

Yankton Area Ice Association Figure Skating Handbook

The Yankton Area Ice Association Figure Skating program is sanctioned with the Ice Sports Industry guidelines. The program shall provide the opportunity of Yankton area youth to grow and develop the specified figure skating skills for lifetime enjoyment. The figure skating is an entity of Yankton Area Ice Association and will promote and represent ice sports and organization as a whole. The figure skating program shall cooperate with all programs of YAIA to optimize the available ice rink use and facility for the development of ice sports in the Yankton Area. The figure skating program shall be promoted as a volunteer operated program and invest all skaters, members and parent guardian for the development of the organization.

Scheduling & Figure Skating Coordinator Duties and Responsibilities:

The Figure Skating Coordinator shall direct the YAIA FS program, attend YAIA board meetings, be the liaison with the YAIA board of directors. Coordinate the various FS committee chairperson to verify the duties and responsibilities are being performed and accomplished as scheduled. Conduct the YAIA FS program per ISI Handbook and Manuals. Monthly figure skating reports shall be submitted to the YAIA Board of Director. The FS Coordinator will attend the monthly YAIA board meetings to represent YAIA figure skating and provide monthly update on the figure skating program. YAIA FS handbook shall be reviewed annually and updated as necessary.

The Figure Skating Scheduler shall contact the YAIA scheduler in May of each year to assist with the next season schedule. A meeting should be held with the YAIA hockey coaching director to coordinate ice practice schedule. Special requests for ice time beyond the normal schedule, holiday and end of season performance & rehearsal and , locker room use, etc shall be approved with the YAIA scheduler and YAIA Hockey Coaching Manager as early in the ice season as possible to prevent conflicts and communication breakdowns.

The FS Coordinator shall appropriately communicate the activities and events of YAIA and YAIA Figure Skating on a regular schedule. YAIA figure skating announcements and schedule shall be provided to all member and athletes weekly. Website shall be maintained and updated as the figure skating season progresses. The FS Coordinator shall monitor and address all correspondence via the Yankton figure skating email account at yaifigureskate@gmail.com.

Identify performance and special event dates to reserve prior to the start of season, The following dates shall be submitted to the YAIA Scheduler for figure skating events in early August prior to the monthly meeting.

- 2nd or 3rd Week in October: "Try Figure Skating" to promote the FS program
- 1st Friday night in December: Holiday on Ice program. 6:00 PM to 9:00 PM
- If a FS competition is planned to be held by YAIA, coordinate the date with the YAIA scheduler Date needs to be also approved by ISI District 4 scheduler, (work with the Competition Coordinator.)
- 1st Weekend in March: End of the season performance
 - Reserve the Thursday night prior to the end of the season performance for rehearsal.
 - Contact hockey coaching directors to reserve a locker rooms for changes
 - Reserve a date in January with the hockey coaches for picture changing room.

- April:** Attend YAIA meeting to meet the new board members. Committee reports and new FS coordinator if necessary.
Provide names of Senior FS participants for the following season for photo scheduler.
Provide a list of equipment needs for the next season. Submit budget cost needs if any.
Coaches recruiting: Contact area rinks, ads at USD and MMC
- May:** Begin coordinating ice schedules with the YAIA scheduler, Hockey Coaching Director.
Verify fees and dibs with the YAIA board.
Confirm registrations information is correct with Sportngin and Beta test registration.
- June:** Registration will be open to skaters.
Further coaching recruitment
- July:** Registration continues to be open.
Prepare flyer for Riverboat Days parade distribution.
- August:**
Riverboat Days Parade - send out notice for volunteers to participate in parade.
Skaters to wear skating attire or dresses, can walk or roller blade
Hold coaching meeting with the seasons coaches at the end of the month after coaches return to school. (Coaching Coordinator)
Coaches certifications are completed online and submitted credentials.
Prepare flyer with the YAIA for distribution to area elementary schools. (Marketing Coordinator)
Need approval from School principal or superintendent office prior to printing and distribution. Copy flyers in groups of 25 for ease of distribution.
- September:**
Coaches meeting held no later than the end of the 1st week.
Registration document day will be scheduled for the YAIA board.
Calendar distribution.
Marketing director place ads in paper, Facebook, radio to promote Try Figure Skating in October
ISI District 4 meeting will be held in Minnesota????
Parent Meeting: Held the 2nd or 3rd week of the Month.
Confirm duties of each coordinator.
Obtain list of ISI parents
Identify End of Season performance theme.
Identify competitions that YAIA FS will attend as a group.
Coordinate with YAIA board to obtain a photographer.
Work with the FS registration coordinator to submit registration for the upcoming season.
(Registrations season is September through August) do not submit any registration prior to September for the upcoming season)
- October:**
YAIA Rummage Sale fundraiser.
Try Figure Skating (LTS-FS) held in the second or third weekend once ice is installed.
Equipment checkout for FS prior to LTS program event.
Open practice ice should be available two week prior to lessons. Skaters may purchase a \$20 two week pass for \$20 for open practice ice, send out notice as ice is open for use.
Weekly lessons begin the last week of October
First weeks of month, hold a preseason planning meeting with the parents of registered parents.
Testing of skaters the first week of lessons to determine skill levels
Have Competition Coordinator check dates for

November:

First week of lessons, place a sign-up sheet in rink for the "Holidays on Ice" performance participants.
Have Competition Committee identify list of available competition in district and registration dates.
Distribute competition registrations to skaters and parents
Butter Braid or annual fundraiser.
Send out notice of ensemble groups interest.
Schedule Wednesday light practice time for ensemble.

December:

First Friday night of month, "Holiday on Ice" program.
End of first session is the second week in December.
Testing the last week of 1st session of FS
Registrations submittals for competitions prior to coaches leave for winter break.
Identify end of season performance groups, order costumes.
Practice for ensemble on Wednesday evenings.
Distribution of butter braids.

January:

Session two, weekly lessons will begin the first full week of January.
Send notice of skaters wishing to perform solo, duet, parent skater for the end of the season program.
Mid-month:
 Begin performance routines during lessons.
 Hold second session parent meeting.
 Verify responsibilities per fall meeting.
 Discuss end of season performance.
 Decorating committee
 Marketing for the end of season performance
 Line up program advertisers
Costume fittings and alterations.
Performance pictures.
Confirm performance rehearsal time with Hockey Director/coaches
Confirm end of season banquet date with YAIA Board

February:

Performance practices,
Senior bios
Performance script.
Performance programs submitted to the printer. (two weeks prior to performance)
Music submitted for program playlist. Closing song?
Gifts for coaches, coordinator
Line up guest skater if necessary, for program.
Line up flowers for program for purchase.
Group picture distribution.
Decorating Committee meet and prepare for performance
Send out notice for back stage parents sign up.
Get list of dib assignments to webpage master to include in dibs.
Obtain program advertisement (Marketing Committee)
Advertise performance
 Paper, Shopper, Radio Stations, etc. (Marketing Committee)
 Talk on radio with skater and DJ

March:

- Performance rehearsal on Thursday prior to Performance
- End of Season Performance: First or 2nd Weekend in March
 - Saturday @7:00 PM
 - Sunday @ 2:00 PM
- Decorate setup prior to Performance, verify time available prior to performance for adequate decoration time.
- Treats for post-performance
- Snacks for skaters
- Obtain gate money \$300 (100-\$1, 30-\$5, 5-\$10)
- Fundraiser Money/Change
 - 50-50 Raffle
 - Other Raffles
- Cleanup after end of season.
- Week after performance:
 - Final practice and lessons.
 - End of season testing (Coaches give to FS Register for submittal)
- Practice Ice normally available as long as an ISI parent is available to supervise.
- End of Season Banquet.
 - Coordinate date and time with scheduler and YAIA hockey coaches.
 - Send out notice of which group is to provide potluck items for meal
 - Gifts for end of season banquet. Raffle drawing of each group. Must be present.
 - Slideshow to highlight figure skating program of the given year program.
 - Awards to skaters???
 - Distribute pictures and videos if available.
 - Open ice for parents and skaters prior to meal.
 - Schedule a Zamboni
 - All parents assist in setup and cleanup.
- Equipment turn-in.
 - Make sure the equipment cleaned and numbered
 - Skates are sharpened at ACE.
 - Identify damaged or disposed equipment
 - Itemize FS equipment needs for next season.
 - Helmets, skates, pads, etc.
 - Submit request for special FS needs to YAIA Board for budgeting purposes.

Volunteer dib credits are granted to the YAIA Figure Skating Coordinator for completing the above duties for the given year. Dib credits will be given as per the YAIA Handbook.

Attachments & Links:

- YAIA Board Documents (By-Laws, Handbook, Board Meetings)
<https://www.yanktonice.org/boarddocuments>
- ISI Handbook: <https://www.skateisi.org/resources/isi-handbook/>
- ISI Manual and Handbook:

YAIA FS Register:

The YAIA FS Register's responsibilities are to register Yankton Area Ice Association Figure Skating (YAIA-FS) with Ice Sports Industry (ISI), verify each youth skater which are registered with YAIA-FS program annually will also be registered with ISI at the proper skill level, update each skater's ISI membership when skater's skill level change, register each parent or guardian whom wishes to be ISI certified or rink monitor, verify the skater is skating at the correct skill level as approved by a ISI coach, and duties as directed by the YAIA FS Coordinator.

ISI memberships are valid from September 1st to August 31st annually. Memberships expire on August 31st annually.

Submit registrations as soon as possible prior to skaters first lessons and/or before preseason open ice. Prefer to submit all preseason registration at one given time.

Registrations shall be submitted the first part of October annually and prior to the begin of the second session in January.

Coordinate with the FS Coordinator to schedule ISI parents for open ice during week and Holidays
Submit all changes in skater skill levels after skill testing as one submittal.

YAIA registration membership is found on the YAIA Sportngin website and may be obtained from the YAIA registrar. ID and password will be provided by the FS Coordinator.

Submit all registrations via the ISI website.

Upon receipt of the membership cards, distribute to the skater and/or parent guardian.

Coordinate with the FS Coordinator, Coaching Coordinator, and Figure Skating coaches on scheduled skill test dates, for prompt updating of skill levels in ISI.

Submit changes of skater skill levels to ISI and order the necessary skill patches for the skaters.

Distribute the ISI Badges/patches to the skaters.

Prepare certificate of level completed at the end of season banquet.

Send email or letter to figure skater congratulating their promotion of level.

Prepare LTS free open skate punch cards (coordinate with YAIA Hockey LTS)

See the annual FS Coordinator schedule for timeline for performing assigned duties.

Volunteer dib credits are granted to the Registrar for completing the above duties for the given year. Dib credits will be given as per the YAIA Handbook.

Attachment:

ISI website home page: <https://www.skateisi.org/membership/skaters/>

Weskate login screen:

Typical Weskate Registration entry screen

Example annual registration list from ISI

YAIA FS Equipment Manager:

The YAIA Figure Skating Equipment Manager is responsible for the inventory and maintenance of figure skates and miscellaneous figure skating equipment, but not limited to the following.

Inventory of figure skates, Label new skates for tracking, Sharpen new skates prior to date of equipment checkout date. October

Be present at equipment check out date for distribution of rental equipment at the beginning of the season and at mid-season: figure skates, pads, helmets, skate towels, etc.

Record retention of the figure skates rental equipment

Verify receipt of rental payment.

Inventory all returned skates, at midseason and end of each season.

Contact skater's parent/guardian regarding delinquent equipment return.

Evaluate skate condition upon return, assess equipment for maintenance, repair or replacement.

Have Ace Hardware sharpen all rental YAIA Figure Skating skates at the end of the ice season.

Return and store all sharpened YAIA FS skates to the Figure skating storage room.

Provide a list of needed replacement equipment to the FS Coordinator, YAIA Equipment Manager, YAIA President and Treasurer prior to the April monthly board meeting.

Manage and order FS apparel orders, FS jackets and pants "Chloe Noel", local apparel - JJ Benji

Apparel orders shall be completed in October and December

Embroidery of apparel by JJ Benji embroidery in Yankton

All billing statements will be submitted through the Sportsngin account.

Attend the Try Figure Skating event

Distribute equipment helmets and skates

Promote the Intro to FS program in lieu of LTS

See the annual FS Coordinator schedule for timeline for performing assigned duties.

Volunteer dib credits are granted to the Equipment Manager for completing the above duties for the given year. Dib credits will be given as per the YAIA Handbook.

Attachment:

Equipment Rental Form

Equipment Inventory Spreadsheet

Registered Skater Rental listing.

Job description requirements.

YAIA FS Coaching Manager:

The YAIA Figure Skating Coaching Coordinator is responsible to be a liaison between the figure skating coaches, parents, and FS Coordinator, and will, but not limited to performing the following duties:

The YAIA Coaching Director shall perform the advertising, search and obtaining figure skating coaches for the YAIA Figure Skating program.

Assist the YAIA FS Coordinator with the negotiation of salaries and discipline issues for each individual FS coach/instructor.

Coordinate LTS and Intro to FS coaches and assistants

Collect and document instructor expenses for reimbursement. Submit all expenses and payroll to FS Coordinator for approval.

Conduct coaching meetings (September & December), verify that the coaches are certified and obtained the appropriate judging certificate per ISI criteria.

Schedule coaches for class instruction, conduct instructor attendance, verify and document the hours each coach worked weekly, and submit payroll monthly.

Submit volunteer credit for LTS assistants to the webmaster/sporting manager

Verify figure skating testing dates.

Confirm all parents and Parent rink monitor are USA Hockey or ISI Safe Sport certified.

Oversee instructors to verify communication between instructors is productive, resolve any coaching conflicts, encourage coaching development, and assist in presenting the passion for the sport to all YAIA member, athlete, and community.

Confirm the coaches are choreographing groups performance routines and assisting athletes in individual program routines.

Obtain group and individual athletes' program and event music for record and distribution as necessary.

Attend the ISI District 10 Meeting with the FS Coordinator

Perform other duties as assigned by the YAIA FS Coordinator.

See the annual FS Coordinator schedule for timeline for performing assigned duties.

Volunteer dib credits are granted to the Coaching Manager for completing the above duties for the given year. Dib credits will be given as per the YAIA Handbook.

Attachments:

ISI Handbook <https://www.skateisi.org/resources/>

Weekly time card sheet

Payment request forms

USA Hockey Safesport: <https://www.usahockey.com/safesporttraining>

Code of Conduct Form

Job description requirements

YAIA FS Marketing/ Fundraising Manager

The YAIA Marketing Director is responsible for promoting the YAIA Figure Skating program within the Yankton area and identify fundraising opportunities to raise funds to offset expenses of coaching, program events and advertising. Operate the marketing of YAIA Figure Skating on a limited budget as approved by the YAIA Board of Directors. Expenses over \$100.00 shall be approved by the YAIA FS Coordinator and Board of Director prior to proceeding. Position may be co-managed to successfully perform the required duties. The duties are as described but not limited to the following:

Review the ISI Rink Guard Manual:

Advertise and promote Figure Skating on various media outlets.

YAIA website.

Flyer preparation and distribution

Provide mailers for distribution

Local radio stations, (morning talk shows, advertising, etc.)

YAIA FS Facebook, Instagram, Twitter page

Local cable network

P&D Calendar

Events:

Try Figure Skating Event (October)

Holiday on Ice Performance (Last Weekend in Nov or 1st in Dec)

End of Season Performance (1st or 2nd Weekend in March)

Competition Results

Performance Booklet (advertisements)

Fundraising Events:

Butter braids - 1st of Nov,

Rummage Sale - 1st of October

Roses Just Because

Pizza Ranch

Papa Murphy's

other

Misc. public announcements

Prepare and distribute flyers to the Yankton Community, Yankton School District, and area school districts within 30 miles of Yankton. (Missouri Valley Academy, Freeman Public, Freeman Academy, Bon Homme, Irene-Wakonda, Gayville-Volin, Vermillion, Crofton, Hartington, etc.

Prepare newspaper articles in the local paper

Advertise in the Press and Dakotan, Yankton Area Shopper, etc.

Provide competition results to local media outlets.

Obtain business and skater ads for the figure skating program

Submit figure skating performance photographs to news outlets for promoting end of season program.

Assist the FS Coordinator in the preparation of the printing and delivery prior of the Holiday on Ice and End of Season performances.

Assist Competition Manager with in house competition programs.

Other duties as assigned by the YAIA FS Coordinator

See the annual FS Coordinator schedule for timeline for performing assigned duties.

Volunteer dib credits are granted to the Coaching Manager for completing the above duties for the given year. Dib credits will be given as per the YAIA Handbook.

YAIA FS Marketing/ Fundraising Manager (Cont.)

Attachments and Links:

Example Program

Example Flyer and mailers

Yankton Area Website: <https://www.yanktonice.org/>

Facebook page: <https://www.facebook.com/yanktonice/>

ISI Rink Guard: <https://www.skateisi.org/resources/rink-guard-manual/>

Job Description requirements

Competition Manager:

The YAIA Competition Manager is responsible for promoting ISI competition, developing skills, prepare skaters and coaches for competitions, coordinate coaches in acquiring judging credentials, and provide good life skills by assisting athletes in developing the confidence to perform in front of their peers and audience. The duties are as described but not limited to the following:

Promote District 10 ISI competitions

Identify competitions for participation and registration deadlines.

Prepare email notices for competition registration.

Provide competition registration forms for athletes

Verify that athletes are competing at the individuals skill level with coaches and YAIA FS Registrar.

Coordinate with the Coaching Manager, FS Registrar and Coaches for the completion of all competition registration forms for accuracy.

Act as the Competition Director for all home competitions.

Perform other duties as assigned by the YAIA FS Coordinator.

Volunteer dib credits are granted to the Coaching Manager for completing the above duties for the given year. Dib credits will be given as per the YAIA Handbook.

Attachments and Links:

<https://www.skateisi.org/resources/district-information/>

Performance Manager

The YAIA Competition Manager is responsible for promoting the values of recreational ice skating per the ISI model. Encourage all athletes and parents/guardians to participate in the Holiday performances and the annual end of the season performance. The Manager will be responsible to successfully organize and coordinate with parents, FS Coordinator, FS Marketing Director/Fundraising Director to create a figure skating performance for YAIA and public. The volunteers and subcommittees duties are as described below. Individual parents and/or guardian will volunteer for the following duties but not limited to the following:

“Holiday Ice” performance: admission is free will food donation, programs printed in house using previous prepared covers. Music representative of the winter holiday season. Treats and hot cocoa following performance. Criteria for coordination of performance shall use the necessary subcommittees as necessary.

End of the Season Performance: The following volunteer parent committees shall be assigned for a successfully performance for the general public.

Subcommittees:

Music playlist and performance music: provide one week prior to rehearsal to music person to assemble playlist. National anthem may be sung or played.

Marketing and advertising: See Marketing Manager for duties.

Performance skater order and script :

Coordinate with the coaches regarding theme, groups, songs and senior bios.

Review script with FS Coordinator, coaches and seniors for errors and annunciation of names.

Performance announcer: Maybe the writer of the script or volunteer parent.

Decorations: Planning meeting for decorations, Theme and volunteer list to install

Refreshments:

Concession maybe open prior to each performance through intermission.

Each family shall provide two dozen cookies, bars, etc to share

Hot cocoa - two cans of dry mix

Leftovers may be saved for the end of year banquet.

Costume director:

Select and order costumes in December for end of season performance.

Flower sales:

HyVee has provided flowers, alternative florist may be selected. Available prior to performance until intermission.

Videographer and Photographer:

Parent or professional may videotape and photograph the performance for distribution and sale. \$15 for DVD or \$20 for HD flash drive

Programs: 200 programs will be printed and distributed at gate.

Coaches gifts: Thank you gifts and/or flowers for time and talents.

50-50 Raffle: Start up cash- \$150 (50/\$1, 10/\$5, 10/\$10) Sale price 1/\$1, 6/\$5 or 20/\$10 - announce winner at end of intermission.

Backstage parents: One volunteer to direct each group of skaters onto the ice. One parent for each group of skaters under the age of 10 years of age.

Cleanup committee: All parents shall assist in the cleanup and take down of the decorations.

Gate Person: Performance rates shall correspond with the YAIA Gate Fees for games and events. Startup Cash - \$300 (\$150/\$1, 20/\$5, 5/\$10) Obtain gate money and bag from YAIA treasurer.

Performance Manager (Cont.)

Volunteer dib credits are granted to the Year End Performance Manager for completing the above duties for the given year. Dib credits will be given as per the YAIA Handbook. Volunteer dibs for each subcommittee shall be placed on the website for claiming.

Attachments and Links:

Past End of Year Themes

“Holiday on Ice” program cover