



**Star of the North Skating Club Manual
Season 2018-2019**

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Introduction

The Star of the North Skating Club (SNSC) is pleased to have you as a member. We hope you will enjoy the sport and develop new skills in the process.

SNSC is a member of the Learn to Skate (L2S), which is the program used for Snowplow Sam, Basic Skills, Hockey Skills, and Freeskate levels. This group set the guidelines we use 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 group 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, the rules and expectations, important information and dates. Also current Star of the North Skating Club contact information of the board members, and coaches. 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 for all ages, starting at age 2.5 years old to adult. We teach the basics of skating from hockey to figure skating through USFSA test levels. We can't wait to skate with you.

If you have other questions about SNSC or skating in general after reviewing this Manual, please feel free to contact a Club instructor or a SNSC Board Member or take a tour through our Website: starofthenorthskatingclub.com

Or Club Email:

Starofthenorthskatingclub@gmail.com

Board

Star of the North	Board Members	Phone Numbers	Email
Todd Dickson *	President	218-256-7570	tad55744@yahoo.com
Briana Anderson *	Vice-President Co-Treasurer	218-256-2406	ajbaileymom@hotmail.com
Brooke Staskivige	Secretary	480-510-3092	bcookie15@yahoo.com
Pam Korhonen	Co-Treasurer	218-259-4729	korhonenps@yahoo.com
Theresa Pavich	Test Chair	218-259-3907	theresa6871@gmail.com
Shannon Wourms	Head Coach	218-259-1346	squirmywourmy@yahoo.com
Lianne Scholl *	Web designer Safe Sport Chair Board Member	218-290-4756	schollsmail@gmail.com
Shelia Anderson	Board Member	218-360-1539	dsjaju@msn.com
Kassidy Johnson	Board Member	218-398-2158	
Amy Marrier	Board Member	218-327-3366	

* Safe Sport Certified Officers

The Star of the North Skating Club is governed by a Board of Directors, with a President, Vice President, Treasurer, and Secretary; there are ten members of the Board, all elected to two year terms. Elections are held in spring of each year. Each person on the Board is a volunteer who donates many hours of 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 the Club email: starofthenorthskatingclub@gmail.com

If you are interested in joining the SNSC Board, come sit in on a meeting.

Club Communication

We have several ways to communicate with our parents:

- **Email-** is a big way we communicate information. The Club email is: starofthenorthskatingclub.com Please save this address to your contacts to make sure all emails come to your Inbox.
- **Website-** our website also is another way to get information out. The Club Website is: www.starofthenorthskatingclub.com
- **Facebook-** find Star of the North Skating Club on Facebook. The weekly schedule is posted there.

Cancellations: Will be posted on Facebook and the Website.

Ice Fees

The City of Grand Rapids runs the arena. We pay for ice by the hour. This season ice fees are going up more than the past season due to a public utilities issue at the arena. Our ice rate for the fall season is \$163 per hour of ice.

Registration Fees

Registration for our classes is approximately four weeks prior to classes, and we ask that all registration be completed at that time. Class size is limited, so register early. Forms are available on the Website or at registration night.

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

Skaters have until November 15th as a trial period to skate. Circumstances that cannot permit the skater to continue 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.

Classes offered	Ice Fee	Show fee	Learn 2 skate /USFSA fee
Parent & me class	\$120.00		\$16.00/ yearly
Tiny tots	\$120.00	\$70 (costume & 5wks ice)	\$16.00/ yearly
Basic & hockey skills	\$200.00	\$70 (costume & 5wks ice)	\$16.00/ yearly
Pre-Freeskate 1 day	\$200.00	\$70 (costume & 5wks ice)	\$16.00/ yearly
Pre-Freeskate 2 day	\$335.00	\$70 (costume & 5wks ice)	\$16.00/ yearly
Private ice	1/2 Time \$280.00 Full time \$560.00	\$75.00 (costume & ice fee)	\$60.00/ yearly

If a skater wants to Walk-on to another night of group lessons they must fill out a walk on envelope and pay \$10 the night of the walk on. Skater will not be allowed on the ice, on their non-skating day without this envelope.

If a skater wants to walk on to private ice they must fill out a walk on envelope and pay \$18 per session. This covers ice time only. Private lessons are contracted with your child's coach; that fee is paid directly to the coach.

NSF FEES: Should your personal check come back NSF you will be charged a \$25.00 fee.

Payment schedules: You can arrange a 3 or 6-payment schedule at the time of registration with post-dated checks. Should you need other accommodations, please contact Briana Anderson (Phone 218-256-2406 or email: ajbaileymom@hotmail.com).

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

Volunteer Requirements

Volunteers run SNSC. All skaters and parents are valuable assets to our Club. Without you we couldn't be a working Club. There are several different events that volunteers are needed: Registration, Holiday Show planning & show, Fundraising, Spring Ice Show planning and show, and Picture Day. There will be sign-up sheets and emails that go out closer to each event. Please consider helping out.

Fundraising Requirements

Our current ice fee cost is \$163/hour. In order to keep costs down for our skaters it is required that we do fundraisers. We try to keep fundraising to a minimum. We will have a raffle and a Schwan's Fundraiser in the fall and a Butter Braid fundraiser in Jan/Feb. You will receive information at registration and throughout the year. The expectation is that all families participate in fundraising activities.

Sponsorship

We offer several different levels of Sponsorship. Fliers are available for any family that may have a local business connection. Below is listed some benefits for a sponsor.

What do your sponsorship dollars pay for? 90% of our operating budget goes to pay for ice rental at the IRA Civic Center. Ice currently costs \$163.00 per hour. 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. We simply cannot sell enough through fundraising endeavors to keep costs affordable for families. Local parents and volunteers run our Club. Most of our coaches skated here when they were young, and are sincerely committed to continuing the long-standing history of figure skating in Grand Rapids. **How does becoming a sponsor benefit?** SNSC is committed to supporting the personal development and physical fitness of the 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. **But that is not all, there is more!**

- SNSC is a non-profit organization and your donation is **tax deductible**.
- You are getting free advertising and recognition on our **website**, **Facebook page**, **show programs**, and on our **bulletin board** at the IRA Civic Center. The clubs sponsors are also **verbally thanked and recognized over the PA system** 3 times during each of 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 use them any way you would like. The sky is the limit!

Class Descriptions

Group lessons are highly recommended for the beginning skater to learn the basic fundamentals of skating. As a skater advances through the Learn 2 Skate (L2S) levels and the skater maneuvers become more difficult, the need for more ice will be needed. Private lessons may be used to supplement the group lessons. Also once at the Pre-freeskate level and above your skater has the option to do one or two days of group lessons.

When a skater has completed L2S Basic Skills levels 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.

Parent & Me Class

This class is for the parents who want to go out on the ice with their child. This class is mainly for ages 2.5-4years. This class is a parent class. What this means is that there isn't constant coaching. During the last 15minutes of the time a coach will join the group to give some instruction. The fee for this class basically covers the ice fee. Parents are required to wear skates during this class.

Tiny Tots

The Tiny Tots group lesson consists of a 25 minute lesson offered once per week for the period of 16 weeks. This program is for children 3 to 5 years of age without the parent present on the ice. This class follows the Snowplow Sam levels. Each Skater receives an embroidered badge for each level successfully completed.

Hockey Skills

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

Basic Skills

The Basic Skills group lesson classes consists of a 45 minute lesson offered once 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 from the time they begin until they achieve their goals.

Each 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 an enjoyable life long 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)

Freestyle 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 the variety important to freeskating. Skaters are introduced to sequences of jumps and jump combinations. These levels also give a start to the USFSA Moves in the Field (MIF) elements. Each skater receives an embroidered badge for each level successfully completed.

Private Skating

Private skating fees cover the ice fee 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 the coach that you have contracted lessons with. (Once a skater has passed the Basic 4 level they may join privates—skate on private ice without direct coach supervision). We have a couple different options to choose from for private ice.

The SNSC hires instructors only for Group Lessons.

1/2 Time Privates

This option gives a skater the ability to pick one night of private ice. Meaning a skater can skate either; Sunday, Tuesday or Thursday during scheduled Private Ice. Any other day is considered a walk on and will require the walk on envelope to be filled out and an \$18 fee paid. No credit is given for missed sessions.

Full Time Privates

This option gives the skater the ability to skate during all scheduled Private Ice times. Skaters can skate all Sunday, Tuesday & Thursday. During these days your skater can have a 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.

Learn 2 Skate & USFSA Levels

You will see in the chart below how some levels overlap. In Freeski 3 your skater starts to learn some of the Moves In the Field 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 MOVES IN THE FIELD LEVEL	USFSA FREESKATE LEVEL*
F1		
F2		
F3	PRE-PRELIMINARY	
F4	PRELIMINARY	PRE-PRELIMINARY
F5	PRE-JUVENILE	PRELIMINARY
F6	JUVENILE	PRE-JUVENILE
	INTERMEDIATE	JUVENILE
	NOVICE	INTERMEDIATE
	JUNIOR	NOVICE
	SENIOR	JUNIOR
		SENIOR

*Freeskate Level tests passed are how competition levels are determined.

USFSA Testing

There are 16 USFSA tests for a skater to work through. You have 8 Moves In the Field (MIF) & 8 Freeski tests. The MIF test must be passed prior to being allowed to take the Freeski test of the same level. USFSA tests are administered and sanctioned according to the rules established by USFSA and there by enforced by the 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 it has to pass from either one judge or 2 of the 3 judge panel. Should a test need to be retaken, a skater must wait a minimum of 28 days between retakes. Ask your skater's coach about information on testing, dates and locations.

Competitions

There are many area clubs that put on competitions. There are Basic Skills Competitions, which 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. Then there are the USFSA level competitions, which are geared for those who are testing and wanting to compete.

Your Coach will have information regarding the area competitions. The registrations needed to compete are normally due 6-8 weeks prior to the competition date. Most hosting clubs have on-line registrations through their websites; paper registrations can be done for an additional fee.

Payments for the competitions vary, depend on what events the skater is participating in and are due at the time of registration. The parent registers the skater, and the skater's coach or the SNSC Test Chair approves the registration. About 2 weeks before the competition date, you will be notified of the date(s), and time(s) of each of the events. Make

sure to discuss with your coach whether competitive skating is something your skater will want to do.

Ice Show Guidelines

We have two shows a season:

- A Holiday exhibition in December
- Our Spring Show at the end of the season.

The SNSC Board along with the coaches decide who is with whom in groups, trios, duos and who gets a solo.

The show committee picks out costumes. Costumes are order the by November 20th. All those who want to be in the spring show must be signed up by November 15th. If you decide after that date to be in the show there is no guarantee that we can get another costume.

You will be notified of when sizing for costumes will be done. We use special sample size leotards. Your approval of the size will be required. Our suppliers do not allow us to change or exchange sizes once ordered.

Group Lesson Skaters doing the Spring Show will work with the coach they have been working with for the season. The Coach will make up the routine for the show. The Spring Show fee covers the cost of your skater's costume, 5 weeks of show ice, and the coaching fee.

Our Home Club High School Senior Skater(s) will always have a solo for the Holiday and Spring Shows. The Skater(s) will be emailed the Senior Solo form in January. They need to have this filled out and pictures in by the end of February. This needs to be filled out for their dedicated portion of our Spring Show Program.

Coaches are assigned to Private Skaters for the shows. Coaches will make up the routine for the shows. Each Skater will be billed by the Coach who has been assigned to them. The Coach will divide the cost of the lesson by the number of skaters in their group. Private show fees are paid to the Coach by the skater's parents not the club.

Private Skaters will be matched up by their level and their age for duos, trios, etc. We have up to six solos in the spring show. Solos are first given to any senior skaters. Then the rest will first be given to USFSA Home club members of SNSC. Those who have passed their Pre-Juvenile Freeskate will be next in line to receive a solo. Also just because you had a solo the year before doesn't mean you will have one the next year. If there are several skaters at the same level, the board will then look at Moves In the Field levels and who is landing their Axel and/or Doubles.

Any and all solos, duos, trios, groups etc are at the full discretion of the SNSC Board and its coaches.

Coaching

All of SNSC Coaches are individual 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. All Group Lesson Coaches are category C or higher with their continued education requirements. Instructors all have current Learn to Skate & USFSA memberships. All Coaches must fill out a yearly Coaching Contract with SNSC. Coaches are required to keep track of their group time and to turn in their time sheets at the end of each month to the Head Coach.

Junior Instructors and Helpers

Our Junior Instructor program is 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 Moves In the Field, Pre-Preliminary Freeskate, Preliminary Moves In the Field and Preliminary Freeskate). This is a paid position. Each Junior Instructor is paid \$7.75 per hour. The Jr Instructor is required to keep track of their hours worked, along with getting the coach they are working with to sign their time sheet. All Jr Instructors are required to turn in their time sheets to the Head Coach at the end of every month.

If a skater wants to be hired on as a Junior Instructor they must fill out the application and they will be interviewed by Board Members. The Board hires the Jr Instructors/Helpers. This is a job and can be listed on future resumes or college applications. Being on time is a must.

Helpers are skaters who either are 13 years old who 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 the application and be interviewed. Helpers are also selected by the Board. These are life skills that all need.

Once applications and interviews are completed the Board will decide who gets hired and they will be notified. A schedule and contact numbers will be emailed out to each instructor/helper; they will also be given a hard copy. If a Jr Instructor is scheduled for a date that doesn't work, they need to try to find a replacement and report to the Head Coach who is replacing them and when. If a replacement cannot be found, the Jr Instructor must contact the Head Coach and explain why.

If Jr Instructor does not show up when scheduled and/or doesn't report changes they may be removed from the schedule and it will affect their chance at being a Junior Instructor the next season.

Jr Instructor and Helper positions are limited. Those skaters whose home USFSA Club is SNSC will be given priority and selected first. Other Club skaters may be hired to fill positions as needed. This is solely at the discretion of the SNSC Board.

SNSC ICE SAFETY AND ETIQUETTE

To ensure that all skaters can be successful with their training, skaters are expected to follow some basic rules on and off the ice for the maximum enjoyment and safety of everyone. 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 having lessons 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 on 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. No jeans or baggy clothing.
21. Skaters should work alone on 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 on 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. However, ***texting, snap chatting, tweeting, (etc.) or calling is prohibited on the ice.*** **Food and gum will not be allowed on the ice.**

28. A skater on an ice session 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.

SEE ALSO: 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 monitor station. A skater who hangs out excessively or disrupts the monitor 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 can be left with the monitor during sessions.
- Skaters should keep the topics of locker room conversation appropriate for all ages that may be in the locker room. Above all we want to foster an environment where each skater can work hard on their skills and safely enjoy their skating experience.
- **No parents in women's locker room; skaters and coaches only! There are no exceptions.**
- A Co-Ed locker room is provided for those who need assistance or when parents would like to enter the locker room.

[http://www.usfigureskating.org/content/BS-behavior of skaters.pdf](http://www.usfigureskating.org/content/BS-behavior%20of%20skaters.pdf)

SAFESPORT CODE OF CONDUCT

Star of the North Skating Club follows the USFSA SafeSport Code of Conduct. Coaches, three board members, and some volunteers receive special training. All Coaches and Board Members have required background checks. The complete program handbook can be found at: www.usfigureskating.org/safesport.

Proper Skate Care

- Have your skate blades covered unless you are on the ice. (Either in soakers or guards)
- NEVER walk on concrete without guards on. It will take all edges off the blade and make it difficult & 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, & make it hard for you to skate.)
- Sharpen your skate blades more than once a year. Blades should be sharpened at the beginning of the season and probably 2-3 more times depending on the amount of ice time the skater does. More ice time means more sharpening.
- Never sharpen your blades the night before an event (Ice Show, Competition, or Testing) Try to sharpen them at least 2 weeks prior to one of these events to insure that you are comfortable on your edges.
- Skates are made out of leather; Take your skates out of your bag after you get home so they can “breathe”. (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 that restrict movement.** An instructor/coach needs to see a skater’s body alignment to give proper advice and feedback about technique, so form-fitting clothing that allows for movement is better.
- A nice sweater or snug sweatshirt can be worn over a skating dress; Baggy “hoodie” sweatshirts aren’t the best to skate in. For younger skaters it is ok to wear their winter jackets to keep them warm but the bulkiness can make it hard to do some moves. If at all possible stay away from baggy clothing in general, skates can get caught on loose or baggy clothing making the skater fall.
- If a skater has long hair it should be tied back or put up. It is very important that hair be away from the skaters face. Hair being down can distract a skater as they spin and jump. It can also cause blind spots for skaters.
- Gloves or mittens of any color are also a good idea.
- Absolutely 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 policy handbook. 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.

1. Name, contact information, U.S. Figure Skating membership number and signature of the party/parties filing the complaint.
2. Name of the party/parties against whom the complaint is brought.
3. The specific bylaw, rule, policy, procedure, or guideline allegedly violated.
4. A statement of the facts surrounding the alleged violation. Include all necessary information such as date and time, location, specific facts, witnesses and testimony.
5. Description of actions taken to attempt to resolve this matter informally.
6. 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 re-

sponse 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.

See also usfigureskating.org



Skater Code of Conduct

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 club, associate, 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 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 condone 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, socio-economic 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:

I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition and test session.

I will place the emotional and physical well-being of my child and others ahead of my desire to win.

I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.

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.

I will teach my child that doing his/her best is more important than winning.

I will not to 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.

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.

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.

I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.

I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.

I will be a positive role model for my child and others.

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.

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.

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.

I will respect my child's coach and refrain from "side line" coaching my child or other skaters.

I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.

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.

I agree to report to the appropriate entity/party any SafeSport or Code of Conduct violations that I observe.

I will become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.

I will support and respect all skaters and their right to participate.

Signature

Date

Printed name