

EMERALD ICE FIGURE SKATING CLUB

TINY TOTS, BASIC SKILLS AND FREESKATE HANDBOOK



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9/2019

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INTRODUCTION

Welcome to the Emerald Ice Figure Skating Club (EIFSC)! The Emerald Ice Figure Skating Club is a member of the United States Figure Skating Association (USFSA). USFSA is the national organization that sets the Basic Skills, Freeskate, testing and competitive standards and criteria for the sport of figure skating. Our members include skaters from the Greenway, Grand Rapids, Cohasset and Nashwauk areas. We hope you will enjoy your skating experience this year.

EIFSC teaches youth based on the Learn to Skate program. The program consists of the Basic Skills Levels 1-6, Pre-Freeskate and Freeskate 1-6. EIFSC offers group instruction for these levels.

Just as the board of EIFSC will support all skaters, we ask that you as skaters and parents work to be supportive, positive members of this organization. Any skater or parent displaying an attitude or behavior detrimental to the well-being of any skater may be asked to leave the program.

This handbook will serve as the guide for parents and skaters to help them understand the club, the rules and expectations, the expected costs for the season and important dates. It will also provide you with the contact information for the Emerald Ice Figure Skating Club Board of Directors, Coaches and the Greenway Joint Recreation Association.

**WITHOUT VOLUNTEERS, THE CLUB WOULD CEASE TO EXIST!
THANK YOU IN ADVANCE FOR YOUR TIME!**

MISSION

EIFSC strives to meet the needs of each skater. It is our goal to provide a skating environment that fosters both recreational and competitive skating and to promote skating as a lifelong sport.

PLEASE READ THROUGH THIS HANDBOOK WITH YOUR SKATER CAREFULLY.

KEEP IT HANDY SO YOU CAN USE IT AS A REFERENCE AS NEEDED.

EIFSC BOARD/COACHES/GJRA

Alicia Wikstrom	President	218-256-7267	wikstrom28@centurylink.net
Tabbi Litchke	Vice-President	218-301-6278	litchket@gmail.com
Pam Cochran	Treasurer	218-910-8264	Pamela.hope.cochran@gmail.com
Twyla Niemi	Secretary/Test Chair	218-256-1852	twylaniemi@gmail.com
Amy Carpenter	Board Member	218-244-5685	Rickandamy94@yahoo.com
Celeste Sondgeroth	Board Member	507-213-4241	sondgeroth@rocketmail.com
Pat Guyer	Greenway Rec Director	218-245-3525	gjra@scicable.com
Lisa Kangas	Head Coach	218-256-4667	lisa.kangas09@gmail.com
Hodgins Berardo Arena	Arena	218-245-3525	gjra@qwestoffice.net

Becoming an EIFSC Board Member:

EIFSC is a volunteer club governed by an elected Board of Directors. The EIFSC Board of Directors manages the club rules, events, shows and other business throughout the year. They have the right to make changes as they see fit and will do so according to the bylaws of the club. **EIFSC Board meets at 6:00 on the second Sunday of every monthly at the Hodgins-Berardo Arena. The EIFSC board meetings are open to all and club members are encouraged to attend.**

If you are interested in joining the EIFSC board, there are positions available. The board consists of 5-10 members, ideally including representatives for all skating levels. These positions are open to men or women age 18 or older. A Board member's term is two years, but no member shall serve more than three consecutive terms (6 years). The skating fees for one skater will be covered by the EIFSC for each board member. Board members must:

1. Be a member of the USFSA and EIFSC. USFSA fees will be paid for by EIFSC upon election to the board.
2. Attend all board and committee meetings. Notify president if unable to attend.
3. Help to formulate policies and enforce them as needed.
4. To be accountable for club expenditures. Assist in setting budgets and approving them.
5. Regularly examine club programs to ensure that they agree with the objectives of the club.
6. Volunteer for committee work assignments and keep the president informed of ongoing developments between board meetings.
7. Participate in recruitment and public relations for EIFSC during their term. This involves helping with registration evenings.
8. Project a positive attitude about EIFSC at all times.
9. Help select and appoint club president, vice president, secretary, and treasurer.
10. Continually look for fundraising activities.

ICE TIME

EIFSC is charged by the Greenway Joint Recreation Association (GJRA) for ice time per skater. This rate may increase annually to keep up with the overhead costs to run the arena. Payment plans are available. All skating fees must be paid by January 27th in order to participate in the skating show. The Rec board offers scholarships on a need basis. Talk to Pat Guyer about this: 245-2535 or gjra@scicable.com

ANNUAL REGISTRATION

LEVEL	COST- GREENWAY TAX DISTRICT	COST-OUTSIDE GREENWAY TAX DISTRICT
Tiny Tots (Beginner, Ages 3 and potty trained)	\$50	\$90
Basic 1-3 (Group Lessons)	\$60	\$110
Basic 4-Freeskate 6 (Group Lessons)	\$70	\$130
Freeskate	\$70	\$130
Basic + 1	\$100	\$170
Junior Club	\$140	\$270
Senior Club	\$150	\$290
Late Fee: registration after 10/27	\$25	\$25
Costume fee:	\$55	\$55

CLUB COMMUNICATION

The Remind app is the preferred method of communication for schedule changes, event notifications, and general information. The Board of Directors is responsible for transmitting Remind messages to the club membership. Anyone who is not able to access the Remind app should provide the Board of Directors with a current phone number and email address.

Remind App: Text 810810 with code k82946 to join the Emerald Ice Remind app.

Facebook:

EIFSC has a Facebook page which will list any news, cancellations, updates, etc. as they come about. Greenway Emerald Ice Figure Skating Club. Please find us and like us on Facebook.

Cancellations:

In case of inclement weather and EIFSC decides to cancel all programs for the evening (day), the announcement will be made on the EIFSC Remind app, the EIFSC Facebook page and will be emailed out to members as soon as a decision is made to cancel.

VOLUNTEER REQUIREMENTS

EIFSC is operated solely by volunteers. All skaters and parents are valuable assets to our club. There are many opportunities to help and your efforts are truly needed. When your skater is signing up for EIFSC, you will be asked to volunteer your time during events. There will be sign-up sheets for the following events: Spring Ice Show, fall fundraisers, concession stand, and other events.

EIFSC Board Members realize the amount of fundraising expected by families for school activities, etc. can be exhausting. Due to this, EIFSC skaters may choose to do the Butter Braid fundraiser, MN Brands for Good fundraiser, or pay a \$50 fundraising fee. The Club would appreciate any fundraising efforts and we ask that each skater raise at least \$50 to assist with keeping our fees to a minimum.

Volunteering requirements will be considered as part of members standing in the club. Members not in "Good Standing" will not be able to participate in EIFSC and USFSA activities.

EIFSC FEE DESCRIPTION

Tiny Tot through Senior Club Skaters: A fee is charged by the Greenway Joint Recreation Association (GRJA) for each skater to participate as an "on-ice" fee. This fee is paid to EIFSC.

- **COSTUME:**

A costume fee is charged for any skater that will be participating in the spring skating show. This is used to purchase each skater's costume and accessories.

- **FUNDRAISING:**

The fundraising money earned by each skater is used to pay each skater's annual USFSA/Learn to Skate registration fee.

- **REFUNDS:**

If your skater chooses not to participate in EIFSC, a refund will be granted within 2 weeks/14 days of the start of the skating season.

If your skater decides not to participate in the skating show, the costume fee will be refunded up until November 30th.

NSF FEES:

If your personal check arrives back at the EIFSC bank for Non-Sufficient Funds, you will be charged an NSF fee of **\$30** per check written.

EVENTS IN THE EIFSC SKATING YEAR

Fundraisers:

This year EIFSC is offering 2 fundraising activities besides the spring show and working in the concession stand. The Butter Braid sale and MN Brands for Good fundraisers start at skating sign-up and run through September 27th. For the 2019-2020 skating year, you can choose to participate in fundraising or pay a \$50 fundraising fee. The biggest fundraiser for the club is the Spring Skating Show, usually held in March. These fundraisers help to pay club administration costs such as registration with Learn to Skate and USFSA, advertising, printing, postage and some coach expenses.

Spring Show:

This is a great opportunity for your skater to show family, friends and neighbors what your skater has learned over the year. All skaters are encouraged, but not required to participate in this event. It is a huge event for the club. The EIFSC Board starts preparing for the year's show the summer before it is held. Tiny Tots to Senior Club skaters participate in this event.

Your skater will skate to music and a routine designed by a coach. Every level has a different time frame to skate. For example, a Basic 1 skater may only skate for 30 seconds to a minute on the ice compared to an advanced skater who may skate from anywhere from one to four minutes on the ice.

Each Spring Show has a theme and each skating level performs one program as a group. The event is open to the public and there is an admission charge for attendance. The group number that your skater will be in is the last level that the skater completed by the end of November. The EIFSC and coaches select and order all the costumes for the group performances for this annual spring show. Our spring

show registrations are due by the end of November, so we can start gathering information and begin ordering costumes. It takes companies around 12 weeks to generate and ship the costumes the board selects.

SKATING FUN NIGHT

At our final day of skating before show practice starts, we have a night of skating fun. Skaters are invited to bring a friend with them. Popcorn and hot chocolate are provided for our skaters and their badges for the year will be passed out.

FIRST AID AND DEFIBRILLATOR

The EIFSC has a First Aid kit located in the EIFSC office. Coaches bring the First Aid kit down to the ice during each class session. The Hodgins Berardo arena also has a defibrillator for use at the rink, located to the left of the Arena Manager's office door.

EQUIPMENT AND CLOTHING

Requirements for all levels:

- Helmet (Tiny tots)
- No denim
- Gloves/Mittens
- Hat
- Warm jacket
- Skates with guards
- Hair pulled back

Practice dresses maybe worn as well

Skates:

The most important equipment you as a skater can purchase (or rent) is your skates. It is important to purchase/rent skates made of LEATHER, if at all possible. The EIFSC recommends that you purchase or rent the appropriate skate for the skater's level. Beginners should avoid the more expensive, stiffer skates meant for higher-level skaters, and higher-level skaters should avoid skates with boots or blades meant for beginners. Skates may be rented or purchased in Grand Rapids through Clifton Skate.

LEARN TO SKATE PROGRAM

There are three core levels to the Learn to Skate program. Snowplow Sam, Basic Skills and Free Skate levels. These levels are open to skaters who are age 3 and older, as well as potty trained.

EIFSC skaters normally begin to skate in a group lesson environment. These classes are essential for a solid foundation for all types of skating.

Snowplow Sam and Basic Skills Levels:

Snowplow Sam 1
Snowplow Sam 2
Snowplow Sam 3
Snowplow Sam 4
Basic 1
Basic 2
Basic 3
Basic 4
Basic 5
Basic 6

***Skaters who are interested in partaking in Basic Skills Competitions are required to have a private coach.**

Free Skate Levels:

Pre-Free Skate (Combination of Basic 7 and 8)
Free Skate 1
Free Skate 2
Free Skate 3
Free Skate 4
Free Skate 5
Free Skate 6

Once a skater reaches Basic 5, they are eligible for Junior Club.

Basic Skills + One:

Snowplow Sam to Freeskate 6 levels are eligible to contract with a private coach and add another session of skating per week. They would continue with their set time on Sundays for their group lessons. In addition, they would meet with their coach for a private lesson, or small group to help develop skills, or skate independently one additional day per week during the Junior Club time, either Sunday (7:05-7:45pm), Monday (6:45-7:45pm) or Saturday (7:00-8:00am). **If Sunday is chosen, the skater would have a shortened time – only 40 mins vs one hour**

Junior Club:

Jr. Club skaters have ice time 4 times per week: Monday nights (6:45-7:45), Wednesday mornings (6:00-8:00) before school, Saturday mornings (7:00-8:00), and Sunday evenings (6:45-

7:45). Skaters in Jr. Club have committed themselves to this extra practice to achieve their goals in testing and competitions.

CLASS SESSIONS

On Time:

The skater is expected to be dressed and on the ice at the scheduled lesson time.

Class Size:

Classes are made up of about 10-15 students per instructor. Classes consist of a half hour lesson with 15-minute practice time for all the skaters. This is when your skater can practice what they have learned. If there is only one child in a class, that child will receive a 15-minute private lesson instead with 30 minutes of practice ice.

****Note to Parents**** There are no street shoes allowed on the ice at any time.

Skaters under the age of 10 must have a parent or guardian present at the arena while he/she is skating.

COACHES/STUDENT COACHES

Coaches for each class are certified coaches or student coaches who have been trained to coach your skater. Coaches are available to talk to you about your skater's progress after the lessons are over. We ask that you do not interrupt a lesson because we want to make sure that each skater is given the proper time allotted to be coached. Please visit with the coach afterwards, if you have any concerns.

Testing:

Coaches are continuously testing the skaters to ensure they are progressing through the elements. Each element is a steppingstone; a foundation element, in which the skater will need to demonstrate mastery a minimum of five times, on two different sessions in order to pass that element. If they pass an element, the skater will continue to be introduced to new elements as well as reviewing the foundation elements. A final testing will take place on the last day of group lessons in the end of January. If a skater passes a level or two during the season and participates in the ice show, the skater will be assigned in their original level due to ordering costumes in November.

PRIVATE ICE LESSONS

The EIFSC coaches offer private lessons for your skater. Private lessons are taught by a trained coach on a one-to-one basis on private ice time. The skater's lesson could be anywhere from 15 minutes to one hour. Most lessons are 15 to 30 minutes. *Your skater will advance more quickly with additional private instruction than they will if they are only involved in one regular class session per week. They may also*

use these skills in a program format with or without music that they may perform at club exhibitions or use at a USFS competition or a Basic Skills Competition. It is your responsibility to pay for private lessons. For more information, contact Lisa Kangas.

HELPFUL HINTS AND TIPS

Fitting Tip:

Skates must fit properly! Skates that are uncomfortable or are too big will become a frustration to the skater. Many people quit skating before they really give it a chance because “It hurts my feet/ankles.” This is a sign of improper fit. Your feet should not move around inside your boots, especially the heel. Your heel should be as far back into your boot as possible and should feel snug. Another important factor is support. Be aware that your skate size is not always the same size as your shoe. Usually the skate size is smaller than their regular shoe size. The boots should feel snug, but your toes shouldn’t be pinched. The closer the fit, the more control you will have. You should be able to place a pencil behind the heel for proper fit! Wear the socks you intend to wear when fitting a skate.

Lacing tips:

How skates look when they are laced up can offer a clue as to how well they fit. Tap your heel back into the boot as far as you can. Pull the tongue completely up (giving it a gentle pull) keeping it straight up and centered. Starting with the second or third set of laces from the bottom, begin to pull the laces tightly, one pair at a time, so the boot closes well over the front of your foot. It is important not to let the laces slip. The laces should be snug through the ankle area and the bottom two sets of hooks. The top two can be a little bit looser to allow for some flexibility. If extra lace remains, try and cross it over the hooks neatly. Do not wind the extra lace around the skates if possible. If your skate hurts or doesn’t feel right, spend time re-lacing and adjusting.

Guards and Soakers:

You will need plastic guards for your skates to use when walking to and from the ice. You should keep the guards on the blades until right before you get on the ice. If you do not use guards when walking with skates on, the dirt from the floor will make your blades dull. DO NOT walk on the cement, as this will damage your blades very quickly. When you are done skating, you should dry off the blades with a cloth or towel. You can use “soakers” to store your skates. Soakers are cloth guards that fit over the blades when you are done skating. Using the cloth guards instead of plastic guards when you take your skates off and put them away prevents the blade from rusting and losing its edge. It is VERY IMPORTANT to keep your blades maintained and sharpened.

Breaking in New Skates:

There are a few proven methods that help break new skates into skater’s feet.

- Have the skater put on the skates. A parent turns on a blow dryer on hot heat and blows the hot heat on the skate until the skater can feel the warm from the blow dryer. That tends to soften up the leather in the boot to the skater’s foot. Repeat as often as needed.
- Have the skater put on hot wet socks into the skate boots and wear for a half hour. This tends to soften up the leather in the boot to the skater’s foot. Repeat as often as needed.

SKATER CODE OF CONDUCT

Emerald Ice Skaters and their parents/guardians each sign a code of conduct with Greenway Joint Recreation Association at registration. The code of conduct reads as follows:

Player's responsibilities are simple; be respectful to others, be responsible, play fair, always do your best, and always exhibit good sportsmanship.

As a Greenway Joint Recreation Association participant, I hereby pledge that I will:

- I will encourage good Sportsmanship from fellow players, coaches, officials, parents and fans.
- I will treat all my coaches, other players, officials, parents and fans with respect regardless of race, sex, color, creed or religion.
- Be a team player and support my teammates.
- Be on time and attend every practice and game that I can and will notify my coaches if I cannot.
- Do my best to listen and learn from my coaches.
- Encourage my parents to be involved with my team.
- Refrain from using violence, unfriendly language, bullying or taunting to any coaches, players, parents, etc. This includes all social media outlets.
- I deserve to play in an environment that is free of drug, tobacco, alcohol, and expect adults to refrain from their use at all sport events.
- I will not use drugs, tobacco, or alcohol.
- I deserve to have fun during my participation and will alert parents or coaches if it stops being fun!

I also agree that if I fail to abide by the above rules and guidelines, I will be subject to disciplinary action levied by the Greenway Joint Recreation Association that could include, but not limited to the following:

- Verbal warning
- Written warning
- Player game and/or practice suspension
- Player suspension for season
- Player being expelled from the league

EIFSC follows these same policies and procedures. Skaters will be given a verbal warning for the first infraction of rules. Should a second warning be necessary, the skater and parent/guardian will be given a written warning with a potential suspension and/or termination from EIFSC. This includes disrespect and bullying of other skaters, coaches or members of the public at the arena.

U.S. Figure Skating Parent Code of Conduct

EIFSC 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.

Preamble: The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: respect, responsibility, fairness, caring, trustworthiness and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character" (Arizona Sports Summit Accord).

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 do my best 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.
7. I will always do my best to make skating fun 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 agree to educate myself regarding the proper procedures to follow when establishing or terminating a coaching relationship.
17. I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.
18. 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.
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.

PARENT/SKATER ACKNOWLEDGEMENT

Name of skater: _____

I have read the ENTIRE document titled “Emerald Ice Figure Skating Club Handbook” from cover to cover and understand and agree to the guidelines set forth.

I also understand that the policies and procedures may change throughout the year. Modifications to this document may be made via letters or verbal communication from the Board of Directors.

Should I have any questions regarding any policies or procedures, I understand that I should contact the Board of Directors for the appropriate answers.

I understand that I must sign this to be able to be a good standing member with the Emerald Ice Figure Skating Club.

I understand that by signing this I agree to abide by the U.S. Figure Skating Parent Code of Conduct and the policies and procedures of the Emerald Ice Figure Skating Club.

2019-2020: Sign, detach, and return to EIFSC

Skater’s Printed Name

Parent’s Printed Name

Skater’s Signature

Parent’s Signature
