



NLFSC PARENT-SKATER HANDBOOK

Effective: July 1, 2025

FIGURE SKATING ♦ SYNCHRONIZED SKATING ♦ ICE DANCING

Encouraging the instruction, practice, and advancement of members in all disciplines of figure skating

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1. INTRODUCTION

The Northern Lights Figure Skating Club (NLFSC) Parent-Skater Handbook is provided as a guide to the Northern Lights Figure Skating Club. The Northern Lights Figure Skating Club is a member of the United States Figure Skating Association (USFSA) – therefore, NLFSC follows the rules and guidelines of USFS. If NLFSC does not have the information in this handbook or bylaws it looks to USFS for their practice and the Board of Directors as sees fit incorporate those rules. Contact the Board of Directors via email with any questions. Current names and emails are posted at <https://www.northernlightsfsc.com/contactus>

2. NLFSC MISSION & PURPOSE

The Mission of the Northern Lights Figure Skating Club is to foster a fun and supportive environment that maximizes skater potential, develops self-discipline and work ethic, and promotes competition, sportsmanship, and teamwork.

The Purpose of the Northern Lights Figure Skating Club is to encourage the instruction, practice, and advancement of members in all disciplines of figure skating; to cultivate and develop a spirit of mutual respect and support among all ice skaters; support and encourage the sport of figure skating within our community; and carry out the general policies and objectives of the United States Figure Skating Association

3. OVERVIEW OF PROGRAM

For an overview of the City of East Grand Forks (EGF) and NLFSC skating programs, see the “**EGF-NLFSC Programs Overview**” document link under <https://www.northernlightsfsc.com/nlfscmembership>

3.1 Learn to Skate USA Program (LTS)

The Learn to Skate USA (LTS) program is aligned with the mission of the NLFSC, but is facilitated by EGF Parks and Rec. It is designed to introduce beginning skaters to a variety of skills. Using the U.S. Figure Skating Learn-to-Skate Program, skaters learn all the fundamentals of figure skating.

This program is explained at <https://www.egfparks.com>. Contact EGF Parks and Rec with questions related to the LTS Program.

3.2 Synchronized and Individual Skating

The NLFSC is comprised of both synchronized and individual skating programs. Synchronized skating is a team sport in which 8-20 skaters perform a program together. It is characterized by teamwork, speed, intricate formations and challenging step sequences. Teams perform a program with specific elements, including blocks, circles, wheels, lines, intersections and moves in the field. The number of teams and competitive level may change from year to year depending on skater participation. Visit <https://www.northernlightsfsc.com/synchro> for current teams and requirements. Section 7 provides additional information.

At any time, a skater may hire a private coach to take private lessons for the purpose of testing through the USFSA testing pipeline, competing at individual USFSA competitions, or both. Refer to Sections 8. and 9. for additional information.

4. MEMBERSHIP TYPES & FEES

Membership with U.S. Figure Skating is mandatory for all skaters, even at the Learn to Skate level. LTS members require a LTS membership with U.S. Figure Skating. Once a skater has progressed from the Learn to Skate levels of competition individually or earns a spot on a competitive synchro team (Aspire and up), a full USFS membership is required.

Membership Category	Cost	Notes
U.S. Figure Skating – Learn to Skate Member	Note 1 (*)	This membership is required for all skaters who are participating in the Learn to Skate program (Snowplow Sam through Aspire 4) that are NOT competing in U.S. Figure Skating competitions but are eligible for Learn to Skate Competitions. This fee is paid through EGF Parks and Rec when registering for skating lessons in the fall.
U.S. Figure Skating– First Family Member	Note 1	This is the fee paid by the first member in a family to register for a full U.S. Figure Skating membership. This membership is required for all competitive synchronized skaters and all skaters competing at a U.S. Figure Skating competition. The year is July 1 – June 30. This fee is paid in lieu of the U.S. Figure Skating – Learn to Skate fee and is paid to NLFSC, who registers the skaters through USFS.
U.S. Figure Skating– Subsequent Family Member	Note 1	This is available for related persons residing at the same address as a First Family member.
U.S. Figure Skating - Collegiate	Note 1	Collegiate members must be a full-time college student. Membership is for 4 years, and each athlete may utilize this option only once during their entire skating career.
NLFSC Family Membership	\$50	Must be paid by 12/1.
Non-Member/ Walk-On	Contact NLFSC Coordinator	Fee is payable to EGF Parks and Rec and allows a skater in good standing of another club who possesses a current U.S. Figure Skating membership to participate in private ice. Contact NLFSC Coordinator for additional information.

Note 1: Refer to USFS Membership Fees for current season rates

* Plus applicable processing and handling fee

4.1 U.S. Figure Skating – Full member

With your U.S. Figure Skating Registration, you have the ability to do the following:

- Test at U.S. Figure Skating-sponsored test sessions
- Compete at U.S. Figure Skating-sanctioned events
- Participate in U.S. Figure Skating qualifying events
- Represent your club at regional, sectional and national events

U.S. Figure Skating Members also receive the following benefits:

- Certificates of accomplishment for passing proficiency tests and placing at U.S. Figure Skating qualifying events (athletes)
- Subscription to SKATING magazine
- Individually numbered membership card
- Coverage under U.S. Figure Skating's sports accident insurance policy
- Special offers and discounts from U.S. Figure Skating corporate partners

4.2 NLFSC

NLFSC Home Club membership is open to anyone residing within the City of East Grand Forks with an interest in figure skating, and others as approved by EGF Parks and Rec. All NLFSC private coaches and synchronized coaches are required to obtain a membership with the NLFSC. Annual membership fees include membership to NLFSC from July 1 through June 30. Memberships are not pro-rated, as the U.S. Figure Skating does not pro-rate their membership fees.

NLFSC Membership benefits:

- U.S. Figure Skating registered & NLFSC members 18 years or older are allowed to vote for new incoming Board Members
- U.S. Figure Skating registered & NLFSC members have the opportunity to run for a position on the NLFSC Board of Directors
- Belonging and representing your own home club.
- Throughout the years, NLFSC has provided financial assistance in the areas of competition fees, testing fees, seminars & training, travel expenses, dresses, trophies, medals, Holiday Exhibition, Northern Star Competition, and ice show expenses. In addition, we have also helped with other organizations and activities that benefit our community's youth.
- Full-Time Synchronized Coaches will be offered free NLFSC and USFSA Membership.

4.3 Other Fees

NLFSC and/or EGF Parks and Rec may require additional fees. See "Explanation of NLFSC/Parks and Rec Fees" document link under <https://www.northernlightsfsc.com/nlfscmembership>

5. COMMUNICATIONS

5.1 Methods of Communication

- **Website:** The Northern Lights Figure Skating Club website <https://www.northernlightsfsc.com/home> has the latest news and information at all times. It is your responsibility to check the website often to receive updated information.
- **Email master list:** When joining the club or if you are in the club and have not turned in your email address, please contact the NLFSC Coordinator to get your email address added to the frequently used email list. Please use the email address you check most often!
- **Bulletin Boards:** The club has two bulletin boards in the lobby of the VFW arena. Please check this board often, as important information will be posted on it.

- **Facebook Page:** The Northern Lights Figure Skating Club manages two Facebook pages for club updates and fun information. There is a Public page and a Members-Only private page. At times, a link will be posted to the page directing the user to the updated information on the website.
- **Remind App:** Parent reps may choose to use the Remind App to communicate important information to their respective teams. Parent reps will communicate this at the beginning of the season, if this App will be used.
- **Google Calendar:** Google Calendar is used for all synchro teams, individual skaters, and NLFSC events. The Google Calendar links can be found on the NLFSC website, under the Calendars page. The Google Calendar is the most up-to-date calendar to follow. The arena calendar may not reflect any recent schedule changes.

5.2 Etiquette

- Parents are not permitted to send emails to the entire group. If you have a question or comment it needs to be directed only to the NLFSC Coordinator or the Board of Directors. If management finds the need to share the question and answer with the group, we will make that decision.
- The 24-hour rule is in effect for posting teams, tryout results, or any other information which may cause an emotional reaction to the recipient. No communication between the recipient of information and the NLFSC Coordinator, Board of Directors, coaches, etc. shall occur until a period of 24 hours has passed from the distribution of information.

6. FACILITY

6.1 Locker Room

The NLFSC has two locker rooms available for its skaters. Locker room assignments for each team and/or individual skater are assigned by the NLFSC Coordinator.

6.1.1 Locker Room Rules

The NLFSC Coordinator, Coaches, and/or the Board of Directors reserve the right to revoke locker room privileges to anyone who fails to comply with the following locker room rules:

- **ABSOLUTELY NO FOOD ALLOWED!**
- No colored drinks allowed, only water.
- Keep all belongings in your locker. All skaters shall provide their own lock for security purposes.
- Be respectful to others and do not go into their personal belongings or lockers!
- Do not move other's belongings.
- **ONLY NICE TALK IS ALLOWED IN THE LOCKER ROOM!** There is zero-tolerance for bullying or talking about other people in a negative way.
- It is everyone's job to keep the locker room clean. If there is garbage on the floor, pick it up and throw it away.
- Do not climb on the benches, counters, or lockers.
- Close the door when you exit the locker room!

- Report any losses or damage to the NLFSC Coordinator.
- The last person to leave the locker room must turn off the lights off and lock the door.
- Cell phone etiquette (no videos or photos).
- Absolutely no individual of the opposite sex is allowed in any locker room. This is in accordance with USFSA SkateSafe regulations.
- ** Remember that many skaters use this locker room. Keep your belongings together and walkways clear.

7. SYNCHRONIZED SKATING

7.1 Team Requirements

The NLFSC, in conjunction with USFS requirements, has established required and recommended testing levels and ages for participation on each synchro team. These requirements are available on the NLFSC website. Solely the NLFSC Coaching staff, under the guidance of the NLFSC Coordinator, have the authority to place skaters on the appropriate team.

7.2 Required Clothing

Each team has its own clothing requirements, which are communicated at the beginning of each season. The required clothing may change from year to year, and not all teams require all items.

Required clothing may include:

- Club warmup jacket
- Club vest
- Chloe Noel leggings
- Team T-shirt and/or tank
- Skating tights
- Club backpack
- Club winter coat

7.3 Synchro Evaluations / Try-Outs

Tryouts are held each spring for the following season. Out-of-club skaters and NLFSC Members that do not attend an EGF school are permitted to try out for a synchronized skating team with approval from EGF Parks and Rec; however, priority shall be given to a NLFSC member and/or a skater that attends an EGF school in the event a team is full, and all other factors are equal. Please observe the 24-hour rule when teams are posted (see Section 5.2).

7.4 Fundraising

Fundraising is a means of keeping out of pocket costs as low as possible. The Board of Directors establishes all fundraising obligations based on the annual budget. The Fundraising Committee communicates fundraising opportunities throughout the year to skaters and families as they arise. All competitive individuals, synchronized skaters, and team representatives are required to participate in fundraising opportunities or pay the difference to the Club. Fundraising may be "Individual" or "Team Oriented" with the Board of Directors and/or the NLFSC Coordinator having the authority to determine how the type of fundraiser will be categorized and where the "Team" fundraising dollars

will be allocated. **It is required for all club members (Competitive Individuals, Synchro Team participants, and Team Representatives) to sign the NLFSC Fundraising Contract each season.**

7.4.1 Team Representative

Team representatives have a fundraising dollar obligation which may vary. Refer to the NLFSC Fundraising Contract.

7.4.2 Warmups

The option to fundraise for required clothing is available for all orders placed during the group order each fall. All orders placed at any other time during the year will be at skater's expense.

7.4.3 Carryover

Fundraising dollars are not allowed to be carried over from one calendar year to the next. Should a skater over-fundraise, no refunds on excess fundraising dollars will be issued. Refer to NLFSC Fundraising Contract.

7.5 Attendance Policy

Coaches will establish attendance policies at the beginning of the season, and it is expected that the skaters will comply with attendance expectations as outlined in the synchronized skating contract

7.6 Chaperones

Chaperones are selected by the NLFSC Coordinator and are utilized during long-distance synchronized skating competitions.

7.6.1 Fees

Not Used.

7.6.2 Conduct/Expectations

The primary role of the chaperone is to be of assistance to the coaches and to be a positive support for every team. The **Chaperone Contract**, as well as the USFS SkateSafe Program Handbook, provides details on the conduct and expectations of chaperones. All Chaperones are required to sign the **Chaperone Contract** prior to being selected for a travel event.

7.6.3 U.S. Figure Skating Membership/SkateSafe Training/Background Check

All chaperones must have a current U.S. Figure Skating membership as required to complete the SkateSafe Training Module on the U.S. Figure Skating website. SkateSafe requirements are mandated by USFS and must be followed per protocol. Background check must be completed through USFS website & passed with a green light.

7.7 Parent Reps

Parent Reps (or Team Parents) are selected by the NLFSC Coordinator or coaches and act as a liaison between the coaches and the parents. Each team typically has one or two Parent Reps. Parent reps

must complete the requirements of SkateSafe training which includes being a member of U.S. Figure Skating.

8. U.S. FIGURE SKATING TESTING

United States Figure Skating specifies a testing system that qualifies skaters to compete at various levels. A skater must be a current U.S. Figure Skating member as well as a member of the NLFSC or other U.S. Figure Skating club to take these tests. Tests are a requirement for competition; skaters pass certain tests to be eligible for particular events. However, the testing system may also be used by skaters who do not compete, as a means of measuring personal progress. The tests consist of required elements that a skater must perform before a panel of judges. Judges mark each test as either "pass" or "retry." For a test to pass, the single lower-test judge, or two judges out of the panel of three, must mark the test as passing. In testing, skaters' skills are judged against a clearly outlined standard, rather than against the performance of other skaters. For information regarding retry of test please refer to www.usfigureskating.org.

A skater's coach will suggest when the skater is ready to test and will give him or her an application form. The final decision about a test is ultimately made by the coach, skater, and parent together. However, your coach will know best about the expectations of the judges and the likely outcome of your test.

The registration form must be submitted by the required deadline. The following is a brief summary of testing information; however, the U.S. Figure Skating rulebook (updated annually) should be consulted for the most accurate and current information on tests.

U.S. Figure Skating tests at NLFSC are offered in the following categories.

8.1 Skating Skills

Requires footwork in patterns around the ice surface that involve turns and edges used in figures, freestyle, pairs, and ice dance. These tests are performed in silence, rather than to music. The first level, the Pre-Preliminary test, is followed by Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver, Pre-Gold, and Gold for a total of eight different test levels. Each test has several required moves in the field patterns that focus on power, edge quality, quickness, and/or extension. Once all patterns are performed, the judges may ask a skater to perform one of the patterns a second time (that is, if an error was made, but the remainder of the test was passing).

SKATING SKILLS LEVELS

Pre-Preliminary, Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver, Pre-Gold, Gold

8.2 Singles

Elements such as jumps, spins, footwork, and connecting steps including moves in the field are required for freestyle tests. No music is used for the Pre-Preliminary level. Programs choreographed to music with specified elements are required for the preliminary through senior tests. In order to qualify to take a freestyle test, the skater must first pass the Skating Skills test at the corresponding level. A skater may be asked to demonstrate competency in up to two missed elements at the completion of a freestyle program. This decision will be made by the judge(s) only if the remainder of the test was passing.

SINGLES LEVELS

Pre-Preliminary, Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver, Pre-Gold, Gold

8.3 Pattern Dance - Partnered or Solo

The interpretation of flowing steps to music with a focus on rhythm, expression, and technique. Compulsory dances involve a specified pattern performed to pre-selected music, and free dance requires individualized choreography of specified elements to music chosen by the skater. The dance tests are taken with an assigned dance partner.

Each U.S. Figure Skating ice dance level consists of three to four compulsory dances. The entire group of dances in a level must be passed before testing a dance in a higher level. Dances in each level are listed below. Patterns for these dances are provided in the U.S. Figure Skating rulebook.

PATTERN DANCE LEVELS

Preliminary	(Dutch Waltz, Canasta Tango, Rhythm Blues)
Pre-Bronze	(Swing, Cha Cha, Fiesta Tango)
Bronze	(Hickory Hoedown, Willow Waltz, Ten Fox)
Pre-Silver	(Fourteen step, European Waltz, Foxtrot)
Silver	(American Waltz, Tango, Rocker Foxtrot)
Pre-Gold	(Kilian, Blues, Paso Doble, Starlight Waltz)
Gold	(Viennese Waltz, Westminster Waltz, Quickstep, Argentine Tango)
International	(Austrian waltz, Cha Cha Congelado, Golden Waltz, Midnight Blues, Rhumba, Silver Samba, Tango Romantica, Yankee Polka)

8.4 Free Dance Partnered or Solo

Free dance tests are programs to music, much like free skate tests. Each test consists of lifts, spins, step sequences, and synchronized twizzles, increasing with difficulty throughout the levels. The solo free dance track is very new.

FREE DANCE LEVELS

Bronze, Pre-Silver, Silver, Pre-Gold, Gold

8.5 NLFSC Test Sessions

The Club typically hosts two test sessions every skating season, in the Winter and Spring. See the U.S. Figure Skating testing section of the NLFSC website for more information, as well as the testing policy.

8.6 Gold Medalists

When a U.S. Figure Skating Registered NLFSC Member successfully passes any Gold Test, or All Gold Level Dances, the member will receive a U.S. Figure Skating Gold Medalist Jacket to include the name and discipline passed from the Northern Lights Figure Skating Club to commemorate the accomplishment. The skater will be given the Jacket as soon as it arrives and is acknowledged at the Annual Awards Banquet.

8.7 Testing Fees

Each skater must pay a fee upon submitting his or her registration for a U.S. Figure Skating test. This fee helps to offset testing costs, such as rental of ice time and judges' reimbursement for transportation, and dance partner fees. Rates vary according to the kind of test taken. You will also be billed by your coach for the time he or she spends with your skater at the test.

9. THE COMPETITIVE SKATER

As a member of the NLFSC, you will be able to participate in many kinds of skating competitions. Competitions sanctioned by U.S. Figure Skating are held throughout the year in rinks across the country, with events in freestyle, pairs, ice dancing, synchronized team skating, and artistic. Skaters may elect to participate in any or in all types of events.

Competition allows a skater to perform in appropriate groups according to age and skating level before a panel of judges. Individual skaters within the groups are then placed in a numerical placement order as the judges' results indicate. Usually, the top 3 to 5 skaters in each group will receive medals or awards. Skaters may also compete in different events if available, such as spins, freeskate, compulsory, moves-in-the-field, dance, artistic, etc.

Competitive skating is for skaters of all abilities, from Snowplow Sam up through USFS Gold Medalists. Beginning skaters (Snowplow Sam through Aspire 4) compete in Learn to Skate (Compete USA) competitions, advanced skaters compete in USFS competitions, and synchronized skaters compete in synchronized skating competitions. The document, "Illustration of the Progression Through the Levels of U.S. Figure Skating", shows the various individual skating levels.

The NLFSC sponsors its own USFS / Compete USA competition, the Northern Star Competition.

9.1 Music

Individual music is needed to compete in U.S. Figure Skating competitions. It is also used to perform in exhibitions and to pass certain tests. When enough spins, jumps, and connecting steps have been mastered, the skater and coach will select music that is suitable for your style and ability. The coach will cut a digital copy of the music to the required length. This is an additional expense. The coach will retain a digital copy in case a problem arises with submitted music. The skater is responsible for keeping a digital copy of the music and have readily available at each competition.

9.2 Competition fees

Every competition charges an entry fee, and these vary widely. Your coach will also charge for the time she spends with your skater at the event. His or her lodging and transportation expenses will normally be divided equally among the skaters he or she is taking to the competition. Of course, you will incur travel expenses as well if the competition is out of town. Skaters may also sign up for practice ice at the competition rink for an additional fee.

9.3 Registering for Competitions

- Be aware of Registration Deadlines, they are usually 1 month prior to the competitions.
- Make a copy of your application before sending it in the mail.
- Double Check to ensure accuracy (ex: Skating Levels Are Correct)
- Make sure you have all the required signatures on your form.

10. PRIVATE ICE

Private ice is available to all skaters, provided the following requirements are met:

- Have a current USFS membership (either as a LTS skater or a full USFS member), **and**
- Pay the fee that is established by EGF Parks and Rec prior to skating on private ice (usually paid during fall registration).

Private ice skaters can attend any Private Ice session, whether they have a lesson scheduled with their private coach or not. Private ice schedules are listed in the weekly arena schedule provided by the EGF Parks and Recreation Department. Be sure to check the NLFSC website calendar for last minute additions or changes to the private ice schedule.

Note: The NLFSC Coordinator may designate any private ice session as being open to only “high” or “low” level skaters. This designation would be included in the weekly arena schedule.

During Late Spring, Summer, and Early Fall Ice sessions (either in East Grand Forks or Grand Forks) where the NLFSC has paid for Private Ice that is considered “out-of-season”, any skater participating in the private ice session for their personal skating benefit (training, practicing, etc.) is required to pay the private ice fee established by the NLFSC. The fees for each session vary depending on the amount of ice available to the NLFSC.

10.1 Private Coaches

Private Lessons are lessons given by an individual coach to a skater. If you choose to hire a private coach, they will assign a practice time for you each week to improve your Basic Skills, Skating Skills, Freestyle, and/or Dance levels. They can also keep you informed throughout the season and give you opportunities to compete individually or test over and beyond the Learn to Skate program through U.S Figure Skating. Coaches set their own rates; contact coaches individually for their fee structure. Visit <https://www.northernlightsfsc.com/coachingstaff> for additional information.

10.1.1 Parent and Skater Responsibility

Parents should be aware of the relationship between private coach and skater to ensure that it's a mutually beneficial arrangement. In addition, parents should ensure that a coach is entering a skater in the correct levels of competition and that the coach is neither holding back nor progressing a skater too quickly. A parent should contact their skater's coach immediately with any questions or concerns.

10.2 Rules of the Ice

- Practice safety always.
- The single most important ingredient in progression is efficient use of ice time. Arrive at the rink ready to work.
- Use the bathroom during ice resurfaces or breaks. Ask permission from the coach before leaving.
- Actively participate in the entire Dance, Freestyle, and Skating Skills sessions. Some exceptions may apply.
- Do not stand along the sides of the ice, nor stand in or continue to skate in the corners. Use the entire surface of the ice.
- PROLONGED VISITING IS NOT TOLERATED!!!
- Do not litter. Clean up (Kleenex, sweater, jacket, gloves) after yourself. This includes the locker room.
- NO FOOD (including gum) is allowed in the rink area. Colored beverages can spill and leave sticky stains. Water is the preferred drink.
- Perform each Freeski or Artistic practice as if it were competition. Wear the bright colored belt to ensure safety.
- The skater whose music is playing always has the right of way. Second priority goes to skaters who are currently in lessons with their coach.
- Cell Phones may be used for music purposes only.

10.3 Ice Etiquette

It is important that we treat our fellow skaters with respect. In addition, by following a common set of rules, we can help to minimize or eliminate collisions and other types of accidents. Mayhem on a session creates an unsafe atmosphere and a total lack of productivity.

- When passing slower skaters, always pass to the outside of the skater.
- When skating towards another skater, when in doubt skate to the right.
- Look both ways before skating away from the barrier.

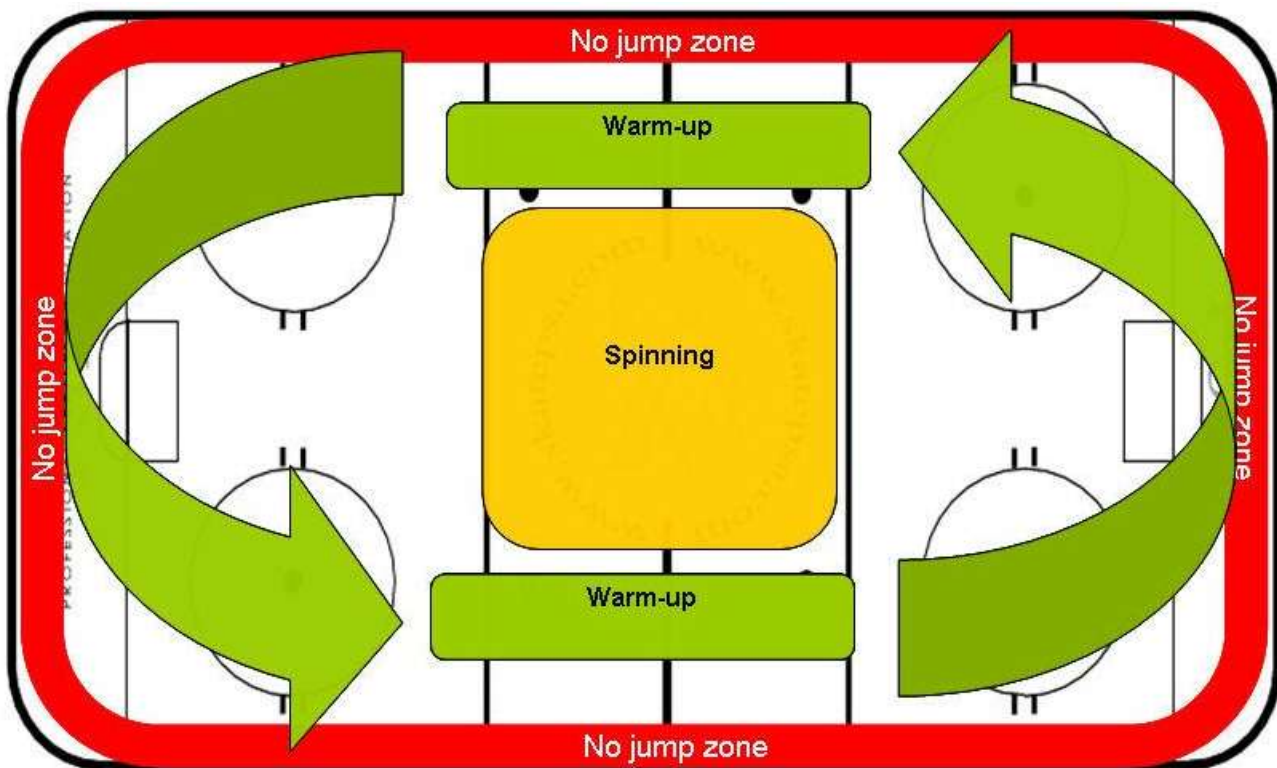
10.3.1 Right of Way

- Programs have the 1st priority to the right of way. An orange belt tied around the waist is used to identify the program skater. A yellow belt is worn by the skater running the music.
- Lessons have the 2nd priority to the right of way. This means the skater having the lesson, not the coach!
- Seniority has the 3rd right of way and the responsibility to avoid collisions. Advanced skaters are expected to exhibit patience toward beginner members of the club.
 - Remember, you were an inexperienced skater once, and it takes time for our future generation to advance to the point where they are completely comfortable skating with all levels of skaters.

10.3.2 Traffic Flow

- As a general practice, do not let skaters skate behind you.
- Coaches have the ultimate responsibility to control the safety of a session.

- When teaching spins, it is advantageous to do so in the center of the ice. This cuts down on the skater having to travel straight across the traffic pattern to the barrier and less disruptive to the flow of traffic.
- Coaching corners- a great spot to teach younger skaters who need closer attention. Avoid standing jumps using the blue lines or the center red line. This can be very disruptive to the flow of traffic and dangerous for the skater. If required, use the area in the second half of the session. The rationale being that generally there is less skating activity as the session progresses.
- Following are diagrams that represent the ideal traffic flow during an open ice session:



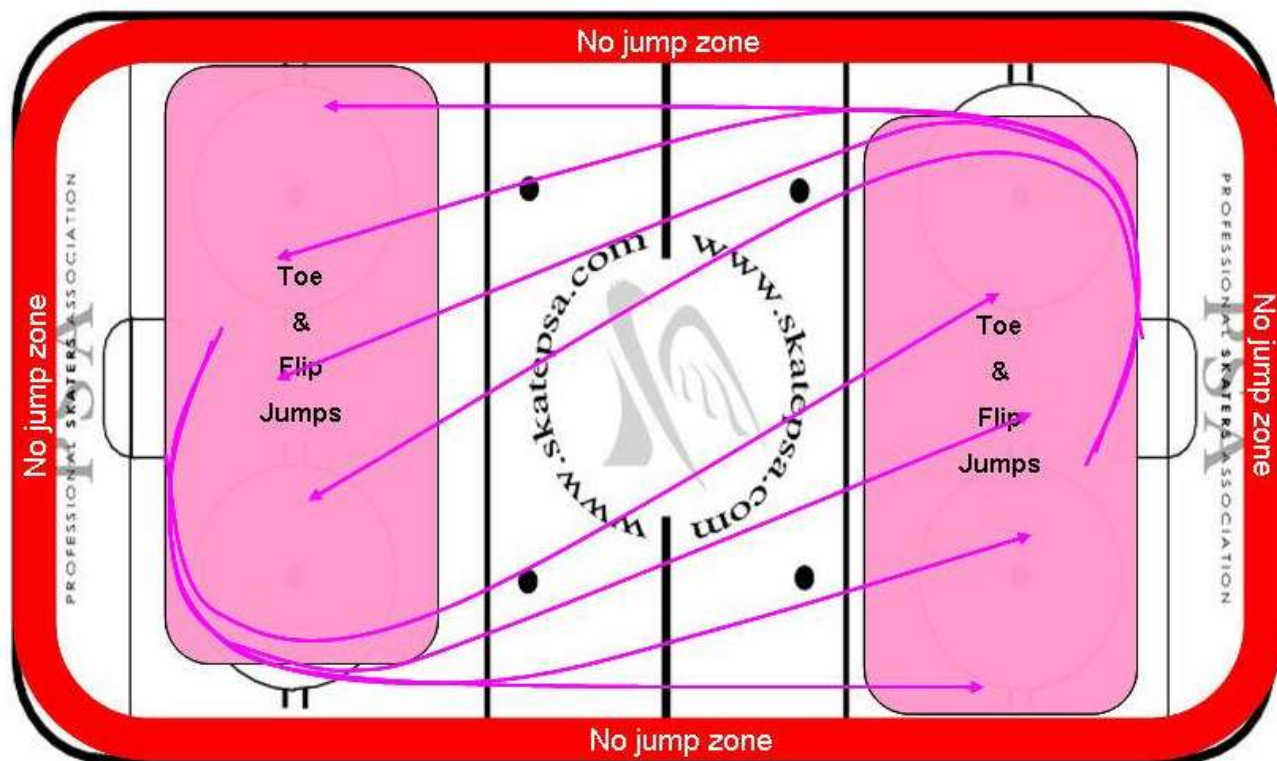
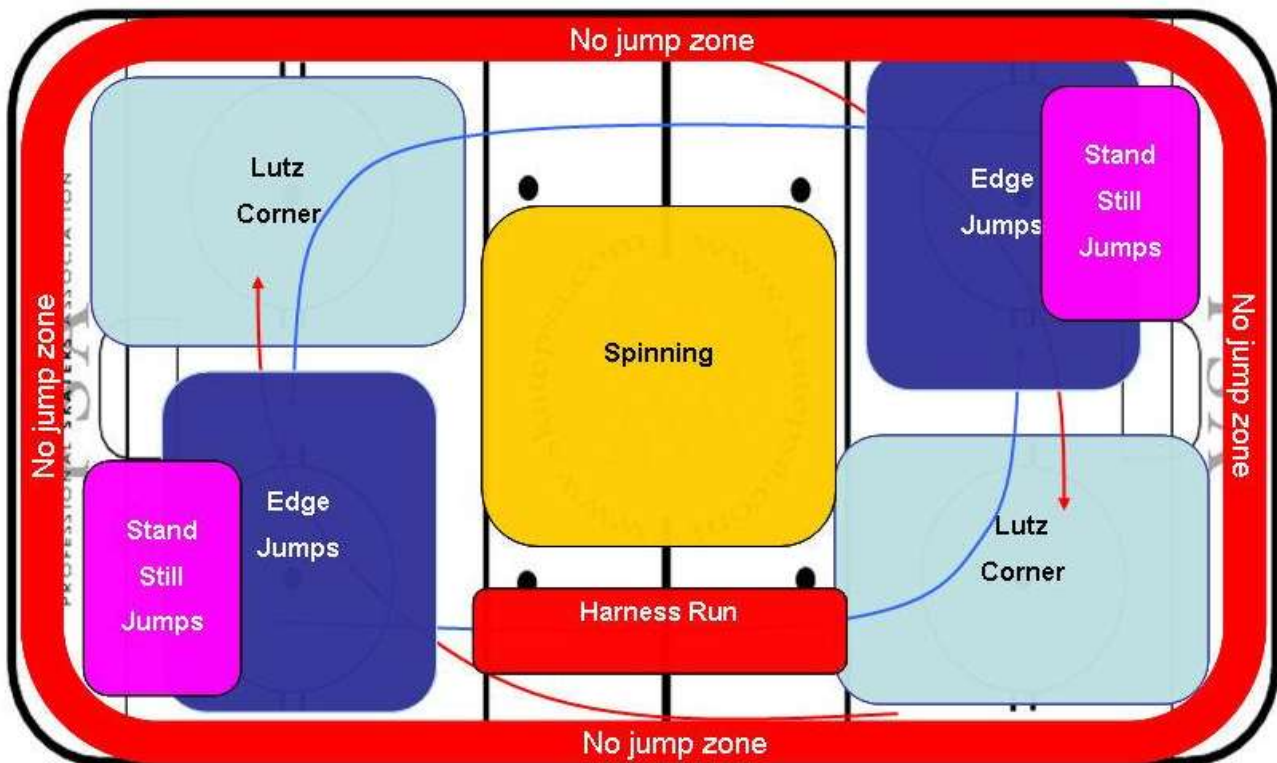


FIGURE SKATING ♦ SYNCHRONIZED SKATING ♦ ICE DANCING
Encouraging the instruction, practice, and advancement of members in all disciplines of figure skating

10.4 Virtual Test Sessions

Recording Virtual Test Sessions will only be allowed during designated times, pending on-ice availability. Recording virtual tests during any regular private ice sessions will not be permitted. Exceptions to this rule may be made with approval of the NLFSC Coordinator a minimum of 7 days prior to the Virtual Test Session.

11. NLFSC EVENTS

11.1 Northern Star Competition

The NLFSC hosts the Northern Star Competition each year. Northern Star is a USFS /Compete USA competition. Information for the Northern Star Competition is distributed via email and the NLFSC website.

11.2 Learn to Skate Competition

See 11.1 Northern Star Competition

11.3 Ice Show

The East Grand Forks Parks and Recreation Department, in conjunction with the NLFSC, holds an annual ice show at the end of each season. This is usually held at the end of March. All skaters who are full members of the NLFSC or the LTS program and in good standing may participate in a group number. There is an ice show fee for all participants.

All show music and coaches for groups, solos, features, duets, small groups and specials will be assigned. If a skater is in a special number, you may be responsible for providing your own costume. You may rent from the club's costume room, use a costume of your own, borrow or purchase a costume, depending on what is agreed upon by the coaches and skaters.

The LTS Coordinator will declare which skaters are eligible to participate in the boy/girl group number. The senior/graduation number is open to any NLFSC high school Senior. Additional show numbers may be added at the discretion of the LTS Coordinator.

11.4 Holiday Exhibition

The Holiday Exhibition is an opportunity for skaters to showcase their skills to their family and friends. All private ice skaters are eligible to perform! Skaters can perform one of their competitive routines, create a new one for the occasion, or grab a friend and make a duet/trio for the event! There is no cost to participate.

11.5 Off-Season Ice

In the event that the NLFSC is able to purchase off-season ice from the City of EGF (typically in April-June, and/or September-October), all pertinent information will be distributed via email. It is the policy of NLFSC that once a skater has committed to purchasing off-season ice, all monies paid for ice time are non-refundable, regardless of whether the skater chooses to utilize the ice time.

11.6 Summer Camps

The NLFSC holds summer camps for skaters, when possible. Camps offer a fun opportunity for a skater to improve their skills in the off-season. The NLFSC requires that all competitive synchronized skaters attend these camps.

12. VOLUNTEER SHIFTS

One of the Northern Lights Figure Skating Club's goals is to help our skaters financially. One source of income for the Club is the concession stand. The NLFSC is under contract with the City of East Grand Forks to have the concession stand open for certain events during the year. Therefore, it is of utmost importance that we have adequate staff on hand to have the concession stand operational.

All competitive individual skater and synchro skater families, including Non-Competitive are required to work concession stand shifts. The required number of shifts varies by year and is communicated at the beginning of each skating season. With the supervision of an adult, those aged 14 and above are welcome to work shifts, **excluding the Skate and Treat event and the Northern Star Competition.**

All concession stand scheduling is handled online via the "DIBS" system. You will need to create an online account to claim shifts. If you should have any questions regarding DIBS process, please see the Concessions/Dibs section of the NLFSC website or contact the DIBS coordinator.

To receive credit for completing volunteer shifts, it is imperative that the shift fulfiller arrive on time and work the entire shift. Failure to do so will result in forfeiting credit for the claimed shift. In the event that you are going to be tardy for a shift (or will need to leave early), it is the responsibility of the shift fulfiller to find their own replacement.

Volunteers who drive their personal vehicle to Fargo (or greater than 50 miles one-way) to transport judges to or from the airport will be reimbursed for roundtrip mileage based on the standard IRS mileage rate for the respective calendar year.

IMPORTANT: Families who do not fulfill their concession shifts will be billed for all shifts not worked at **\$50 per shift**. In addition, families who do not pay this fee will be considered members not in good standing until they pay.

12.1 Volunteer Requirements at NLFSC Events

It would not be possible for the NLFSC to host events without the help of volunteers. For certain events, including (but not necessarily limited to): Skate and Treat, Northern Star (volunteer mandatory), USFSA Test Sessions (volunteer mandatory), and the Ice Show; families of participants, both synchro and individual, are required to work a set number of volunteer shifts ("Event DIBS"). There are several different jobs available, and the shift requirement varies from year to year. Signing up for volunteer shifts is generally achieved through the DIBS tab on the NLFSC website.

All NLFSC members registering for the Northern Star Competition event will pay the full price as noted in the event registration. Club members fulfilling their required DIB obligation for the event will receive a discount in their registration cost, up to a maximum discount per registration per Event.

All NLFSC members registering for Test Session events will pay the club member price as noted in the event registration. Club members who DO NOT fulfill their required Test Session DIB obligation will be assessed an additional \$50 fee.

NOTE: Concessions worked during Northern Star count towards your annual Concession Requirements, NOT towards the required volunteer shifts for that Event.

13. QUESTIONS AND CONCERNS

13.1 SkateSafe

The NLFSC strives to provide a safe environment for its members and to protect the opportunity of its members to participate in the sport in an atmosphere that is free of harassment and abusive practices. The NLFSC will not tolerate or condone any form of harassment or abuse of any of its members including athletes, coaches, officials, directors, employees, parents, and volunteers or any other persons while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating.

It is the policy of U.S. Figure Skating that all individuals U.S. Figure Skating approves or appoints (1) to a position of authority over, or (2) to have frequent contact with athletes must complete the SkateSafe Training prior to participating in and/or preparing for U.S. Figure Skating related activities. For further information please see US Figure Skating SkateSafe Handbook in link provided: <https://www.usfigureskating.org/sites/default/files/media-files/SkateSafe%20Handbook.pdf>

The following are types of misconduct:

- Bullying, threats and harassment
- Hazing
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct
- Willfully Tolerating Misconduct

REPORTING MISCONDUCT

All individuals, regardless of membership with U.S. Figure Skating, are encouraged to report suspected SkateSafe violations. Questions regarding U.S. Figure Skating's SkateSafe Program can be directed to SkateSafe@usfigureskating.org or 719-635-5200, Option 6. To report a concern to the US Center for SkateSafe: <https://uscenterforsafesport.org/report-a-concern/>

Reference: <https://www.usfigureskating.org/skatesafe>

Any violation of the NLFSC Parent-Skater Handbook, U.S. Figure Skating SkateSafe Program Handbook, or EGF Park & Rec Conduct & Discipline Policy may result in action from the Board of Directors (or EGF Park and Rec) in the respective order:

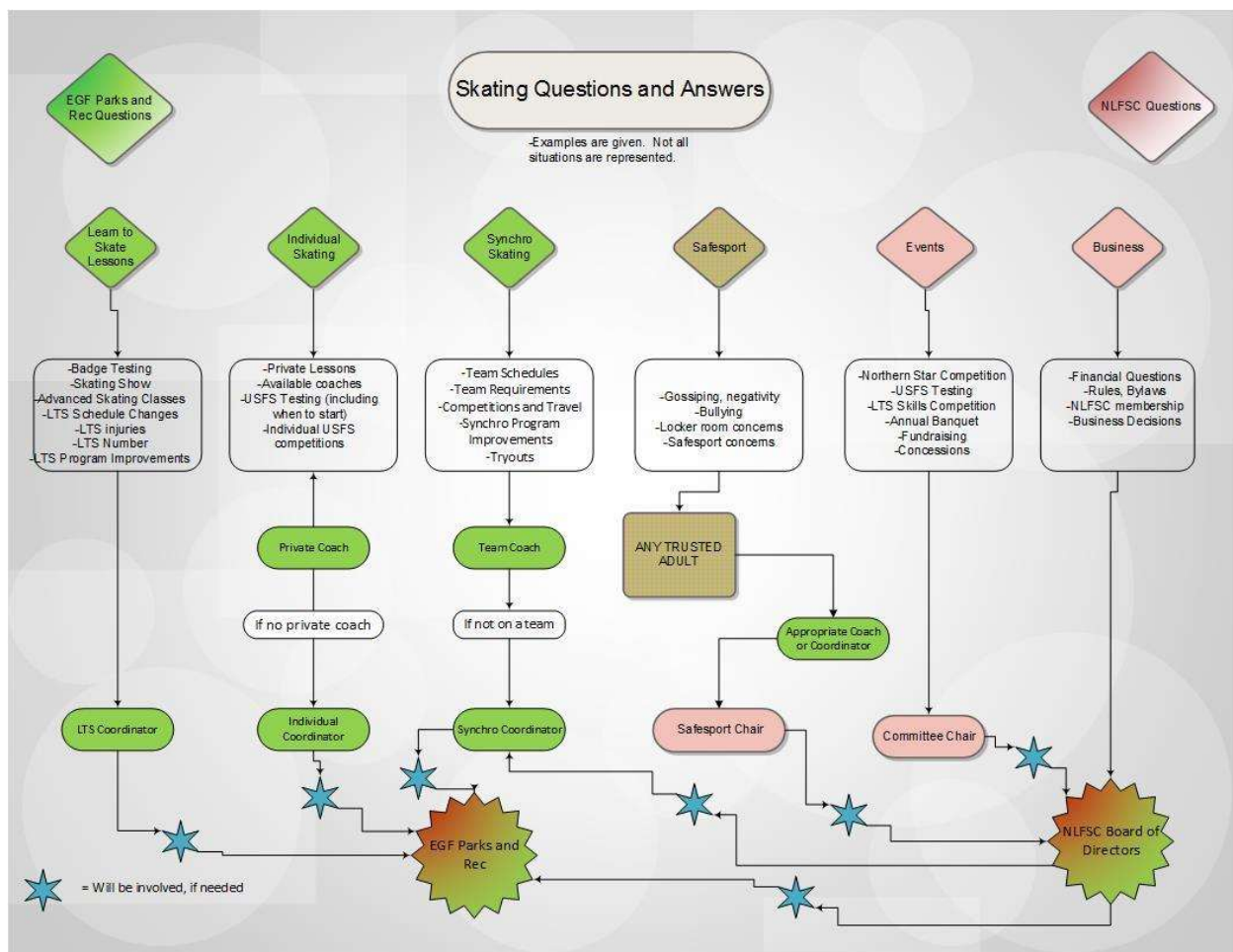
- **1st Offense: Written warning**
- **2nd Offense: Appearance before the Board of Directors**
- **3rd Offense: Suspension from NLFSC**

13.2 Comments and Suggestions

In the event of a comment or suggestion not related to misconduct (as described in Section 12), please fill out the Problem Resolution/Conflict Form, found on the NLFSC website and in Appendix C of this document, and the NLFSC Coordinator, with assistance from the Board of Directors and/or Parks and Rec, will assist in resolving the concern.

13.3 General Questions

For general questions, please reach out, via email or verbally, to the appropriate person as shown in the diagram below:



14. COMMITTEES

The more volunteers we have for our committees, the less work there is for everyone involved. Please give your time to help all our skaters. See <https://www.northernlightsfsc.com/committees> for additional information on committee openings.

The “**NLFSC Committees**” document has descriptions and procedures of all committees. This document is currently being developed and will be posted to the Committee website link when available.

If you are on a committee and incur reimbursable expenses, fill out and submit an Expense Reimbursement Form to the NLFSC Treasurer. Copies of this form are available on the Committees page of the NLFSC website and in the concession stand.

15. BOARD OF DIRECTORS

Board Meetings are generally held monthly, and the meeting location is noted on the NLFSC Calendar on the NLFSC Website. There may be times when a conflict arises, and the date or location may change on short notice. If so, that information will be posted. Parents of skaters are welcome and encouraged to attend board meetings, especially in the event of a problem or concern.

Board members are elected at the Annual Meeting and are generally elected for 3-year terms. (Term Year: July 1 – June 30). You do not have to be a registered United States Figure Skating Association (USFSA) member to be on the ballot but shall have a current NLFSC Membership. If elected to the Board, all directors must be compliant with USFSA as noted on their personal USFSA account. Eligible voters must be current NLFSC members, must be registered members of USFSA, and must be at least 18 years old. All board of director candidates and voting members are required to be in good standing with both the NLFSC and the USFSA.

16. MISCELLANEOUS

16.1 Corporate Sponsorship

Corporate sponsorship opportunities are available in the form of etched glass, advertising on the rink boards, signage, and cash donations. The Board of Directors reserves the right to determine the allocation of corporate sponsorship dollars.

16.2 Inclement Weather

The NLFSC follows the lead of the EGF Public School district. In the event of school cancellation, all classes for that day will be cancelled, unless otherwise communicated. In the event of inclement weather on the weekend, the NLFSC Coordinator and/or coaches will communicate any cancellations or postponements via email, Facebook, or text message.

16.3 Accidents

All medical emergencies will need to have an incident report filled out within 24 hours of the accident. “USFS Accident Report” & “EGF Parks and Rec Accident Report” forms are available at

<https://www.northernlightsfsc.com/contactus>. These reports will be given to the EGF Parks and Rec Department. The NLFSC Coordinator will then discuss the incident with the NLFSC Board.

16.3.1 Emergencies

In the unlikely event of a medical emergency, this will be the procedure.

- Emergency First Aid will be administered, including requesting emergency medical technicians and an ambulance, if needed.
- If you are in the arena when an injury occurs do not come onto the ice until the coach gives you the appropriate signal.
- If you are not at the arena, you will be contacted using the emergency contact information located on your registration form. Your instructions will be followed from that point on.
- In the event we are unable to contact a parent, we will make arrangements to contact the medical staff and hospital closest to the facility.

16.4 Illness

If your skater is too ill to attend school, they are not permitted to attend their scheduled practice. Please give a courtesy call/text to the coach conducting the lesson/practice.

16.5 Refund Policies

16.5.1 Northern Star

See Refund Policy within the Northern Star registration packet.

16.5.2 NLFSC Test Sessions

See Refund Policy within the NLFSC Testing Policy document on the website.

16.5.3 Membership fees

NLFSC Membership fees and USFS registration fees are non-refundable.

16.5.4 Other Events

Refunds for ice fees, camps, or other NLFSC events are not permitted unless 1) the event has been cancelled 2) at the discretion of the NLFSC Coordinator, Board of Directors, or Event Chair. All requests for refunds must be in writing and emailed to the NLFSC President. Refunds will not be granted for unforeseen ice closure, illness, injury, weather, or other circumstances beyond our control including any guidelines set forth by USFSA competitions.

16.5.5 Refunds

No refunds on excess fundraising dollars will be issued. Refer to NLFSC Fundraising Contract. The NLFSC Board reserves the right to review team refunds on a team-basis.

16.6 Lettering

The lettering year is from April 1st – March 31st of each year. NLFSC has established lettering criteria for both individual and synchronized skaters; this information is available on the NLFSC website. A skater that meets the lettering criteria must apply each year and the deadline is March 31st. As established by the East Grand Forks School District, a skater must either reside in the city of East Grand Forks or be enrolled in an East Grand Forks school to be an eligible letter winner.

17. REFERENCES

The following information is posted on the NLFSC website at the following links:

<https://www.northernlightsfsc.com/nlfscmembership>

- EGF-NLFSC Programs Overview
- Explanation of NLFSC/Parks and Rec Fees
- US Figure Skating SkateSafe Handbook
- NLFSC Parent / Skater Handbook
- NLFSC Constitution and Bylaws

<https://www.northernlightsfsc.com/committees>

- NLFSC Committees
- Expense Reimbursement Form

<https://www.northernlightsfsc.com/contactus>

- US Figure Skating Accident Report
- EGF Parks and Rec Accident Report
- Problem Resolution/Clarification Form
- USFSA Conflict Resolution Manual

<https://www.northernlightsfsc.com/testing>

- All About US Figure Skating Tests

18. ANNUAL REVIEW

This document should be reviewed annually by the Board of Directors. Changes to the NLFSC handbook during the season would be generally only made to keep in compliance with U.S. Figure Skating guidelines or EGF Parks and Rec policies and procedures. If at any time during the season, updates are made to the handbook, all members will be informed and expected to read and follow any new guidelines.

19. REVISION HISTORY

Effective Date	Summary	Reviser	Approver
7-1-14	Rewrote Handbook	T. Allard	Board of Directors
7-1-15	Revised and updated	T. Allard	Board of Directors
7-1-16	Revised and updated	T. Allard	Board of Directors
7-1-17	Revised and updated	T. Allard	Board of Directors
7-1-18	Revised and updated	S. Laughlin	Board of Directors
7-1-20	Revised and updated	T. Allard	Board of Directors
7-1-22	Revised and Updated	A. Burke & K. Gahlon	Board of Directors
10-1-23	Revised and Updated	D. Wawrzyniak	Board of Directors
7-1-24	Revised and Updated	D. Wawrzyniak	Board of Directors
7-1-25	Revised and Updated	D. Wawrzyniak	Board of Directors

Appendix A: Parent Acknowledgement/Contract

U.S. Figure Skating Parent Code of Conduct USFS SkateSafe Program Handbook

Northern Lights Figure Skating Club (NLFSC) is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct.

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

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

U.S. Figure Skating Member Code of Conduct GR 1.02

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

- A. I will exhibit the highest standards of fairness, ethical behavior and genuine good sportsmanship in all of my relations with others.
- B. I will not damage public or private property. I understand that I may be held financially responsible for damage deemed to be wantonly or willfully executed on my part, and that I may be subject to disciplinary action by U.S. Figure Skating.
- C. I will not use or possess illegal drugs, and I will not engage in criminal activity. I understand that, if I am found to use or possess illegal drugs, or if I am found to engage in any criminal activity during any activity hosted, supported, sponsored or engaged in by U.S. Figure Skating, I may be subject to criminal penalties as well as penalties imposed by U.S. Figure Skating.
- D. I will adhere to the rules of U.S. Figure Skating and the host organization at all activities hosted, supported, sponsored or engaged in by U.S. Figure Skating.

E. I will comply with all applicable anti-doping rules including, but not limited to, ISU and USADA anti-doping rules.

F. I will conduct myself in a manner not detrimental to the welfare of figure skating. I understand that my actions reflect on U.S. Figure Skating and the sport of figure skating both positively and negatively. I understand that if my acts, statements, or conduct are considered detrimental to the welfare of figure skating by the appropriate authority, I may be subject to penalties imposed by U.S. Figure Skating pursuant to GR 1.04.

G. I understand that the penalties that may be imposed may include, but are not limited to, loss of future international selections, loss of financial support from U.S. Figure Skating and its Memorial Fund, and loss of participation in activities hosted, supported, sponsored or engaged in by U.S. Figure Skating.

H. I understand that all disciplinary proceedings will be conducted pursuant to Article XXV, Section 3, of the U.S. Figure Skating bylaws, and that my rights and remedies are derived therefrom.

.....

I have read this Code of Conduct and the “NLFSC Skater and Parent Handbook” and understand and agree to the guidelines set forth. I acknowledge that as a parent, I am held accountable for the contents of both, whether I choose to sign this form or not.

I also understand that the policies and procedures may change throughout the year but that changes would only be made under the direction of U.S. Figure Skating or EGF Parks and Rec. Modifications to this document will be made via email from the NLFSC Coordinator or Club President.

Should I have any questions regarding any policies or procedures, I understand that I should contact the NLFSC Coordinator or the Board of Directors for the appropriate answers.

Parent Printed Name

Parent Signature

Date

Parent Printed Name

Parent Signature

Date

Appendix B: Skater Acknowledgement/Contract

NLFSC Skater Code of Conduct

USFS SkateSafe Program Handbook

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

General Guidelines:

NLFSC is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. This Skater Code of Conduct has been established to ensure the safety of all members using our ice to ensure quality practice time for all home club, associate, non-members and guests who purchase ice from the club and who participate in all club-related activities.

All skaters, regardless of whether they hold home club, associate, non-member or guest status must follow and uphold the tenets in this Skater Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents of skaters, U.S. Figure Skating officials and guests.

Our club is committed to promoting a positive and friendly environment for all skaters. Remember 'The Golden Rule' —treat other people like you want to be treated—with respect.

Ice Etiquette and Safety:

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

Unsafe or Discourteous Behavior:

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

Skater Printed Name

Skater Signature

Date

Parent Printed Name

Parent Signature

Date

Appendix C: Problem Resolution/Clarification Form

Problem Resolution/Clarification Form

To: _____ Date: ____/____/____

From: _____ Phone: _____

Please state the comment, idea, suggestion, problem, or concern with as much detail as possible in this area (please attach a separate sheet if necessary)

I would like to talk to you about: _____

In my opinion *(Check appropriate box and list 3 ways to address the situation presented above).
Use the back of this sheet if you need more room to write.*

☐ Possible solutions to this situation are (list 3 below):

1. _____
2. _____
3. _____

☐ Ways to implement these ideas are (list 3 below):

1. _____
2. _____
3. _____

Meeting *(Check appropriate box)*

☐ No meeting is necessary

☐ I would like to meet with you on:

Days available (please list 3): _____

Times available (please list 3): _____ am/pm

This is only to be used if you feel a problem/conflict exists that needs our attention.

Thank you for taking the time to complete this form. If follow-up is necessary, we will do so in a timely matter.