

SHAKER FIGURE SKATING CLUB MEMBER INFORMATION GUIDE

Introduction

Welcome to the Shaker Figure Skating Club ("Club" or "SFSC"). The home ice of the Club is Thornton Park Ice Arena, Shaker Heights, Ohio. This guide will provide all members and prospective members with information about the Club, its goals, objectives, members and leadership.

Purpose of the Club

The Club's mission is to promote the sport of amateur figure skating and provide its members with the opportunity to improve their skills. The Club's purpose is to encourage the instruction and practice of ice skating in a friendly, social atmosphere, to encourage the instruction, practice and advancement of the members in all types of figure skating, and to encourage and cultivate a spirit of fraternal feeling among ice skaters. Figure skating has many dimensions including the disciplines of single freeskate, pairs freeskate, ice dance, synchronized skating, and moves in the field.

The Club contracts daily ice time at Thornton Park Ice Rink with the City of Shaker Heights. This ice time is then offered to the membership of the Club at fees which cover the contract with the City of Shaker Heights. Club ice enables its members to practice and take lessons within a safe, controlled environment.

Membership, Officers and Governance

Membership

Membership into the Shaker Figure Skating Club is open to everyone. There are three (3) types of membership - 1) home, 2) second family and 3) associate. In order to join the Club, an individual must complete the USFSA application. A portion of your annual dues is directed to the USFSA. As a USFSA member, you will receive a membership card, including a membership number and a subscription to *Skating Magazine*.

Each home club member is a voting member of the Club. An associate member is a non-voting member of the Club.

If you want to contract for ice from the Club you must fill out a contract and a liability form.

Officers

The SFSC is governed by the Board of Trustees. The Board includes the offices of President, Vice President, Secretary and Treasurer. Each of these officers is elected to a one year term, and they may only hold the same office for two consecutive terms. The SFSC also has seven (7) Trustees. They hold their office for a two (2) year term. The roles of the officers and trustees are as follows:

- President - takes charge of the Club and presides over all meetings of the Club.
- Vice President - assists the President in the discharge of his/her duties and serves when the President is unavailable.
- Treasurer - has general control and supervision of all finances related to the Club. The Treasurer will prepare an annual financial statement which is presented to the membership at the annual meeting.
- Secretary - maintains the minutes of the Club and handles all correspondence with the

- membership, reports and documents connected with the business of the Club.
- Trustees - consists of seven members in good standing who serve a term of two years each. With the officers, the Trustees serve as the entire authority in the management of the affairs and finances of the Club.

The Board also appoints the Club Administrator, Head Monitor and Membership Administrator. The Administrator processes the contracts for ice and assigns ice time based upon seniority with the Club.

The Head Monitor is in charge of assigning monitors to each ice time session and is in charge of training monitors in their duties.

The Membership Administrator is in charge of new memberships and renewal of memberships annually.

Elections

Elections are held each Spring. A Nominating Committee is appointed to select a slate of officers. The members of the Board are elected for two year terms. Any member who would like to serve as an officer or trustee should look for a sign up sheet on the Club Board beginning in February. This sign up sheet indicates the member's desire to serve the Club in a Board position known to the nominating committee. In order to be eligible to run for a Board position, a member (or their skater) must have at least one year of membership with the Club.

Thirty (30) days or more before the election meeting, the list of candidates will be posted and sent to the membership, along with the time, place and date of the meeting when the election will be held.

Pro Liaison to the Club

In order to have better communication between the officers, members and the coaching professionals, the professionals will select a representative to work with the Board. Any concerns the pros may have with the Club or members will be presented by the Pro and any issues the Club may have with pros will be addressed to the liaison. The Pro Liaison serves on the Board of the Club and has restricted voting rights.

Meetings

Meetings of the Club are held monthly at Thornton Park Ice Arena. The meetings are typically the second Monday of each month beginning at 7:00 p.m. The meetings are open to all members. A notice of Club meeting dates will be posted on the Club bulletin board.

Club Skating Levels and Ice Times

In order for the development and safety of our member skaters, the Club annually takes the contracted ice time and divides it into segments which the members can contract for use. The Club splits its ice contract into fall/winter and spring ice. Fall/winter ice time typically covers late August through February. Spring ice covers March through May. The Club does not contract for ice with the city during the summer months. When a member submits an ice contract for specific session time with the Club they are obligated to pay the Club the fees for the contracted ice. For the safety of the skaters, the Club limits the number of skaters who may skate on a particular session to a maximum of 20.

New Member Evaluation

New members of the Club will be eligible to skate on Club ice pursuant to their skating level. New

skaters who have not passed their Pre-preliminary Moves test or successfully completed Basic Skills Freestyle Level 5 must be evaluated and observed by the Club. The evaluation consists of watching the skater perform selected moves in order to place the skater on the appropriate ice level. Beginning skaters and those just moving from Learn to Skate Programs may be eligible for Jr. Club ice. This is the beginning level of the Club and more advanced skaters are not permitted to share the ice with the beginner skaters.

High and Open Ice

The Club's contracted ice is divided into different categories to serve the varied skating levels and needs of the membership. The Ice Committee of the Board reviews the ice levels and the membership make-up each summer to determine the ice levels for the upcoming contract. The definitions of High and Open ice change each year so you should refer to the Ice Contract.

Walk Ons

A skater may "walk on" a Club session for which he or she is not contracted in the following situations:

- they are the correct level of skater for the session. For example, a beginner (no test) skater cannot walk-on a High level session.
- there is a space available on the session.
- the walk-on skater is a member of the Club or a member of a Club in the GCCFSC (priority is given to full members of the Club).
- the walk-on skater has the fee for the ice time (make-up, punch card, check or cash).

Punch Cards

The Club offers for sale punch cards that members may use to pre-pay the purchase of walk on ice time. The punch cards consist of 6 - ½ hour punches. The cost of the punch card depends on the membership of the purchaser. NOTE: the ice is less expensive if purchased using a punch card than a regular walk-on fee but more expensive than contracted ice. A punch card is the only way to walk-on to a session in ½ hour increments.

Session Monitors

For each Club ice session, the Club assigns a "monitor". Anyone wishing to be a monitor may apply when they fill out an ice session contract. Typically the monitor is a parent or guardian of a skater. The Head Monitor makes the selections for the monitor positions. The monitor is required to attend all of his/her sessions or find a substitute if they must be absent. The monitor will check in the skaters, receive payment for any eligible "walk on" skater, play music, assist in the event of an emergency or accident, and in general be in charge of maintaining order during the session. Anyone who agrees to be a monitor is required to go through an orientation with the Head Monitor. The monitor's skater will be given partial credit (ranging from 25% to full credit depending on the number of skaters contracted and duties) for the session that the monitor covers. Monitors should also be available to fill in if needed to cover other sessions as a substitute.

Skill Levels and Test Sessions

Skill Levels

Many skaters compete, and when they do so, they compete with other skaters with similar ability levels. These abilities are proven by passage of official USFSA tests, taken in front of USFSA appointed judges at designated "test sessions" for freeskate, moves in the field and dance tests. The tests establish

several “levels” of skating in each discipline and determine at what level skaters compete.

In singles freeskating, there are 8 test levels defined. With the exception of the very first one, each test is a program skated to music, with very specific required elements. In the very first, or “pre-preliminary,” freeskate test, the skater is asked to perform jumps and spins as separate elements. The singles freeskate levels are:

- pre-preliminary
- preliminary
- pre-juvenile
- juvenile
- intermediate
- novice
- junior
- senior

Moves-in-the-field

Moves-in-the-field or “moves” is a technical discipline, designed to help skaters improve their execution of the basic moves of skating. Edgework, turns, stroking, body control and extension are emphasized, mostly done with “power” as a primary focus. The moves discipline is primarily a test discipline, although there are some competitions offering moves events. Moves have test levels matching each singles freeskate level, and it is required that all skaters testing freeskate must pass the equivalent moves test prior to taking the corresponding test in freeskate.

Test Sessions

The Club will schedule periodic test sessions throughout the year at Thornton Park Ice Arena. Any skater wishing to test must complete an application to the Test Chairman and pay the appropriate fee. The application requires the signature of the Coach and the parent/skater. Notices of the testing dates and applications can be found on the Club’s bulletin board at Thornton Park and on the Club website. The tests are judged by USFSA appointed judges and the results are forwarded to the USFSA which keeps the official records of each skater’s accomplishments.

Normally skaters testing at the same level will be grouped together for test scheduling. The skaters will be given a specific testing time and warm-up time. For some tests, skaters may share the ice with another skater.

There are usually three judges for all tests. For some lower level tests it is acceptable for a single high level judge to judge the test. Usually there is one judge called the “judge-in-charge” and that judge will speak with you if your test requires “instruction.”

When a skater has finished their test, the skater should remain on the ice until the judges “dismiss” them. Judges may ask the skater to “reskate” an element or two from the test. This is done when the element is not quite right and the judges want to give the skater a second chance to try the element. After the skater is dismissed from the ice, they need to wait for their results. Skaters will receive their “test papers” which have the judges’ comments about the performance. The form also indicates whether the skater has a “pass” or “retry” status. With a three judge panel, a skater must receive a passing mark from at least two of the judges in order to pass the test. The test chairman receives the test papers from the judge in charge which are passed onto the pro and skater. These papers are then returned to the test chairman. The original test papers are kept by the test chairman and the pro and skater are given copies to keep. If a skater must retry a test, the skater must wait a minimum of 28 days before retrying the test.

Appropriate dress for a test session would be a practice dress or competitive outfit. Skaters should be neatly dressed and may wear a sweater or gloves. Skaters should have polished boots and clean laces.

Ice Skating Professionals

During the Club ice time, skaters may be instructed by Club coaching professionals. Figure skating coaches are self-employed business people and are treated as such by the SFSC. In order for an individual to be qualified to be an ice skating professional giving lessons on Club time, they must meet the Club's requirements, submit references and present proof of liability insurance coverage. They must first be approved by the Club's Pro Committee which will make a recommendation to the Club's Board. After approval by the Board, the Professional must sign a contract with the Club each year. The Professional may then give private lessons to students during the Club's ice times. The Professional agrees to abide by the rules of the Club and to assist in the enforcement of the rules (particularly on the ice) and to act in a manner that will generate the respect of the skaters and of the fellow coaches.

The Club does not select pros/coaches for its members. The coach the skater selects becomes the skater's teacher. This is not a decision to be made lightly. The skater and coach should discuss their goals and expectations in skating. A general plan should be made for the skater. The coach will establish an appropriate lesson and practice schedule for the skater. Usually coaches/pros give lessons in 15 and 30 minute durations. This will vary depending on the needs of the skater and demands on the pro's time. The number of lessons should be discussed and approved with the skater's parents or guardians.

The coach will assist the skater in deciding when testing is appropriate. They will prepare the skater for the test. The coaches will also suggest and prepare music when the skater is ready to perform a program. The pro/coach will choreograph the skater's program to suit the music and meet the technical requirements of the test or a competition.

Pros/coaches are normally present at skaters' test sessions to help the skater warm up and to provide support and guidance to the skater.

As you would expect, all coaches charge for their time. The skater and the coach need to make arrangements on the fee and payment schedule for the coaching/professional's services. Skaters and their families should discuss and clarify with the pro the fees charged and payments that are expected.

In some instances, a skater may have more than one pro/coach instructing them. Typically the pros/coaches get together and accept the skater jointly. The pros/coaches will coordinate their lessons with the skater. A skater should be sure to ask questions and understand the joint instruction arrangement and the schedule of payment for each pro.

The professionals are the best source of information for the skater and his/her family. Skaters should feel comfortable discussing all skating issues with their Professional.

If a skater and his/her family reach a decision to change pros, there are certain actions that need to be taken. An informal, confidential acceptance by your new pro should be obtained before the skater severs arrangements with their current pro. The skater then must advise their current pro of the decision and settle any outstanding fees due to the pro. The skater should then obtain a clear agreement with the new pro on the lessons to be given, fees to be charged and payment schedule.

Competitions

Skaters from time to time may take part in USFSA sanctioned freeskate and moves competitions.

Announcements of all competitions will be posted on the Club bulletin board and copies will be available for the coaches and skaters. Any skater who competes in a competition will be responsible for paying their own application fees, costume fees, travel expenses and any pro/coaching fees.

Skaters should consult with their pro/coach when deciding on whether to compete and completing the competition application. Skaters typically skate their test level or may be permitted to skate one level higher. In freeskate competitions, skaters will compete with a program to music. The competitions also sometimes include compulsory element events and spin events. Each competition has its own requirements and application deadline and fees. The applications should be read carefully. Applications also need the signature of a Club officer to verify that the skater is in good standing with the Club. (Good standing means that the skater has paid his/her dues and is up to date on paying their ice bill.)

Any event a skater who is a Home Club member of the Shaker Figure Skating Club competes in will be as a member of the SFSC. In some competitions an overall award is given to the Club scoring the most points. All awards will be posted on the Club's bulletin board.

Maneuver Teams

From time to time, some competitions have a maneuver team competition. This competition normally involves five skaters from the same Club competing as a team against like teams from other Clubs. The teams are made up of skaters at similar skill levels. The competition has each team member perform an element against a member of each of the competing teams. As a team member, the skater is obligated to pay their entrance fee for the event, pay for the team costume, and any cost associated with making the team sign/banner for the competition.

Artistic/Showcase

Some competitions have an event called "Artistic" or "Showcase". This event is a music program, typically skated to thematic music that may include vocals. There are generally no required elements in this event (although sometimes technical elements are limited) and emphasis is placed on the theatrical and entertainment value of the skater's performance, rather than on the technical elements. Showy, thematic costumes and props are often used.

Competition Previews/Critiques

The Club sometimes schedules a preview/critique prior to larger competitions such as Regionals (held in September/October), Rising Stars competition (held in November) and the CIC competition (held in March). The preview/critique is held at Thornton Park Ice Arena and is open to the public. Any skater competing in the competition who would like to "preview" their program may sign up to do so. Skaters normally dress as they would for the competition and perform their freeskate program. This preview is designed to allow the skaters the opportunity to perform their program in front of friends and family to work out "butterflies", test the music and skating costume. It allows the pro and skater to make changes prior to the actual competition. The Club also invites judges to "critique" the skaters' programs and give the skaters feedback on their performance. In order to participate, skaters will be charged a walk-on fee to cover the ice time.

Club Activities

The Club consists of many skaters at different levels and of different disciplines. The Club schedules events and activities throughout the year and every member is encouraged to participate. All of these events require volunteers to plan and run them. From time to time, new activities may be added to the Club calendar.

Holiday Show and Raffle

For the past few years the Club has held a Holiday Show open to its members. The show is held in December at Thornton Park Ice Arena. Skaters select their own music and are responsible for their own costume, music and choreography. Along with the Show, the Club holds a small fundraiser and reception.

Club Jackets and Warm-Up Pants

The Club selected red, white and black as its colors and has a jacket and warm-up pants that any member may purchase. The Club does not pay for the clothing and no member is required to purchase it.

Awards Banquet

In the Spring of each year, the Club hosts an awards banquet and party for its members. This event is held to celebrate the Club, its members and its achievements during the past year.

Used Dress and Equipment Sale

The Club typically holds two used dress and equipment sales each year. Members may tag and drop off items for sale. A portion of the proceeds (typically 10%) goes to the Club with the remainder being applied to the skater's account to offset their ice bill.

Informational Sessions

Periodically the Club will schedule informational sessions for its members on subjects it feels are of interest to the Club. These sessions may cover conditioning, healthy habits, and talks by invited national ice skating professionals.

Club Calendar

The Club has created a calendar featuring photos of members for the past few years. The sale of the calendar is a fundraiser for the Club.

Club and Its Relationship with the Shaker Ice Show and Summer Camp

Shaker Spring Ice Spectacular

Each year the City of Shaker Heights produces an ice show. The fees associated with being a part of the ice show are paid to the City of Shaker Heights. The Club's members make up a large portion of the participants of the show, but the Club is not a producer or organizer of the show. No member is obligated to try out or be a part of the show.

In the past, the show has been made up of performances by learn-to-skate groups, SFSC groups in similar skill levels, featured skaters and soloists. The show producers conduct try-outs for the show for anyone wishing to have a featured or solo role. There are specific requirements for those who try-out. The try-out is similar to a preview in which each skater performs a program to music in front of a panel of judges. The show producers make the final selection on the skaters and their roles in the show.

Shaker Elite Skating Summer Camp

Each summer the City of Shaker Heights sponsors an Elite Skating Summer Camp. Anyone wishing to attend the camp must complete an application and pay the City all associated fees. The camp has ice sessions with related skill level requirements. Any skater attending the camp must abide by the

rules of the Camp and pay all fees required to the City. Pros/coaches are permitted to give lessons to their skaters during the ice sessions of the summer camp.

Club Information

Bulletin Board

Inside the ice arena at Thornton Park, the Club has a large bulletin board where it posts all information for the members. Nothing should be posted on the board without permission of a Club officer. The bulletin board will announce meeting dates, test session dates, and competition information. The board also lists all ice sessions and the walk-on fees related to each session. If a member wishes to post something on the Club's board, they must get permission from a Club officer.

It cannot be emphasized enough that all members have a duty to **check the Bulletin Board frequently for announcements and information**. The Bulletin Board is the central location for all information regarding the Club.

Directory

Each year, the Club Administrator compiles and distributes a directory of all Club members. This directory includes the members' name, address, telephone number and name of parents (where appropriate).

Web Site

All Club information is on the web site Shakerfsc.org. The website has replaced the quarterly newsletter for the Club. Additional skating information can be found on sk8stuff.com and clevelandskating.com websites.

Member Expenses

What you should expect to pay: There are several expenses associated with the sport of figure skating and being a member of the Club. They include the following:

- Club membership fee, USFSA membership fee. For 2007, the home Club membership fee is \$80, which includes the USFSA membership.
- Ice session time. If you sign up for Club ice sessions you will be charged an appropriate fee. The fees are set each year based on the contract the Club makes with the City of Shaker Heights.
- Professional/coaching fees. Most professionals charge on the 1/4 hour. Each professional sets their own quarterly-hour rate and typically the cost is between \$10 - 18 a quarter-hour. Professionals will also have fees and expenses related to competitions and testing sessions.
- Equipment. There is a wide range of choices in figure skate boots and blades. The skater's professional may make recommendations on certain types of blades and boots. Typically an entry level pair of figure skates with blades will cost approximately \$150. As the skater advances, equipment will be more expensive and can cost in excess of \$500. The skater should also purchase soft guards to cover their blades when they are being stored and hard guards to use on the blades when they are being worn around an ice rink.
- Appropriate practice clothing and competition clothing can have a wide variety of costs depending on the tastes of the skater.
- Competition fees. All competitions have entry fees which are paid by the skater. The entry fees can range from \$30 - 100 an event. Sometimes there is a discount if the skater enters more than one event at the competition. The skater may also sign up for practice ice at the competition. There is also a fee for the practice ice, usually \$10 a session.
- Music. For freeskate competitions, the skater will need a cd or cassette tape with his/her program music. Skaters and their pro will make the decision on the music to use and getting the cd/tape

prepared. In some cases an outside music service will be used and there will be a fee associated with preparing the cd/tape. This should be discussed with the pro. A skater will normally have a "master" cd/tape for competitions and a "practice" cd/tape which they will use during lesson time.

- **Choreography fees.** The choreography of the skater's competition program should be discussed with the pro. In many instances the pro will choreograph the program during regular lesson time. However in some cases, the pro might suggest using a choreographer to put the program together for the skater. In these cases, there will be a separate and additional charge to the skater for the choreography.