

THREE RIVERS



Figure Skating Club

5600 85th Ave N
Brooklyn Park MN 55443-1825

Handbook

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TRFSC Mission Statement

We aspire to challenge skaters to achieve their highest potential as athletes and human beings while pursuing their own personal goals.

We seek to provide an environment that promotes a positive process of learning and moral development through cooperation, respect, discipline, commitment, and a love of Figure Skating.

Information about the Three Rivers Figure Skating Club

This information package contains:

- * This Introductory and Instruction Letter
- * Membership Form
- * Skater, Parent and Pro Expectation Sheets
- * Emergency Form
- * List of current TRFSC Pros
- * Contract Form(s)

This letter describes each form in detail and then summarizes what you need to do to begin skating with the club.

General Information about the TRFSC

The TRFSC received status as a US Figure Skating skating club in May of 1997 as the Brooklyn Park Figure Skating Club. In July of 1997, we had more than 100 members in the club. The club's purpose is to provide a forum for skaters who wish to improve their skills beyond what they can achieve from community lessons and open skating. As a member of the TRFSC, you will:

- * Be able to contract for Freestyle and Moves in the Field sessions
 - * Become a member of the U.S. Figure Skating Association
 - * Receive Skating Magazine from the US Figure Skating
 - * Receive club handbook and newsletter
 - * Participate in all club activities including the Annual Banquet and Annual Ice Show
- PLUS, get to know a great group of kids whom all LOVE SKATING!! It's a lot of fun!

Membership Information

Enclosed is the membership form for the current year. You should choose between Senior Club, Junior Club or Associate membership depending on your skating level and whether TRPFSC will be your Home Club. Senior Club and Junior Club memberships are considered TRFSC Home Club memberships. If you are already a member of another club, and plan on skating at our rinks to supplement skating at your home club, then you should join as an Associate member. The major difference between Home and Associate members is voting privileges, banquet and that Home Club members are able to move up higher in the seniority list which makes it easier to sign-up for desired ice times. Please completely fill out the membership form and make a check out for the amount indicated.

Expectation Sheets

The TRFSC has developed three expectation statements; one for the skater, one for the parents and one for the professional coach. Review these expectations and then sign the Membership Application form where indicated.

Emergency Information Form

The emergency information form should be filled out and returned with your membership form. This form is kept in a folder at the rink in case of emergencies.

Current TRFSC Pros

Usually skaters who have reached the Junior Club level or beyond, contract with a pro for private lessons to supplement their group lessons. TRFSC members must contract with a “club” pro. If your pro is not a TRFSC pro, please have them contact the President of the TRFSC for information on pros requirements to teach on club ice. This will need to be done before you can receive lessons at the rink from your current pro. If you are looking for a pro to begin private lessons, attached is a list of current TRFSC Pros. Feel free to contact any one of them for information on their qualifications, rates and their current status for openings. If you are unsure whom to contact, please contact your Skating School Director.

Contract Information

The TRFSC currently has four contracts per year. Each contract varies in length but is generally 12 weeks long. About half way through each contract, all members receive information about the next contract.

As a new member, the contract you receive as part of this packet depends on the time within the current contract that you are applying for membership. If the next sessions contract has not been created, you will receive the current contract, which is for information purposes only (you may choose to random skate these sessions). If the next session’s contract has been created, you will receive that contract and the current contract. The directions for processing a contract are listed below.

If you wish to sign up for a future contract, then fill out the form with the sessions you wish to skate on and send a check for the appropriate amount (with the skater’s name and contract name written on it) to the person indicated on the contract. Be sure to send the contract and check by the due date indicated on the contract. You will be billed for the balance about half way through the contract. This check won’t be cashed until after the start of the contract.

NOTE: For the safety of all skaters, the TRFSC has established a standard test for skaters to be able to skate on TRFSC contract ice: The requirements are:

1. Passed the Basic Skills 5 test

-OR-

2. Passed ISIA Delta test

-OR-

3. Be tested by your skating school director for the following:
 - Skate **forward** around rink in **28 seconds** or less
 - Skate **backward** around rink in **35 seconds** or less
 - **Fall down** and **get up** again as quick as possible (**2 seconds**)
 - Be able to **stop on command**. (Any stop is acceptable, but a **hockey stop is preferred**)
 - Skate the **two foot forward slalom down the length of the ice**

If you do not meet these requirements and still wish to contract ice, your pro will be required to be with you on the ice the entire time. If you are unsure if you meet these requirements, you may contact Cassie Joyce (Director of the Brooklyn Park Community Center Skating School).

How to Join

There are a few steps in being able to begin skating with the TRFSC.

First, mail the following back to the Membership Chairperson;

- * US Figure Skating Form
- * TRFSC Membership Form
- * Emergency Information Form
- * Membership Check
- * Next Contract and Check (if you are going to skate on the next contract)

Remember to keep copies of all of these documents for yourself.

You will be contacted if any sessions that you are contracting for are filled or canceled. A copy of the TRFSC Handbook will be available for you shortly after you become a member. You are welcome to random skate any of the sessions remaining in the current contract.

Website

The TRFSC has a website for your convenience. You can find meetings of the board meetings and a variety of other useful information. The address is www.threeriversfsc.org

Questions

If you have any questions about joining the TRFSC, please contact the Membership and Ice Contract Chairperson. He will help answer your questions or direct you to another of our board members who can. Thanks for your interest in becoming part of the TRFSC and we look forward to meeting you and your skater soon!

Mike Itzin
Membership and Ice Contract Chairperson
612-251-4557
Mike@itzin.com

A Letter to Parents with Children in a Figure Skating Program

Make sure that your child knows that “win or lose”, you love them. Let them know that you appreciate their efforts and that you will not be disappointed in them if they fail. Be the person in their life they can always look to for support.

Try to be completely honest with yourself about your child’s athletic ability, their competitive attitude, their sportsmanship, and their level of skill.

Be helpful, but do not coach your child on the way to the rink, or at the breakfast table. Think how tough it must be on them to be continually inundated with advice, “pep talks” and criticism.

Teach your child to enjoy the thrill of competition, to be “out there trying”, to take the physical and mental bumps and come back for more. Do not tell them that winning doesn’t count, because it does and they know it. Instead, help them to develop a healthy competitive attitude, a “feel” for competing, for trying hard, and for having a good time.

Try not to live your life through your child’s. You’ve lost as well as won, you’ve been frightened, you’ve backed off at times, and you’ve been the villain. Don’t expect any better of them. Sure they are an extension of you, but don’t assume they feel the same way you do, want the same things or have the same attitudes.

Don’t compete with your child’s instructor. An instructor may become a hero to them for a while, someone who can do no wrong and you may find that hard to take or, your child may become disenchanted with his/her instructor.

Talk to your child about the importance of learning how to handle problems and how to react to criticism. Try to help them understand the necessity for discipline, rules and regulations.

Don’t compare your child with other skaters. At least not within his or her hearing. If they have a tendency to resent the treatment they get from their instructor, if they are jealous of the approval other skaters get, try to be honest with them. Don’t lie to them about their capabilities as a skater. If you are overly protective, you will perpetuate the problem.

Get to know your child’s instructor. Make sure that you approve of their attitudes and ethics. An instructor can be very influential, and you should know what their values are so that you can decide whether or not you want them passed on to your child.

Remember that children tend to exaggerate when they are praised and when they are criticized. Temper your reaction to the stories your child brings home from the rink. Do not criticize them for exaggerating, but don’t overreact to the stories that they tell you.

Please try to temper your adverse criticism directed toward other skaters, instructors and professionals.

Teach your child the meaning of courage. Some of us climb mountains, but are frightened to get into a fight. Some of us can fight without fear, but turn to jelly at the sight of a bee. Everyone is frightened of something. Courage is learning to perform in spite of fear. Courage is not getting rid of the fear, it is overcoming fear.

“Ten Commandments for Skating Parents”

I. Thou shalt not impose your ambitions on thy child.

Remember that skating is your child’s activity. Improvement and progress occur at different rates for each individual. Don’t judge your child’s progress based on the performance of other athletes, and don’t push them based on what you think they should be doing.

II. Thou shalt be supportive no matter what.

There is only one question to ask your child - “Did you have fun?” If competitions and practices are not fun, your child should not be forced to participate.

III. Thou shalt not coach your child.

You have taken your child to a trained coach - do not undermine that person by trying to coach your child on the side. Your job is to support and love your child no matter what, and the coach is responsible for the technical part of the job.

IV. Thou shalt have only positive things to say at a competition.

If you are going to show up at a competition, you should cheer and applaud, but never criticize your child, other children, the coaches or judges. Always strive to set a good example for your child.

V. Thou shalt acknowledge thy child’s fears.

A first competition or test (for everyone) can be a stressful situation. It is totally appropriate for your child to be anxious. Don’t yell or belittle, just assure your child that the coach would not have suggested his or her participation if your child was not ready for it.

VI. Thou shalt not criticize the club.

If you do not have the time or the desire to volunteer, don’t criticize those who are doing the best they can.

VII. Honor thy child’s coach.

The bond between coach and skater is a special one and one that contributes to your child’s success as well as fun. Do not criticize the coach in the presence of your child. It will only serve to hurt your child’s skating.

VIII. Thy child shall have goals besides winning.

Giving an honest effort, regardless of the outcome, is much more important than winning. An Olympic swimmer once said, “My goal was to set a world record. Well, I did that but someone did it too, just a little faster than I. I achieved my goal and I lost. That does not make me a failure. In fact, I am very proud of that race.”

IX. Thou shalt place your child above everything.

Ask yourself this question. Are your child’s goals more important to you than they are to your child? Parents should remain flexible, patient and always supportive while their children strive to find their niche in life.

X. Thou shalt not expect thy child to become an Olympic star.

The odds are against your child becoming an Olympic star. Skating is much more than the Olympics. Ask your coach why they coach. Chances are they were not an Olympian but they still got enough out of skating that they want to pass on the love of the sport. Skating teaches self-discipline, builds self-esteem and provides lifelong friendships. Be happy your child wants to participate.

Adapted from Ed Clendaneil’s “Ten Commandments for Little League Parents”

Fair Play

HAVE FUN, SKATE WELL, PLAY FAIR

In sports there seems to be a need for “*fair play*” and good sportsmanship to be taught and displayed. The following “*fair play*” codes have been developed with great hope that “*fair play*” can be learned and practiced at ice rinks all over the United States.

1. Skate for fun. Skate for yourself. Set goals for your own improvement.
2. Honest effort is as important as victory. Winning is doing your best.
3. Play by the rules. Do the right thing.
4. Cooperate with your coach, other skaters and rink staff; they make it possible for you to skate.
5. Be nice to everyone no matter the outcome of the competition. Congratulate other skaters and coaches for a good performance.
6. Control yourself; negative or bad comments and behavior detracts from the sport and makes you look bad.
7. Never argue with the official’s decisions. If a protest needs to be filed, your coach will do so.
8. Treat all skaters, as you would like to be treated.
9. Set a good example for younger, less experienced skaters. They look to you for guidance.
10. Remember that the goals of any sport are to have fun, build skills, and gain mental and physical conditioning and discipline.
11. Maintain a positive attitude and outlook. Help others to see their strengths.

ENJOY!

Psychology
Dr. Caroline Silby
Sport Psychology Consultant

Guidelines for positive self talk...

1. **BE POSITIVE.** Say what you want, not what you don't want. Avoid negative statements like "I don't want to pop." The brain may pick that up as "I want to pop." Instead, say, "I am rotating fully."
2. **BE PRESENT.** Make statements as if they were happening now rather than as if they are still coming. In this way you transform a wish into a reality. Rather than saying, "I will be happy," say, "I am happy" - even if it's not true yet. Act "as if" and it will keep you on track.
3. **BE CONCISE.** Keep it simple so your mind doesn't get confused.
4. **BE RHYTHMIC.** Using a rhythm will help the positive statement be impressed in your central nervous system. For example, "I'm in a position to strike and get what I like," or, "I've got the fight so I'll get it right."
5. **BE CONSCIENTIOUS.** Repeat positive self-statements 15 times twice a day. This will be more effective than spending 1 hour on Sunday thinking positively. Try to think positively a little bit each day.

HINTS ON HELPING YOUR SKATER BE MORE SUCCESSFUL

BE SUPPORTIVE. Both your skater and their coach are likely to have a list of criticisms for their performance, no matter how good it might have been, so what they need from you is love and support. On the other hand, don't try to provide excuses for poor performances. As mentioned above, most athletes try to give their best performances in every competition, but sometimes the results are disappointing. When that happens, the less said, the better. The old adage, "if you can't say anything nice, don't say anything at all," would probably be a good one to follow. A skater is generally quite perceptive about their skating, and is, after all, the only one who really knows how much effort went into it. You and the coach only know what it looked like.

AVOID PRESSURING YOUR SKATER. Your skater already has enough problems: trying to stand up; perform their program; execute proper technique; impress their friends and/or enemies; please the coach; please themselves; and so on. Don't add additional pressure. Most athletes at all levels are already trying to reach their best performances in every competition, and do not really need you to remind them that you want them to do their best.

AVOID CRITICISM OF THE COACH IN FRONT OF YOUR SKATER. The role of the coach is to provide a progressive training situation in which your skater can develop their skills and speed. Placing the obstacle of criticism between coach and skater creates an additional pressure on the skater, which can further impair performances. Your skater needs to trust their coach in order to get the most benefit from them. Your best bet, if you don't like what the coach is doing, is to make an appointment with them to discuss the situation. If you feel unable to talk with the coach, then perhaps you should consider trying a different approach.

LET THE COACH COACH. Regardless of how much you may know about skating, you are not employed to coach your child. You are paying someone else to do it, so let them do it. Your child needs you as a parent; they already have a coach. When your child is skating this is the time for them to be coached. When they are off the ice, they need your support. Keep remembering how difficult it is just to grow up, and then figure how much added pressure there is in a competitive sport. You can help your skater by not being the source of more pressure.

REMEMBER THAT SKATING SHOULD BE FUN. As long as kids enjoy skating, they will have a healthy, productive activity in which to be involved. When skating becomes a negative experience, the skater is likely to want to stop. All athletes need motivation to attain their ultimate goals. When a skater fails to reach their goal, they should be encouraged to keep on trying, rather than discouraged by being shown how disappointed you are. When they achieve a goal, let them know how proud you are and stress the fun aspect of the sport.

WHOSE GOALS ARE THEY? Your skater's performance is not a reflection on you. (their manners may be, but not their skating.) don't let your ego be caught up in your reaction to their skating. If your skater eventually reaches national or international prominence, it will be because they worked for it, not because their parents wanted the vicarious success.

BE ENTHUSIASTIC AND SUPPORTIVE. Remember that your child is the skater. Children need to establish their own goals, and make their own progress towards them. Be careful not to impose your own standards and goals. Do not over burden your child with winning or achieving best times. The most important part of your child's skating experience is that they learn about themselves while enjoying the sport. This healthy environment encourages learning and fun, which will develop a positive self-image within your child. In the meantime, while your skater is

working towards their goals, keep encouraging them to reach out and to strive towards excellence, and be sure to let them know you think they are pretty terrific!

1.0 Board Members, Committee Chairs and Membership Information

TRFSC Board of Directors: The Three Rivers Figure Skating Club Board of Directors is made up of 9 volunteers. The positions of President, Vice-President, Secretary and Treasurer are voted on each year by the Board of Directors. The current board members and positions held are included in the back of this handbook along with the membership list.

Committee Chairs: There are a number of committees that have been formed to help the skating club run efficiently. The current list of committees and their chairs are also included in the back of this handbook.

General Questions: If any of your questions about the club does not seem to fit the title of one of the board members, or committee chairs, then please call either the President or Membership Chairperson for more information.

Elections to the Board: Elections to the board are held each year in the spring. Typically there will be an election each year for three of the positions. Each term is held for three years.

Types of Membership: The membership year runs from July 1 to June 30. There are currently five types of membership in the TRFSC. They are: Senior Club, Non Skating Senior Club, Junior Club, Collegiate, and Associate member. A skater can only designate one figure skating club as their Home Club. Both of the Senior Club and Junior Club memberships are considered Home Club memberships. A description of the membership types is given below:

Junior Club - This membership level is for skaters that have passed the US Figure Skating Basic Skills Basic 6 group lesson level but have not passed the Basic Skills Freestyle 3 group lesson level. As a Junior Club member, you do not have voting rights in club decisions.

Senior Club - This membership level is for skaters that have passed the US Figure Skating Basic Skills Freestyle 3 group lesson levels. As a Senior Club member, you do have voting rights in club decisions. In addition, we offer a non-skating Senior Club level membership. This would be used by a person wishing to belong to the US Figure Skating, but does not contract ice.

Collegiate - This a one time 4 year membership that is offered to Graduating Seniors. This is a Senior Club membership level.

Associate - This membership level is for skaters that already have a Home Club, but for purposes of contracting ice choose to become an Associate member of the TRFSC.

For current fee structure, see Membership Application Form.

2.0 Buying Ice (Contracts and Billing)

The primary service that the Three Rivers Figure Skating Club provides is to buy ice time from the Brooklyn Park Community Center and then sell that time to its members. It is important to remember that as members of the TRFSC, we should try and support our own club as much as possible, and the primary way to do this is to purchase TRFSC ice versus skating on another club's ice time. Our primary power as a club and the main way to attract new members is by having ice time available to them. This section explains the types of sessions that are sold, how to contract for ice, how to buy-in for sessions that you are not contracted for and to explain the billing.

2.1 Number of Contracts per Year

There are a number of contracts per year. This number may vary depending on what ice time is available. This last year the contracts were: Fall, Winter, Spring and Summer.

2.2 How to Sign-Up for a Contract

About four to six weeks before the start of the next contract, each skater receives a contract form in the mail for the next contract session. Each skater and their parents should consult with their pro as to the appropriate amount of skating time. The contract will indicate the day and time of each session along with a description, the number of weeks and the total cost of that session for the contract. When contracting for a particular session, you sign up for all weeks of the contract. Indicate which sessions you are contracting for, add up the total that you owe and return the contract to the person indicated on the contract with a check for the appropriate amount before the designated date. All contracts received by the designated date are processed based on the seniority of the skater. Senior club members are given seniority first. Their seniority is based on their senior club membership date and then their US Figure Skating test level. Junior club members are then given seniority based on their club membership date and then their US Figure Skating test level. Associate members are then given seniority based on their club membership date. The club membership date is the date that you join the TRFSC. The senior club membership date is the date that you become or join the TRFSC as a senior club member (passed Freestyle 3). All contracts received after the designated date are processed on a first come first served basis. Please note that it is very important to return the contract before the designated date. This will increase your chances of getting the sessions you sign up for. Once all contracts have been received, you will be notified about any conflicts that arise from scheduling. Skaters are not allowed to "swap" contracted sessions missed for non-contracted sessions.

NOTE: For the safety of all skaters, the TRFSC has established a standard test for skaters to be able to skate on TRFSC contract ice: The requirements are:

1. Passed the Basic Skills 5 test

-OR-

2. Passed ISIA Delta test

-OR-

3. Be tested by your skating school director for the following:

- Skate **forward** around rink in **28 seconds** or less
- Skate **backward** around rink in **35 seconds** or less
- **Fall down** and **get up** again as quick as possible (**2 seconds**)
- Be able to **stop on command**. (Any stop is acceptable, but a **hockey stop is preferred**)
- Skate the **two foot forward slalom down the length of the ice**

If you do not meet these requirements and still wish to contract ice, your pro will be required to be with you on the ice the entire time. If you are unsure if you meet these requirements, contact Cassie Joyce (Director of the Brooklyn Park Community Center Skating School at 493-8352) to be tested.

2.3 Types of TRFSC Sessions That Can Be Contracted

There are currently two types of sessions that you can sign up for:

- * Freestyle
- * Moves-In-The-Field
- * Figures

Each is explained below:

Freestyle

Freestyle sessions are for those skaters who are practicing jumps, spins, programs and other moves.

Moves-In-The-Field

Moves-In-The-Field is designed to emphasize the following qualities in a skater: power, edge quality, extension or line, and quickness or preciseness of skating movement.

Figures

A figures session is usually offered in the summer to help skaters learn edge control.

Note: The Junior Club and Senior Club Group Lessons are offered through the Community Park and Rec. Dept. not the TRFSC.

2.4 Random Policy

If you do not contract for a particular sessions and wish to “random” skate the session, the policy is described below:

1. Pay by cash, or check payable to TRFSC
2. Be at the rink 10 minutes before the session starts to secure your spot.
3. As soon as the session starts, we will sell ice starting from the random list and then take those who are walk-ins next.
4. If you are late, for the sessions, you take the chance of losing your random spot.

2.5 Paying Your Bills

Approximately half way through a contract session, you will receive a bill for any remaining money owed for the current contract. Typically you will pay half of the contract at the beginning of the session and the remainder halfway thru the session. It is important that your bills are paid as this can have an effect on being able to contract the next session.

2.6 If There Is A Problem

You should keep a record of your payments so that you can crosscheck the system when you get your statement. You should also keep a copy of your contract before turning it in. If you find a discrepancy in your statement or have a question, please contact the Contracts Chairperson.

3.0 Ice Rules and Ice Monitors

3.1 Introduction

Below are described a set of rules for conduct on the ice and surrounding areas. It is especially important for the coaches and parents to set a good example because the skaters watch us for how we react to certain situations. For parents, please review these rules with your children. The TRFSC board considers behavior as important as skating ability, and the pros and ice monitors should help insure that a high level of behavior is followed.

3.2 General Rules

1. Skaters should show respect at all times towards the parents, pros and also towards each other. Be courteous both on and off the ice. Courteousness should be the norm in the arena and not the exception.
2. Pros have discipline authority on the ice. Any pro has the right to remind any skater (in a courteous and non-threatening manner) of any of the rules at any time if they are not abiding by them.
3. Parents (and specifically ice monitors) have authority off the ice. The ice monitor has the right to remind any skater (in a courteous and non-threatening manner) of any of the rules at any time if they are not abiding by them. The ice monitor should not feel intimidated by the skaters or be afraid to correct them, even if they do not personally know them.
4. Skaters should stay on the ice once sessions begin unless a critical need arises. It is very disruptive to other skaters having people continually get on and off the ice. (Bring your water bottle and Kleenex with you and keep these in the players boxes)
5. Leave the ice immediately when the Zamboni is ready to resurface. It is very dangerous to try and get 'one more jump' in while the Zamboni is on the ice.
6. No food, gum or beverages (other than your water bottle) on the ice or boards.
7. No ice kicking, swearing or other displays of temper
8. Avoid non-essential talking during the skating session.
9. It is everyone's responsibility to clean up after themselves (on the ice and off).
10. Skaters not in motion should be against the boards. This is mostly meant to guard against skaters standing and chatting in the middle of the ice. One exception is if a pro is trying to explain something to a skater while the two are on the ice.
11. Skaters must check in with the ice monitor prior to taking the ice. If you are more than 5 minutes late, you risk the chance of losing your ice.
12. Skaters must be tolerant of occasional unintentional congestion. They should always be aware of what is going on around them so as not to interfere with other skaters.
13. Pros must have their skates on at all times unless they are teaching from the hockey box.

14. When a skater has fallen on the ice, they are a danger to other skaters...get up as quickly as possible. Also, if a collision happens, make sure the other skater is okay, apologize and then move on.
15. Skaters should not sit or lay on the ice, and when they fall, they should get up as quickly as possible.
16. Avoid screaming on the ice, unless of course there is an injury. Screams can be a distraction to another skater setting up for a jump and also tends to cause others to think someone has been injured.

3.3 Freestyle Rules

1. Spins should be practiced (if not in your program) between the center blue lines. The corners are to be used for practicing jumps.
2. Skaters having their music played should wear one of the bright colored vests. The vests should be placed out along the boards, usually near the player's boxes. The vest is important so that other skaters know who to give the right of way to. If you are have a vest on and are waiting your turn, stay along the side of the boards so that it is not confusing to the other skaters as to who has the right of way.
3. Skaters having their music played have the right of way, but must be tolerant of occasional unintentional congestion. All skaters should make a conscious effort to associate skaters and their music - and should be making a conscious effort at all times to know whose music is playing. Because of the number of skaters on the ice at any one time, it is inevitable that a skater who is doing their program may come across people in their way (unintentionally) even if they are wearing the vest. This happens at all rinks and it is a situation that requires patience of skaters. Skaters should not display fits of temper when an accident happens and someone gets in their way.
4. Skaters should be able to recognize those movements, which indicate that a skater is setting up to jump. Skaters need to always be aware of what is going on around them so that they don't skate out in front of a skater setting up to jump.

3.3.1

TAPE PLAYING PROCEDURES (FOR TRFSC FREESTYLE SESSIONS)

1. TAPES WILL BE PLAYED IN THE ORDER THAT THEY ARE PUT ON THE TABLE OR GIVEN TO THE ICE MONITOR.
2. IF YOU DO NOT WANT YOUR TAPE PLAYED, DO NOT PUT IT ON THE TABLE OR GIVE IT TO THE ICE MONITOR.
3. CHOOSE ONLY TWO OF YOUR TAPES THAT YOU WANT PLAYED AT EACH FREESTYLE SESSION. THESE ARE THE ONLY TWO TAPES THAT CAN BE PLAYED OR REQUESTED BY YOUR COACH DURING YOUR LESSON.
4. YOUR SECOND TAPE WILL BE PLACED IN A SECOND LINE OF TAPES AND WILL NOT BE PLAYED UNTIL THE FIRST LINE OF TAPES HAVE ALL BEEN PLAYED.
5. YOU MAY NOT REFUSE YOUR TAPE(S) THE FIRST TIME YOUR NAME IS CALLED BY THE ICE MONITOR UNLESS YOU ARE IN A LESSON AND YOUR COACH REFUSES YOUR TAPE(S).
6. IF YOUR NAME IS CALLED WHILE YOU ARE IN A LESSON AND YOUR TAPE IS PLAYED, THIS IS NOT CONSIDERED A TAPE REQUESTED BY YOUR COACH. IF YOUR COACH REFUSES YOUR TAPE, YOUR TAPE WILL BE PUT AT THE END OF THE LINE OF TAPES SO THAT YOU MAY STILL HAVE YOUR TAPE PLAYED.
7. THE ICE MONITOR WILL CALL TWO NAMES AT A TIME. BE SURE TO PUT YOUR VEST ON AND BE READY TO SKATE YOUR PROGRAM. TIME IS PRECIOUS! (THE SECOND SKATER CALLED, WHO HAS PUT ON THEIR VEST AND WAITING TO SKATE THEIR PROGRAM, SHOULD REMAIN AGAINST THE BOARDS UNTIL IT IS THEIR TURN.)
8. IF COACHES REQUEST A TAPE DURING A LESSON, THE LESSON TAPE WILL BE PLAYED AFTER THE LAST NAME THAT WAS JUST CALLED.
9. IF YOU HAVE GIVEN THE ICE MONITOR TWO TAPES, YOUR COACH MAY REQUEST THAT BOTH TAPES BE PLAYED DURING YOUR LESSON. EACH OF THESE TAPES CAN BE REQUESTED ONCE AND PLAYED ONCE.
10. IF MORE THAN TWO COACHES ARE REQUESTING TAPES AT THE SAME TIME, THE ICE MONITOR WILL ONLY PLAY TWO LESSON TAPES IN A ROW, THEN PLAY TWO NON-LESSON TAPES THAT ARE IN LINE, AND THEN PLAY THE THIRD OR FOURTH COACH'S LESSON TAPES. THERE SHOULD NOT BE MORE THAN TWO LESSON TAPES PLAYED IN A ROW.

****PLEASE NOTE: IF YOUR COACH'S INDIVIDUAL POLICY DIFFERS FROM THIS TRFSC POLICY AND REQUIRES YOU TO SKATE YOUR PROGRAM(S) EACH TIME THE ICE MONITOR CALLS YOUR NAME, THEN YOU SHOULD FOLLOW YOUR COACH'S POLICY AND NOT REFUSE YOUR TAPE(S).**

3.4 Moves-In-The-Field Rules

There is no Freestyle during Moves sessions.

3.5 Consequences for Inappropriate Behaviors On or Off the Club Ice

Consequence: The skater will be asked to leave the ice for the remainder of the day's sessions. There will be a possible further Board review if behavior is repeated.

- Examples:**
- Stomping or kicking the ice or boards.
 - Inappropriate language - rudeness and negative comments about another skater's ability
 - Temper tantrum

Consequence: An immediate minimum 3 day suspension (this means the next 3 days the skater has contracted ice) from Club Ice. Incidents will be reviewed by the Board or a Quorum (5 Board members) of the TRFSC Board prior to the skaters return to the ice. Additional consequences may be required after the TRFSC Board has reviewed the incident(s).

- Examples:**
- Behavior that would result in injuring another person such as throwing any objects on or off the ice.
 - Disrespect to any adults, coaches, or other skaters.
 - Malicious swearing or talking back directed at another person.

At the time of incident immediate help/input should be asked of the skater's coach. If their coach is not at the arena ask another coach immediately. If there is no coach present, ask for help from a Board Member or another parent. We want the incident that occurred to be dealt with at the time it happens. The skater's coach or another coach or person who witnessed the incident should notify the parents the day of the incident.

With approval of the Board Members, any reoccurring severe behavior may result in expulsion from the TRFSC. If you are suspended or expelled from the Club, the skater and their parent(s) will be notified with a letter from the Club President. Before returning to the Club, the skater and their parent(s) will be required to meet with the Club President and their coach(s) to review the reasons for the suspension or expulsion.

If a skater damages any Club property during inappropriate behavior, the skater and their parent(s) will be responsible for reimbursement to the Club.

3.6 Who Are The Ice Monitors

Ice monitors are volunteers. Since there are many sessions offered during each contract, there is a need for a number of volunteers to be ice monitors. To volunteer to be an ice monitor, indicate on the contract which sessions you are able to help out with. If you have any questions, you can contact the Ice Monitor Chairperson.

3.7 Role of the Ice Monitor

The ice monitor is an integral part of running the TRFSC. An ice monitor is required to be present during all of the skating sessions of the TRFSC. The ice monitor's duties range from checking in skaters, collecting random money, playing tapes and most importantly, being there in case of a medical emergency. It is your responsibility to find a substitute if you are unable to ice monitor a session you agreed to.

3.8 Safety Issues

Perhaps the most important aspect of the ice monitor's job is to be responsible for medical emergencies if they happen. For minor incidents, a first aid kit is located in the back of the tape player cabinet. This kit contains gauze and Band-Aids. Ice is always available from the Zamboni room.

In case of a more serious injury, a phone is available in the office of the Community Center. Also, the club "filer" contains the emergency information form of each skater. The form contains the number and person to notify in case of an emergency, the doctor of the skater as well as the dentist of the skater. In all cases of serious injury, the ice monitor should make every attempt to contact the parents as well as providing for the immediate medical needs. The Community Center will need you to fill out an accident report if medical attention is required.

4.0 Selecting a Coach

4.1 Introduction

Professional skating coaches are self-employed. A list of current coaches, with skaters that are members of the TRFSC, and their credentials is available for you to review. This information will be maintained and stored in the “Club Mailbox”. It is important to take the time to check resumes of a potential coach for your child. There is a variation of cost for lessons by the various coaches. Available time should be asked of the coach. The parents and skater may wish to observe a club session and talk to several coaches. A meeting to get acquainted and discuss goals, costs, lesson time and frequency, skating equipment and general information would be the next step. Although the ice time payment is made to the TRFSC, lesson costs are paid directly to the coach.

A few guide lines that may help in the decision making process of selecting a coach could include:

1. Background - You should know what the professional has personally achieved as an amateur and/or professional skater.
2. Present Performance - Professionals are judged by their results (i.e. their students’ progress through their tests and competitions). You may inquire about the test levels of some of their students.
3. Personal Rapport - The greatest attribute to anyone giving instructions in anything is the ability to relate to the student at the student’s level of intelligence or mental development.
4. Skill Analysis - A good coach must be an experienced and astute observer and an analyst that can detect a problem at its source.
5. Communication - Your relationship with the coach should be one of mutual trust and friendship through open and honest communications about your expectations and goals.
6. Coach’s Experience - Your coach is a storehouse of information about all aspects of skating and will answer any questions you have.
7. Responsibility - The coach’ responsibility to you will include the establishment of a lesson schedule that is acceptable to both parties and evaluation of the skater’s progress.
8. Positive Attitude - When working in a positive way with a skater, the coach will help the skater to develop and enable a good sense of self.

Continued improvement in the skater is important. The responsibility lies with the coach and the skater. If a problem arises, the skater’s attitude becomes negative, or no improvement is noted, the parent should speak directly with the coach. If the skater and coach are no longer comfortable with each other, a change may be advisable. This should be done in the best interests of the skater.

As parents, we need to be up front with our current coach if a problem arises and we are thinking about switching to another pro. As pros, we need to make sure that a skater’s original pro knows of the requested switch and not begin giving lessons on a permanent basis until this happens.

4.2 Pro’s Ethics

Ethical, as defined in The American Heritage Dictionary:

In accordance with the accepted principles of right and wrong that govern the conduct of a profession.

Defining ethical behavior for a skating professional is clear-cut in some instances and vague in others. Everyone knows that it is not ethical to steal another pro's students or to defame another coach. It is not ethical to approach a parent and tell that parent that their pro is no good or that you could do a better job with their son/daughter. It is not ethical to give free lessons to the student of another pro. These are obvious examples.

A less obvious situation demanding ethical conduct may come up when you are not prepared. For example: Betsy's mother just approached you and asked you if you would like to begin giving lessons to her daughter. Well, you have the time; you need the money - why not? No more thought, of course. No - wait! To be ethical you must first find out if Betsy is taking lessons from another pro. Oh she is! Now, what do you do? the right thing is:

- 1: Ask the parents to notify the current pro of their decision to change to you.
2. Contact the other pro to make sure he/she knows about the change.
3. Once you have begun coaching Betsy, try to avoid criticizing the methods taught by the previous coach. Be diplomatic in your approach, explaining that your methods are slightly different and you need changes in order to build in your direction.

Remember, if a sticky situation occurs, don't just react; think first. If you are unsure how to handle it, seek advice from a more experienced pro. Being ethical is more than just a moral issue. No one wants to work in an environment where the air is constantly filled with tension. You are teaching a fun sport. You will certainly teach better in a relaxed and enjoyable atmosphere. This can only occur when the pros are kind to each other and ethical in their behavior. There is nothing worse than having to be constantly on your guard for fear of someone stealing your students. Be friendly, cooperative, and ethical; cultivate your own students; your rewards will be far greater.

4.3 Pro Guidelines

The TRFSC Board has set up guidelines for any professionals who wish to skate on TRFSC ice and teach private lessons. The guidelines are as follows, and are set forth in regard to any new TRFSC Staff Pro, TRFSC Limited Staff Pro, TRFSC Associate Pro, USFSA Basic Skills Instructor; or in the event that you wish to bring a pro with you as you join the TRFSC, Non-Staff Professional.

Every resume submitted by a Professional seeking a position with the TRFSC will be reviewed, approved, or rejected based on the present and future needs of the Club regarding its existing coaching staff.

The TRFSC Board of Directors has final approval (based on the above requirements) for Pros being able to teach on club ice. A response to the requesting Pro will be made within 6 2 weeks if at all possible.

The Club will keep a file of resumes of all Pros that are able to teach on club ice. You can contact the Director of the Skating School, currently Cassie Joyce, for information on available coaches or you can check the club files for Pros' resumes.

Categories of Three Rivers Figure Skating Club Professionals

TRFSC Home Club Staff Professional

- Must be 18 years of age or older
- TRFSC Home Club Member
- US Figure Skating and PSA Member, and a USFS Registered Coach.
- The Pro must provide the Club a resume.
- The Pro must sign the club's Pro expectation sheets.
- We prefer the Pro to have passed their Junior Freestyle test.
- The Pro will have a minimum of one year's experience teaching private lessons. If not, this person must have already spent one year in a mentor relationship with a US Figure Skating Professional who has a minimum of five years' experience teaching private lessons. During that year, this person would have, on a regular basis, "sat in" on their mentor's private lessons and also learned/observed through their mentor the knowledge and skills needed to become a successful private lesson skating professional.
- The Pro must come to a Board meeting, or a subcommittee appointed by the Board, before they begin teaching for an introductory meeting with the board (other Pros can be present at this meeting).
- Approved by TRFSC Board of Directors
- The Pro needs to be committed to keeping their students at the TRFSC and be committed to helping the TRFSC grow into a high test club.
- It is highly recommended for the Staff Professional to attend PSA clinics, seminars, and workshops (or equivalent).

Benefits:

- May teach Home Club and Associate member skaters on TRFSC ice.
- Publicity (Home Club Professionals will be listed together and publicized as needed. They will have their pictures displayed on the TRFSC Bulletin Board and their names listed in the TRFSC Handbook and Junior club handouts.)
- Possible stipends
- Recognition at annual Club awards banquet
- Banquet meal paid for by the TRFSC
- Voting Privileges

TRFSC Home Club Staff Limited Professional

- Must be 18 years of age or older
- TRFSC Home Club Member
- US Figure Skating and PSA Member, and a USFS Registered Coach.
- The Pro must provide the Club a resume.
- The Pro must sign the Club's Pro expectation sheets.
- We prefer the applicant to have passed Intermediate Freestyle
- Approved by TRFSC Board of Directors.
- Must have at least 20 hours experience teaching group skating lessons as a Skating School Instructor or Substitute instructor.
- May coach skaters up to and including Preliminary Moves and Freestyle Tests
- Must first have a TRFSC Home Club Pro with 5 or more years experience review the Limited Pro's students' progress before student commits to a US Figure Skating Test Sessions or US Figure Skating sanctioned competition.
- Must complete 12 months total at a Limited Professional status. During those 12 months, the Limited Professional would complete 50 hours of mentorship with a Skating Pro who has 5 or more years of experience. This mentorship should include tests, private lessons and competitions. At the end of those 12 months, the Limited Professional may apply for Home Club Professional status if requirements are met.
- It is highly recommended for the Limited Professional to attend PSA clinics, seminars, and workshops (or equivalent).

Benefits:

- May teach Home club and Associate Members skaters up to the Preliminary Moves and Freestyle level on TRFSC ice.
- Recognition at TRFSC Club Awards Banquet
- Banquet meal paid for by TRFSC
- Voting privileges

TRFSC Associate Professional

- Must be 18 years of age or older
- US Figure Skating Member, and a USFS Registered Coach.
- The Pro must provide the Club a resume
- The Pro must be an Associate Member of the TRFSC and sign the Club's Pro expectation sheets.
- Approved by TRFSC Board of Directors
- Belongs to another Club as a Home Club Professional

Benefits:

- May teach Home club and Associate member skaters of the TRFSC on TRFSC ice

USFSA Basic Skills Instructor

This category is designed to allow Basic Skills Instructors to teach students on TRFSC Contract Ice. These instructors typically use Contract Ice to help students pass Basic Skills test levels where there is not enough time in group lessons. It is also used to prepare skaters for Basic Skills Competitions.

Non-Staff Professional

- Must be 18 years of age or older
- US Figure Skating Member, and a USFS Registered Coach.
- The Pro must provide the Club a resume.
- The Pro must sign the Club's Pro expectation sheets.
- Approved by TRFSC Board of Directors.
- Pays annual Club membership to another figure skating club
- May teach only identified skaters on TRFSC ice. If this Non-Staff Professional would like to teach additional skaters on TRFSC ice at a later date, he (she) would need to resubmit their intent and be reevaluated the TRFSC Board of Directors.
- Must resubmit annually their coach's application.

TRFSC Home Club Professional Stipends Policy

The TRFSC Board of Directors and/or Stipend Committee will use the following guidelines in providing financial assistance to our Home Club Coaches for educational seminar registration and professional memberships.

- The amount of money available each year (July 1 – June 30) will be 15% of the Membership dollars taken in from the previous year. The amount that is available will be communicated to the coaches in the month following the close of the previous fiscal year.
- Only Home Club Coaches who are coaching on contract ice are eligible.
- Requests must be submitted in writing to the President of the TRFSC. The request should include a letter to request the stipend, documentation that includes a copy of the application or registration, or receipts to verify expense requested. The stipend committee will have final say on what items will be covered. Examples of items to be covered would be registration for PSA annual conference, PSA exams, First Aid and CPR classes. Items that will not be covered are lodging, travel expenses and food. Reimbursements will be made on a first-come first-serve basis, but if there are requests for more money than is available, the committee has the right to equitably distribute the funds as they see fit or to request additional funds from the TRFSC Board.
- If the stipend is approved, reimbursement will come after the event has occurred and after documentation has been provided showing the event was attended. Eligible expense receipts should be submitted to the Treasurer of the TRFSC along with a request for reimbursement or a copy of the prior stipend approval. The Treasurer will present the request for reimbursement at the regular TRFSC Board meeting for the record and final approval. Stipend reimbursements will be made **ONLY** to active Home Club Professionals who are members in good standing of the TRFSC.
- Coaches attending an event that may be covered under the Stipend Policy should collect and make available materials to share with other Home Club coaches, and send a copy to the TRFSC Board of Directors. If applicable, coaches may conduct a program for other coaches, demonstrating what they learned at the event.

5.0 Equipment

5.1 Skates

Consult with your pro as to the type of boot and blade your skater will need for their level of skating. A beginner who buys skates meant for a more advanced skater will spend many (possible miserable) hours breaking in the stiffness. Also, the most expensive is not necessarily what is needed. Some dealers carry second, reconditioned and used skates. Consult with your coach and get their suggestions.

Boots should fit like a glove, but not so tight that circulation is cut off. You do not want to buy boots big enough to grow into. The blade should be all steel and screwed on, not riveted.

Periodically, the blades will need sharpening. Be sure to get blades sharpened at a reputable place where a person experienced in sharpening figure skates (not necessarily hockey skates) is employed. An incorrect sharpening can cause your skater a lot of frustration and is not good for the blades. Also, skating on outdoor rinks is bad for your blades.

Always carry a small terry cloth towel to wipe blades dry after skating to prevent rust. Skate guards are a must, but should only be used when you are walking on your skates. If guards are left on, the blades will rust. However terry cloth blade covers should be used to protect blades when skates are not being used.

Use a Hyde or Riedell white polish to maintain and polish skate boots. Do not polish the soles (heel) of the skate. These polishes contain no preservatives and deteriorate rapidly. Keeping your polish in the refrigerator will prolong its life. Soft Scrub with bleach can be used to clean black marks off the boot.

Suggestions for breaking in new skates: Breaking in new skates can be a painful process. Below are some ideas that have worked for skaters. Consult with your pro about additional ideas if you are having problems.

- Wear your new skates at home and walk around with them on (be sure you have the guards on!)

- Try wearing a pair of wet nylons with your skates on at home

- Don't lace your skates all the way to the top eyelet. Leave this one free until the skate is more comfortable

5.2 Skating Bag

Skating bags should be large enough to hold all your skating equipment such as; skates, gloves, sweater, guards and a cloth to wipe your blades. It should also have a waterproof compartment to hold music tapes. The bag should be of a material that will not be cut by skate blades and is mildew proof. Skaters find that a bag with shoulder straps is extremely helpful.

5.3 Skating Apparel

For everyday practice, clothing is a personal choice. It should be comfortable and allow for ease of movement. Mittens or gloves are generally worn for warmth.

For testing and competition, consult your coach as to what is appropriate. Here are a couple of points to remember for testing or competition. Female skaters should wear sheer-to-the-waist pantyhose or tights. **DO NOT** wear panties under your dress as they will show when you skate. Sweaters and gloves can be worn for warm up, but not competition.

6.0 Testing

6.1 Introduction

Figure skating progress is measured by a series of tests, which are governed by the United States Figure Skating Association rules. Skaters are tested in Figures, Moves in the Field, Freestyle, dance and pair skating. Your pro will determine the appropriate time to take a particular test.

6.2 Testing Levels

Within the United States Figure Skating Association testing structure there are a total of nine figure tests, eight Moves in the Field tests and seven Freeskating tests, all with increasing difficulty.

<u>Skating Level</u>	<u>Moves in the Field</u>		<u>Freeskating Tests</u>	<u>Figure Tests</u>
	<u>Dance Tests</u>	<u>Pair Tests</u>		
Pre-Preliminary	Pre-Preliminary none	Pre-Preliminary	none	none
Preliminary	Preliminary none	Preliminary	Preliminary	Preliminary
First Test or Pre-Juvenile	Pre-Juvenile none	Pre-Juvenile	First Test	Pre-Bronze
Juvenile	Juvenile none	Juvenile	Second Test	Bronze
Intermediate	Intermediate none	Intermediate	Third Test	Pre-Silver
Novice	Novice Novice	Novice	Fourth Test Fifth Test	Silver
Junior	Junior Junior	Junior	Sixth Test Seventh Test	Pre-Gold
Senior	Senior Senior	Senior or Gold	Eight Test or Gold	Gold

Figure tests and Freeskating tests may be taken and advanced separately. Moves in the Field tests, however, must be taken before the Freestyle test at any particular level.

There are a number of factors into making the decision on when to test to the next level. The primary factor is the skater's ability to pass a particular test, and your pro will let you know when the skater is ready. Two other factors include age requirements at certain levels and the competition level. Some of the levels have certain age requirements. For example, most competitions have an age limit of 10 for the beginner level. The Duluth competition is one example; however, that has no age limits for beginners. The second factor is that the level of skating at a competition is becoming much more advanced than the Freestyle part of the test that is required to pass into that level. For example, an axel jump is not required in the Freestyle portion of the preliminary test; however, most skaters who are competing at the preliminary level regularly include axels in their programs and sometimes double jumps as well. Therefore, it is recommended that you sit down and talk with your pro about all of the factors that are involved in making a jump in levels when the time comes to decide.

6.3 TRFSC Testing Procedures

1. The TRFSC conducts test sessions throughout the year. Currently test sessions are arranged by the Test Chair.
2. The Test Chair makes all the arrangements for our test sessions. This includes setting the date and time, arranging of the ice, calling judges, setting the testing schedules, feeding the judges and reporting all test results to the US Figure Skating
3. A skater must be a US Figure Skating member in order to test.
4. A skater who would like to test must first complete a test application (supplied by the Test Chair). The application must be signed by both the skater's pro and a parent, giving permission for the skater to test.
5. The completed application must be turned in to the Test Chair by the posted deadline, which is usually 10 days before the test session. The testing fee should be paid when the application is turned in.
6. Refunds for skaters canceling their test session will not be issued if the cancellation is made within 5 days of the session.
7. A TRFSC member may test at another club, but a letter of permission to test must be obtained from the TRFSC Test Chair. All test fees would be paid to the host club according to their procedures. Be sure you follow their procedures.
8. Members of other clubs may be included in our test sessions, but priority is given to TRFSC members.
9. US Figure Skating rules state that any skater wishing to retry a failed test must wait at least 27 days between test dates.

6.4 Suggestions for Skaters at Test Time

1. Read the US Figure Skating Rule Book. It is recommended that each family should have a rulebook once their skater begins taking the above-described US Figure Skating tests. Knowing what is expected at each level and the rules regarding ice selection will help to know what to expect.
2. The Test Chair will notify you about your test time. Arrive at the arena 30-45 minutes ahead of your scheduled test time in case there is a canceled or stopped test before yours.
3. Dress neatly and please have your boots and laces clean! You may wear sweaters and gloves for a figure test, but it is best to remove them for a Freeskating test. Remember that your appearance is also judged.
4. In order to provide the best circumstances for a test, there should be a minimum of observers, and the testing area must be kept quiet to avoid distracting skaters.
5. You will be advised when and where to begin your practice or warm-up. Generally, you will be allowed 10-15 minutes warm-up for a Figure test and 5 minutes for a Freeskating test. You may receive coaching during the warm-up, but you may not use a scribe.
6. On all tests there is one judge acting as the “judge-in-charge”. This is the judge you should go to with any problems or questions during your test.
7. Respond as quickly as possible when the judge calls you to the ice, but take time to wipe your blades clean before starting a figure.
8. On occasion, the judges may decide that a poor figure is pulling down the score of an otherwise passing test and request that you reskate that figure. Do not leave the area until the judge-in-charge dismisses you. If there are too many mistakes, the judges may decide to stop the test at any point. This means that they feel you need more preparation for the test.
9. When your test is finished, the Test Chair gathers up your test papers and checks them over for mistakes. A copy of the results will be given to you.
10. In order to pass a test, you must have received passing scores from a majority of the judges. (Some tests require one judge, some require 3 and some require 5 judges.)
11. A room is designated as the judge’s room - this is for the judges and test committee. All others should remain out unless invited in by the judges or test committee.
12. It is important for all skaters to remember to thank the judges at the end of your test. The judges are all volunteers who willingly donate their time to judge tests and competitions. They have spent a long time in training to become judges and they care a great deal about the sport of figure skating. Many of them were skaters themselves before qualifying to be judges. Trial judges are invited to participate. This is part of their training to receive their appointments as official judges. If time permits, the judges are happy to discuss a test and the results with the skater.

7.0 Competitions

7.1 Introduction

Choosing to take part in a competition is an individual choice. If you choose to participate in a competition, your coach will let you know when your skater is ready and at what level he/she should enter.

7.2 Types of Competitions

There are two types of competitions: qualifying and non-qualifying. Non-qualifying events are run by local clubs. The types of events offered vary, but could include; Figures, Freestyle, Compulsory, Moves-in-the-Field and Interpretive.

In the United States there are two qualifying competitions that lead to the Nationals. In our area, the first is the regional Upper Great Lakes Championships, which leads to the sectional Midwestern Championship.

7.3 Types of Events

There are basic events you can enter in a competition. Each is explained below.

Freeskating

Freeskating (or Freestyle) is where you skate your program to music. Your pro will normally choose the music that the skater will perform to, and will teach the skater a routine to that music. The length of the tape depends on two factors; the level that the skater is at (beginner, preliminary, etc.) and the particular competition that the skater has entered. In general the lengths can be as short as one minute or as long as two to three minutes for the intermediate levels. Different competitions can also have different allowable music lengths for the same level. For example, the Duluth competition allows preliminary skaters to have music up to two minutes in length. However, the Braemar competition allows only one and one-half minutes for music length. Finally the tapes can usually be up to ten seconds over the time limit before a skater is penalized. If the tape is longer than the allowed limit, the judges are instructed to not count anything that happens after the allowable time limit.

One final note about Freestyle events is that at any particular level, certain jumps or moves may not be allowed. For example, limited beginners are generally not allowed to do full revolution jumps while beginner level skaters can do full revolution jumps, but cannot do anything more difficult (an axel or double jump). Again, check with your pro, and the registration form for the competition, for complete rules on each competition.

Compulsory

Compulsory events involve a routine done without music. These events also have a time limit. Compulsory events are judged on a certain number of moves (usually around 4) that must be included in the program. The pro will choreograph a routine for the skater that uses the required moves or elements. The judges are supposed to judge each skater on only the required moves and not the in-between skating.

For the lower levels of compulsory, two skaters compete at the same time. The red center ice line is used as the divider and each skater may not cross the line, or they will be penalized. Usually, two groups of skaters will compete at the same time (although not against each other). For example, the first skater from Group A may skate at one end of the rink while the first skater from Group B will skate at the other end. Both skaters are announced as they skate to their respective positions at each end of the rink. Then, either a whistle will sound, or more often the announcer will say, "You may begin". At this point, each skater skates their compulsory routine. When finished, the skater should hold their ending position until applause is heard. This should indicate that both skaters have finished and can skate off.

Basic Skills

Basic skills competitions are basically run like compulsory competitions, as there is not music. These events are designed for lower level skaters that correspond to the basic skill levels that are taught at some ice skating rinks. Each level will list the required time limits and elements. The levels usually range from Basic 4 to Freestyle 6.

Figures

In figure competitions, you are required to do pre-announced figures. The group and starting foot are posted at the first official practice.

Interpretive

In interpretive events, the skater makes up a Freestyle program to music being heard for the first time. Usually the skaters can hear the music for two or three times before they compete. During the competition, the skaters who have not competed yet are kept in a closed room so that they don't have a competitive advantage of hearing the music more times than the first skaters.

Moves in the Field

In Moves in the Field events, you are required to do pre-announced moves.

Other Events

Other events sometimes included are Precision Team, Dance and Pairs.

7.4 How to Enter a Competition

Competition forms are available from your pro or a copy can be made of the form posted on the bulletin board. They have a postmark deadline date, usually about one month before the event. After applying to compete in an event, you will be notified by mail of your practice time, usually not more than one week before the scheduled event. Sometimes you are also sent information on the flight, or group, in which you will compete. To receive this information, most competitions require you to send a self-addressed stamped envelope.

7.5 Day of the Competition

The skating order for your event will be posted at the official practice. After your event has been completed, another sheet will be posted showing the official results. Copies of the judge's result sheets can be purchased at the registration table.

Be sure to bring a back-up cassette tape with you when competing. You will have to turn in one tape when you register. Give your back-up tape to your pro just prior to the event in case your tape doesn't work or is misplaced. Be sure to pickup your tape at the registration desk when you leave.

There is usually an awards ceremony, so if you place and win an award, you should plan to attend. Also, most competitions engage a photographer to take photographs of each group of award winners. Generally, these photographs can be ordered at the registration desk or from the photographer. With the increase in popularity of videocassette taping, most competitions also have arrangements for you to purchase tapes of your event. You can either furnish your own tape or buy one from them.

7.6 How Groups are Split up in Competitions

Since there are many competitors for each level at a particular competition, it is usually necessary to split up the competitors in some fashion. This is normally done by age. Therefore, within a particular level, a skater will usually be skating against other skaters close to their age. The number of skaters in a particular group can vary from a few to up to about ten. Usually, Group A represents the youngest group at a level, with the following letters representing older skaters. Also, the listing for each group (in the program) is also usually listed in age order with the youngest coming first. In the case where Group A has the oldest skaters (reverse of the previous explanation), the listing of skaters in a group is also listed in reverse order (oldest first).

7.7 Competition Awards

Usually, the first three places in an event receive a medal or trophy. In some competitions, the first four competitors will receive some type of an award. The awards given will usually be explained in the competitions information handout.

7.8 How are Competitions Judged?

This section is intended to help you read the results sheets that you will see at a competition. More details than are given here can be received from your pro. A few examples are given here to try and explain this.

The number of judges may range from as few as three to at least five. All competitions have a section of the arena (a hallway or room) where the results are posted. The first posting that you will notice for your group (before you skate) represents the skating order within your group. After the competition, the first sheet that is put up will show the unofficial standings of your group. The numbering of the skaters on these sheets represents the unofficial results. These results are almost always the accurate results, and can be trusted. Shortly after the unofficial results are posted, the official results are put up. These sheets will look something like this:

COMPETITION NAME
DATE

EVENT NAME - GROUP A

JUDGES:

1. Larry Lutz 2. Louise Loop 3. Freddy Flip

		Judges Ordinals			LOW	TOT	
PLACE	COMPETITOR	J1	J2	J3	MAJ	TOM	ORD
1	Amy Axel	1	1	1	3/1		
2	Candy Camel	2	2	2	3/2		
3	Tammy Toe	3	3	3	3/3		
4	Susie Spiral	4	4	4	3/4		

The above situation is pretty easy to analyze, but rarely happens. All three judges agree on every skater's position. The Low Maj (Majority) reading indicates that Amy had three first place votes; Nancy had three-second place votes, etc.

But suppose the readings are as follows:

		Judges Ordinals			LOW	TOT	
PLACE	COMPETITOR	J1	J2	J3	MAJ	TOM	ORD
1	Amy Axel	1	2	1	2/1		
2	Candy Camel	2	1	3	2/2		
3	Tammy Toe	3	3	2	3/3		
4	Susie Spiral	4	4	4	3/4		

This is a little more difficult to analyze, but let's give it a shot. Since no one skater has all of the first place votes, the first tie breaker is to see if someone has the MAJORITY of the first place votes. In the above case, Amy has two first place votes, and therefore is awarded first place. If there are five judges, then a skater needs three first place votes for this first tiebreaker. Remember, it is not the MOST, it is the MAJORITY. To determine the next place, any skaters who received a first place vote have those votes turned into a second place vote. Then a determination is made to see if someone has the MAJORITY of the second place votes. In the above case, Candy has two-second place votes, and is therefore awarded second place.

The next examples are of a more complicated placement.

		Judges Ordinals			LOW	TOT	
PLACE	COMPETITOR	J1	J2	J3	MAJ	TOM	ORD
1	Amy Axel	1	2	3	2/2	3	
2	Candy Camel	2	3	2	2/2	4	
3	Tammy Toe	3	1	4	2/3		

4 Susie Spiral 4 4 1 3/4

The first tiebreaker does not apply because no one skater has the MAJORITY of the first place votes. Therefore, the first place votes are turned into seconds and the process is done over. However, both Amy and Candy have two second place finishes. Therefore, the second tiebreaker is the total of the majority (TOM). For Amy, her two second place finishes totaled to three (remember she had a two and a one), while Candy's two second place finishes totaled four (two and two). Therefore, the second tie breaker (TOM) goes to Amy. Tammy's one is turned into a three next (remember both first and second place has been determined) and she has two third place votes and is third. Susie remains in fourth place with three fours (the one now becomes a four).

The next example shows the third tie breaker (TOT ORD = total ordinals).

		Judges Ordinals			LOW		TOT
PLACE	COMPETITOR	J1	J2	J3	MAJ	TOM	ORD
1	Amy Axel	1	2	3	2/2	3	6
2	Candy Camel	2	1	4	2/2	3	7
3	Tammy Toe	3	3	1	3/3		
4	Susie Spiral	4	4	2	3/4		

Again, no one has the majority of first place votes, so the firsts are turned into seconds. However, both Amy and Candy have two second places. Also, the total of their majority placing are both equal to three (two plus one). Therefore, the third tiebreaker comes into play. The total of Amy's ordinals is 6 (1+2+3), while the total of Candy's ordinals is 7 (2+1+4). Therefore Amy takes first place and Candy takes second. Tammy is third with three place votes and Susie is fourth.

The following is an example with five judges scoring.

		Judges Ordinals					LOW		TOT
PLACE	COMPETITOR	J1	J2	J3	J4	J5	MAJ	TOM	ORD
1	Amy Axel	3	3	3	3	3	5/3		
2	Candy Camel	1	1	4	5	4	4/4		
3	Tammy Toe	4	5	1	1	5	5/5	16	
4	Susie Spiral	5	2	5	4	2	5/5	18	
5	Linda Layback	2	4	6	6	1	6/6	17	
6	Sandy Salchow	6	6	2	2	6	6/6	22	

This is an unusual example where the person who places first does not even have one first or second place vote. No skater has three first place votes (they are split 2-2-1) and no skater has three second place votes even after the firsts are converted to seconds (skaters 2 through 6 all have two second place votes). However Amy has five third place votes and therefore she wins. Candy has four fourth place votes, and the other skaters follow based on rules described above.

For further questions on deciphering scoring sheets, please consult your pro.

7.9 Payment for Pros at Competitions

Some pros will charge an additional fee when you participate in a competition. Some charge a flat fee, others charge for practice time at the competing rink and for the actual competition. If the competition is held out of town, you are expected to pay for the pro's meals, lodging and travel expenses or at least share these expenses with other competitors having the same pro. Please consult your pro before a competition to determine what the costs will be.

7.10 Competition Dates

The following are the months in which some of the local competitions take place. For more information on competitions, watch the bulletin board.

<u>Competition</u>	<u>Month</u>
Northland Competition, Duluth	January
Rochester Competition	February
Braemar McCandless	March
Roseville Competition	May
Skate St. Paul - Augsburg	July
Minneapolis Competition	August
Minnesota State Figure Skating Championships	Late August
Maplewood Classic	Late September
Upper Great Lakes Regionals	Mid October
St. Cloud (Granite City Classic)	November

8.0 Sanctions and Figure Skating Associations

The US Figure Skating demands that every skater or event, no matter how seemingly insignificant, must receive a sanction prior to performing. If a sanction has NOT been granted, a skater's performance in an event may jeopardize one's amateur status. contact the TRFSC board to have a sanction issued.

8.1 Twin City Figure Skating Association

The Twin City Figure Skating Association (TCFSA) is comprised of all the United States Figure Skating Association clubs in the metropolitan area. The TCFSA sponsors the Minnesota State Figure Skating Championships, the Northstarlette Precision Team, Central Testing Sessions and educational seminars for skaters, coaches and parents. Several area skaters have received TCFSA support in the form of stipends after qualifying for sectional and national competitions. TCFSA also sends a representative for all member clubs to US Figure Skating national level meetings.

8.2 United States Figure Skating Association

The United States Figure Skating Association (US Figure Skating) is the governing body of amateur figure skating on ice in the United States. It is comprised of member clubs, individual members and associate members and has been in existence since 1921. The US Figure Skating sets the rules of the sport and sets the curriculum for tests, which are the measurement of progress in the various aspects of figure skating. Competitions on every level are sanctioned either directly or indirectly by the US Figure Skating and are conducted by member clubs.

The US Figure Skating annually publishes an Official Rulebook, which can be purchased from the Brooklyn Park Figure Skating Club or by writing to US Figure Skating, 20 First Street, Colorado Springs, CO 80906.

8.3 Ice Skating Institute of America

The Ice Skating Institute of America (ISIA) has its own grading program for Figures and Freestyle. The ISIA is a strong recreational organization without heavy emphasis on figures or competitions. Their competitions are usually conducted in Freestyle only. Your pro can provide you with more information about the ISIA.

TRFSC Discretionary Stipend Policy

The purpose of the discretionary stipend policy is to provide financial assistance to TRFSC home club skaters whom have advanced beyond “Regionals”. The TRFSC board of directors will have complete discretion to determine if a stipend award is to be made, and also the amount of the stipend. The board will consider the financial condition of the club at the time of stipend award discussions. The board will also consider the skaters travel time commitment, distance, and expenses beyond “Regionals”, i.e., Junior Nationals, Sectionals, and Nationals.

The TRFSC Board of Directors and/or Stipend Committee will use the following guidelines in the event the board authorizes a stipend to a home club skater.

- Only active home club skaters who are skating on TRFSC contract ice are eligible.
- Skaters must be in good standing with the TRFSC and the USFSA.
- The USFSA’s Junior Nationals, Sectionals, and Nationals are the events eligible for stipend award consideration.
- Special events sponsored by the USFSA can be considered by the board, i.e., International competition.
- If a stipend award is approved by the board, it will be presented after the event/events have occurred, and after documentation has been provided showing the event was attended.

MSP 1/14/03

CONSTITUTION AND BY-LAWS
OF THE
THREE RIVERS FIGURE SKATING CLUB

ARTICLE I: NAMES AND OFFICES

Section 1. Name. The organization was incorporated under the laws of the State of Minnesota as the **Three Rivers Figure Skating Club** (the 'Club') as described in the Articles of Incorporation.

Section 2. Principal Office. The principal office of the Club will be located at 5600 85th Avenue North, Brooklyn Park, Minnesota, 55443, unless otherwise designated by the Board of Directors.

Section 3. Registered Office. The registered office of the Club will be the same as the principal office of the Club.

ARTICLE II: Purpose

Section 1. Purpose. The purposes of the Club are:

--To foster local, regional, national and international amateur sports (Figure Skating) competition.

--To conduct local, regional, national or international competition in sports (Figure Skating) and to support and develop amateur athletes for such competition.

This is done exclusively through the education of young amateur athletes in compulsory Figures, Moves in the Field, Free skating, pair skating, ice dancing, basic skills and all types of figure skating.

--To perform such other acts as may be necessary, advisable, proper or incidental to the realization of the purposes of this organization; and to carry out the general policies of the United States Figure Skating Association.

Section 2. Nonprofit. Our Club is a 501(c)(3) Nonprofit Corporation..

ARTICLE III: MEMBERSHIP

Section 1. Classes of Membership.

A. Senior Club Membership (Home Club). Senior Club members are those members who meet the current Senior Club membership criteria as set by the Board of Directors. All active members in a Senior Club Membership must be members of the US Figure Skating. In addition, Senior Club members have the right to vote and/or hold office and enjoy all the privileges of the Club and all privileges authorized by the US Figure Skating. No member under the age of eighteen (18) can hold office. There is one vote per active member, however votes must be exercised by the parent or legal guardian if the member is under the age of eighteen (18). Senior Club members will be admitted to the Club upon payment of dues as set by the Board of Directors.

B. Junior Club Membership (Home Club). Junior Club members are those members who meet the current Junior Club membership criteria as set by the Board of Directors. All active members in a Junior Club Membership must be members of the US Figure Skating. Junior Club Members may not vote or hold office; however, they will enjoy all other privileges of the Club, in addition to the privileges authorized by the US Figure Skating. Junior Club members will be admitted to the Club upon payment of dues as set by the Board of Directors.

C. Associate Membership (Non-Home Club). Associate members may not vote, hold office or have other privileges of the Club except those that relate to use of ice and testing. In addition all active members who are Associate members must also be members of the US Figure Skating. Associate members will be admitted to the Club upon payment of dues as set by the Board of Directors.

D. Honorary Membership. Honorary members may be elected by a two thirds (2/3) vote of the Voting members present at any meeting of the Club. Honorary members will be free from initiation fees, dues or assessments. They may represent the Club in exhibitions and attend ice skating sessions under the same rules governing other members. they will not vote, hold office or be entitled to other privileges of the Club.

Section 2. Election of Directors. The Board of Directors will be nominated and elected by the Voting members.

Section 3. Application for Membership. Each candidate for membership must complete an application and forward this to the Membership Chair which states his/her name and address, the type of membership sought, and an agreement to comply with the By-laws, ice contracts and Club rules and a release of all liability in behalf of the Club. An application in compliance with the foregoing requirements will be considered to be accepted upon receipt of appropriate dues, as set by the Board.

Section 4. Arrears for Dues. Arrears will be defined as a failure to pay on or before the due date. Any member in arrears for dues or any other indebtedness will be notified by mail at his/her last known address. If the arrears is not paid in one (1) month thereafter, the name of such delinquent member will be reported to the Board of Directors at its next meeting. The Board of Directors may drop from the roster the name to any such delinquent member. A member dropped from the roster for non-payment of dues or other indebtedness will be reinstated to membership upon payment of any arrears.

Section 5. Arrears for Dues Restrictions. No member in arrears for dues or other indebtedness will be eligible to hold office, vote, be tested or compete as a member of the Club.

Section 6. Board Approval for Exhibition or Competition. No members or member of the Club will make entry in the name of the Club in competition or exhibition except with the approval of the Board of Directors or its delegate.

Section 7. Prospective Members. Prospective members will be allowed use of the facilities in accordance with the Club rules. Said prospective members will be charged the random fee for use of the facilities.

Section 8. Affiliated Club Skaters. Any visiting US Figure Skating or CFSA club skaters may utilize the facilities of the Club and the visiting skater will be charged the random fee for such use.

Section 9. Resignation of Membership. Any member not in arrears of dues may tender a written resignation of his/her membership to any member of the Board of Directors. Such resignation will be effective upon receipt by the Board of Directors.

ARTICLE IV: CLUB MEETINGS

Section 1. Regular Meeting(s). There will be one regular Club Membership meeting held annually in the spring. This meeting will be for the purpose of election of members to the Board of Directors due to expiration of terms or vacancies and will allow transaction of business as may properly come before the meeting.

Section 2. Special Meetings. The Secretary can call special meetings at the direction of the President or upon the written request of five (5) voting members in good standing. No business will be transacted at a special meeting except that of which notice is given.

Section 3. Voting List. The Secretary or his/her agent will make available, at each regular and special meeting of the membership a complete list of the voting members of the Club and the number of votes held by each voting member, arranged in alphabetical order. Such list will be open at the place where such meeting is held and is subject to examination by the voting members in attendance at such meetings.

Section 4. Quorum. Ten (10%) per cent of the voting membership set forth in the voting list will constitute a quorum for the transaction of business.

Section 5. Notices. Notices of regular and special meetings will be mailed by the Secretary to every voting member at least fifteen (15) days in advance thereof.

ARTICLE V: DIRECTORS' QUALIFICATION AND ELECTION SPECIAL CORPORATE ACTS

Section 1. Number of Directors. There will be a Board of Directors consisting of nine (9) Voting Members.

Section 2. Terms of Office. Three (3) Directors will be elected each year at the spring membership meeting and said Directors will serve for a period of three (3) years or until their successors are elected or appointed as hereinafter provided.

Section 3. Qualifications. Any candidate for the Board of Directors must be a Voting Member in good standing. However, only one spouse may hold office or be a member of the Board of Directors at any one time.

Section 4. Nomination of Directors. Nomination for Directors will be initiated by the Nominating Committee. Prior to the spring membership meeting of members, the President will appoint a Nominating Committee of three (3) voting members. This committee should recommend six (6) candidates to be nominated for the office of Director for the coming year, three (3) of which will be elected. The Nominating Committee will then submit its recommendations to the Board of Directors. Notice of the nominations recommended by the Nominating Committee and approved by the Board of Directors will be included in the notice of the spring membership meeting. This notice will be mailed and/or Emailed to all voting members not less than Fifteen (15) days prior to the spring membership meeting.

Section 5. Additional Nominations. Additional nominations (other than those recommended by the Nominating Committee and approved by the Board of Directors) for a Director may be made by petition signed by fifteen (15) voting members. Such a petition signed by President or the Secretary of the Club at least ten (10) days prior to the spring membership meeting. Such petitions will immediately be posted in a place of prominence at the Clubs skating headquarters.

Section 6. Election of Directors. A. The Nominating Committee will, upon receiving approval of the Board of Directors, prepare a ballot, which will include all nominations submitted and provided by petition. B. Voting members who cannot attend the spring membership meeting will be entitled to vote for Directors by absentee ballot. Requests for absentee ballots should be in writing and be directed to the Nominating Committee who will comply with such request immediately upon receipt thereof. Procedures for the return of the absentee ballots will be determined by the Nominating Committee prior to the ballots being counted at the spring membership meeting. C. In the event that candidates for any one vacancy receive an equal number of votes, a run off vote between the tied candidates will be taken at the same spring membership meeting to determine a winner.

Section 7. Method of Voting. Each Voting Member will be entitled to cast as many votes as there may be Directors to be elected, but may not cast more than one (1) vote for any candidate. Votes will be by secret ballot and will be tabulated by the Nominating Committee. The candidates receiving the greatest number of votes will be declared elected and the Nominating Committee will publish and certify the results of such election.

Section 8. Removal of Directors. Any Director may be removed for cause by a proper vote of the membership, after written charges have been given to the Director and the Board and after a full hearing on the issue of cause has been completed. Any Director so charged must receive at least seven (7) days prior written notice of the hearing accompanied by a written notice detailing the charges and the issue of cause. For purposes of this section, a proper vote is ten (10%) percent of the voting membership or a majority of the voting members present.

Section 9. Appointment of Replacement. If a Directorship should become vacant due to a resignation, withdrawal, or death, the Board of Directors may appoint a voting member to fill such a vacancy until the remainder of such unexpired term is fulfilled to its actual term expiration. Withdrawal will be defined as missing three (3) consecutive meetings without the approval of the Board of Directors.

ARTICLE VI: POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Meetings A. The Board of Directors should meet at least once in every month unless otherwise determined by the President. The date of such meeting will be established by the President. All Officers and Board members will serve without compensation. B. Any four (4) members of the Board of Directors may call a meeting upon seven (7) days written notice to all members of the Board of Directors. The notice will state the date of the meetings and the purpose for which the meeting is held.

Section 2. Quorum. Five Board members will constitute a quorum.

Section 3. Authority. The Board of Directors or their delegates will have entire authority in the establishment of managerial policy, approval of financial expenditures and general control of Club property. **Section 4. Rules.** The Board of Directors will make such rules as deems proper respecting the use of club property and facilities, prescribed rules for the admission of non-members, fix penalties for offenses against the rules, and make rules for government of the committees appointed by it.

Section 5. Officers. The Board of Directors will have the power to remove officers of the Club.

Section 6. Audits. The Board of Directors may audit the records of the Secretary, Treasurer and the committees, or may have such records audited by an independent professional.

Section 7. Indebtedness. The Board of Directors will have the power to limit the indebtedness of a member of the Club to the Club.

Section 8. Suspend and Expel. The Board of Directors will have the power to suspend or expel any members for violation of the By-laws, Ice or Club rules or for conduct which it deems improper, but no member will be expelled or suspended for longer than thirty (30) days without a hearing.

Section 9. Readmission to Membership. The Board of Directors may readmit to membership any former member expelled by it.

Section 10. Standing Committees. The Board of Directors will appoint a Standing Committee and such other committees as it deems appropriate with full authority over them except as hereinafter provided.

Section 11. US Figure Skating Delegate. The Board of Directors will elect a delegate or delegates to the US Figure Skating Governing Council or other such meetings, as appropriate. A Club officer will inform the US Figure Skating's Secretary, in writing, of the name and address of the delegate(s) elected. Said delegate(s) may attend the US Figure Skating meeting, either in person or by proxy. The Board of Directors may pay the delegate(s) traveling expenses or a stipend, as determined by the Board.

Section 12. Professional or Clerical Assistance. The Board of Directors will have authority to make appropriations for the professional or clerical assistance as it deems to be necessary or beneficial to the existence and operation of the Club.

Section 13. Fees, Dues and Assessments. Fees, dues and assessments for all classes of membership will be set at the discretion of the Board of Directors.

ARTICLE VII: GRIEVANCES

Section 1. Members. Any member(s) having a complaint against another member for the infraction of the By-law or rule may report the same in writing to the Board of Directors. Such complaint will set forth the facts of the case, together with the names of the witnesses, if any. After receiving such complaint, a meeting of the Board of Directors will be held within thirty (30) days to investigate the complaint and a copy of the complaint will be mailed to the member who is the subject of the complaint at least fifteen (15) days prior to the meeting. The member(s) making the complaint and the member(s) who is the subject of the complaint may be heard with their witnesses at the meeting. The Board of Directors will report action taken to all involved parties within seven (7) days of the meeting. An appeal from the decision of the Board of Directors may be taken to the voting members of the Club by serving a written notice of such appeal to the Secretary within seven (7) days of the receipt of the Boards report. A special meeting of the Board will be called within thirty (30) days for the consideration of the appeal. A two-thirds (2/3) vote of the Voting Members present will be necessary to reserve any decision made by the Board of Directors on the complaint.

Section 2. Directors. The Voting Members may remove a Director at any meeting called for such purpose. The Board member will be provided written notice of the charges against him/her at least ten (10) days in advance of such meeting. The Board Member will be given the opportunity at the meeting to defend against the written charges. A vote by ballot will be taken and the vote of two-thirds (2/3) of the Voting members present will be required for removal of any Directors.

Section 3. Conflicts of Interest

A. Definition. As used in Section 2, "conflicting interest transactions" means a contract transaction of other financial relationship between the Club and a Director of the Club or between the Club and a party related to a Director, or between the Club and an entity in which a Director of the Club is a director or officer or has a financial interest, the spouse or descendent of a sibling, an estate or trust in which the Director or a party related to a Director has a beneficial interest, or an entity in which a party related to a director, officer, or has a financial interest.

B. Procedure; Action; Disclosure. No conflicting interest transaction shall be void or voidable or be enjoined, set aside, or give rise to an award of damages or other sanctions in a proceeding by a member or by or in the right of the Club, solely because the conflicting interest transaction involves a Director of the Club or party related to a Director or an entity in which a Director of the Club is a Director or Officer or has a financial interest or solely because the Director is present at or participates in the meeting of the Club's Board of Directors or of a committee of the Board of Directors that authorizes, approves or ratifies the conflicting interest transaction or solely because the Director's vote is counted for such purpose if (1) the material facts as to the Director's relationship or interest and as to the conflicting interest transaction are disclosed or are known to the Board of Directors or the committee, and the Board of Directors or committee in good faith authorizes, approves or ratifies the conflicting interest transaction by the affirmative vote of a majority of the disinterested Directors, even though the disinterested Directors are less than a quorum; or (2) the material facts as to the Director's relationship or interest and as to the conflicting interest transaction are disclosed or are known to the members entitled to vote thereon, and the conflicting interest transaction is specifically authorized, approved, or ratified in good faith by a vote of the members entitled to vote thereon; or (3) the conflicting interest transaction is fair as to the Club. Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or of a committee, which authorizes, approves, or ratifies the conflicting interest transaction.

C. Loans. The Club shall make no loans to its Directors or Officers. Any Director or Officer who assents to or participates in the making of such loan shall be liable to the Club for the amount of such loan until the repayment thereof.

ARTICLE VIII: OFFICERS

Section 1. Officers. The Officers will be President, Vice-President, Secretary, Treasurer and such other Officers as the Board of Directors deems necessary or appropriate. All Officers will serve without compensation.

Section 2. Duties of the President. It will be the duty of the President to take charge of the Club; to preside at all the meetings of the Club and of the Board of Directors. The President will have the entire supervision and management of the Club and its facilities subject to the action of the Board of Directors; the power to suspend any member for violating the By-laws or Rules of the Club, subject to the approval of the Board of Directors; the power to call Special meetings and Club meetings. The President together with another designated member will sign all agreements and contracts made by the Club.

Section 3. Duties of the Vice-President. It will be the duty of the Vice-President to assist the President in the discharge of his/ her duties and in his/her absence to assume the duties and officiate in his or her stead.

Section 4. Duties of the Treasurer. The Treasurer will have charge of the funds of the Club, keep a record of all receipts and disbursements, and will render a report to the Board of Directors at each regular meeting thereof. The funds will be deposited in the name of the Club with a registered financial institution, insurance company or licensed securities dealer approved by the Board of Directors.

Section 5. Duties of the Secretary. It will be the duty of the Secretary to keep the minutes of the meetings of the Club and of the Board of Directors and to supervise all reports and documents connected with the business of the Club unless otherwise designated.

Section 6. Removal of Officers. Any Officer may be removed for cause by a proper vote of the Voting Member, after written charges and after a full hearing on the issue of cause in accordance with the provisions of Article VII, Section 2.

ARTICLE IX: ELECTION OF OFFICERS

Section 1. Officers. The President, Vice-President, Secretary and Treasure (which offices may be combined at the Board's discretion) will be elected by the Board of Directors no later than at their first Regular meeting subsequent to the spring membership meeting and will hold office for one (1) year or until such time as a successor is elected by the Board. The Board of Directors may elect a member who is not on the Board of Directors, in which case such Officers will become ex-officio members of the Board of Directors with the right to attend and take part in all Board of Directors meetings, but with no right to vote.

ARTICLE X: COMMITTEES

Section 1. Standing Committees. The Board of Directors will appoint a Standing Committee and will retain full power over them.

Section 2. Committee Members. Each Standing Committee Member Chairman will be a Voting Member of the Club appointed by the Board of Directors. The chairman will appoint such other members of the committee, as he or she deems necessary or describable. The President of the Club will be an ex-officio member of each committee.

ARTICLE XI: AMENDMENTS

Section 1. Amendments. These By-laws may be amended by an affirmative vote of two-thirds (2/3) of the Voting Members present at any Regular or Special meeting of members, provided such amendment have been mailed and/or Emailed to each Voting Member of the Club at least ten (10) days prior to the meeting at which the proposed amendment is to be considered.

ARTICLE XII: FISCAL YEAR

Section 1. Fiscal Year. The Club's fiscal year will begin on July 1 of each year and end on June 30th of the following year.

ARTICLE XIII: DISSOLUTION

Section 1. Method of Approval. Upon the recommendation of a majority of the Board of Directors to dissolve the Club, a special membership meeting will be called and a final approval by two-thirds (2/3) of the Voting Members present will be required.

Section 2. Liquidation of Assets. In the event of the dissolution of the Club, the Board of Directors is empowered to act as trustee and supervise the liquidation of the Club's assets.

Section 3. Distribution of Assets. Any and all remaining assets of the Club after liquidation will be donated to the US Figure Skating Memorial Fund.

Section 4. Final Report. A final report of such liquidation and distribution of assets, as outlined above, will be made to a Special membership meeting within sixty (60) days of the date of final disposal of the assets of the Club.

Original: 5/6/95

Revised: 12/2/95

Revised: 1/6/96

Revised: 9/11/97

Revised: 3/23/01

Revised: 3/1/02

Revised: 10/2/03 – Replace “USFSA” with “US Figure Skating”

Revised: 3/13/08 – Added “and/or Emailed” on pp 44 & 47

Revised: 7/10/08 – Name Change.

Revised: 11/17/09 –Added Conflict of Interest Section

Michael Roach

Julie Schulte

President

Secretary

(Signatures on File)

Three Rivers Figure Skating Club

Membership Application

Membership Type (Circle One)

Senior Junior Associate (Home Club) _____ Coach

Member's Name _____ **Email Address** _____
US Figure Skating # _____ **Birth date** _____
Address _____
City _____ **State** _____ **Zip** _____
Parent(s) _____
Phone (H) _____ **Phone (W)** _____
Professional's (Coach) Name _____

Senior Club & Associate Members (Passed US Figure Skating Basic Skills Freestyle 3 Group Lessons and higher)

Highest Moves Test Passed _____ Date _____
Highest Freestyle Test Passed _____ **Date** _____
 Highest Dance Test Passed _____ Date _____

20xx Membership (7/1/xx to 6/30/xx)	Senior Club Fee	\$ xx.00
(Note: After 1/1, subtract \$25)	Additional Family Members	\$ xx.00
	Associate Fee	\$ xx.00

Junior Club Members (Passed US Figure Skating Basic Skills Basic 6 Group Lessons and higher)

Highest level passed: Basic _____ Figures _____ Freestyle _____

20x Membership (7/1/xx to 6/30/xx)	Junior Club Fee	\$ xx.00
(Note: After 1/1, subtract \$20)	Additional Family Members	\$ xx.00

Coaches & Non Skating Senior Club Members

20xx Membership (7/1/xx to 6/30/xx)	Fee	\$ xx.00
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I have read the attached skaters, parents and professional staff expectations

Member's signature

Parents signature
(Required for members under 18)

Questions???? Please call Mike Itzin - 763-566-4094
Email - Mike@itzin.com

Cell - 612-251-4557
Fax - 763-566-1746

Make Check Payable to "Three Rivers Figure Skating Club" or "TRFSC"

Mail to: Mike Itzin
7949 Idaho Ave N
Brooklyn Park, MN 55445-2614

EXPECTATIONS

Expectation of Skaters

1. I will work toward and support:
 - a) Individual growth and excellence in figure skating.
 - b) Positive and constructive behavior with all of my fellow skaters, other parents and professional staff in the Club.
 - c) Respect and appreciation for the individual and different personalities and skills of all skaters and Pros.
 - d) Feeling of “belonging” to the Club, Club unity and working together to accomplish Club goals.
 - e) Support and respect for all skaters participating in competitive events.
2. I will be respectful of all skaters, Pros and others at the ice arena by exhibiting appropriate behavior at all times.
3. I will read and follow the Ice Rules that are written in the TRFSC Handbook.
4. I will abide by the disciplinary procedures as outlined in the Expectations of Professional Staff and restated below:
 - a) All Pros are responsible to be observant for inappropriate skating etiquette.
 - b) If inappropriate skating etiquette is observed, the Pro of the skater involved and the Pro who observed the behavior will meet off the ice and all parties will address and resolve the problem. This will take place at the time of the incident.
 - c) If the skater’s Pro is not present, the issue will be discussed with the skater, and the skater’s Pro will be notified as soon as possible.
5. If I disagree with how I was treated, I will follow the Grievance Procedure, as outlined by the Board.
6. I will conduct myself chemically free (alcohol, illicit drugs) whenever participating in a Club skating session or skating competition.

Expectation of Parents

1. I will review and explain the Expectations of Skaters with my skater(s). I will support and respect these expectations.
2. I will review and explain the Expectations of Professional Staff with my skater(s). I will support and respect all Pro’s philosophies, work and disciplinary procedures.
3. I will be respectful of skaters, Pros, and others at the ice arena by exhibiting appropriate behavior at all times.
4. I will support the Club by:
 - a) Volunteering to help with the Annual Show, if possible.
 - b) Participating in fundraising activities.
 - c) Participating in other Club activities as requested.
 - d) Paying my bills on time.
5. I will use the Grievance Procedure whenever I or my skater has/have a problem which cannot be informally resolved.
5. I will conduct myself chemically free (alcohol, illicit drugs) whenever attending a Club skating session or skating competition.

Expectation of Professional Staff

1. I will be a role model and facilitate:
 - a) Individual growth and excellence in skating for all members of the Club.
 - b) Positive and constructive interaction between all skaters, parents, and Pros in the Club
 - c) Respect and appreciation for the individual and unique personalities/skills of all skaters and Pros in the Club.
 - d) Feeling of “belonging” to the Club, club unity, and working together to accomplish Club goals.
 - e) Support and respect for all skaters participating in competitive events.
2. I will support and respect other Pros and their philosophy, work and disciplinary procedures, and treat all skaters fairly.
3. I will cooperate with other Pros and skaters regarding space on the ice by moving around and using the whole rink, and holding meetings with groups of my skaters off the ice.
4. I have the authority to maintain a positive training atmosphere on the ice.
5. I will provide all of my students with written documentation of my fees and expectations, upon contracting services with them.
6. I will talk to each of my students about proper skating procedures and behavior on the ice, following all of the Ice Rules as presented in the TRFSC Handbook and demand proper behavior at all times.
7. All Pros are responsible to be observant for inappropriate skating etiquette. If inappropriate skating etiquette is observed, the Pro of the skater involved and the Pro who observed the behavior will meet off the ice and all parties will address and resolve the problem. When possible, this should take place at the time of the incident. If the skater’s Pro is not present, the issue will be discussed with the skater, and the skater’s Pro will be notified as soon as possible.
8. If I need help with a problem, I will follow the appropriate Grievance Procedure, as outlined by the Board.
9. I will conduct myself chemically free (alcohol, illicit drugs) whenever participating in a Club skating session or skating competition.
10. I will support the TRFSC Board and the Club as I do my work.
11. Pros on staff should not request skaters to become home club skaters elsewhere. Pros that repeatedly do this are subject to losing their teaching status at the TRFSC.
12. I will conduct myself according to the Pro’s Ethics as presented in the TRFSC Handbook.

THREE RIVERS FIGURE SKATING CLUB

MEDICAL EMERGENCY REFERENCE FORM

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Pager: _____

Mothers Name: _____ Work Phone: _____

Fathers Name: _____ Work Phone: _____

Emergency Contact (If parents can't be reached):

Name: _____ Phone: _____

Doctor: _____ Phone: _____

Dentist/Orthodontist: _____ Phone: _____

Hospital Preference: _____

Medical Insurance Co.: _____ Policy #: _____

Pre-existing conditions:

Contact Lens: yes _____ no _____

Diabetic: yes _____ no _____

Allergies: yes _____ no _____

 Please specify: _____

Other: _____

Please state any additional health related information, especially health changes, that you feel would be pertinent for a rescue team to know:

Does your skater have permission to take Tylenol, if requested? Yes ___ No ___

In case of serious accident or illness and I cannot be reached, I hereby authorize the doctor or treatment center listed above to treat my child. If necessary, an ambulance can be called. Cost of the ambulance is my responsibility.

Signature of parent or person filling out this form: _____