skaters also have the option of testing at other arenas at test sessions sponsored by other USFSA Clubs.

Reference. A more full description of testing is provided later in Part One in Section 1.5. In addition, the Club Rules governing testing are found in Part Two at Section 2.5.

1.1.3.3 Competitions

Membership in the Club entitles our skaters to compete in USFSA competitions, including our own Roseville Figure Skating Club Annual Open Competition held every May. We have sponsored this event since 1987. The Club's Board of Directors recruits chairpersons for the competition. A committee of parent volunteers is formed to arrange and run the competition. All members are strongly urged to actively support this competition, as it is the main fund raising activity of the year and the proceeds subsidize the ice purchased by the club throughout the year.

Reference. A more full description of competitions is found later in Part One at Section 1.6.

1.1.3.4 Exhibitions

The Club sponsors at least two Exhibitions each year – where skaters have an opportunity to perform



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solo to either a competition program or a testing program. This experience is invaluable experience to give the skaters an opportunity to practice before an audience. Please watch the Club Board for dates.. Skaters volunteer to perform in the Exhibition. The Board of Directors recruits a chairperson to arrange these events.

1.1.3.5 Annual Awards Banquet

Each spring, an Annual Awards Banquet is held. It is open to all members and their families, as well as Professional Staff. This banquet is held to recognize skaters for their USFSA accomplishments they have made throughout the year.

1.1.3.6 Publications and Communications

Club members receive the USFSA magazine entitled *Skating*, a Club newsletter called *News in the Field*, and, on occasion, materials from the Twin Cities' Figure Skating Association.

In addition to these publications, the Club stays in touch with its members by placing information in several places in the Arena. These places include:

The Bulletin Board in the Lower Lobby: Notices are placed on the bulletin board in the lower lobby next to the locker room door. Items posted include changes in schedules, sign-up sheets for various events, testing schedules, competition notices, skating items for sale, and many more things. You should check this bulletin board every time you are at the Arena.

Club Book or "Rink Parent Book": The main purpose of the Club Book or "Rink Parent Book" is to hold the ice practice session sheets. These sheets indicate which skaters have contracted with the Club to buy ice on a long-term basis. These sheets are used by skaters to cancel their places on the ice and thus list it for someone else to buy. The sheets also contain a space for signing-up on a waiting list to buy available ice. The Club Book also may contain such items as test applications and competition applications. The Club Book also contains a copy of this Handbook and membership forms.

Ice Door: Sometimes notices regarding the schedule, pros' notices to skaters and other items are posted on the plexiglass by the ice door.

ISI Bulletin Board: Occasionally extra space will be used on the ISI Bulletin Board directly opposite the entrance to the sheet of ice. It is critical to check this board in the spring-competition information is usually posted there.

Club Members' Photographs Bulletin Board by the Main Entrance: Photographs of all Club members submitting a photograph are displayed on the Bulletin Board by the Main Entrance. You may have your photo displayed on this bulletin board by submitting a photo to the Club. Please submit a 3x5 photograph.

1.1.3.7 Evaluation Clinics

The Club occasionally sponsors freestyle and moves evaluation clinics for interested members. The skater performs for a judge and then immediately thereafter discusses her/his performance and program



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with the judge. The clinics are designed to make the skater more aware of how judges evaluate their performances in tests and competitions. Advice is given which will make the skater's program better. Parents are encouraged to come to listen and learn.

1.1.3.8 Annual Meeting

An annual meeting for all members and parents is held at a date to be determined each year, usually before the beginning of the USFSA membership year. The USFSA membership year runs from July 1-June 30. The Club's fiscal year runs from July 1st through June 30th. Elections for the Board of Directors are held at this meeting.

1.1.3.9 Social Aspects

Besides being great skaters, we believe our members are some of the greatest kids around. By joining the Club, a skater will acquire a wonderful set of friends and form relationships which will carry beyond the ice.

1.2 INTRODUCTION TO THE UNITED STATES FIGURE SKATING ASSOCIATION (USFSA)

The Club proudly is affiliated nationally with the United States Figure Skating Association (USFSA). The USFSA is the governing body of amateur figure skating in the United States.

When the USFSA was founded in 1921, it was comprised of 7 Member Clubs. Today, there are 500 Member Clubs from coast-to-coast. Approximately 150,000 skaters are registered with the USFSA. From its beginnings, the USFSA has been a member of the International Skating Union (ISU) -- the body that governs the sport internationally. For a figure skater in the United States, the USFSA provides the only route to the Worlds and the Olympics.

The rules and policies of the USFSA are adopted by a Governing Council which meets annually. The Club often sends a representative to this meeting. The management of the USFSA between Governing Council meetings rests with a Board of Directors and its Executive Committee.

The USFSA is divided into Regions and Sections for administrative purposes and for competitions. There are nine (9) Regions in the United States. Minnesota is in the Upper Great Lakes Region. Then, three Regions are combined to form a Section. Minnesota is in the Midwestern section, which is comprised of the Upper Great Lakes Region, the Eastern Great Lakes Region and the Southwestern Region. The other two Sections are the Eastern Section and the Pacific Coast Section.

The USFSA Headquarters is located at 20 First Street, Colorado Springs, Colorado 80906. The USFSA staff has a long history and reputation of being friendly and helpful to its members. The organization's World Wide Web site is: www.USFSA.org

Besides publishing *Skating* magazine, each year the USFSA publishes an ***Official USFSA Rulebook***. The Rulebook contains the By-laws of the USFSA, the technical rules which include the testing and competition rules, the administrative rules which include judges rules, membership rules, sanctions and



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eligibility rules, plus committee rules. The committee rules cover everything from music to rink operations to parent's liaison to sports medicine. The Rulebook also contains a directory listing the addresses of the members of the Board, the Member Clubs, the committee members and so forth.

The Rulebook also contains a list of National Champions (going back to 1914), figures diagrams, dance diagrams and more. A List of Jumps, explaining the various jumps from a waltz jump to a triple Axel, is presented together with the difficulty factors (ranging from 1 to 10) for each jump.

Some Club members, especially those who are frequent competitors, buy a copy of the Rulebook each year so that they can be aware of any changes. It is up to you as to what you do. We, however, encourage you to purchase a copy of the Rulebook from the Club Membership Chairperson at least once and then decided thereafter how often you will update your copy.

The USFSA holds a series of competitions each year leading up to the Nationals -- the United States Figure Skating Championships. The Regional competitions lead to the Sectional competitions which lead to the Nationals. These competitions will be discussed further in Section 1.6. In addition, a Junior Figure Skating Championship is held, as are the Synchronized Team Skating Championships and the National Collegiate Championships.

Most of the local clubs in our area belong to the Twin Cities' Figure Skating Association. Our Club is a member. The purpose of the organization is to coordinate activities among the USFSA clubs in the area to better serve USFSA members.

Finally, because of our USFSA affiliation, members of the Roseville Figure Skating Club must also be members of the USFSA. This is explained further in Part Two at Section 2.1.

1.3 INTRODUCTION TO RELATED SKATING ORGANIZATIONS

Our home arena, the Roseville Ice Arena, sponsors another skating program called the Roseville Figure Skating School. This causes some confusion, especially among new members. The Roseville Figure Skating Club (the "Club") has no connection with the Roseville Figure Skating School (the "School"). While good relations have existed between the Club and the School, skaters and their parents need to keep in mind the similarities and differences between the two organizations. In addition, we want to assure present School members that you may join our Club and participate in both programs.

The main similarities between our Club and the School are three: (1) Many skaters skate in both programs, (2) some pros teach in both programs, and (3) the main facility for both programs is the Roseville Ice Arena.

The main differences between the two programs include:

The Club is a member of the USFSA; the School is a member of the ISI (Ice Skating Institute). The Club is not associated with ISI; the School is not associated with USFSA.

The Club provides ice largely for individual practices and lessons; the School's program is based largely on class lessons and a yearly ice show production.



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The Club is a private non-profit corporation, run by a Board of Directors consisting mainly of skaters' parents; the School is run by the City of Roseville.

Many other things including testing requirements, competition rules, membership, sponsorship, programs, and structure, among other things, are different between the two organizations.

Just as the Club and the School have a good working relationship, the USFSA and the ISI have entered into joint Statements of Policy. The Statements of Policy can be found in your USFSA Rulebook. In short, these agreements allow skaters to participate fully in both organizations.

(Note: There is one note of caution for skaters participating in both organizations. The ISI has rules which affect the level at which a skater may compete in ISI competitions based on the skater's USFSA test levels for freestyle, moves, dance and pairs. For instance, if a USFSA skater has passed the Preliminary Freestyle test, the skater may compete in ISI no lower than Freestyle 4. The Rules go on to cover the remaining USFSA and ISI levels. The USFSA and Club have no similar rules. Your ISI test level has no bearing on any aspect of your USFSA testing or competition career. Consult your pro and the ISI Competitors' Handbook for more on these rules.)

1.4 INTRODUCTION TO ICE PURCHASING

The Club purchases ice from the Roseville Ice Arena and other Twin Cities' arenas for figure skating practices. In turn, Club members have the opportunity to purchase this ice from the Club. Club members may buy practice ice from the Club by two methods: (1) "Contract Ice" basis and (2) "Random Ice" basis.

(1) "Contract Ice" Basis: By this method, a Club member may buy practice ice on a "long term" basis. "Contract ice" and the "contract ice" purchasing process can be best explained by the following illustration:

(NOTE: The following is just an illustration. There are many rules which apply to ice purchasing. Please consult these rules in Section 2.3 of Part Two.)

Example:

Contract Form. In August (and three other times during the year for other sessions), each skater receives a Club skating schedule for the Fall months, together with a contract form to be submitted to the Club by a certain date. (Be sure to abide by this deadline and follow the instructions as to how and where the contract must (and also may not) be returned to the Club.) All the Club's fall practice sessions are listed on the contract form.

On the contract form, the skater and her/his parents indicate that they wish to purchase, for example, Session 2 Freestyle on every Monday at 4:15 p.m., Session 6 Freestyle on every Wednesday at 4 p.m., and Session 7 Freestyle on every Wednesday at 4:45 p.m. for the contract period. A price is stated for each session to cover the cost of all the weekly practice times covered by the contract period and you pay a certain percentage of the entire contract amount at the time you send the contract to the Club.



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Allocation of Ice. After the Club's Ice Committee receives all the contracts, it allocates the ice based on certain priority rules -- one of which is seniority (a seniority list is found in the back of this handbook). The Rules governing seniority are found in Part Two at 2.3.2.4.

Unused Ice Becomes "Random Ice". There is one exception to this guarantee, namely: A "contract skater's" place on the ice may be sold to another skater on the waiting list if the "contract skater" is not present within ten (10) minutes after the practice starts. (See Section 2.3.2.13 and 2.3.3.3 of this Handbook for a more full description of this Rule and for a method of reserving your place on the ice by writing "DO NOT SELL" on the session sheet if you are going to be late.) The process used to sell a "contract skater's" unused ice to a waiting skater is called "random ice" purchasing. In addition, if you know you will not be using your contract ice on a certain day, you may "cancel" or "list" your ice for sale in the Club Book. You will receive a refund if another skater buys your ice on a "random" basis, only if there are more than 16 skaters on the ice.

(2) "Random Ice" Basis: By this method, a skater may buy a "one-time" spot on the ice on a "random" basis by signing up on a waiting list and obtaining a spot on the ice for a single session on a particular day on a space available basis, with "contract skaters" having a priority.

Thus, any ice not contracted for and any ice left unused by "contract skaters" who do not appear for the session or who have expressly indicated they want to sell their ice becomes "random ice" for sale to those on the waiting list. The "random ice" fee must be paid before the skater goes onto the ice.

In summary, buying "contract ice" is like buying a season pass to a sports event. Buying "random ice" is like buying a ticket to a single game. And, of course, a skater may use either or both methods to buy ice during a given contract period.

Reference: Again, the full set of rules relating to ice purchasing appear at Section 2.3 of Part Two.

1.5 INTRODUCTION TO TESTING

Test day is an important day for every skater. It is one for which you have worked long and hard. The Club is dedicated to providing you with the best possible conditions for your test.

As was mentioned previously, the Club has a very strong USFSA testing program. Tests are scheduled frequently so you can take a particular test when you are ready. In addition, you may go to other arenas to participate in any test sponsored by another USFSA Club.

Standards and Judging. USFSA sets the standards for each skating level and regulates the testing structure. USFSA also trains and provides extremely competent judges to evaluate your performances.

These judges are unpaid volunteers. They are extremely knowledgeable in figure skating, have passed rigorous tests prior to becoming a judge, and are required continually to update their knowledge of judging. A skater should view the judges as being there to help them. Judges are as interested in seeing the skater do well as is the skater. They generally give every benefit of the doubt to the skater.

Moves in the Field Tests. The moves testing structure begins with the Pre-Preliminary Test and is



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followed by seven more tests, as follows: Preliminary Test, Pre-Juvenile Test, Juvenile Test, Intermediate Test, Novice Test, Junior Test, and Senior Test. The Senior Test is also called Gold.

Standard Free Skating Tests. The free skating testing structure is, as follows: Pre-Preliminary, Preliminary, Pre-Juvenile, Juvenile, Intermediate, Novice, Junior, and Senior. The Senior Test is also called Gold. The Moves in the Field Test of the same level is the prerequisite to a Standard Free Skating Test.

Dance Tests. The dance testing structure has evolved into standard and solo tests, of thirteen and seven classes respectively that are better described in the USFSA Rulebook.

Other Tests. Tests are also given for pairs. Here again a better description of the Pairs Tests can be found in the USFSA Rulebook.

Gold Skaters. A skater who passes both the Gold Moves Test (Senior Test) and the Gold Free Skating Test (Senior Test) is commonly referred to a Double Gold.

Reference: The Club Rules regarding testing appear in Part Two at Section 2.5.

1.6 INTRODUCTION TO COMPETITIONS

1.6.1 General.

Many skaters find competing to be a fun, exciting and satisfying experience. Others get less out of the experience. Some skaters compete frequently. Some skaters never compete. The decision rests with each skater in the Club.

This Section is designed to outline the competition experience and how competitions are run and organized. This Section, however, is not intended to cover every rule and every situation. Therefore, you must consult the USFSA Rulebook and the "Announcement" for the particular competition for the full set of rules.

Announcement: You will become aware of a particular competition usually by seeing the official competition Announcement posted on the bulletin board in the lower lobby of the Arena or from your Pro. In addition, other skaters may tell you about it, you may sometimes receive a notice in the mail, or you may see it in *Skating* magazine.

The Announcement will cover such items as the rules under which the competition will be conducted, eligibility, whether the skaters may skate at a level higher than their test level, deadline date for entries, fees, registration rules, music rules, practice ice availability, awards information, cancellations, lodging availability for out-of-town skaters, events to be skated, test requirements for each event, length of free skating program, required moves for compulsory free skating and short programs, moves test requirements, and an application form (plus other items).

Decision to Compete: You will probably consider many factors before you decide to compete. Among them are the cost involved, how the competition fits into the other things you want to accomplish



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during a given period and whether you (and your program) are ready.

Application: If you intend to compete, you will need to fill out the application form, have it signed by a Club Officer and your Pro and get it in (together with your check) by the deadline. Some competitions require you to submit a self-addressed stamped envelope so that a competition schedule and practice ice schedule may be sent to you. Follow the rules as stated in the application regarding all of this.

Some competitions give each skater a short period of practice ice the day before the event. The cost of this ice may be included in the application fee. Most allow skaters to apply for additional practice ice. Usually, the fees for additional practice ice must be submitted with the application. It is wise to keep a photocopy of your completed application and bring the photocopy with you to the competition in case there is any question.

Competition: The first thing you will do when you get to the competition arena is to register. At that time, you will check your practice ice schedule and turn in your free skate CD and short program CD (if applicable). Some competitions, however, want your CD only on the day of competition. Whatever the situation, you should have a duplicate of your CD with someone (your Pro or a parent) in the arena at the time of your competition in case anything goes wrong.

The arena will probably have vendors selling skating clothes and supplies. A photographer will probably take photographs of the top placing skaters in each event at the time the awards are given. The awards are usually medals, trophies or plaques. You may order copies of the photographs from the photographer. A video crew may be available to take videos of you and your event for a fee. Sometimes you need to supply your own video Music for this. With respect to the still photography, you should show up for the photos whether or not you want to buy a photo of the event. This is common courtesy because other competitors in your group may want to purchase a photo. There will be a noticeable blank space in the photo if you do not appear. Roseville Figure Skating Club considers it's members to be representatives of our club and should behave in good sportsmanlike conduct.

In addition, follow the Announcement rules regarding how far in advance of your event you need to be at the arena. Competitions can run ahead thus moving up your competition time. Also, you do not want to be rushed.

Be sure to double check all the items you will need before leaving for the arena.

The scores at a competition are calculated in the "Accounting" section from the judges' score sheets by dedicated people who check and double check to make sure the scores accurately reflect the judges' marks.

The judges are the same competent people who evaluate your testing. As was mentioned earlier, they are volunteers who are extremely knowledgeable in figure skating. They sacrifice a great deal of time and energy for you and their love of the sport. They are greatly concerned that they judge each skater fairly. A referee is in charge of the competition and is appointed to run the on-the-ice portion of the competition and resolve all disputes, among other things. This person is also a highly capable individual in figure skating.

Again, the above is just a general description regarding competition rules and polices. Each



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competition is a little bit different. For more detailed information, consult the USFSA Rulebook, the competition Announcement, and the policies of the particular competition.

1.6.2 Types of Competitions.

Generally, there are three types of competitions which you may encounter:

- (1) **Qualifying Competitions:** These are competitions that "qualify" a skater to go to another competition, hence the name "qualifying" competitions. These competitions are the Regionals, the Sectionals, and the Nationals. If it is not one of these competitions, it is a "non-qualifying" competition.
- (2) **Non-Qualifying Competitions:** These competitions are the most important competitions for most skaters. Rather than being limited to a few competitions, they are numerous and provide tremendous opportunities to the skaters.

All competitions that are not qualifying competitions are non-qualifying competitions. They do not qualify a skater to go to another competition. This means most of the competitions in which you will compete are non-qualifying competitions. These competitions are sometimes called "local" or "open" competitions.

- (3) **Non-Qualifying Competitions Which Use Qualifying Competition Rules:** Some non-qualifying competitions use the qualifying competition rules. Sponsors of these competitions sometimes call them "Championship" competitions. Other competitions have two divisions (a) one using the non-qualifying competition rules and (b) another using the qualifying competition rules. In such cases, the division using the qualifying competition rules is sometimes called the "Championship Division".

(There is also a fourth type of competition, called a "closed competition." It is one in which only the skaters within one club participate. As our Club does not have such a competition, it will not be discussed further.)

The difference between these main three types of competitions will be explained in the next three sections.

1.6.2.1 Qualifying competitions

As was mentioned previously, your first competition will probably not be a qualifying competition. Nevertheless, it is important to know about qualifying competitions because it demonstrates how the USFSA is organized, shows you how free skate relates to figures and gives you an idea as to what is going on when you watch the Nationals, Worlds and Olympics on television.

In the Fall of each year, the USFSA qualifying competitions begin and then culminate with the Nationals, the Worlds, and Olympics (of course, only in certain years). These competitions are for freeskating, pairs, and dance. Only free skate will be discussed in detail here.

Two main things distinguish qualifying competitions from other competitions. First, each competition qualifies the skaters to the next competition. The USFSA calls it a "ladder" of competitions -- one



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competition leading to another.

Second, in qualifying competitions the skaters medal placement depends upon skating more than one event. For lower levels (Juvenile and below), it is only a free skate program. For higher levels (Intermediate and above), it is a combination of a long and a short free skate program. These are sometimes called "combined events".

For a Minnesota skater, the first qualifying competition is the Regionals. Our Regionals is called the Upper Great Lakes Regional Figure Skating Championships. Any USFSA skater who meets the test requirements may compete in the Regionals.

The Upper Great Lakes Region covers the following states: Illinois, Iowa, Upper Peninsula of Michigan, Minnesota, Missouri (excluding Greater Kansas City area and St. Joseph, Missouri), North Dakota, South Dakota, and Wisconsin. There are 8 other regions in the United States for a total of nine. Our Upper Great Lakes Regional competition is most often referred to as "Uppers".

The top four (4) skaters in the Senior, Junior, Novice, Intermediates and Juveniles classes (plus some others including some of the previous year's placers) go to the next competition -- the Sectionals

Our Sectional competition is the Midwestern Figure Skating Championships, commonly called "Mids". This Section takes in a large part of the United States -- approximately all states within the area after a line is drawn from Alabama to Arizona to North Dakota to Ohio and back to Alabama. There are two other Sections in the United States for a total of three.

Again, the top four skaters at Mids (plus a few others based on past placement) in the Senior, Junior, Novice, Intermediates and Juveniles categories go to Nationals.

At Nationals, the skaters in the Senior division qualify for the Worlds and the Olympics, plus some other special competitions.

Test Requirements for Qualifying Competitions

The free skate requirements for a recent Upper Great Lakes Regional Figure Skating Championship competition look like this:

Senior -- Senior (Gold) Free skate and Senior MIF Tests.

Junior -- Junior Free skate and Junior MIF Tests.

Novice -- Novice Free skate and Novice MIF Tests.

Intermediate -- Intermediate Free skate and Intermediate MIF Tests, under age 18.

Juvenile -- Juvenile Free skate and Juvenile MIF Tests, under age 14

Remember the above is for qualifying competitions only.



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1.6.2.2 Non-Qualifying Competitions

These competitions are the most important to virtually every skater. They are held often, year-round and not just during a short season. Many take place right here in the Twin Cities but, as a USFSA member, you may compete in these competitions anywhere in the United States. As will be seen, these competitions can be very important ones, even state championships.

All competitions that are not qualifying competitions are non-qualifying. So if for us in Minnesota, if it's not Uppers, Mids, or Nationals, it's a non-qualifying competition. Sometimes these are called "local" or "open" competitions. Our own Roseville Club competition fits into this category, as do many other competitions you might attend. Even the Minnesota State competition is non-qualifying. Why? It does not qualify you to go to another subsequent competition.

Sponsors of these competitions are a bit more free to define the skating categories. As such, these categories may change slightly between competitions. Thus, for example, the definition of a Beginner and other levels might not be the same in all competitions. More levels are included. Therefore, you must read the Announcement to determine which category applies to you.

These competitions usually do not have combined events, i.e. where your score is the combination of the scores you receive in two or more events. (The exceptions to this will be described in Section 1.6.2.3 below). Instead, each event is "freestanding".

Among the events included in such competitions are free skating, compulsories (sometimes on 1/2 ice), short program, moves in the field, spins, jumps, artistic, and Basic Skills for those young skaters below the Beginner level.

The requirements for entering these competitions are similar to the requirements for qualifying competitions. Therefore, you must refer to the specific Announcement for the specific competition you wish to enter to determine the requirements for each level.

1.6.2.3 Non-Qualifying Competitions Using Qualifying Competition Rules

Some non-qualifying competitions use qualifying competition rules for all or part of the competition. For example, a competition may have what is called a "Championship" division in which the skaters scores for short program and long program are combined to determine the champion. In addition, an entire non-qualifying competition may be conducted by the qualifying rules, thus combining scores to determine a champion. Several of these competitions are held in Minnesota each year.

1.6.3 Pairs Competitions.

Junior and Senior Pairs competitions include a free skate program and a technical program of eight required elements. The Novice technical program requires only seven elements. The Pairs Free skate program can include all the elements of the Singles Free skate program, except now both the male and female must do the same elements in unison. Pairs also do throws and overhead lifts.

1.6.4 Dance Competitions.

Ice Dance is the dancing on ice by a male and a female. The couple must dance to the music. Novice,



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Junior and Senior Dance competitions include two (2) parts: dance rounds, an original dance and a free dance. The original dance is the skater's creation to an annually specified rhythm and tempo. The free dance allows lifts but the male's hands cannot go above his shoulders. It also restricts many freestyle and pairs maneuvers. Free dance demonstrates flow, strong skating edges, unison, and carriage to the chosen music. Intermediates and Juveniles dance include two (2) parts two separate compulsory dances and free dance.



PART TWO

CLUB RULES AND PROCEDURES

Note: Certain Sections in this Part are preceded by a *. The * is used to mark Sections which are most likely to be used by Rink Parents. Also, any reference to a Section is also a reference to its subsections.

2.1 CLUB MEMBERSHIP

2.1.1 Club and USFSA Memberships Required

Members of the Club are required to be members of both the Club and the USFSA. Membership in both organizations must be renewed each year by June 1st to complete renewal by July 1.

2.1.2 Membership Fees

Club members are required to pay a membership fee upon their initial application and by June 1st of each year. This membership fee includes the cost of the USFSA membership. The Club will send the USFSA portion of the fee directly to the USFSA. The USFSA membership fees are set by the USFSA and include a subscription to the *Skating* magazine. Families with more than one USFSA member are charged for only one magazine subscription.

2.1.3 Mid-Year Initial Application Fees.

Skaters joining the Club after December 1st will be charged a reduced initial membership fee. This reduced fee will purchase a membership until the following July 1st.

2.1.4 Member in Good Standing.

A Club member is in good standing if:

- (a) She/he is current is paying all Club bills, including ice and membership bills, pros' fees and so forth, and
- (b) She/he adheres to the rules, policies and by-laws of the Club and the USFSA.

A skater who fails to comply with the rules and policies of the Club and/or the USFSA may lose the following privileges:

- (a) Permission to purchase ice from the Club,
- (b) Permission to purchase ice from other members of the Club,
- (c) Permission to test and compete, or
- (d) Permission to change Home Clubs.

A skater who is not in good standing because of Club billing issues may be reported to the USFSA.



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The USFSA will revoke the following privileges:

- (a) Permission to change to another Home Club, and
- (b) Permission to compete in a Qualifying Competition

Prior to returning to "good standing" status, the member must correct whatever has caused the problem.

If the member has been reported to the USFSA, the Club will notify USFSA that the member is back in good standing.

2.1.5 Types of Club Memberships and Skating classifications.

The following are the types of Club memberships and skating classifications granted by the Club:

- (a) **RFSC Home Club Members.** A RFSC Home Club Member is a skater whose primary club is the Roseville Figure Skating Club and who is registered with the USFSA as a Roseville Figure Skating Club Member. This skater represents the Club when competing or testing.
- (b) **Associate Member.** A RFSC Non-Home Club Member is a skater whose primary club is a club other than the Roseville Figure Skating Club, but who uses the RFSC as a supplemental club. A skater wishing to change status from Non-Home Club Member to Home Club Member or vice versa shall retain seniority from their latest continuous membership date. This skater represents their Home Club when competing or testing.
- (c) **Synchronized Member.** All Synchronized Members are required by the club to be Club Members. They represent the club for team competitions. They are eligible to contract club ice.
- (d) **Sustaining Member.** A Sustaining Membership is available to Club members who are no longer actively skating, but wish to maintain their USFSA membership and the opportunity to return to active status.
- (d) **Special Member.** A Special Membership may be granted for one session. Special memberships are voted upon by the Club Board. Special members are not voting members. Special memberships may be granted by the Board for other time periods.
- (e) **Active Skater.** An Active Skater is one who is contracting ice for the present session.
- (f) **Guest Skater.** A Guest Skater is one who is not a member of the Club but who skates on Club ice. A Guest Skater may contract for two (2) freestyle sessions per contract period. They will be charged random ice prices for the ice. **If a skater has applied for membership they may skate on club ice for up to 30 days until membership is approved by the board. (2005)**

2.2 RESPONSIBILITIES

This section sets forth the responsibilities of the (a) Directors, (b) Pros, (c) Skaters, (d) Parents, (e) Rink Parents and (f) Skater reps.



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2.2.1 Directors

The Directors of the Club shall abide by the rules, policies and by-laws of the Club and the USFSA. As such, the Directors shall:

- (a) Conduct the business of the Club in a fiscally responsible manner,
- (b) Set policies which will provide for the common good of its members,
- (c) Provide Club members with a selection of the best Pros available,
- (d) Provide its members with testing sessions,
- (e) Provide its members with practice ice,
- (f) Provide skaters and parents with information and advice,
- (g) Provide its members with special program or training opportunities,
- (h) Be responsive to concerns and complaints of the members, and
- (i) Schedule and oversee the Club's activities, including the Annual Meeting, Awards Banquet, Club USFSA competition, exhibitions and clinics.

Complaints and Problems: All complaints and problems addressed to the Board must be submitted in writing to a Board member or the Board. Only written complaints will be discussed at Board meetings. Oral complaints or hearsay will not be discussed. The letter should be dated and signed by a complaining member and should include the names of witnesses, if any. Members will be contacted by the Board and will be requested to be heard at a special meeting of the Board. Problems will be discussed by the Board in private and the appropriate action will be taken in each separate case by the Board.

Board meetings are held once a month and are open to all members. The names of the current Directors are posted on the website. You may call any Director if you have a question or comment.

2.2.2 Professionals

Professional skating instructors ("Pros") who teach Club members on Club ice shall abide by the rules, policies and bylaws of the Club and the USFSA. Pros are to pay particular attention to the Rules stated in Section 2.4 relating to safety on the ice and are to work with their students in developing good safety skills.

In addition to the criteria listed below, the Club strongly recommends that Pros conduct their negotiations with new students in a business-like manner coming to a clear agreement with the skater and his/her parents about fees, testing fees, competition fees, Music preparation fees, times of lessons, cancellation arrangements and payment expectations. Both parties should be in agreement with all aspects of the business relationship.

In addition, Pros are expected to meet the following set of standards:

- (a) All Staff Professionals.
 - (1) Be a current USFS professional member and complete the category A CER's.
 - (2) Be a member in good standing of the Professional Skaters Association (PSA), fulfilling the requirements of the PSA.
 - (3) Be aware of and follow the regulations of the Club
 - (4) Signed Professional Staff Agreement with the Roseville Figure Skating Club.



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- (5) Provide Proof of insurance
- (6) Complete the hiring process as defined in section 2.2.3 Hiring of professionals.
- (7) Pay all fees owed to the RSFC.

(b) Home Club Staff Professionals;

Along with section (a) must meet or exceed the following criteria. They must also:

- (1) Teach at least three (3) Club members on Club ice or the equivalent of 75% of available club ice,
- (2) Staff Professional must provide annual credentials, resume, list of skaters for the upcoming member ship year, and the self-evaluation form found in section 4 of this manual and any additional supporting documentation to the Club's secretary by May 15th of each year.
- (3) Be approved for Home Club Staff Professional status by the Club's Board of Directors annually,
- (4) Promote and Support All Club Activities;
 - A. Each student must contact at least one session per contract.
 - B. On and Off ice educational programs, competitions, exhibitions etc..
 - C. Parent involvement

(5.) Professional Development.

A. 2 CER's beyond PSA required for level A or B professional.

As defined, proof of attendance and completion of any professional growth training. Ex. CPR, physical fitness, and ice coaching seminars of any kind.

- (6) RFSC will reimburse each home club staff professional after 1 year of service, for one PSA or US Figure Skating seminar up to \$100.00 per membership year, RFSC budget permitting. Reimbursement will be dependent upon completion and submission of a written summary of the information conveyed at the session to coaches and board members. Additional funds may be available upon request. (2004)

(c) Associate Professionals.

Along with section (a) must meet or exceed the following criteria. They must:

- (1) Presently teach at least one (1) Club member on Club ice,
- (2) Staff Professional must provide annual credentials, resume, list of skaters for the upcoming member ship year, and the self-evaluation form found in section 4 of this manual and any additional supporting documentation to the Club's secretary by May 15th of each year.
- (3) Be approved for Home Club Staff Professional status by the Club's Board of Directors annually,
- (4) Promote and Support All Club Activities;
 - A. Each student must contact at least one session per contract.
 - B. On and Off ice educational programs, competitions, exhibitions etc..
 - C. Parent involvement
- (5) May apply for Home Club Professional by following 2.2.3 Hiring Process.
- (6) Must be in good standing with home club.

(d) Part Time Home Club Professionals



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Along with section (a) must meet or exceed the following criteria. They must also:

- (1) Teach at least three (1) Club members on Club ice or the equivalent of 25% of available club ice,
- (2) Staff Professional must provide annual credentials, resume, list of skaters for the upcoming membership year, and the self-evaluation form found in section 4 of this manual and any additional supporting documentation to the Club's secretary by May 15th of each year.
- (3) Be approved for Home Club Staff Professional status by the Club's Board of Directors annually,
- (4) Promote and Support All Club Activities;
 - A. Each student must contact at least one session per contract.
 - B. On and Off ice educational programs, competitions, exhibitions etc..
 - C. Parent involvement

(5.) Professional Development.

A. 2 CEU's beyond PSA required for level A or B professional.

(e) Basic Skills professional;

Along with section (a) must meet or exceed the following criteria. They must also:

- (1) Be a USFS Category C.
- (2) Promote skaters in to full club membership.
- (3) 1 CEU beyond required for Category C.
- (4) In a 6 month period they must shadow at least 1 home club private lesson.

(f) Basic Skills Substitute Professional

Along with section (a) must meet or exceed the following criteria. They must also:

- (1) Substitute Staff must shadow at least 2(two) classes and be approved by the (Director) before being submitted to the RSFC board for the hiring process.
- (2)) Be a PSA Category C.
- (3) Substitute Staff will be on a rotation basics as needed
- (4) Substitute Staff will be notified 48 hours before needed
- (4) If a member of the Substitute professional turns down more than 3 (three) sessions during a 3 (three) month period they will be removed from the Substitute Staff list.

(g) Professional Program Directors;

Along with section (a) and (b) must meet the following criteria;

1. Budget for program for the next fiscal year to club treasurer 30 days prior to fiscal year end.
2. Signed Annual director contract, which covers, scope of program responsibility, level of authority, and salaries.
3. Annual program plan submitted to the board by May 15th for approval.
 - A. Monthly written program updates, with a detailed financial plan and list of students and staff updates.
 - B. Quarterly review of program goals and objectives.

(h) Professionals hired by the Club for specific classes are not considered to be Club Staff Professionals or Associate Teaching Professionals, unless they apply for such status and meet the



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criteria for each certification.

(i) Guest Professional

1. A guest professional can only be a guest 2 times in a 6th month period.
2. The home club professional who invited the guest professional must notify the club president 48 hours prior to the date they will be on club ice. With name of guest professional, home club and date and time they will be on club ice.
3. The guest professional must have section A, except for signed contract along with proof of insurance on the date they plan to coach.
4. If guest professional student is testing at RSFC than they are allowed two sessions, prior to testing.
5. The exception for the summer session, the 2 session limit does not apply as long as they meet the requirements of section A.

2.2.3 Hiring and Management of Professionals

(a) Personnel Committee

1. No less than 4 and no more than 7 members
2. Up to 2 Executive Board Members, 2 RSFC Members, 1 coaching professional current or past with 5 or more years of experience.

(b) Hiring Process

1. Posting open position(s)
 - A. RSFC Web site
 - B. USFS
 - C. TCFSA
 - D. PSA
 - E. Other as designated by Personnel Committee.
2. Resume/applications
 - A. to Club President
 - B. Personnel committee reviews for requirements
 - C. Schedule interviews of qualified candidates
 - D. Check references, and verify qualifications under section 2.2.2 A.
3. Recommendation to the Board to extend offer to coach who has meet all requirements.
4. A representative of the Personnel Committee will extend offer and complete new hire paperwork, coordinating with Club professional liaison for rules and guidelines.

(c) Review of Professionals

1. New Hire – (considered new-hire for one year from date of hire)
 - A. A representative of the Personnel Committee will extend the offer and complete the new hire paperwork, coordinating with the club professional liaison for rules and guidelines.
 - B. 3 month review with Chair of the Personnel Committee, and 1 professional who has been in a supervisory role of new hire coach.
 - C. 9 month review with Chair of the Personnel Committee, and 1 professional who has been in a supervisory role of new hire coach.
 - D. Annual review on anniversary date with Chair of the Personnel Committee,



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and 1 professional who has been in a supervisory role of new hire coach.

E. Reviews should encompass that the requirements have been met in hiring agreement, professional rules for the type of professional position that they were hired for as defined in section 2.2.2.

F. The Personnel Committee reserves the right to conduct a review at any time for any reason.

G. Any Professional with a conflict should contact any Personnel Committee member at any time with questions or concerns.

2. Professionals – as defined in 2.2.2 B-F (Year as defined July 1st – June 30th)

A. Yearly review, by the Chair Personnel committee, and two other members, for annual board approval.

B. Professionals must contact the personnel committee chair to request change of status.

C. The Personnel Committee reserves the right to conduct a review at any time for any reason.

D. Any Professional with a conflict should contact any Personnel Committee member at any time with questions or concerns.

3. Directors - as defined in 2.2.2 G (Year as defined July 1st – June 30th)

A. Reviewed Quarterly - by the Chair of the Personnel committee, and two other members, for annual board approval.

B. The Personnel Committee reserves the right to conduct a review at any time for any reason.

C. Any Professional with a conflict should contact any Personnel Committee member at any time with questions or concerns.

(d) Management and discipline of Professionals

1. New Hire –

A. At review professional did not meet the rules as spelled out in their employment agreement or professional agreement.

B. The Personnel committee will recommend review and recommend to the RSFC Board disciplinary action depending on severity of incident or complaint from a verbal warning up to and including termination of professional privileges at the Roseville Figure Skating Club.

2. Professional as defined in 2.2.2 B-F

A. At review professional did not meet the rules as spelled out in their employment agreement or professional agreement.

B. The Personnel committee will recommend review and recommend to the RSFC Board disciplinary action depending on severity of incident or complaint from a verbal warning up to and including termination of professional privileges at the Roseville Figure Skating Club.

3. Directors as defined in 2.2.2 G



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- A. At review professional did not meet the rules as spelled out in their employment agreement or professional agreement.
- B. The Personnel committee will recommend review and recommend disciplinary to the RFSC Board action depending on severity of incident or complaint from a verbal warning up to and including termination of professional privileges at the Roseville Figure Skating Club.

*** 2.2.4 Skaters.**

Skaters shall abide by the rules, policies and by-laws of the Club and the USFSA. Skaters are expected to be aware of and follow the ice rules as set forth in this Handbook, especially those contained in Section 2.4 of Part Two. Of the Rules set forth in Section 2.4, skaters must pay particular attention to the Rules relating to safety on the ice and productive use of practice time. Skaters must also follow the Rules set forth in Section 2.2.6 regarding respecting the authority and decisions of Rink Parents and cooperating with them.

Skaters, while competing or skating at other arenas, are representatives of the Club and are expected to represent the Club with dignity and pride. Complaints received by the Club Board will be reviewed and dealt with.

*** 2.2.5 Parents.**

Parents of skaters will abide by the rules, policies and bylaws of the Club and the USFSA. Parents are expected to do the following:

- (a) Be aware of the skating guidelines, regulations and rules and see to it that their children are also aware of these,
- (b) Follow the Volunteer Policy,
- (c) Support the Club by taking an active part in the activities sponsored,
- (d) Purchase needed ice from the Club and make sure the ice purchased coincides with lessons planned,
- (e) Keep payments up to date, including Pros fees, and
- (f) Be aware that the Club is not responsible for any accidents on the ice.

Parents are responsible for reviewing the Rules set forth in Section 2.4 of Part Two with their children. Particular attention should be given to the Rules regarding safety and productive use of practice time. With respect to safety, parents should observe and work closely with your children to enhance their ability to share the ice safely.

*** 2.2.6 Rink Parents.**

Rink Parents are an essential part of the Club. Their duties include: (1) checking off the skaters as they arrive, (2) determining available spots on the ice for sale as random ice, (3) collecting random ice monies, (4) playing musics for freestyle skaters, (6) determining the order in which musics will be played, and (7) generally assisting during the skating sessions, among other things.

In Part Three of this Handbook, you will find the Club's Rink Parents' Handbook. It is a handbook within this main handbook. It is printed on blue paper and all its Sections begin with the letters RPH



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(i.e. Rink Parents' Handbook). It can be referred to as the "Blue Book".

The Rink Parents' Handbook sets forth the duties and responsibilities of a Rink Parent. Virtually all the Rules you will need to consult are in it. In addition, it provides some helpful examples of how the Rules are applied and some helpful hints on being a Rink Parent. It is intended to be both a handbook and a training manual.

The Rink Parents' Handbook is generally the only thing you need to review or read prior to coming to the Arena and it is the only document you will generally need to consult at the Arena. At the Arena, you will find a copy of the Rink Parents' Handbook in the Club Book located in the lower level office.

2.2.7 SKATER REPS

- (a) Two Skater Reps one (1) year term
- (b) One (1) between the ages of 14 – 18 and one (1) 13 – younger
- (c) Voted on by skaters at the annual banquet
- (c) Report to Club President
- (d) Report to board (written or at meetings)
- (e) Bring things to the board that the skaters would like to see done
- (f) Quarterly meetings with president

*** 2.3 ICE PURCHASING**

*** 2.3.1 "Contract Ice" versus "Random Ice"**

The Club purchases ice from the Roseville Ice Arena and other Twin Cities' arenas for figure skating practices. In turn, Club members have the opportunity to purchase this ice from the Club. Club members may buy practice ice from the Club by one of two methods or both:

(1) "Contract Ice" Basis: By this method, a Club member may buy practice ice on a "long term" basis. For example, a skater might purchase on a "contract ice" basis Club Freestyle Session Number 4 which runs for 10 weeks on Mondays at 5:15 p.m.

(2) "Random Ice" Basis: By this second method, a Club member may buy practice ice on a "short term" or "daily" basis if space is available. For example, a skater who is not under contract for Club Freestyle Session Number 4 may sign up on the waiting list for that session for Monday, October 23rd. If space is available, the skater will be allowed to skate after paying the required fee for that day's session.

In short, buying "contract ice" is like buying a season pass to a sports event. Buying "random ice" is like buying a ticket to a single game. And, of course, a skater may use either or both methods to buy ice during a given contract period.



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2.3.2 Contract Ice Rules

2.3.2.1 Ice Contract General Procedures

The Club will offer four contract sessions of ice each year -- Fall, Winter, Spring and Summer. Ice contracts listing the ice times and kind of ice (freestyle, moves, and so forth) available for purchase will be mailed out by the Ice Committee no later than two (2) weeks prior to the deadline for returning the contracts. These contracts must be returned by the date indicated in the instructions and must be accompanied by a signed consent form. No requests for ice sessions will be taken over the phone.

2.3.2.2 Late Requests

Requests for contract ice which are received after the deadline stated in the contract will be considered only after all contracts received on time have been processed. This is so even if the late requester has a higher seniority ranking.

2.3.2.3 No Contracts To Be Left in Club Book

Contracts left in the Club Book ("Rink Parent Book") at the Arena are not regarded as being on time. You must mail the contract to the address indicated on the contract form. Do not put them into the Club Book, hand them to the Ice Committee, or hand deliver to the address on the form.

2.3.2.4 Priorities for Contract Ice Purchasing/seniority

Each skater may request the ice times he/she prefers, but ice will be sold under contract based on the following priorities:

Ice contracts will be awarded to Club members interested in purchasing ice based on his/her seniority as a Club member within the following categories: (1) RFSC Home Club Members, (2) RFSC Associate Club Members. Thus, RFSC Home Club Members will be granted requested ice first, based on seniority. Next, Associate Home Club Members will be granted requested ice, based on seniority. The skaters with the highest seniority within each category (and with a contract turned in on time) will be sold the sessions they have requested.

Seniority is determined by continuous Club membership in the Roseville Figure Skating Club. If a member drops membership and later rejoins, he/she loses the previously built-up seniority. See also the rules regarding Associate Club Members contained in Rule 2.1.5(b) in this Part.

The Membership Chairperson will provide the Ice Committee with an accurate and up-to-date list of members and their seniority rankings.

2.3.2.5 High Test and Low Test Ice

The Ice Committee may designate certain ice sessions to be high test or low test ice based on test levels. Such a designation restricts these sessions to skaters who meet the criteria for high or low test. High test sessions allow our more advanced skaters the ability to practice with their peers. Low test sessions



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allow our less experienced skaters the opportunity to practice without stronger, faster skaters being present on the ice. The test levels for each group will probably change from year-to-year depending on the makeup of the Club at the time the sessions are offered.

After establishing the high test and low test ice, the Ice Committee will announce the sessions and the test level restrictions in the ice contracts sent to all Club members. The ice will be awarded to skaters wishing to purchase these sessions by the same rankings and seniority levels as stated above, with the addition of the added restriction of test level.

2.3.2.6 Second Choices for Contract Ice

The ice contract form provides a place for the selection of second choices if you wish to request such. If your first choice is not available, you will be moved to your second choice if that is available. If you have not selected a second choice, it will be assumed that you do not want any other ice except that which you requested as your first choice.

2.3.2.7 Notification of Change in Your Request

You will be notified if there is a change in the ice you requested. Such changes include the fact that you did not get the ice you requested or the time has been changed, among other things. If you do not hear from the Ice Committee before the beginning of the contract session, you may assume that you have received your ice as requested.

2.3.2.8 Cancellation of Contracts

A contract for a session of ice may be cancelled during the first week of that session and payment for any unused ice time will be refunded. This cancellation date appears on the ice contract.

2.3.2.9 No Selling of Ice Except Through Club

A skater may not contract for ice and then sell it or give it directly to another skater. A skater, however, may list the ice for sale through Club procedures for resale to a random ice buyer.

2.3.2.10 Contract Payments

Note carefully the instructions on the ice contracts regarding payments and follow these instructions. Skaters and their parents have the responsibility to make payments on time.

Skaters who are not current in their payments will not be allowed to contract for more ice until the past due bills have been paid. Statements may be sent out periodically by the Treasurer for the purpose of informing you of the status of past and present bills. A charge will be added to the skater's account for returned NSF checks. If you ever have questions about your account, call the Treasurer.

2.3.2.11 Contract Refunds

Refunds are granted in special circumstances. These circumstances include injuries, illness or similar serious reasons. They do not include changing your mind about skating or just missing your ice. If a



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refund is requested and granted, two (2) weeks of ice must still be paid for by the skater. The skater may, however, list this ice for sale in order to try to recoup the cost. The Ice Committee handles these cancellation requests. The Club's Board reserves the right to request a doctor's note from the skater requesting a refund.

*** 2.3.2.12 Listing Contract Ice For Sale as Random Ice**

Any skater who has contracted for a particular daily session may sell his or her ice for that day to another skater who is not under contract for that daily session. This is done by the contract skater "canceling" the ice for sale in the Club Book at the Arena. To "cancel" ice, the skater places his/her name on the session sheet in the Club Book for "canceling" for the particular daily session he/she wants the ice to be sold and draws a single line through their name in the contracted skaters column. By so doing, the contract skater "cancels" her/his ice. This spot on the ice is then available for a non-contract skater to purchase as "random ice". Ice is sold in the same order as it is listed. Thus, the ice for the first skaters to list their ice is the first ice to be sold.

2.3.2.13 Unused Contract Ice Sold After 10 Minutes; But Not If Written: "DO NOT SELL" on the daily session sheet

If a contract skater has written "DO NOT SELL" on the daily session sheet by his/her name in the Club Book, that skater's ice may not be sold to a "random ice" purchaser, even if the contract skater has not appeared and someone else is waiting to buy it.

If no such message is written on the daily session sheet, the ice may be sold after ten (10) minutes of ice time has passed, even if the contracting skater has not listed the ice to be sold.

2.3.2.14 Credit to Sellers of Listed Ice

Whether the skater who lists her/his ice for sale receives a credit if the ice is sold depends on whether the Club breaks even on the ice. Thus, before any credit can be given to the sellers who list their ice for sale, the Club must break even. Therefore, sixteen (16) places must be contracted for or sold as random ice before money is refunded to the sellers of the ice.

If money is to be distributed, it goes to the sellers in the same order as they listed to sell and in the form of a credit on their billing statement.

2.3.3 Random Ice Purchases

In addition to purchasing ice on a "contract" basis over a "long term", a skater may purchase ice on a daily basis if space is available. This type of ice is called "random ice". "Random ice" spots on the ice generally consist of all the available spots not taken by "contract" skaters.

2.3.3.1 Signing Up for "Random Ice"; Priorities

To obtain "random ice", the skater must add his/her name to the "Waiting" or "Buying" list on the daily session sheet in the Club Book. Skaters are allowed to purchase ice in the order they have signed up on



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this list. The seniority rules which apply to "contract" ice do not apply to "random ice" purchases.

2.3.3.2 Procedures for Purchasing "Random Ice"

If there are open spots in the session or if someone is selling ice, the first person on the list is allowed to buy the ice, provided the skater is present at the time the session starts. The ice must be paid for before the skater is allowed to skate. The payment may be in the form of a check made out to the "RFSC" or "The Roseville Figure Skating Club", or it may be billed to your account for the correct amount. Please do not pay in cash. Put your payment in an envelope which can be found in the Club Book. Then, to ensure proper credit, provide the information requested by the form on the front of the envelope.

2.3.3.3 How Random Ice Becomes Available: waiting Time

Ice becomes available for "random ice" purchasing in three ways:

- (1) Not all places were sold on contract. (Example: only 17 of the 20 spots were sold by contract and thus three are available for "random ice" purchasers.)
- (2) One or more skaters have cancelled. This is determined by seeing who has listed their ice for sale and thus cancelled.
- (3) A "contract skater" does not appear at the Arena. This type of spot may not be sold at all if the "contracting skater" has written "DO NOT SELL" by his/her name on the daily session sheet. If no such message is written on the sheet, a contracting skater's ice may be sold after 10 minutes of ice time has passed.

Reference: See Rule 2.3.2.13 above for additional information on these rules.

2.3.4 Guest Skaters

If space is available on Club ice after all Club members have purchased the ice they need, a guest skater may purchase and skate a total of two (2) freestyles per contract period. The cost of each freestyle will be equal to the random ice cost. To skate more than two (2) freestyles per contract period, the guest skater must apply for a Club membership. The Ice Committee will be responsible for notifying the skater about this rule.

2.4 RULES OF THE ICE

2.4.1 Introduction to Rules of the Ice

Skaters must read and follow the rules set forth in this Section 2.4 and its subsections. There are many skaters on the ice at one time and, if everyone follows the same set of regulations, everyone will know what to expect and all will go smoothly.

2.4.2 General Rules



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The following Rules apply to all Club skating sessions:

- (a) **Safety.** Skaters must pay particular attention to safety on the ice. Safety must always be on the skaters' minds.
- (b) **Cooperation.** With and Respect for Rink Parents. Skaters must read and follow the Rules relating to Rink Parents and their duties and authority set forth in Section 2.2.5 and its subsections.
- (c) **Productive Use of Time.** Your parents have purchased this ice for you to practice on. Do not waste their money by talking to your friends or by leaving the ice unnecessarily. You must use your ice time productively.
- (d) **No Kicking Ice or Tantrums.** Skaters are not allowed to kick the ice or have temper tantrums on the ice.
- (e) **No Visiting.** No visiting is allowed on the ice. Visiting should be done off the ice either before or after the session.
- (f) **No Standing Still.** Skaters are not allowed to stand still on the ice. A skater not in motion is a hazard to the rest of the skaters. If you are stopping to discuss something with your Pro, do so at the side of the rink by the boards. Pros are reminded that they are as much a danger on the ice when stopped as anyone else.
- (g) **Follow Arena Rules.** The Roseville Ice Arena has regulations against food and beverages on the ice with the exception of water.

2.4.3 Freestyle Rules

2.4.3.1 General Rules

The general rules for skating as stated in Section 2.4.2 apply to freestyle sessions.

2.4.3.2 Skaters Having Their Music Played Have Right-of-way: Use of Waist Bands

Skaters who are skating to their music have the right-of-way. It is especially important that all skaters and Pros be aware of whose music is being played and yield to this skater. A skater who is skating to her/his music is encouraged to wear a colored waist band, as approved by the Board. By wearing a vest, you will be more easily identifiable and will increase your chances of having the right-of-way.

2.4.3.3 Rules for Music Playing

The following are the rules for music playing:

- (a) **Lesson Music Priority**

With respect to the playing of skating music "lesson Music" take priority over all other music, except



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that (a) no more than two lesson music may be played in a row and (b) no more than two lesson priorities may be invoked by or for a skater during any single practice session.

(b) Lesson Music Defined

To qualify as a "lesson Music", the music must be (i) requested by a Pro for a lesson being conducted at the time of the request and (ii) the first or second music (lesson, non-lesson or both) requested for or by the skater during that practice session. Thus, a skater may not use the lesson priority to obtain a priority third play. Such requests go into the regular non-lesson order.

(C) Non-Lesson Priorities

After the lesson priority, skaters who have had their music played fewer times than other skaters have priority. Thus, first requests for music play take next priority, then second requests for music play, and then third requests for music play and so forth. Music will be played on a "first come, first served" basis within each priority. Provided the above lesson and non-lesson priorities are followed, a skater may have her/his music played as many times as time allows.

(d) Method of Counting Music

Skaters may request different skating music to be played (long program, short program, and so forth) and each music played counts as one music play for determining the skater's priority under these Rules. Listening (but not skating) to a music counts as one play. A skater who requests a warm-up music for the benefit of all skaters during a session when there is a gap in the regular playing of music shall not be charged with a music play. A skater skating a compulsory program may wear the vest and have the same right-of-way as if skating a freestyle program.

2.4.4 Moves in the Field Rules

2.4.4.1 General Rules

The general rules for skating as stated in Section 2.4.2 apply to Moves in the Field sessions.

2.4.4.2 Soft Music Played on Moves Ice

Soft music will be played on Moves Ice or during the first 10 minutes of an Open session, when Moves in the Field skaters have the right of way.

2.4.5 Dance Rules

2.4.5.1 General Rules

The general rules for skating as stated in Section 2.4.2 apply to ice dance sessions.

2.4.5.2 Dance Only on Dance Ice

There shall be no freestyle skating on dance ice, unless the Board or the Ice Committee specifies to the



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contrary.

2.4.5.3 Order for Right-of-Way

The order for right-of-way shall be:

- (1) a skater taking a lesson to the dance being played,
- (2) a non-lesson skater who is skating to the dance being played and
- (3) those skating other dance patterns.

2.4.5.4 Order of Line-up

The order of line-up to start any dance shall be: (1) a skater taking a lesson to the dance being played, (2) couples and (3) individuals.

2.4.5.5 Order of Music Playing

The order of music playing shall be:

See music playing section in Rink Parent Handbook

2.4.6 Synchronized Line Rules

2.4.6.1 General Rules Apply

The general rules for skating as stated in Section 2.4.2 apply to the synchronized line.

2.4.6.2 Membership

The Synchronized Line membership rules are, as follows:

- (a) The Club synchronized line shall consist of a maximum of 24 regular and 4 alternate members.
- (b) A skater must be a member in good standing of the Club to be eligible for the synchronized line.
- (c) A skater can try out for the synchronized line if she/he has met the qualifications as set forth by the synchronized coach.
- (d) Skaters may skate on more than one competitive line at the same time.
- (e) Rules governing qualifications for the synchronized line members may be reviewed by the Board of Directors each year and may be subject to change.

2.4.6.3 Tryouts

The Synchronized Line tryout rules are, as follows:

- (a) Tryouts will take place when necessary. Notices of tryouts will be posted on the bulletin board at the Arena along with the rules and regulations governing the line.
- (b) Line members will be chosen by a panel of judges which will include the synchronized line



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- Pro(s).
- (c) Skaters should be familiar with the regulations and rules and cost before trying out for the line.

2.4.6.4 Rules and Guidelines for Skaters

The Synchronized Line Rules and Guidelines for Skaters are as follows:

- (a) Skaters must be prepared to commit themselves to skate with the line for the entire competition season.
- (b) Attendance is taken at each practice.
- (c) The pro(s) will prepare guidelines for the conduct of the skaters and the rules they are expected to follow other than those stated here and distribute them to the skaters.
- (d) Skaters will be expected to be familiar with the regulations and the Pro's expectations of the skaters and agree to follow these guidelines.

2.4.6.5 Costs

The regular line members will be responsible for the following: ice costs (exact cost will be divided by the number of skaters), pros fees, costumes, competition and travel expenses.

2.4.6.6 Alternates

The rules for alternates will be posted at the time qualifications are posted.

2.4.6.7 Behavior

Good behavior, as outlined in this Handbook, is expected at all times. If problems are encountered, the Pro in charge will issue a warning to the skater and the parents of the skater. Subsequent infractions will result in her/his removal from the line for the remainder of the season.

2.4.6.8 Professionals

The Professional(s) for the Synchronized Line will prepare a list of policies and expectations not already covered in this Section and distribute these to the skaters. These will include things such as tardiness, missed practices and so forth.

2.4.6.9 Out-Of-Town Travel

The Synchronized Line will compete at various competitions, some may be out of town. The Professional(s) and the parents will together determine what the out-of-town travel will be. Adequate chaperones will be provided for those skaters whose parents are unable to make these trips.

2.5 TESTING RULES AND PROCEDURES

(Note: Before reading these Rules, you may wish to review the Section entitled "Introduction to Testing" at Section 1.5 in Part One of this Handbook.)



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2.5.1 Must Be USFSA Skater

Only registered USFSA skaters are allowed to test.

2.5.2 Skaters Must Know the Rules

Skaters must know the rules of testing in general and the requirements of each level of skating. The required skills are listed in the USFSA Rulebook. If you do not have a copy of the USFSA Rulebook, you may ask the Membership Committee to order one for you. There is a charge for this book.

2.5.3 Readiness To Be Discussed

Before signing up for a test session, a skater should discuss test readiness with his/her Pro and parents.

2.5.4 Notices and Applications

Notices of test sessions will be posted in the Arena on the bulletin board. Application forms will be available at the same time and a skater who wishes to test should take one of these forms and complete it. The form must be turned in to the Test Chairperson by the application due date so the schedule can be set and arrangements made for the appropriate judges. Money for the testing fee must be turned in at the same time. This fee is non-refundable after the deadline date.

2.5.5 Notice of Test Time

The Test Chairperson will contact the test candidates two or three days before the test date regarding the test schedule.

2.5.6 Test Day Schedule

The skater should arrive at the Arena 45 minutes earlier than the scheduled time of his/her test in case some of the earlier tests are cancelled. This might mean the subsequent test times are advanced.

2.5.7 Dress

The skater should be appropriately dressed for the test. Skate laces should be clean and skates should be polished. Skaters do not need new outfits, but should appear neat. In freestyle, the judges must be able to see the flow and movement of the skater.

2.5.8 Visitors and Others

Visitors may come to watch the test but must sit quietly on the bleachers on the south side of the Arena. Only the Pros are allowed on the north side. The downstairs locker rooms are only for testers, Pros and parents. Pros and/or skaters may, however, request a closed test session.



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2.5.9 Results Given to Skaters

When the test is complete, a copy of the judges' results sheets will be given to the skater, the Pro and the parents in the downstairs locker rooms. .

2.5.10 Judges

The judges are volunteers who donate their time for the test session. They are eager to be helpful to the skaters while at the same time upholding the high standards of the USFSA.

2.5.11 Confidentiality

Test Chairpersons will treat test results as confidential. Skaters, however, may discuss their own test results with whomever they wish.

2.5.12 Non-Home Club Testing

Club skaters who wish to test at another club must obtain a letter of permission for the RFSC Test Chairperson. This letter is generally required by the testing club. The skater must tell the Test Chairperson the test date and the type of test to be taken. Skaters must pay the test fees and abide by the test rules of the testing club.

Skaters from other clubs are sometimes given permission to test with the Club, if there is room after all Club skaters have been given a chance to sign-up to do the test. Club members always have priority in scheduling tests.

2.6 STIPENDS, SANCTIONS AND ELIGIBILITY

2.6.1 Stipends

The Club is proud of its skaters and offers support to those who represent the Club at high-level competitions. Skaters who have achieved Sectional and National recognition by qualifying for Midwesterns and/or Nationals will receive support to help cover their expenses.

To qualify for this support, skaters must (1) be a Home-Club Member of the RFSC and (2) have qualified for Midwesterns and/or Nationals. The Club's Board of Directors will determine the amount of each stipend. The amount contributed might change from year-to-year depending on varying factors such as number of skaters and the financial situation of the Club.

The board has the option to award a stipend for Uppers.

2.6.2 Sanctions

The USFSA requires that every skater obtain a sanction for every event participated in, prior to performance, regardless of the size of the event. This includes high school events such as hockey cheerleading, skating at half-time during games and so forth. Skating in an event without a sanction



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may jeopardize the skater's amateur status.

For information on obtaining a sanction, contact the Club representative in charge of sanctions. The name of this person appears on a list of Club Committee Chairpersons in *Part Four* of this Handbook.

2.6.3 Eligibility

The Club and the USFSA are amateur skating organizations. The USFSA has a set of rules for determining what acts can cause a loss of eligibility. These rules are contained in your USFSA Rulebook in the Section entitled "Eligibility Rules". You should be familiar with these Rules. If you have any questions, contact a Board member or the Chairperson of the Sanctions Committee.

2.7 RFSC CLUB NUMBERS FOR THE ISI ICE SHOW

2.7.1 APPLICATION

- a. Application will be available to RFSC members no later than November 1st.
- b. Application and payment must be submitted using US Mail, postmarked no later than December 15th. If December 15th falls on a Sunday during any given year, the deadline will be December 16th for that year only.
- c. Skaters that do not qualify for either the Club A or Club B number will have their application and check returned no later than December 31st.
- d. NO REFUNDS

2.7.2 REQUIREMENTS

- a. Members in good standing and have met all requirements.
- b. USFSA tests taken at the RFSC December test session will count toward establishing Club A or Club B placement. ISI tests taken in Decembers will also be used for placement. USFSA tests taken at other clubs during December will not be used.
- c. Have not yet graduated from high school.
- d. Be able to attend ALL practices (only 1 absence of any kind will be permitted, this includes Ice Show rehearsal week).
- e. If you are more than 10 minutes late 3 times you will not be allowed to skate in the club number.
- f. Skaters may be removed from club number if the coach feels they are being disruptive by a Board of Directors vote.

2.7.2.1 Club A

- a. RFSC Home club members only
- b. Passed at least the USFSA Preliminary Free Skate
- c. Must have contracted **4** out of 5 contract periods. Summer, Fall, Winter I, Winter II and Spring
- d. Of the 4 required contract periods, a Spring contract is a mandatory.



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- e. Must contract two sessions during each of the contracted periods. A minimum of 8 sessions must be contracted annually. During each session, one contract may be a coupon booklet (all ten coupons must be used during the contract period). Contracts need to be in by the end of the first week of the contact period to be valid.
- f. You must attempt 1 USFSA test per a year. Moves or Free Skate.

2.7.2.2 Club B

- a. Home Club or Associate member of RFSC
- b. Passed at least the USFSA Pre-Pre Moves Test
- c. Must have contracted 3 out of 5 contract periods. Summer, Fall, Winter I, Winter II and Spring
- d. Of the 3 required contract periods, a Spring contract is a mandatory.
- e. Coupon books will be counted as a contract; they must be purchased by the end of the first week of start of the contact period. All ten coupons must be used during the contract period.

2.7.5 Points

- a. Will be given to skaters based on their USFSA Tests passed

| | | |
|-----------------|--------------------|----------|
| Pre-Preliminary | Moves in the field | 1 point |
| | Free Skate | 1 point |
| Preliminary | Moves in the field | 2 points |
| | Free Skate | 2 points |
| Pre-Juvenile | Moves in the field | 3 points |
| | Free Skate | 3 points |
| Juvenile | Moves in the field | 4 points |
| | Free Skate | 4 points |
| Intermediate | Moves in the field | 5 points |
| | Free Skate | 5 points |
| Novice | Moves in the field | 6 points |
| | Free Skate | 6 points |
| Junior | Moves in the field | 7 points |
| | Free Skate | 7 points |
| Senior | Moves in the field | 8 points |



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| | | |
|--|------------|----------|
| | Free Skate | 8 points |
|--|------------|----------|

The skater's total points will include points for Moves in the Field tests passed and points for Free Skate tests passed.

- b. Will be given based on ISI tests passed

| | |
|--------------|-----------|
| Freestyle 1 | 1 point |
| Freestyle 2 | 2 points |
| Freestyle 3 | 3 points |
| Freestyle 4 | 4 points |
| Freestyle 5 | 5 points |
| Freestyle 6 | 6 points |
| Freestyle 7 | 7 points |
| Freestyle 8 | 8 points |
| Freestyle 9 | 9 points |
| Freestyle 10 | 10 points |

- c. 1 point for each year you have been a member of RFSC

2.7.6 Posting of Skater placement in Club A and Club B numbers

- Club number coaches will be voted on at the October board meeting.
- All verification needs to be completed within 7 days after December 15th.
- Contract purchased and coupon books used – verified by ice committee chair
- Member in good standing – verified by Club Treasurer
- Test passed – verified by test chair
- Seniority points – verified by membership chair
- Board will vote on placement list no more than 14 days after December 15th
- Club number placement will be posted for RFSC members no more than 21 days after December 15th

A roster will be given to coaches no later than two (2) weeks before the first schedule practice

2.8 Grievance Policy

Section I. Purpose.

The purpose of this grievance policy is to provide a process in which members of the Roseville Figure Skating Club (RFSC) can express concerns when conflicts emerge between parties



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within the RFSC, and the Roseville Figure Skating Club Board (Board) can evaluate the dispute, uphold RFSC rules/policies, decide on the validity of the complaint and impose corrective action, if needed.

Section II. Who and How.

- a. Who? Any RFSC member(s) (skaters, parents, professionals, Board members) is eligible to submit a grievance against another RFSC member(s).
- b. How? A formal grievance can be submitted to the Board by writing a letter conveying the conflict, including detailed information about the dispute.

Section III. Formal Grievance Process.

- a. First Written Grievance Received. When the Board receives a grievance, the Board directs the Grievance Committee, which consists of the Board president, the RFSC program chair, the RFSC ice chair and legal counsel, if needed, to meet outside of a regular Board meeting to evaluate, decide on the validity, and, if needed, impose corrective action on the party(ies) in which the grievance is against. If the grievance is found to be valid, the Board will impose the following corrective action:
 1. Written documentation of the incident and a warning will be issued to the party(ies) involved.
- b. Second Written Grievance Received. If the Board receives a second grievance regarding the same dispute and/or RFSC rule/policy as the first grievance and the grievance is found valid, the Board will impose the following corrective action:
 1. A conflict resolution meeting will be held between the party(ies) the grievance is against, the coach(es), and Board members. The Board has full discretion on who shall attend this meeting.
- c. Third Written Grievance Received. If the Board receives a third grievance against an RFSC member(s) regarding the same dispute and/or RFSC rule/policy as the two previous grievances and it is found valid by the Board, the Board will impose the following corrective action:
 1. Revocation of RFSC membership(s).

The Board has full discretion to skip the first two steps of the grievance process and move to the third step if the seriousness of a dispute that is found valid warrants such corrective action.

Section IV. General Rules.

- a. Confidentiality. All grievances and the parties to the grievance are kept confidential except as necessary to conduct the process.



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- b. Neutrality. Board members are not advocates for any particular RFSC member(s). They do not come to a dispute with preconceived ideas of who is more likely to be right or wrong. They are advocates for fair processes and for fair resolutions. **(2006)**



PART THREE

RINK PARENTS'

HANDBOOK

RINK PARENT RESPONSIBILITIES

- Setting up sound booth and book
- Checking in skaters as they arrive
- Determining available spots on the ice for sale as random ice
- Playing music's for freestyle skaters and using the microphone to announce skating order and make safety reminders
- Closing the booth and replacing the book and microphone at the end of the last session
- Understand ice rules and assist coaches in implementing them

BOOK PROCEDURES

Please plan to arrive 10-15 minutes before the start of your session

If you are volunteering for the first session you will find the Music player key on the wall of the back room in the rink side office. The cabinet under the key pegs holds the red club book. The microphone, Music box key and CD player are kept in the pros room for security reasons. Place the red book on the trash can at the rink entrance. Turn on the power for the Music deck and plug in the microphone. The outlet for the microphone is under the control booth stand. Please make sure the cord is not laying on the floor where the skaters will step on it with their blades. It is also good to test the microphone volume- if it needs adjustments the volume control is in the rink side office. The volume control in the booth Music box only controls the Music deck. The colored belts are simply hung over the Plexiglas wall.

We are not playing warm-up music during the moves portion of the session since music interferes with skaters hearing the sound of their blade edges. (The first 10 minutes of each session are dedicated to moves.) Skaters practicing moves at that time have the right-of-way. Music played after the moves portion should not be so loud that coaches have trouble making themselves heard.

If the session is full, two rink parents may volunteer. They may divide the rink parent duties as they wish and both volunteers should sign the book to receive credit. As a rink parent volunteer, you will receive (as of Fall 2001) one hour of volunteer credit for each session you work, and \$1.00 if ice credit on your account.



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RETURN TO THE BOOK AND ASSIST SKATERS IN CHECKING IN

Space on the session is limited as follows:

| | |
|-------------------------|------------|
| Intermediate and up | 16 skaters |
| Juvenile and up | 16 skaters |
| Pre Juvenile and up | 18 skaters |
| Preliminary to Juvenile | 18 skaters |
| Preliminary and up | 18 skaters |
| Beginner to Pre-Pre | 20 skaters |
| Moves Pre-Juv and up | 18 skaters |
| Open | 20 skaters |
| High Power | 20 skaters |
| Low Power | 20 skaters |

All skaters must skate at their freestyle levels unless the session is open. Skaters may not use dedicated ice for other purposes.

Unfilled slots on the session can be sold as random ice. These are any unsold slots on that contract, but may also include places of contracted skaters who are absent.

Contracted skaters' places will be held for 10 minutes. After that they may be sold, unless the skater has "Do Not Sell" written by their name. Open slots are sold at the rate given at the top of the session page.

The rink parent will give preference to skaters who are present at the beginning of the session in the order their names are listed in the column on the right side of the page. Skaters who wish to buy on should only write their names in the "waiting list" column, **"Never in the contract skaters" column**. Skaters who know they will not be present at a session may write their names in the cancel list. If the ice is full and "their" ice is bought by a random skater they will receive credit on their bill. When yellow sheets are used in the club ice book (often done before a competition when ice is very busy) priority is given to home club skaters first, then associate members and guest skaters. Envelopes are provided in the front of the red book for payment of random ice. Club members may also choose to mark "bill" by their name. In general, writing in the book should be clear, doodle free and kept to a minimum because our bookkeepers use these pages to update each skater's account.

Learning the names of the skaters on your session is not only a pleasure, it will make your job much easier. Encourage skaters to check off only their name rather than their friends, be attentive to the book as it is almost impossible to count and identify skaters if they are already on the ice and moving!

Allowing skaters onto the ice early is tempting, but they are not covered by our insurance if they are skating without a pro present or before the "official" club ice has begun. You should never allow tow ice sessions to overlap, having "extra" skaters sharing the ice is dangerous.



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BOOTH PROCEDURES

Once all the skaters are checked in you can return to the booth.

Warm-up music can be played once the moves portion is over. Make an announcement letting skaters know the booth is open and give a brief safety reminder.

For example: **“Welcome to the Roseville Club. The moves portion of session #7 is ended. Please skate safely watching out for each other and yielding to the skater wearing the neon belt.”**

If you see problems with observing ice rules you may repeat the reminder. If a skater shows blatant disregard for the rules you are authorized as the rink parent to ask them to take a time out or even leave the ice, but use discretion. Often a private word to the skater, parent, or coach is enough. If you don't feel comfortable with handling the situation on your own, let the rink parent chair know about the situation as soon as possible.

It is also important to use the microphone to announce the skaters practicing to music. A change of music is not always enough to “break” into a skaters’ concentration--using the microphone makes skaters aware and accountable to yield the right-of-way.

For example: **Sarah T. is (up) or skating, Megan S. is on deck.”**

Announcing skaters “on deck” lets skaters (and their coaches) know they should prepare for their turn, cutting down on wasted time and drastically reducing traffic from skaters cutting over to the booth to “check on their order”.

Use the microphone to announce the end of the session. A courteous reminder makes sure our ice sessions don't overlap and become too crowded.

For example: **“Sarah T. is skating. She will be the final skater in this session. Thank you.”**
Or “It is 7:45, this concludes session# __. Please clear the ice. Thank you”

One caution when using the microphone, remember to shut off the sound switch each time you make an announcement. **If you forget, the mike will pick up and broadcast any conversation in the sound booth.**

MUSIC PLAYING

Forms for tracking Music order are kept in the Music deck case. The guiding principal for Music playing order gives priority to skaters receiving lesson from a coach. On the last page of this section is a chart illustrating this general principle. A copy will be posted at the music booth as a reminder and a help to any “guest” skaters we may have. It is the responsibility of the skater and to let the rink parent know if a music is lesson or non-lesson. I recommend you ask if nothing is said. A skater may use their “lesson priority” only twice during a session; after that any new plays will be ranked as a non-lesson music. When the next practice session begins, any skaters from the previous session start fresh as do all the oncoming skaters.

Non-lesson skaters may be “bumped” only twice. It is at the discretion of the rink parent to “bump” or change order of skaters who have been announced as “on deck”. Skaters who are playing subsequent or “new” music give priority to a skater who has not yet played any music will be played on a “first come,



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first served” basis within the priority in the guidelines. On a session with low demand, a skater may have their Music played as often as time and their own endurance allows.

Skaters who are practicing their compulsory program (a set program that does not use music) may wear the belt and have the same right of way as a freestyle program. This “turn” will count as a Music play as far as priority ranking goes. The rink parent would announce the skater by saying:

“Sarah T. is skating a compulsory program. Please yield to the orange belt.”

We cannot foresee every situation that may arise- ultimately questions about Music order are at the discretion of the rink parent. Patience and courtesy from everyone will go a long way towards getting through a hectic session.

CLOSING

If you are a volunteer on the final session, you will close the booth by shutting off the power to the Music deck, putting the belts in the Music deck table and returning the book and the microphone to the designated area. The microphone plug is located under the Music table. **THERE IS A RELEASE BUTTON ON THE PLUG PLATE.** Press the button when unplugging the mike cord! The cord will be damaged if you don’t. Please be sure to put the cord and the microphone away when you are done using it. Lock the Music cabinet and return the key and the red book to the office. Don’t forget to sign the session page in the red book to get credit for your efforts! Program music is a vital part of practice time. Your faithfulness in filling that cold music booth is greatly appreciated. Thank you very much!

MUSIC ORDER CHART

1ST PLAY, 1ST MUSIC

LESSON
LESSON
NON-LESSON
LESSON
LESSON
NON-LESSON

1ST PLAY, ADDITIONAL MUSIC

LESSON
LESSON
NON-LESSON
LESSON
LESSON
NON-LESSON

REPLAY OF ADDITIONAL MUSIC

LESSON
LESSON
NON-LESSON

1ST PLAYS, 1ST MUSICS HAVE PRIORITY OVER 1ST PLAYS OF AN ADDITIONAL MUSIC.



PART FOUR

APPENDIX

- 4.1 Professional Staff Rules Agreement**
- 4.2 Coach Evaluation Forms**
- 4.4 Club Officers, Board Members and Committee Chairs**
- 4.5 Seniority List**



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Appendix Item 4.2

Professional Staff Rules Agreement



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Appendix Item 4.3

Coach Evaluation Forms



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Appendix Item 4.4

Club Officers, Board Members and Committee Chairs



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Appendix Item 4.5

Seniority List