



# **Star of the North Skating Club Manual**

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## Introduction

The Star of the North Skating Club (SNSC) is pleased to have you or your skater as a member.

We hope you will enjoy the sport and develop new skills in the process.

SNSC is a member of Learn to Skate (L2S), which is the program used for snowplow Sam, basic skill, hockey skill, and freeskate levels. This program sets the guidelines SNSC uses in our group lessons.

We are also a member of the United States Figure Skating Association (USFSA), which is the governing body of amateur figure skating. This organization sets the standards for testing, and competition standards and criteria.

This manual will serve as a guide for parents and skaters to help them understand the club, rules, expectations, and important information. Current SNSC board member and instructor information can be found on our website.

[www.starofthenorthskatingclub.com](http://www.starofthenorthskatingclub.com)

We hope you find this manual helpful throughout the season!

## Purpose

Star of the North Skating Club is a nonprofit organization that is run by a governing board made up of volunteers from our community.

Our club offers skating lessons from age 2.5 to adult. We teach the basics of skating from hockey to figure skating through USFSA test levels.

If you have additional questions about SNSC or skating in general after reviewing this manual, please feel free to contact a club instructor or a SNSC board member through email:

[starofthenorthskatingclub@gmail.com](mailto:starofthenorthskatingclub@gmail.com)

## Board

The Star of the North Skating Club is governed by a Board of Directors, with a President, Vice President, Treasurer, and Secretary; there are as many as ten members on the board, all elected to two year terms. Elections are held in the spring of each year. Each person on the board is a volunteer who donates their time. The board is responsible for establishing the basic policies and protocols for the club. Board meetings are held monthly.

People wishing to address the board are encouraged to contact a board member to have the item placed on the agenda. You can also email the board at:

[starofthenorthskatingclub@gmail.com](mailto:starofthenorthskatingclub@gmail.com)

We encourage anyone interested in joining the board to sit in on a meeting.

## Club Communication

There are several ways we communicate with our parents and skaters.

- Email: This is one of the most effective ways to communicate with SNSC.
  - Our email is [starofthenorthskatingclub@gmail.com](mailto:starofthenorthskatingclub@gmail.com)
  - Be sure to save this address to your contacts to ensure all emails come to your Inbox.
- Website: [www.starofthenorthskatingclub.com](http://www.starofthenorthskatingclub.com)
- Facebook: Find Star of the North Skating Club on facebook.
  - The current schedule is posted weekly on our facebook page.
  - Any cancellations will be posted on facebook.

## Ice Fees

The City of Grand Rapids runs the Yanmar Arena and SNSC rents the ice by the hour. The current season ice fees can be found on our website.

## Registration Fees

Registration for classes is approximately four weeks prior to the start date and we ask that all registration be completed at that time. Class size is limited and early registration is encouraged. Forms are available on our website and can also be emailed upon request.

**All forms must be completed before a skater can take the ice for lessons.**

Skaters have until November 15th as a trial period. Circumstances that prohibit the skater from continuing must be brought to the board prior to November 15th to receive a prorated refund. Credit is given for medical emergencies and requests must be accompanied by a physician's note.

For a complete list of classes available for the season please consult our website.

We currently accept all payments electronically through Paypal.

Any missed days due to illness or vacation are not made up or refunded.

## Volunteer Requirements

Skaters & parents are valuable assets to the club. Without the help of volunteers we couldn't be a working club. There are several different events throughout the season where volunteers are needed; Holiday Show planning and show, fundraising, and Spring Ice Show planning and show. There will be electronic sign up sheets & emails as we get closer to these events.

## Fundraising Requirements

Ice fees are the largest expense for SNSC and they generally increase each year. SNSC is committed to keeping the cost down for skaters. We do multiple fundraisers throughout the year and your participation is greatly appreciated.

## Sponsorship

**We offer several different levels of sponsorship. Fliers are available for any family that may have a local business connection. Listed below are some of the sponsor benefits.**

**What does your sponsorship dollars pay for?** As much as 90% of our operating budget goes to pay for the ice rental at the Yanmar Arena. In order for figure skating to remain in our community as an affordable option for our youth, we need the financial support of local businesses and community members.

**How does becoming a sponsor benefit?** SNSC is committed to supporting the personal development and physical fitness of Grand Rapids area youth. Most importantly, you can feel proud to know that you are supporting an organization that is helping the youth of your community.

- SNSC is a non-profit and your donation is **tax deductible**.
- You are getting free advertising and recognition on our **website, facebook page, and show programs**. SNSC sponsors are also **verbally thanked and recognized over the PA system** at both our Holiday Exhibition and Spring Ice shows.
- As a Sponsor you will receive free show tickets to the Holiday Exhibition and Spring Ice Show. Since we support the businesses that support us, you will also get Promotional Tickets as well. You can use these tickets to bring in more business, to reward your workers, or any way that works for your business.

## **Class Description**

Group lessons are highly recommended for the beginner skater to learn the basic fundamentals of skating. As a skater advances through the Learn 2 skate levels and the skating maneuvers become more difficult, the need for more ice may be needed. Private lessons can be used to supplement the group lessons.

When a skater has completed Learn 2 skate Basic skills level and the freeskate level or has a strong desire to pursue competitive skating or USFSA testing, then it is time to move up to private skating.

**Any missed days due to illness or vacation are not made up or refunded.**

## **Parent & Me Class**

This class is for parents who want to join their child on the ice. This class is primarily for ages 2.5-4 years of age. This class is a parent class, meaning there isn't constant coaching. The last 15 minutes of the session a coach will join the group to give instruction. Parents are required to wear skates during this class.

## **Tiny Tots**

The Tiny Tots group lesson consists of a 30 min lesson offered once per week for the period of 16 weeks. This program is designed for children 2.5-4 years old (without parent presents on ice). This class follows the Snowplow Sam levels. Each skater receives an embroidered badge for each level successfully completed.

## **Hockey Skills**

Learn 2 Skate in conjunction with USA Hockey has designed 4 levels and a power skating level for upcoming hockey skaters. This class introduces new skaters to the basics of hockey skating.

## **Basic Skills**

The Basic Skills group classes consist of a 45 minute lesson offered 1-2 times a week for a period of 16 weeks. The program encourages ice skating at all levels and is designed to keep students excited about their skating.

The skater receives an embroidered badge for each level successfully completed.

There are a total of 6 basic skill levels designed to introduce beginners to the fundamentals of figure skating and to encourage participation in skating as a lifelong sport.

A few examples of elements taught in the basic 1-6 levels:

- Sitting on the ice and getting up (B1)
- Forward one foot glides right & left (B2)
- Forward stroking (B3)
- Forward crossovers (B4)
- Backward crossovers (B5)
- Forward inside three turns (B6)

## **Freeskate Skills**

There are 7 levels of Freestyle skills. Freestyle instruction includes many interesting and exciting moves, from waltz jumps to one-foot spins, to harder jump and spin elements, providing variety important to skating. Skaters are introduced to sequences of jumps and jump combinations.

These levels also give a start to the Skating Skills elements. Each skater receives an embroidered badge for each level successfully completed.

## **Walk-on Skating**

If a skater wants to walk-on to another night of group lessons or on to private ice they must fill out a walk-on form and pay the required fee before being allowed on the ice.

The walk-on fee covers the ice cost only and private lessons with a coach are contracted with the coach and the instructional fee is paid directly to the coach.

## **Private Skating**

The private skating fee covers the ice cost only. It is the parent/skater responsibility to obtain a coach from the list of private instructors. All coaches are listed on the club website. All lesson fees are paid directly to your contracted coach. Once a skater has passed Basic 4 they may join privates. The SNSC covers the cost of instructors for the group lessons.

## **1 Day a Week Privates**

This option gives a skater the ability to pick one night of private ice. A skater can skate either; Sunday, Tuesday or Thursday private ice. Additional days are considered walk-on.

## **Full Time Privates**

This option gives the skater the ability to skate during all private ice times. Skaters can skate Sunday, Tuesday and Thursday. During these days your skater can have one-on-one private lesson with your coach.

Hiring a Coach: As a parent you will need to hire a coach to instruct your skater. SNSC has several coaches varying in cost and level. It is the parent's responsibility to contact a coach for availability and coordinate lesson times with the coach.

## **USFSA Testing**

There are 16 USFSA tests. There are 8 Skating Skills and 8 Singles tests. The Skating Skills test must be passed prior to being allowed to take the Singles test of the same level. USFSA tests are administered and sanctioned according to the rules established by USFSA and are enforced by SNSC. Each club is required to have a test chair whose responsibilities include monitoring all tests taken within the club.

Each USFSA test has to be passed by a judge or panel of judges (3). Each test has a minimum score that is required from either one judge or 2 of the 3 judges in a panel.

## Competitions

There are many area clubs that host competitions. Basic skill competitions are geared to introducing competitive skating to skaters. These are a great way to see if competing is something your skater may want to pursue. There are also USFSA level competitions, which are geared for those who are testing and want to compete.

Your coach will have information regarding the area competitions. Competition registrations typically need to be completed 6-8 weeks prior to the competition date. The hosting club may have paper forms or electronic sign-ups. Payments for the competitions vary and are due at the time of registration. About 2 weeks before the competition date, you will be notified of the date(s), and time(s). Discuss with your coach whether competitive skating is of interest to your skater.

### Learn 2 Skate & USFSA Levels

You will see in the chart below how some levels overlap. In Freeskiate 3 your skater starts to learn some of the Skating Skills elements and can start working on testing.

SNOWPLOW SAM LEVEL	BASIC SKILLS LEVELS
S1	
S2	
S3	B1
S4	B2
	B3
	B4
	B5
	B6

#### THEN YOU MOVE ON TO FREESKATE LEVELS

FREESKATE LEVELS	USFSA SKATING SKILLS LEVEL	USFSA SINGLES LEVEL
F1		
F2		
F3	PRE-PRELIMINARY	
F4	PRELIMINARY	PRE-PRELIMINARY
F5	PRE-BRONZE	PRELIMINARY
F6	BRONZE	PRE-BRONZE
	PRE-SILVER	BRONZE
	SILVER	PRE-SILVER
	PRE-GOLD	SILVER
	GOLD	PRE-GOLD
		GOLD



## Show Guidelines

SNSC has two events a season; the holiday exhibition in December and our spring show at the end of the season. The SNSC board, along with coaches, decide all the group formations including trios, duos and solos.

Costumes are ordered by November 20<sup>th</sup> and those who chose to participate in the spring show must be signed up by November 15<sup>th</sup>. There is no costume guarantee for show commitment after November 15<sup>th</sup>.

Group lesson skaters doing the spring show will work with their current season coach. The coach is responsible for the routine. The spring show fee covers the cost of your skater's costume, 5 weeks of show ice, and the coaching fee.

Senior skater(s) are guaranteed a solo for the holiday exhibition & spring show. Senior skater(s) will be emailed the senior solo form in October and January. This form needs to be completed and submitted with pictures by the end of February to ensure inclusion in the spring show program.

Coaches are assigned private skaters for the shows. The private skater will be invoiced directly from the coach for their time. Coaches are required to make the routine for the shows. The coach will divide the cost of the lesson by the number of skaters in their group. Private Skaters will be matched up by their level and their age, for duos, trios, ect.

We can have up to 6 solos in the spring show. Solos are first given to any senior skater(s). The rest will first be handed to USFSA home club members of SNSC.

## Junior Instructors (Helpers)

Our junior instructor program is designed to help mentor our older skaters into becoming coaches for the club in the future. The requirements to be a junior instructor are the following: 13 years old, passed first four USFSA tests (pre-preliminary Singles, pre-preliminary Skating Skills, preliminary Singles and preliminary Skating Skills). This is a paid position and the junior instructor is required to track their hours worked and complete timesheets. Junior instructors submit their timesheets monthly. A job application and interview are required for the junior instructor position. This job can be listed on future resumes or on college applications.

Punctuality is of the utmost importance.

Helpers are skaters who either are 13 years old or haven't passed the first 4 tests or a skater who isn't 13 years old yet but has or will have passed all 4 tests by the end of the season.

Helpers are not paid positions, however they still need to fill out an application and be interviewed. If there is a limited number of positions available those who are USFSA home club SNSC will get priority. Schedule and contact numbers will be emailed to junior instructors and helpers. The junior instructors/helpers are responsible for finding replacements if they have scheduling conflicts. Junior instructors/helpers report to the head coach. Never not show up, it can affect your chance at being a junior instructor in the future.

## Coaching

All SNSC coaches are individually contracted instructors. Coaches are paid hourly wages based on their highest freeskate test passed and years of experience. All coaches are required to have a background screening yearly. Instructors all have current Learn to Skate, Safe Sport & USFSA memberships. All coaches must fill out a yearly coaching contract with SNSC and are required to track their time and submit time sheets at the end of the month to the head coach.

## SNSC Ice Safety and Etiquette

To ensure skaters are safe during their training, skaters are expected to follow basic rules on and off the ice. Coaches will hold yearly sessions with skaters to review the rules.

**THE RINK MONITOR AND THE COACHES WILL HAVE AUTHORITY TO ENFORCE ALL OF THE RINK RULES. VIOLATION OF ANY OF THE FOLLOWING RULES BY A SKATER COULD MEAN A FORFEITURE OF THE SKATER'S ICE TIME.**

The following rules are intended to keep ice sessions flowing so that:

- A skater can skate through his/her entire program without interruption;
- A skater will not have to circle numerous times trying to find a spot to jump and will be able to skate consistent patterns leading to jump consistency;
- A skater's frustration level will be kept to a minimum; thereby allowing the skater to remain focused on his/her goals;
- Skaters will not collide with one another; skaters will practice together in harmony.

### RULES

1. Only figure skates and hockey skates are allowed on club ice (no speed skates).
2. Skaters must check in with the monitor at the beginning of each session.
3. A skater doing his/her program (with music) has the right of way. Coaches and other skaters are expected to move out of the skater's way.
4. Skaters in lessons, including skaters in the jump harness, have the right of way.
5. Skaters practicing their spins must be aware of skaters trying to jump in the "Lutz corners." (See #15 below.)
6. Faster skaters should go to the outside
7. Skaters must learn how to "merge" into the flow of the session by skating with heads up and eyes open. Skaters as well as coaches must avoid getting in the way of one another and should be especially aware of skaters in lessons.
8. Skaters who are not moving should be at the boards. Standing while "thinking" or chatting in the middle of the ice will not be tolerated.
9. Skaters should not cut off other skaters by darting across the middle of the rink.
10. A skater doing his/her program or setting up for a jump should be given plenty of room.
11. Skaters practicing field moves in freestyle sessions should yield to skaters setting up for jumps.

12. A skater should always be respectful of the other skaters and should be constantly aware of the skaters around him/her. A skater who is surrounded by skaters of significantly greater or lesser skills must be especially careful! Strive to avoid collisions!
13. A skater who falls should get up quickly, remembering that other skaters will have a much harder time seeing a skater who is down on the ice. A skater should learn how to fall properly, protecting the head as much as possible, staying "loose," and keeping fingers away from skate blades.
14. A skater who sees another skater fall and suspects serious injury should: a) have someone stand "guard" over the injured skater to prevent collisions with other skaters; b) get a qualified adult to come and help; c) throw a blanket, a warm-up jacket, or a sweatshirt over the injured skater to keep the skater warm; and d) have the monitor contact a parent and/or call 911.
15. The Lutz jump is most commonly performed in the 10:00 and 4:00 corners of the rink (except in the case of a clockwise jumper). These corners are informally called the "Lutz corners" and can typically be identified by the unusually large concentration of divots in the ice. Skaters should strive to avoid long-term practice activities in these corners and should be especially aware of their surroundings when in them. The approach to a Lutz is long and blind. A skater preparing to do a Lutz jump is not likely to see other skaters.
16. Certain skating moves are inherently dangerous. A skater who is practicing an element such as a camel spin or a back spiral must be especially aware of the danger his/her exposed blade poses to other skaters. The skater should recognize that once he or she has started the element, it would be difficult to see the surrounding skaters. A skater preparing to practice a dangerous move should take a good look at the expected "space" before starting the element and abort the move if a problem is likely to arise.
17. Jumping is not allowed on sessions designated for moves in the field only.
18. As a matter of safety and according to state law, no skater or coach is to remain on the ice when the zamboni starts to enter the ice.
19. Skaters should be courteous, respectful, and encouraging to coaches and other skaters.
20. Skaters should dress appropriately.
21. Skaters should work alone in sessions. Skaters are not allowed to stand and visit along the boards. Talking, playing, "teaching," or engaging in any other type of behavior that might distract other skaters during the session is discouraged.
22. Skaters should refrain from kicking ice, sitting on the ice, and playing tag. Such behavior is nonproductive and can be dangerous.
23. A skater should refrain from showing signs of disgust if another skater or coach inadvertently gets in the way.
24. A skater who gets extremely upset (i.e., crying) should leave the ice.
25. Skaters are expected to set goals and work hard on sessions to achieve those goals.
26. Skaters should not interrupt coaches giving lessons to other skaters.
27. Cell phones are allowed on the ice for videoing or music only. Texting, tweeting ect. is prohibited on the ice.
28. A skater is expected to skate the entire session. "Hanging out" in the lobby is not acceptable during designated ice times. The parent of a skater requiring extra breaks for a particular reason, physical or otherwise, should discuss that need with the skater's coach.
29. Skaters should clean up after themselves. Tissues and empty water bottles must be discarded in appropriate receptacles.

**ALSO SEE: [www.usfigureskating.org](http://www.usfigureskating.org)**

## Locker Room Etiquette

**Please remember that locker room use is a privilege, which can be revoked for unacceptable behavior.**

- Skaters should not gossip.
- Skaters should be positive role models for other skaters.
- Skaters should be kind and supportive by complimenting fellow skaters on their accomplishments.
- Skaters should clean up after themselves, discarding trash and cleaning up food messes.
- Skaters should not spend unnecessary time at the ice box. A skater who hangs out excessively on the boards or in the box will be verbally warned. If the verbal warning does not rectify the behavior, a parent/guardian will be contacted.
- Skaters should be respectful of other skaters' belongings. A skater will not go into another skater's bag or personal belongings without permission.
- Skaters should take care to secure money and valuables. Money and valuables should not be left in the locker rooms during ice.
- Skaters should keep the topics of locker room conversation appropriate for all ages that may be in the locker room.
- No parents in the women's locker room.
- A Co-Ed locker room is provided for those who need assistance; parents with skaters under the age of 11 may accompany skaters.
- Skaters will keep the locker room free of drug or alcohol abuse. This includes the use of or possessions of any type of illegal substances. Items include but are not limited to vapes, cigarettes, chewing tobacco, and alcohol. Possession of or use of items during SNSC time will be addressed with individual skaters and parents with potential contact to Civic Center management and law enforcement.
- Skaters will not use cell phones in the locker room, use of any type in the locker rooms is prohibited. Skaters will keep cell phone use out of the locker rooms and off of the ice.
- Skaters will follow all building rules and policies provided by the city of Grand Rapids.

## SAFESPORT CODE OF CONDUCT

SNSC follows the USFSA SafeSport Code of Conduct. Coaches, and board members receive special training. All coaches and board members have required background checks. The complete program handbook can be found at:

[www.usfigureskating.org/skatesafe](http://www.usfigureskating.org/skatesafe)

## Proper Skate Care

- Have your skate blades covered unless you are on the ice. (soakers or guards)
- NEVER walk on concrete without guards, this will take all edges off the blade and make it difficult and dangerous to skate.
- Wipe off your blades after you are done skating (do not put back on your rubber guards- this will cause rust on your blades and make it hard for you to skate).
- Blades should be sharpened at the beginning of the season and likely 2-3 more times depending on the skater's on ice time. More ice time means more sharpening. Ideally sharpen your skates at least 2 weeks prior to one of these events to insure that you are comfortable on your edges.
- Take your skates out of your bag after you get home so they can "breathe". Skates are made out of leather and this can help decrease smelly skates.

## Proper Skating Dress

- **Rule of thumb: Form-fitting clothes that stretch are better than tight, restrictive or oversized clothes.** An instructor/coach needs to see a skater's body alignment to give proper advice and feedback on technique; form-fitting clothing allows for better movement.
- A nice sweater or snug sweatshirt can be worn over a skating dress. Baggy "hoodie" sweatshirts are not recommended. Young skaters can wear their winter jackets to keep warm but the bulkiness can restrict some moves. If at all possible, stay away from baggy clothing, skates can get caught on loose clothing making the skater fall.
- Long hair should be tied back or put up. It is very important that hair be away from the skater's face. Loose hair can distract a skater as they spin and jump and cause blind spots.
- Gloves or mittens are recommended.
- No blue jeans.

## Grievance and Conflict Resolution Process for SNSC

The board shall have the power to discipline, suspend or terminate membership in the club in accordance with the policies and procedures set forth in the bylaws and/or club manual. It is the expectation that the board will make every effort to resolve any conflict or dispute occurring between members. All grievances and conflicts brought to the board will be handled in a timely and confidential manner using due process.

Any member or members having a grievance against the club or complaint against another

member for an infraction of any bylaw, rule, policy, procedure, or behavioral misconduct may report in writing as outlined below. The complaint must be filed within 15 days of the incident, infraction or discovery of the alleged violation.

All grievances and complaints will be submitted in writing to the club president and will contain the following information. If the club president has a conflict of interest in the matter, the complaint will be submitted to another club officer.

- Name, contact information, U.S. Figure Skating membership number and signature of the party/parties filing the complaint.
- Name of the party/parties against whom the complaint is brought.
- The specific bylaw, rule, policy, procedure, or guideline allegedly violated.
- A statement of the facts surrounding the alleged violation. Include all necessary information such as date and time, location, specific facts, witnesses and testimony.
- Description of actions taken to attempt to resolve this matter informally.
- The desired action or outcome the grievant wishes to be taken to resolve the conflict by the board.

The club president or club officer who has received the complaint will appoint a review panel of three unbiased people from within the club board or club membership, not related or involved with the alleged incident/infraction. The president or officer will name one of the members of the review panel as chair of the review panel. The review panel will evaluate the complaint and determine what, if any, further action is necessary.

If accepted, a copy of the complaint will be sent to the person against whom the complaint has been filed. The parties to the matter will be notified in writing of the names of the members of the review panel. In the event any party believes that a member of the review panel has a conflict of interest, an objection to that member shall be submitted in writing to the club president or officer within three days of the notification in writing. The objection will indicate with specificity what is the basis of the conflict of interest. The club president or officer shall determine if the review panel member will be replaced.

The decision of the club president or officer is final. The respondent will have 10 days to respond to the complaint in writing. The review panel will send a copy of the response to the person filing the complaint.

Unless the chair of the review panel determines otherwise, the chair of the review panel will then schedule a meeting with all parties involved within seven days for a full investigation in the matter and come to a decision to resolve the complaint.

The review panel will report the findings and recommendations to the club board within seven days of the last meeting scheduled in the matter. The decision will be presented to the board who may adopt the recommendation, modify the recommendation, or return the matter to the review panel with directions for further investigation and or for further

recommendations by the review panel. Once the decision is adopted or modified by the board the outcome is considered final and will be communicated in writing to both parties within seven days of the action by the board.

**Above all we want to foster an environment where each skater can work hard on their skills and safely enjoy their skating experience.**



## Sample Skater Code of Conduct

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

### General Guidelines:

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

1. All skaters, regardless of whether they hold home club, associate, non-member or guest status, must follow and uphold the provisions in this Skater Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents/ guardians of skaters, U.S. Figure Skating officials and guests.
2. Star of the North Figure Skating Club is committed to promoting a positive and friendly environment for all skaters. Remember 'The Golden Rule' — treat other people like you want to be treated — with respect.

### Ice Etiquette and Safety:

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

### Unsafe or Discourteous Behavior:

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





## Coaches' Code of Ethics, Standards and Conduct

Purpose: Star of the North Figure Skating Club is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. This information is intended to provide both the general principles and the decision rules to cover most situations encountered by coaches and instructors. It has, as its primary goal, the welfare and protection of the individuals and groups with whom coaches work.

It is the individual responsibility of each coach to aspire to the highest possible standards of conduct. Above all, coaches of young people can have great influence on developing athletes who are reliant on these coaches for the basic instruction and guidance necessary to reach the top levels. Coaches can have tremendous power over these athletes in their quest to the top. This power must not be abused. Therefore, we have set forth these codes of ethics and conduct to guide our coaches and protect our athletes for the mutual benefit of all concerned.

### General Principles:

- **Competence:** Coaches must strive to maintain high standards of excellence in their work. They should recognize the boundaries of their particular competencies and the limitations of their expertise. They should provide only those services and use only those techniques for which they are qualified by education, training and/or experience. In those areas, where recognized professional standards do not yet exist, coaches must exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work. They shall maintain knowledge of relevant scientific and professional information related to the services they render, and they must recognize the need for ongoing education. Coaches should make appropriate use of scientific, professional, technical and administrative resources.
- **Integrity:** Coaches should seek to promote integrity in their coaching profession. Coaches should always be honest, fair and respectful of others. They must not make representations about their qualifications, services, products, or fees that are false, misleading or deceptive. Coaches should strive to be aware of their own belief systems, values, needs and limitations and the effect of these on their work. To the extent feasible, they should attempt to clarify for relevant parties the roles they are performing and to function appropriately in accordance with those roles. Coaches must avoid conflicts of interest.
- **Professional Responsibility:** Coaches must uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their

methods to the needs of different athletes. Coaches should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of their athletes, or other recipients of their services. Coaches should be concerned about the ethical compliance of their colleagues' conduct. When appropriate, they should consult with their colleagues in order to prevent or avoid unethical conduct.

**Respect for Participants and Dignity:** Coaches shall respect the fundamental rights, dignity and worth of all participants. Coaches must be aware of cultural, individual and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socioeconomic status. Coaches must eliminate the effect on their work of biases based on those factors, and they do not knowingly participate in or con- done unfair discriminatory practices.

- **Concern for Others' Welfare:** In their actions, coaches must consider the welfare and rights of their athletes and other participants. When conflicts occur among coaches' obligations or concerns, they should attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches shall be sensitive to differences in power between themselves and others, and should not exploit nor mislead other people during or after their relationship.
- **Responsible Coaching:** Coaches must be aware of their ethical responsibility to the community and the society in which they work and live. Coaches must comply with the law and encourage the development of law and policies that serve the interest of sport or activity. The coach shall strive to serve as a leader and model in the development of appropriate conduct for the athlete both within and beyond the U.S. Figure Skating setting. The coach shall strive to use strategies in practice and competition that are designed to encourage play within the letter and spirit of the rules. The coach shall strive to keep the concepts of winning and losing in proper perspective. The coach shall strive to enforce policies and rules with fairness, consistency and an appreciation for individual differences.

#### Ethical Standards:

- **Compliance with Rule Requirements:** All coaches must complete all annual coaching member requirements set forth by U.S. Figure Skating Rules and the PSA that apply to them by the appropriate deadlines.
- **Competence:** Coaches should not undertake these duties until they have first obtained the proper training, study and advice that they are competent to do so.
- **Maintaining Expertise:** Coaches should maintain a level of expertise through continued education and experience and shall strive to acquire additional education and experience through sources available to them.
- **Respecting Others:** Coaches shall respect the rights of other's values, opinions and beliefs even if they differ from their own.
- **Nondiscrimination:** Coaches must not engage in discrimination based upon age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status, or any other basis as protected by applicable law.
- **Misconduct:** Coaches must not, under any circumstances, engage in any form of misconduct and will respond to complaints of such a nature to respondents with dignity and respect.

- Personal Problems or Conflicts: Coaches should have a responsibility to be aware if there are personal problems or conflicts which may affect their ability to work with athletes. They should also be able to identify problems affecting their athletes, which could potentially create situations that place their athletes in harm or danger of injury, and take the appropriate steps to remove the athlete from this environment.

Further, any person who makes groundless allegations or complaints of abuse or harassment may be subject to disciplinary action per Article XXV, Section 3B, of the U.S. Figure Skating bylaws.

Coaches Code of Conduct:

- Must obey and abide by all U.S. Figure Skating published rules, regulations and procedures.
- Shall maintain exemplary standards of personal conduct.
- Must obey all state, national and international laws.
- May not be under the effects of alcohol, illegal drugs or any substance that can affect athlete safety and coaching judgment.
- Must refrain from using any profane or abusive language.
- Must not engage in any type of misconduct with any athlete.
- Must teach and support the athletes fairly and equitably.
- Must never discriminate against any athlete.

I understand that as a U.S. Figure Skating member coach, I have assumed certain responsibilities to prepare, develop and be an advocate and role model. I agree to the "Coaches Code of Conduct," have read the "Coaches Code of Conduct" and understand what is expected of me.

Signature

Printed name

Date

*\*Also refer to the PSA Code of Ethics and Tenets of Professionalism for more information.*

# Parent/Guardian Code of Conduct

## U.S. Figure Skating Parent/Guardian Code of Conduct

Star of the North Figure Skating Club is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct.

By signing below I hereby agree that:

1. I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition and test session.
2. I will place the emotional and physical well-being of my child and others ahead of my desire to win.
3. I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
4. I will promptly inform my child's coach of any physical/mental disability or challenge affecting my child that may affect the safety of my child or others.
5. I will teach my child that doing his/her best is more important than winning.
6. I will not ridicule, bully, blame, or yell at my child or other skaters, coaches, officials or volunteers in response to a poor performance or for any other reason.
7. I will do my best to make skating fun at all times and will remember that my child participates in sports for his/her own enjoyment and satisfaction.
8. I will teach my child to treat other skaters, coaches, fans, volunteers, officials, and rink staff with respect, regardless of race, creed, color, sexual orientation or ability. I will also take action and report any acts of bullying, harassment or abuse to the appropriate authorities.
9. I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
10. I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
11. I will be a positive role model for my child and others.
12. I will demand a figure skating environment for my child that is free of drug or alcohol abuse and agree that I will not use or provide to a third-party any illegal drug prohibited by applicable federal, state, or municipal law.
13. I will not assist or condone any athlete's use of a banned substance as described by the International Olympic Committee, International Skating Union, United States Olympic Committee, or U.S. Figure Skating, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.
14. I will expect my child's coach to be in compliance with all requirements of U.S. Figure Skating

and the Professional Skaters Association, to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association and other accredited organizations.

15. I will respect my child's coach and refrain from "sideline" coaching my child or other skaters.
16. I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.
17. I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, competitions and test sessions.
18. I agree to report to the appropriate entity/party any SafeSport or Code of Conduct violations that I observe.
19. I will become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.
20. I will support and respect all skaters and their right to participate.

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Signature

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Date

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Printed name