

Buffalo

FIGURE SKATING

— CLUB —



HANDBOOK

2023 -2024

buffalofigureskating.com
[Facebook.com/buffalofigureskating](https://www.facebook.com/buffalofigureskating)

The Buffalo Figure Skating Club (BFSC) is registered with the Ice Skating Institute (ISI), as are all of our private coaches and skaters. Our coaches are required to hold a Bronze level or higher coaching certificate and liability insurance. The BFSC is operated by parents and volunteers, and the club is a non-profit. The BFSC is funded mostly by fundraisers and profits through the Learn to Skate (LTS) program. The BFSC contracts ice through the City of Buffalo. The BFSC's regular skating season is September/October - May, with an extended skating season for the summer months.

Buffalo Figure Skating Club Board Members 2021 - 2022

Megan Fischer email: nscacowgirl@yahoo.com, phone: 763-238-0965

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These are the roles and items we collectively complete as board members:

President Works with City and Board to set ice time schedules; calculates monthly ice contract cost for Board decision/approval; maintains and distributes monthly ice time calendar; creates agenda and runs monthly Board meetings; is contact for recruiting and hiring new coaches; annually reviews/revises Parent Handbook and runs annual Parent meeting; coordinates annual ice show; coordinates additional Club activities as arise i.e.) annual party, member recruitment activities, periodic used dress sale; maintains and distributes current member roster; other duties as needed.

Vice-President Coordinates periodic skate level testing and provides results to ISI, orders and distributes level patches. Coordinates competition information and scheduling, recruits team liaison coach.

Treasurer Maintains records of Club's income and expenses; pays ice bills, expense reimbursements, and other Club obligations; maintains checkbook; maintains skater fundraising accounts; sends out monthly ice contracts; provides information to tax preparer; provides reports at Board meetings.

Secretary Takes and distributes minutes for Board meetings. Maintains Club website and Facebook. Creates marketing materials. Downloads music to BFSC music/iPod player.

Fundraising Chair Identifies, researches, and coordinates fundraising opportunities for Club, and forwards payments and expense totals to Treasurer, and provides profit summary to Board.

Learn to Skate Chair Works with Board to set ice times for program. Works with board to choose dates for each session; distributes registration materials; tallies registrations and works with head coach to organize class levels, members, coaches, and skating times; supplies name tags, testing materials, and other supplies as needed; maintains skater lists with current skate levels; forwards payments and expense totals to Treasurer; keeps Board current with program, and provides summary at end of session; and other activities as necessary.

Annual Membership

The membership fees cover charges that the club incurs such as training devices, harnesses, safety vests, stamps, envelopes, web site costs, paper supplies, events/parties for the skaters, etc. Memberships run from September 1 – August 31.

We have 3 membership options for skaters:

- Full membership: \$75 per year for families with one skater. If a family has more than one skater in the immediate family, then the yearly membership is \$100. If a member joins after May 1st, the membership will be \$40. Multiple family membership fee for joining after May 1st will be \$50.
- Associate membership: \$40 per year and is available to skaters who are members at other rinks. Associate members may test through BFSC and can practice on BFSC contract ice. Associate members cannot compete for BFSC and do not need to fulfill volunteer requirements.
- Jr. Club membership: \$50 per year. This level is an Intro to the Buffalo Figure Skating Club with minimal commitment. Skaters can be Jr. Club members for up to 2 years.

If a skater who has been a previous club member decides to rejoin, they must become a member by January 1st in order to perform a number in the Spring Show (ie: Senior Skate). If a skater is new to the BFSC (in their first year), doing a solo number in the ice show is at the discretion of their coach, the show head coach, and BFSC Board.

ISI Membership

ISI membership is required by all BFSC skaters. ISI members are able to participate in ISI competitions, have skating tests posted, and receive ISI benefits such as the *Recreational Ice Skating* digital magazine (RISonline.org) and excess accident insurance. The current cost of ISI membership is \$15 for 1 year, \$25 for 2 years, or \$50 for 5 years. You can update your membership on the ISI website at www.skateisi.org. All memberships renew September 1st and continue through August 31st of the following year. Please provide the Buffalo Figure Skating Club with your membership number and current expiration date as soon as possible.

Ice Contracts

In order to contract for ice and skate with the BFSC, a skater must be a member of the Buffalo Figure Skating Club and also be an ISI member. Ice contracts will be emailed to all skaters/families and will be managed and paid via our [Sports Engine Site](#). Payment and a signed monthly contract will be due before the 1st of the month in order to be eligible to skate for that month. Due to liability issues, it is very important that the monthly contracts are completed online through Sports Engine before the 1st of the month.

- Skaters who register for more than one session per month will receive a discount on the 2nd, 3rd, 4th sessions. The more sessions, the higher the discount.
- We request 1 month's written notice to the Board President if you will not be skating the

upcoming month. This allows time to adjust the monthly skating contract as necessary.

- If a family has more than one skater in their immediate family (ie: siblings) current members of the BFSC, the ice contract will be 1/2 price for the 2nd, 3rd, etc skater(s).
- If a skater is unable to skate due to an injury, the ice contract will be prorated for the month based on days they have skated. A Doctor's note is required.
- If you have not paid your monthly contract fee by the 20th, a late fee will be added to your account and must be paid before the start of the next month's ice contract.

Buy-On Ice

We will offer skaters the opportunity to buy-on to club ice when club ice has openings. Our skater limit for club ice is 25 skaters and we will open spots to buy-on after members have an opportunity to sign-up for contracts. The price for buy-on for members is typically \$20-\$28/session (varies based on length of session). Non-members may also buy-on. The price for non-members is \$25-\$35/session. Buy-on sessions must be registered and paid for via [Sports Engine](#).

Fundraising

We offer fundraising opportunities throughout the skating season that raise money for the Buffalo Figure Skating Club general fund or for both the club and the individual skater. Meaning, some fundraisers are to benefit the Club and other fundraiser funds will be split between the BFSC and the skater. The type of fundraising chosen may be dependent on the financial situation of the BFSC. We ask club members for participation in **all** fundraisers. However, we understand that it may be difficult to participate at all times. To participate in fundraising, you must be a member in good standing.

Previous fundraisers have included: Greenhouse plant sales, Culver's, Kwik Trip Car Wash Cards, and Sponsorship. If you have an idea for another fundraiser, please call a board member. We are always looking for great ideas!

Fundraising money for the BFSC general fund will be used at the discretion of the BFSC Board. General fund money goes toward keeping ice contracts affordable (buying down monthly ice contract), ice show costs, end-of-the-year party, team events, BFSC recruitment party coaching fees, administrative costs, etc.

Each skater's money will be placed in their own fundraising account which will be managed by the BFSC. Money in this account can be used toward individual ice contracts, clothing orders (club jackets, other BFSC clothing), etc. If you want to know the balance of your skater's fundraising account, please ask the BFSC Treasurer. If a skater leaves the club, they must return by December 1st in order to use the balance. After that date, the remaining money will go into the BFSC general fund.

Competition Guidelines

If your child is interested in participating in a competition, make sure you talk to your child's coach to see if they feel your child is ready for this. Your child's coach can help determine which events you should sign your child up for, as you don't want to find out at the last minute that the coach does not have a program ready for your child. You should also let a board member know as well, so when forms are being gathered for sending in for competition registration we can make sure your child's is included. Parents do not send in competition forms, unless it is online registration. Printed registrations are given to your coach. Your coach will sign and pass them to the Coach Liaison to be mailed to the competition. You need to talk to your coach to see if they will be at the competition. If not, work with your coach to find an alternate coach to be available for them at the competition events your child is in. Your skater needs a coach to put them on the ice for every event.

There is a competition fee that is due to the sponsors of the event. Coaches also charge their skaters a competition fee, so you will need to talk to them about what they charge. For competitions that require overnight stays, the cost of a coach's hotel rooms will be split among all skaters who attend that competition. On the day of the competition, you will need to have hair up and out of eyes, wear a skate dress or a costume (for character or entertainment event), have tights without holes and bring your music, including an extra music CD. Your child's coach can provide the music for competitions. The music for your child's program will be submitted online before the competition date, but sometimes there are problems playing the music in different locations. You should plan to bring the music for your child's program, and consider bringing it in different formats (such as music on CD as well as digital music on a phone or Ipad). Talk with your coach about which formats would be best for the competition your child is attending. It is a good idea to arrive at the competition at least one hour prior to your scheduled event, as arenas can get ahead of schedule. A warm-up jacket is worn over the skate dress during the warm up and prior to the competition event. You are representing Buffalo Figure Skating Club so please show good sportsmanship to other skaters and teams.

The Club typically attends 5 – 7 competitions per year. Competitions the club has attended or may be attending this upcoming year are: Woodbury Classic (October 27-28, 2023), New Ulm Fall Festival (Nov 18-19, 2023), White Bear Lake Holiday Open (December 1-3, 2023), Luverne Ice Crystal Classic (dates TBD), Frosty Blades in Blaine (Feb 2-4, 2024), Bold Ice Challenge in Minneapolis or St. Louis Park (dates TBD). There is also the Summer Breeze competition at Doug Woog Arena (dates TBD). The Board will decide which competitions the club will be participating in for the 2023-24 skating season.

Testing

Test sessions are held throughout the year for skaters who are ready to move up a skating level. These sessions will usually be held when a coach, skater and parent feel it's time to test. Testing dates and times will be communicated in advance.

When the coach feels a skater is ready to test, the coach will provide a testing form to the skater/family. The testing form should be filled out, signed by the coach and parent and submitted to the BFSC Treasurer 1 week prior to the testing date, along with the testing fee. The coach should notify the Club President/Vice President of any skaters that plan to test. The Club will notify ISI when

a new test level is passed and the skater will get a patch for that level. Skaters should wear a skating dress or skirt for testing. Only coaches who are judging are allowed in the box during testing. Parents and other skaters need to remain off the ice and away from the box.

Testing guidelines:

- We will always have 2 coach judges. Coaches can judge their own skaters. One exception would be if we are trying to test prior to a competition deadline, when we may consider one coach as a judge if two are not available.
- Only coaches who are judging are allowed in the box during testing. Parents and other skaters need to remain off the ice and away from the box.
- We follow ISI testing guidelines. Skaters have 2 chances to perform their elements.
- A coach can provide verbal direction during testing as long as they are not one of the judges.
- Skaters should wear proper skating attire for testing.
- Testing fee is \$10 for Pre-Alpha through Delta; \$20 for FS1 - FS3; \$40 for FS4 +
- If you retest program only (elements were passed), the fee will be: \$10 for FS1 - FS3 and \$20 for FS4+
- Any exceptions to these guidelines must be submitted to the board for approval.

Ice Monitors

The Buffalo Figure Skating Club depends on volunteers to monitor ice sessions and play music at practices. Monitoring is a great way to get to know the skaters and coaches. Ice monitors must be 15 years of age or older. An ice monitor is needed for every scheduled ice session to make sure things go smoothly so our coaching staff can make the best use of their time for lessons. The role of ice monitor is part of volunteer requirements for each family.

Duties of the ice monitor:

- The ice monitor should be at the rink 5 minutes before a session begins and should be present for the entire skating session.
- Check off all skaters and coaches as they enter the ice in the 3-ring notebook with the attendance sheets and monitor schedule. Emergency information in case a parent or physician needs to be contacted will be in the back of the 3-ring notebook.
- Play music during the session on the BFSC's music/iPod player. A skater's music is played on request and in the order that it is requested- usually the skaters will write their name and the title of their music on the glass near the ice monitor when they want their program played. If a coach requests that music be played as part of a lesson for their student, they will "bump" other skaters and automatically be next in line. Please remember that whether or not the skater is in a lesson, they should have equal opportunities to have their music played. Skaters may be practicing their routines even when not being coached that day.
- A skater can't be bumped more than once by another skater in a lesson
- Limit skaters to 2 times per song per day, unless in a lesson

Volunteer Requirements

The Buffalo Figure Skating Club (BFSC) is a volunteer organization, and needs all families to volunteer for ice monitoring, spring show planning and fundraising to help the club provide an excellent program for your skater. Families will be required to submit a \$400 volunteer deposit at the time of skater registration, \$550 for families with more than one skater. If families meet the volunteer requirements by the date of the spring show, the check will be returned or destroyed.

Volunteer requirements:

- Club skaters: Families must provide 12 hours of volunteer time; 8 hours for Ice Monitor/music during skating practice, and the remaining 4 hours spent with other volunteer opportunities. Families with more than one skater will have a total of 18 hours of volunteer time.
- Jr. Club skaters: 1 hour of volunteer time per contract, with a maximum of 6 hours per year.
- Other volunteer opportunities include: Fundraising events, team activities, helping with Learn to Skate, Spring Show, Christmas Show, Misc requests from BFSC board

Ice Safety and Etiquette

The following rules must be observed for safety and ensuring everyone can use ice time effectively:

- Only figure skates will be allowed on club ice (no hockey or speed skates).
- Coaches have requested that skaters not wear jeans because it restricts movement. Yoga or sweat pants are acceptable for practice.
- Be courteous and respectful to coaches and other skaters, both on and off the ice.
- Skaters should follow the BFSC Ice Patterns
- **A skater doing his or her program has the right of way. They should be wearing an orange vest. Please move out of their way.**
- **Skate with your head up and your eyes open. Watch out for other skaters. Skaters must avoid getting in each other's way and should watch out for those having lessons.**
- **Skaters should not skate around the rink in groups unless practicing a joint routine. This can be a safety hazard.**
- Skaters are not to stand and visit along the boards or elsewhere on the ice.
- **Skaters may not sit on boards at any time.**
- If a skater falls, he or she should get up quickly. Remember that other skaters have a much harder time seeing you when you are down low on the ice. While falling, remember to keep your fingers away from your blades and protect your head as much as possible. If another skater is injured, please make sure a coach is aware of the situation.
- Do not cut off other skaters by darting across the middle of the rink. Try to give a skater setting up for a jump plenty of room.
- If you need to take a break, do it next to the boards.
- Keep jumps away from the boards.
- No friends, other skaters, or parents should sit in the hockey boxes during sessions.
- Abusive language will not be tolerated.
- No food, gum, or beverages (except water bottles) will be allowed on the ice.

- No skater or coach is to remain on the ice when the Zamboni starts to enter the ice.
- No cell phones, iPods, MP3 players, or earbuds are allowed on the ice. These items can distract the skater and can cause safety concerns.
- Remember to pick up water bottles, garbage, and music when leaving the ice.
- Keep the locker room and bathroom clean.
- Be respectful of other skaters' belongings. Don't go into someone else's bag or any of their personal belongings without their permission.
- Keep locker room conversation topics appropriate. Remember that we have a variety of ages skating.
- Do not use the lobby as a locker room to get skates on/off. You can find out the locker room which is assigned to the BFSC on the electronic screen in the lobby.

Responsibilities

Coaches

- Coaches will contract privately for individual skate lessons and conduct their business in a professional manner. It is expected that coaches will provide the skater's family with clear and complete pricing for lesson costs, competition fees, music cutting fees, missed lesson policy (for both coach and skater), and related information.
- Must be a member of ISI, with a minimum of Bronze judging level, and obtain liability insurance that will be documented and shared with the BFSC board members annually.
- Be sure skaters are aware of Ice Safety/Etiquette guidelines, especially if they are new to BFSC.
- Offer expertise and guidance to skaters.
- Adhere to PSA, ISI, and the Buffalo Figure Skating Club's code of ethics.
- Attend seminars and/or conferences to further their education.
- Handle decisions regarding testing, competitions, music, ice time, etc. Cut music for practices/competitions. Music format preferred is .mp3 or .m4a.
- Communicate monthly with parents about skater's progress, goals, concerns, etc.
- Use open and honest communication with skaters, parents and the board.
- Seek advice from other coaches or the board if uncertain about a subject.
- Arrive on time and be prepared for lessons.
- If you are working with or see a skater experiencing strong emotions (yelling, crying, etc.), please ask them to take a break off the ice. They can return when they are ready.
- Must be at competitions with their students and be available for judging. If unable to be at a competition (with a good reason), coaches are expected to notify the Club President, parent and skater, and make arrangements with another coach to be with their student and cover required judging hours. This is a requirement with no exceptions.

Skaters

- Be on time and prepared for lessons.
- Have a positive attitude and show good sportsmanship.
- Have a strong work ethic and focus on your progress.
- Be realistic about abilities and goals. Don't compare yourself to other skaters.
- Be supportive of other skaters.

- Be humble in accomplishments and gracious in defeat.
- Use open and honest communication with your coach. Remember it's better to talk directly to your coach if you have concerns. Don't complain behind their backs.
- Accept responsibility for retention of technique, programs, etc.
- Strong emotions (anger, sadness, etc) can be distracting to you and your teammates, and can make it difficult to focus on your skating. If you are upset, please leave the ice to take a break. You can return to the ice as soon as you are ready!
- Pick music you'd like to skate to for competition, or ask your coach for assistance. Coaches will "cut" your music to a CD for the competition and also send the music to the BSFS board to download on club music/iPod player for practice at the arena.
- Have a CD prepared for competition- it will be used as a back-up if the music submitted online is not working on the day of the competition.
- Support your club by attending club activities and participating in fundraisers. Remember to use good behavior and dress appropriately when doing fundraisers.

Parents

- Please enter the ice arena with your child to ensure they get on the ice safely. We encourage you to stay at the civic center during your child's practice time. If you are not able to stay, arrive promptly at the end of ice time to bring your child home. There are times at the start or end of ice time when coaches and board members may not be available to watch skaters as they are moving through the building. For safety, please be with your child whenever possible!
- Volunteer as an Ice Monitor, help with fundraising, and help with Buffalo Figure Skating Club shows and other activities. If your child sees you involved and interested in what they are doing, they will feel you value their skating!
- Support your skater.
- Use open and honest communication with your coach.
- Let your coach do the coaching.
- Attend to all financial obligations in a timely manner.
- Don't compare your child to another skater. Each child will have their strengths, and every child will learn new skills on their own timelines.
- Be positive about your child's skating, and be realistic about your child's ability.
- If your child is experiencing strong emotions, please ask them to leave the ice to take a break; they can return to the ice when they are ready.
- Do not bad mouth or gossip to other parents, skaters or coaches. We really try to keep conversations up-beat and positive while our children are skating.
- If you have legitimate concerns about a situation with the Club or with a coach that could not be resolved, please talk to a Buffalo Figure Skating Club board member to see what further action should be taken.

Odds and Ends - Skates, sharpening, skate clothes, etc

Fred Bartik: 952-884-5345 Skate sharpening by appointment in his home office in Bloomington

Northstar Sharpening: 8975 Zachary Ln N, Maple Grove . 763-898-3439

Pierce Skate & Ski: 208 West 98th St, Bloomington, MN 55420 . 952-884-1990
Sells new and used skates (has trade-in program), guards, tights, some dresses. Skate sharpening by appointment.

Step 'N Stretch: 12957 Ridgedale Drive, Minnetonka, MN 55305 . 952-591-1040
Sells skate tights, some skate skirts and dresses.

Play It Again Sports: 1201-1/2 MN-25, Buffalo, MN 55313 . 763-682-9334
Sells new and used skates

JNS Performance Wear: 13216 Palisade St NE, Blaine, MN. jnsperformancewear.com
Sells new skating clothing

Tin's Tailor: Albertville Outlet Mall, Albertville, MN (763) 497-1719
Sells skating dresses, skirts and tights

***The Buffalo Figure Skating Club occasionally holds a used dress and skate sale for the benefit of its members. The Club will also offer opportunities for members to order club jackets and apparel.

BFSC Locker Room Policy

BFSC Skaters will have use of 1 or more locker rooms for contracted skaters. These locker rooms will be available for the purpose of changing SKATES ONLY and will provide a space for skaters to store their belongings while they are on the ice or in classes.

In keeping with the Safe Sport guidelines, locker rooms will have an open door policy and are not meant to be used as changing areas. If you need to change clothing please use the public restroom areas where private stalls are available for you to change.

We have many young skaters and family situations where adults both male and female need to enter the locker room to assist young skaters with putting on and taking off skates.

In keeping with BFSC Locker room policies, there will be no cell phone usage in the locker rooms. If a skater has been found to be using their cell phone while in the locker room, BFSC coaches will be authorized to hold the phone of that skater until the skater exits the locker room.