

Buffalo

FIGURE SKATING

— CLUB —



HANDBOOK

2018 -2019

buffalofigureskating.com

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

The Buffalo Figures Skating Club is registered with ISI (Ice Skating Institute), 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 parent/volunteer-operated and 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 2018 - 2019

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

Brigette Peterson email: brigette@ideapark.com, phone: 763-954-1966

Vice President Becky Millard email: bmillard763@gmail.com, phone: 763-639-0691

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

Secretary Brigette Peterson email: brigette@ideapark.com, phone: 763-954-1966

Fundraising Chair Sheri Strehlow email: sheri.strehlow3@gmail.com

Learn to Skate Chair Jen Emery email: jenemery@me.com

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

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

Works with City and Board to set ice times for program. Finds Head Coach (with Board approval) and additional coaches. Chooses dates for each session; creates and distributes registration materials; tallies registrations and works with head coach to assign 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 annual membership fee is \$50 per year for families with one skater. However, if a member joins in May - July, the membership will be \$25. If a family has more than one skater in the immediate family, then the yearly membership is \$75. Multiple family membership fee for joining May - July will be \$35. The membership fees cover charges that the club incurs such as stamps, envelopes, web site costs, paper supplies, events/parties for the skaters, etc.

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. Please provide us 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. Payment and a signed monthly contract will be due by 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 signed and turned in with the payment EVERY month.

- We request a minimum of 1 month's written notice to the Board President if you will not be skating the upcoming month. This will allow us 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. Doctor's note required.

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 for participation in **all** fundraisers. However, we understand that it may be difficult for you to do so at all times. To participate in fundraising, you must be a member in good standing.

Some current fundraisers are: Culver's, Cub Foods bagging, Sponsorship. If you have an idea for a 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. It is a good idea to be there 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 (October 26 & 27, 2018), New Ulm Fall Festival (Nov 16 - 18, 2018), White Bear Lake Holiday Open (November 30 - December 2, 2018), Luverne Ice Crystal Classic (Jan 18 - 19, 2019), Frosty Blades (Feb 1 - 3, 2019) is in Blaine, Skate Parade (March 1- 3, 2019) is in Minneapolis. 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 2018-19 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 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 a test prior to a competition deadline, then we may consider one coach as a judge if two aren't 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.
- If a tester fails the program part of the test, they can retake the program part at a practice if okayed by judges and board. This will not kick other skaters off the ice, we would just give other skaters a heads up to give them room and watch out for them.
- Skaters will test their elements and program together. (do not split up if multiple skaters are testing, One skater tests both parts first, then the next skater would test).
- During busy competition season we can split the ice if we need to test 2 skaters at a time (lower levels only, Pre-Alpha through Delta)

- Skaters should wear a skating dress or skirt for testing.
- Testing fee is \$35 for Pre-Alpha through Delta; \$50 for FS1 - FS3; \$70 FS4 +
- If you retest program only (elements were passed), the fee will be: \$25 for FS1 - FS3; \$35 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. 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 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. If a coach requests that music be played as part of a lesson for their student, they will 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.

Volunteer Requirements

The Buffalo Figure Skating Club 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 \$200 volunteer deposit at the time of skater registration, \$350 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. The volunteer requirements for each family is:

- 12 hours of volunteer time, of which 8 hours should be for Ice Monitor/run music during skating practice. Families with more than one skater must have 18 hours of volunteer time.
- Other volunteer opportunities include: Fundraising events, team activities, helping with Learn to Skate, Spring Show, Christmas Show, Misc requests from BFSC board

Odds and Ends - Skates, sharpening, skate clothes:

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

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: 1249 Highway 25 N. 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 Club occasionally holds a used dress sale for the benefit of its members.

The Club will offer opportunities to order club jackets and apparel

Ice Safety and Etiquette

The following rules must be observed for safety and to ensure that everyone can make effective use of their ice time.

- Only figure skates will 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.
- **A skater doing his or her program has the right of way. They should be wearing the 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.

- 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, or MP3 players, ear buds are allowed on the ice. This distracts 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.
- Be sure skater is aware of Ice Safety and Etiquette guidelines, especially if a new skater to BFSC.
- Offer expertise and guidance to skaters.
- Must be a member of ISI, with a minimum of Bronze judging level, and obtain liability insurance.
- 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 of other coaches or the board if uncertain about a subject.
- Should be on time and be prepared for lessons.
- Must be at competitions with their students and be available for judging. If unable to be at a competition (with a good reason), then they 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.

Skater

- Be on time and prepared for lessons.
- Have a positive attitude and show good sportsmanship.
- Have a strong work ethic.
- 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.
- Focus on progress.
- Accept responsibility for retention of technique, programs, etc.
- 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 to the BSFS Secretary to download on club music/iPod player for practice at arena.
- Have CD prepared for competition- usually 2- one to hand in for competition and one as a back-up.
- Support your club by attending club activities and participating in fundraisers. Remember to use good behavior and dress appropriately when doing fundraisers.

Parent

- Volunteer as an Ice Monitor, help with fundraising and help with the spring show
- Support your skater
- Be realistic about your child's ability.
- 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.
- Use open and honest communication with your coach.
- Be positive about your child's skating.
- 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 the club president to see what further action should be taken.
- Volunteer and assist with the Club activities. If your child sees you involved and interested in what they are doing, they will feel you value their skating.
- Participate in Fundraisers.