



Handbook

Revised 08/2023

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I. Club Information

Mission Statement - The mission of the James River Figure Skating Club (JRFSC) is to encourage the instruction of the skaters in all forms and levels of figure skating and to cultivate camaraderie among ice skaters of all levels.

History of JRFSC - The Club has been in operation since 1977 and became a member of the United States Figure Skating Association (USFS) on October 7, 1982 as a fully sanctioned nonprofit club. The main office of the USFS is located in Colorado Springs, Colorado.

Board of Directors- The Club is governed by a volunteer board of directors, each serving a three-year term and voted to the board by the parents of the skaters (the governing body). The current list of the board of directors is on the website. The Board is governed by its constitution and by-laws (see copy located in the Boutique). The Board meets monthly. Meetings are open to all club members; the agenda is typically announced on the website or Facebook.

Membership and Non-Members- Members of the club include skaters and their parents. Member skaters are also members of United States Figure Skating (USFS), which provides the skater an opportunity to test his/her skills in the Basic Skills and USFS testing programs, participate in the annual ice show and the opportunity to become a competitive skater. Parents are welcomed and encouraged to come to the skating arena to watch and ask questions of the coaches and/or JRFSC Board of Directors. Parents are welcome to attend all regular board of director meetings, annual meetings, functions, and activities of the club. Non-member skaters are from other USFS clubs; they may request ice time as permitted by the board on an annual case by case basis, and will pay an hourly walk-on fee to skate.

Club Communications - The club uses several methods to communicate between the Board, Coaches, Members, Committees and the community.

Website: www.jamesriverfsc.org

Provides general information on the club, including the class calendar, future events, contact lists, links to registration information and to the USFS website.

Facebook: James River Figure Skating Club

Used for announcements, event notices, meeting notices. It is recommended you Follow this site, as time-sensitive announcements will be made here, and via Text Message.

Email: jamesriverfsc@gmail.com

This email is used for Members and the community to communicate with the Board, and from the Board to club membership. It is continuously monitored, so it is a good way to get a quick answer.

Text Messaging:

Time sensitive announcements to various groups will go out via a text thread to the phone numbers provided during registration.

Bulletin Board:

The club has a bulletin board with general club and skating information, lesson times, printed copies of policies, rink monitor sign up sheets, and other required public notices will be posted.

Registration - The skating season consists of three regular sessions of approximately 7 weeks each, and the Ice show. Registration is required prior to each session, although students may enroll at any time during the session. Fees are assessed by the board of directors based on the anticipated costs of ice time, coaching fees and miscellaneous expenses. Each skater must sign an acceptance of the Code of Conduct, the acknowledgment of the volunteer requirements, and injury and photograph waivers prior to being allowed on the ice for the season. Registration for the ice show is done early enough in the year to plan for choreography and costumes; there are no session fees charged for the ice show.

Volunteering - JRFSC hires professional coaches to support the club's main mission, however, to control costs, volunteers are needed to support club operation. JRFSC provides two options for this: Each family can volunteer 10 hours per season (not including ice show), or pay a \$200 fee to allow the club to hire out that work. A deposit will be held until the 10 hours are completed.

Volunteer tasks include (See Section V for more details):

- Being a rink monitor during class and competitive times.
- Supporting non-Ice Show fundraising activities
- Supporting board committees or jobs assigned by the board

Code of Conduct – The JRFSC Code of Conduct and Rink Rules are put in place to promote respect towards others and good sportsmanship. Each skater and parent must sign a copy of the code at registration. Violations to the code witnessed by any Skating Coach, a Board Member, or Rink parent will be documented, the skater will be asked to leave the ice and the Board President will be notified. Please refer to the Code of Conduct and Rink Rules in the back of the hand book and on the website for the entire process.

Skater's Equipment - In the Basic Levels, leather skates are recommended as they offer good ankle support. Skates can be purchased from a sporting goods store or through the skate exchange during registration. The USFS Basic Skills Record Book has helpful information and suggestions on how to purchase skates and clothing to wear. Skates should fit like a glove, not too tight and not too loose. Periodically the blades will need to be sharpened (more details below). Skate guards are a must, but should only be used when walking on your skates. Skates should be dried off and stored in blade covers. Please dress in layers to allow freedom of movement and always wear hats and mittens. No jeans or hooded sweatshirts for classes or training.

Skate Rentals and Maintenance - JRFSC operates the Boutique, which is the small building on the east side of Wilson Arena. Skaters can purchase skating supplies, rent skates, and have their skates sharpened and maintained. Skates can be rented per session, or for the year. Rental skates will include one sharpening per session. Rental costs include normal wear, however, the repair or replacement costs for excessive wear or damage is the responsibility of the skater.

Skate maintenance and sharpening for non-rental skates is the responsibility of the skater and their family. The coaches and other families can help you to determine when and where to sharpen blades and how to take care of your skates. Coach Leta also provides skate sharpening and maintenance separate from the club session fees.

Ice Show - Once a year the JRFSC skaters perform in an Ice Show which is a 3-day event in the spring. This is a gala event that attracts an audience from around the area with four performances. All skaters are eligible to participate in the ice show if they are in good standing with the club and meet the eligibility requirements for the ice show. The ice show is a major production which is organized by the Ice Show committee, supported by the coaches and various subcommittees. The skaters in the different levels will skate as a group and have an opportunity to show off the skills they have learned throughout the year by skating to musical numbers and dressing in costumes appropriate for the production.

Skaters performing in the ice show must be registered by the Ice Show registration deadline. All skating families will be asked to participate in some area of helping with the show such as: taking tickets, concessions, lighting, stage crew, costumes, helping in the locker rooms, traffic control, etc. Since this is our major fundraiser all skaters are expected to sell tickets and incentives are given to those skaters that are the top ticket sellers.

Lettering - Lettering is available to competitive skaters in 7 & 8 grade and High School. To be eligible for lettering, a skater has to compete or test in 3 events per year (see Section III for more details on competing and testing), be in good standing with the club as determined by the board, meet the Code of Conduct and ND High School Activities Association (NDHSAA) standards, and be part of the annual ice show. The head coach determines if skaters have met lettering requirements.

Comments / Complaints / Grievances – With any group, there will be complaints, disagreements or comments about the behaviors of others. JRFSC encourages members to direct any of the following issues to the [Comment / Complaint Form](#). This allows all board members to have the same facts so they can take appropriate action. The form is anonymous, but does allow you to put contact information to help with addressing the comment.

- 1) a comment on board policies or decisions, or
- 2) complaints against the behavior of another member(s), coach or board member or
- 3) a first-hand report of an infraction of any bylaw or rule that has not already been addressed per the code of conduct or enforcement of skating rules (these are typically handled immediately with the rink monitor, coach or board member on site).

Any requests for a formal grievance will start here; USFS rules and policy will be used to manage any formal grievances.



II. Class and Ice Time Information

Skating Calendar - A calendar of all skating times is published on the Website each month. It identifies when the classes or ice time is scheduled, and whether it is in Wilson Arena (the main ice rink on the east side of the building) or Eagle Arena (the west rink).

Basic Skills - As a new member to the JRFSC, the skater begins with the Basic Skills Program. The Basic Skills levels bring the skater through the basics of skating and lays the groundwork for more advanced skating. Some elements taught are sitting on the ice and getting up, backward skating, forward stroking, forward and backward crossovers, and forward inside three turn. The skating coaches will rotate to different groups on the ice and are assisted by the junior coaches.

Each skater will receive a USFS Basic Skills Record Book. In the book the basic levels are explained in detail. The skater can add stickers to the book as they pass the test of each skill level. A skating coach will present certificates and badges to the skater as they pass each Basic Skill Level. Tests are given by the skating coach at each level to determine the skater's competence at the current skill level and advance the skater to the next level to ensure progress.

Basic Skills Competitive Package - A Basic Skater can participate in a USFS Basic Skills Competition and will be notified by the club of such competitions. JRFSC does not charge testing fees for Basic Skills tests. Skaters who sign up for the Basic Skills Competitive training packages are provided with additional training with the coaches and practice. This is not the same as the full competitive package (more on that later).

Freeskate - Once the skater has progressed through Basic Skills, they then proceed to the Freeskate Levels. Once a skater enters the Freeskate Levels and begins working their way through the six Freeskate Levels, many more opportunities become available to them. The Freeskate 1- 6 levels are explained in detail in the Learn to Skate Record Book. Some of the elements learned are waltz jump, one-foot spins and sequences of jumps and footwork. Skaters can add stickers to their Learn to Skate Record Book as they pass each test and are also presented certificates and badges for each freeskate level passed. They can also participate in USFS Basic Skills Competitions.

Skaters in the Freeskate levels may sign up for the full competitive training packages. They are also eligible to become a Junior Coach and assist with the Basic Level classes.

Competitive Training Packages - Competitive training packages may be purchased for Freeskate 1 and above skaters intending to be JRFSC competitors in USFS-Sanctioned competitions or test sessions. Competitive training is a block of time for practice and training of the skills needed to advance to the higher levels and prepare for USFS tests and competitions (see the next section for more details).

III Competition and Testing Information

JRFSC Competitive Skaters - A JRFSC Competitive Skater is defined as: 1) a skater whose home club is JRFSC, 2) skater intends to sign up for a competitive training package with JRFSC, 3) skater intends to compete in 1 or more non-qualifying competitions this season (basic competition will not count), and/or take part in USFS testing and 4) must be in Freeskate 1 or higher.

Stepping into the competitive and testing world adds time and cost commitments over and above the club fees and class times. These include time for choosing and cutting music, off- and on-ice training, and developing choreography, and costs for coaching before and during a competition, competition registration fees, and food/lodging at the competition site. The parents and skater will need to decide if the skater is ready and wants to compete after understanding this. The skating coaches are available to assist in this decision, as well as other competitive skaters and their parents.

Competitor skaters and families will coordinate through the coaches and the Test and Competition Chair. The T&C Chair reports to the Board, and is responsible to help the coaches manage the logistics for competitions (such as finding the competitions, ensuring enough hotel rooms, publishing deadlines, and communicating any special requirements unique to a competition). The name of the T&C Chairperson will be posted on the website.

USFS Competition and Testing Levels - US Figure skating renamed the Testing levels this past year. So traditional names and levels have been replaced with a new standard. You may read more about it at this link from USFS.org.

[Figure Skating Levels | U.S. Figure Skating \(us figure skating.org\)](https://www.usfigure skating.org/figure-skating-levels)

Skating Skills - Skating skills are a group of routines that develop power and stroking ability. They are helpful to the skater to develop fitness and improve their skating skills. The skater uses the edges and strokes to increase speed and performance quality. The skater is learning the effortless, flowing and graceful execution of basic elements skated with good edges, control, flow extension, carriage and rhythm. Every skater must pass their level of Skating skills before they can take the corresponding USFS Singles test. (See USFS Testing.)

USFS Sanctioned Competitions - Competitive skaters compete in USFS sanctioned competitions which are held at different locations in and out of state. The competitive skaters normally travel as a group to several competitions each year. Competition provides an opportunity for the skater to develop a program of their skills, to perform them before judges and an audience and compete against members of our club and other clubs at the same skill level. Medals or trophies are usually given for first through fourth place.

The skating coaches will receive the invitations from other clubs and organizations that are hosting the competitions and distribute them to competitive skaters. Many competitions are scheduled a year or more in advance to allow for scheduling of judges. Each invitation includes rules and regulations that apply to that particular competition. Competitive skaters are responsible for completing the registration forms and paying any competition fees. Note that coaches may not be available for all of the competitions, and club attendance at each one may vary widely.

The skating coach will work out the details of what levels the skater will compete. Programs are prepared and practiced each year in preparation for the upcoming competitions. The bulk of competitive training ice is used to perfect skills and programs (some requiring music of a timed length). Each competitor may compete in all phases of skating including singles, artistic, compulsory, dance, spins, jumps and skating skills. More detailed information on these events is available from the coach or Competition Chairperson. Music (which must be properly cut and timed) is needed for many events. Proper attire is required for each event the skater competes in at any competition. As a club, we like to stay in the same hotel and support each other throughout the competition. If a family member cannot attend a competition with their skater, appropriate arrangements must be made with another parent to chaperone the skater to the event.

USFS Sanctioned Testing - USFS testing is available to competitive skaters as a method of advancing skating levels in the USFS testing program. This is not the same as Basic Skills Testing. These are tests conducted according to USFS standards found in the USFS Rule Book and are judged by individuals who have qualified to be judges with the USFS. There are generally 3 judges required to judge each test level. If 2 out of 3 judges pass the skater on their elements, the skater will pass that level. These tests are conducted periodically by various skating clubs around the state. There is a fee to take each test. Some of these tests will be skated to music.

Testing is arranged in much the same manner as competitions. The skating coach will determine if the skater is ready to test. If the skater decides to test, they will be required to fill out a registration form needing signature from the T&C Chairperson, and then submit the signed form with testing fees through the testing club's registration process.

Competitive Private Lessons - Private lessons for those signed up for the competitive training packages are taken during competitive training sessions (see competitive training packages). A skating calendar for the month is completed by the competitive skaters. This is given to the coach prior to the end of the month indicating the hours they plan to skate and the number of lessons they plan to take each week during the next month. The coach's lesson plan is then posted on the JRFSC bulletin board and a copy is given to each competitive skater taking lessons.

Basic Skills Competitive Skaters - A basic skills competition package will be available for all basic level skaters wishing to try out competitions. Skaters must be registered for the basic skills competition package and private lessons with your coach(s) may be available (see Section II).

IV. Coaching Information

Coaching Responsibilities - The skating coaches are contracted by the JRFSC to, among other duties, teach and manage the classes described in Section II. They are also responsible for testing the Basic and Freeskate Classes, directing and choreographing the ice show, and accompanying the competitive skaters to various competitions and USFS testing sessions. The coaches are also available to provide private lessons, which are provided under a separate contract between the coach and the student, independent of JRFSC. Private lessons speed the learning process and are arranged and billed directly by each skating coach independently. The coaches determine the length and cost of the lesson.

Contacting the Skating Coaches - Your skating coaches are dedicated professionals who thrive on your skater learning new skating skills. If you feel a conflict or error has occurred; please feel free to contact them about these concerns. This should be done when he/she hasn't any classes scheduled and should be done in private, obeying the rules we have set up for our skaters about respect and courtesy as listed in the Code of Conduct.

Junior Coaches - In addition to the Skating Coaches, Junior Coaches are Freeskate Level 1 or above skaters who assist the Skating Coaches with instructing the Basic and Freeskate Classes. Junior coaches are selected based on multiple criteria set by the Board, including age, skating experience, levels passed, previous coaching experience, and ability to manage their assigned classes. The Head Skating Coach will determine eligibility per board guidelines and will post the assignments, monitor the attendance, and conduct any training sessions deemed necessary.

V. How can I help? Committees, Roles and Volunteering

Please contact the Board president via email if you are interested in using your volunteer hours to help in the following committees or roles. The following committees or individual assignments are assigned each year to help manage important aspects of figure skating, to the benefit of the skaters and the club.

Registration Committee: Manages the registration process, proposes fee structure and lesson duration, manages the registration forms, Code of Conduct forms, USFS medical release forms and collects registration fees.

Testing and Competition Chairperson: Supervises the conducting of all tests and competitions, keeping of the results, the awarding of certificates and emblems, the determination of testing fees to be charged, and all other administrative matters common to all tests and competitions. Also handles some of the logistics of hotels, etc. when the club attends a competition.

Liaison Role Works with the skating coaches, the Board, Jamestown Parks and Recreation Department, and other users of the Ice Rink to negotiate available ice time and coordinate activities between other ice users.

Ice Show Committee: The committee is responsible for developing and managing the yearly Ice Show. There are several Ice Show subcommittees needed for the JRFSC Ice Show. Organizes the ice show with the help of the skating coaches.

Fundraising Chairperson Applies for gaming funds, locates new sources of funding and coordinates fund raising activities. Solicits volunteers to work at different fundraising events.

Boutique Chairperson: Purchases food items and skating supplies, keeps inventory of items, assigns workers, writes up sales transactions, manages skate rentals, and performs other duties as assigned related to the Boutique operation.

Rink Monitor: Rink monitors are needed for each class and training session. Their job is to take attendance, enforcing rink rules, assist with tying skates, aide an ill or injured skater, give encouragement to the skaters, assist the junior coaches if needed, and (for competitive times), manage the playing of music. Please sign up on the website. Note that competitive training times require a rink monitor, and may be canceled if volunteers are not available.

Other committees or individuals are assigned as needed by the Board or Board President. These assignments are typically given to handle topics such as developing the budget, handling publicity, conflict resolution, or developing long term fundraising from outside club members.

VI. Rules

JRFSC Rink Rules

RESPECT FOR VALUABLE ICE TIME:

- Make sure stretching and warm-up is done off the ice. For safety reasons, please do not stretch on the ice.
- Be prompt for sessions and come to the rink ready to work.
- During sessions do not stand along the sides of the ice or stand in or continue to skate in corners.
- Keep moving and use the entire ice surface. Different moves require use of different parts of the rink. Some skaters are performing “blind jumps” and can’t see other skaters.
- Let the coach or rink monitor know whenever you leave the ice.
- Only the rink monitor is needed in the music area at any time for operating music.

RESPECT FOR EACH SKATER’S TIME:

- Show consideration for a skater performing their program to music or having a lesson.
- Each skater should have an opportunity to have their program played once before skaters play their music a second time.
- Use your time on the ice skating, not talking. Socializing must be done off the ice
- No phones are allowed on the ice unless authorized for coaching purposes. .

RESPECT FOR THE RINK

- Watch for announcements posted in the locker rooms and/or club bulletin board.
- Keep areas neat at all times. Throw your garbage in trash container, not on the floor.
- JRFSC is not responsible for lost articles. Be sure to pick up your possessions at the end of each day.
- Treat all employees of the Rink with respect, and respond promptly to their requests to get off the ice.

JRFSC CLUB CODE OF CONDUCT

The basic purpose of this code is to inform JRFSC skaters and their parents of the standards of behavior, conduct and appearance that they are expected to abide by anytime they are present at a JRFSC activity or represent the club.

Use of tobacco, alcohol, a controlled substance, or gambling will not be allowed. The club will enforce the penalties determined by the ND High School Activities Association. There will be no fees refunded. If a student has a violation, in order for them to become eligible, again they must have an addiction evaluation completed at no cost to the school district or the Club. If this is not done, they are not eligible to return to skating until it has been completed.

JRFSC skaters and parents are expected to be polite and show respect for fellow club members as well as club coaches, parents, board members, and others involved in any skating activities sponsored by the Club. Reasonable manners and behavior are expected both on and off the ice. Respect for other people's and communities' property is expected of all skaters. Swearing, discourteous language, or disrespect is not allowed at any time nor is it to be directed to any individuals. If coaches, rink parents or board members witness any of the following inappropriate behavior of members the Code of Conduct will be enforced for which each JRFSC skater and parent are required to sign. Inappropriate includes, but is not limited to, the following actions both on and off the ice as witnessed by the coach, rink parent or board member:

- Swearing, discourteous language, or disrespect used toward the coach, Junior Coaches or another skater.
- Extreme displays of anger.
- Destruction of rink or locker room property.
- Intentional and repeated disruption of other skaters who are trying to work.
- Hitting of other skaters.
- Not leaving the ice when the zamboni comes on for resurfacing.
- Damage to or using other skaters' personal property without permission.

Parents are encouraged to be positive and supportive in their relationships with their skaters, coaches and board members. A team effort by parents, JRFSC Board members and skaters is needed for skater's progress, enjoyment and betterment of the club. I have closely read the Code of Conduct of the James River Figure Skating Club and hereby acknowledge my willingness to observe these rules and regulations.

Skater's signature _____ DATE _____

I have read the Code of Conduct of the James River Figure Skating Club and consent to have my son/daughter participate in the JRFSC events under these rules and regulations and will also abide by the rules set forth.

Parent/Guardian signature _____ DATE _____

This code of conduct will be enforced throughout the skating season and applies to all JRFSC skating activities. A code of conduct must be signed by all skaters and their parents at registration.

Coaches, Board members, and Rink Parents will be allowed to use their discretion in issuing violations. If a member has displayed problems as defined by this code of conduct during any JRFSC skating activities – including competitions--, the following will apply:

1. First violation--the skater will be asked to leave the ice, parents will be notified by the JRFSC Board President and the violation will be documented.
2. Second violation--the skater will be asked to leave the ice and call their parent to come and get them. Documentation will be sent to the Board President and the skater will be suspended from skating and JRFSC activities for a period of one week.
3. Third violation--the skater will be asked to leave the ice and call their parent to come and get them. Documentation will be sent to the Board President and the skater will be suspended from skating and JRFSC activities for a period of two weeks.
4. Each additional violation --will be referred to the JRFSC Board of Directors for determination of further disciplinary action.

It is the responsibility of PARENTS to help enforce this code of conduct by making sure that their skater understands and abides by the code of conduct.