



# Handbook

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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 by-laws (posted on the website). 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.uplifterinc.com](http://www.jamesriverfsc.uplifterinc.com) OR [jrfsc.org](http://jrfsc.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](mailto: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.

**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:

1. Each skater and/or family member can volunteer 2 hours per session, total of 6 hours per season, and max of 12 hours per season per family (not including ice show). Advanced competitors have a requirement of 3 hours per session, total of 9 hours per season and 18 hours per family.
2. Pay a \$20 per hour fee to allow the club to hire out that work.

Our website calculates time in credits. Every 5 minutes equals 1 credit (6 credits is 30 minutes). The Club will bill each family for any volunteer hours not completed. All fees must be paid for to participate in the Ice Show or to participate next season.

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 handbook 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 mittens. No jeans or hooded sweatshirts for classes or training. Hair must be tied back if long enough.

**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 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. Leta Satrom does skate sharpening in Jamestown and rental skates **MUST** be sharpened by Leta. The coaches and other families can help you to determine when and where to sharpen blades and how to take care of your skates.

**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 sell tickets and participate in some area of helping with the show. See the Ice Show Policy posted on the website for more information.

### **Comments / Complaints / Grievances –**

James River Figure Skating Club exists to encourage the instruction, practice and advancement of all types of ice skating. We strive to encourage and cultivate a spirit of goodwill among all members of our club; however, we realize that there are times when conflict may occur between members. When conflict does occur, we encourage individuals to work together to informally resolve the conflict. Such effective conflict resolution helps us build stronger, more respectful and understanding relationships.

If informal resolution is not enough to resolve the conflict a written formal grievance using Appendix A form may be filed with the James River Figure Skating Board by any member for an infraction of any club bylaw, club rule, club policy, club procedure or behavioral misconduct using the process outlined below.

1. The complaint must be filed within 15 days of the incident, infraction or discovery of the alleged violation. It will be discussed at the next scheduled meeting.
2. A formal complaint form (Appendix A) is to be completed for the formal complaint. The form requires the following information:
  - a. Name, contact information, U.S. Figure Skating membership number (if filer is a member of U.S. Figure Skating or Learn to Skate) of each party/parties filing the complaint and signature of the party/parties filing the complaint.
  - b. First and Last name (if known) of the party/parties against whom the complaint is brought.
  - c. The specific bylaw, rule, policy, procedure or guideline allegedly violated, or alleged behavioral misconduct.
  - d. A statement of the facts surrounding the alleged violation. Include all necessary information such as date and time, location, specific facts, witnesses and testimony.
  - e. Description of actions taken to attempt to resolve this matter informally.
  - f. The desired action or outcome the grievant wishes to be taken to resolve the conflict by the board.
3. All complaint report forms will be submitted to the club president via email to [Jamesriverfsc@gmail.com](mailto:Jamesriverfsc@gmail.com). If the club president has a conflict of interest in the matter, the complaint will be submitted to another club officer.

The James River Figure Skating Club Board will take all formal grievance reports seriously and if needed will address the grievance with the committee . However, the club is not obligated to provide any outcomes of the investigation or consequences, if any are determined.

## II. Class and Ice Time Information

**Skating Calendar** - A calendar of all skating times is published on the Website each month and posted on the bulletin board. 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). Rinks can change so make sure to check the monitor when entering the Winter Sports Building.

**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 turns. 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 Skills Skater in Basic 3 through Freeskate 1 can participate in a USFS Basic Skills Competition and will be notified by the club of such competitions. Skaters who sign up for the Basic Skills Competitive training package are provided with additional ice time for practice and the opportunity to take private lessons with one of the coaches.. This is not the same as the full competitive package listed below.

**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 2 or higher may sign up for the full competitive training package.

**Competitive Training Package** - The competitive training package may be purchased for Freeskate 2 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 Information

**JRFSC Competitive Skaters** - A JRFSC Competitive Skater is defined as: 1) a skater whose home club is JRFSC, 2) skater is signed 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 2 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, publishing deadlines, and communicating any special requirements unique to a competition). The name of the T&C Chairperson will be posted on the website.

## 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 to skaters in one of the competitive packages, 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. Junior Coaches must complete assigned training and online test.



## V. Committees and Supporting Roles

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 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 skating supplies, keeps inventory of items, assigns workers, writes up sales transactions, 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, aid 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.

Other committees or jobs 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, 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, skaters and coaches is needed for skater's progress, enjoyment and betterment of the club. If any violations occur, notification of violations will follow the chain of command, Coaches to Skating director, Skating Director to JRFCS Board President, JRFSC Board President to Board of Directors. 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 given a verbal warning and asked to leave the ice, parents will be notified by the coach and the violation will be documented.
2. Second violation--the skater will be asked to leave the ice and be suspended for a period of 1 week. Parents will be notified by the Skating Director the violation will be documented.
3. Third violation--the skater will be asked to leave the ice and call their parent to come and get them. The skater will be suspended for the remainder of the JRFSC skating season. Parents will be notified by JRFSC Board President, and the violation will be documented.

## Appendix A - Comments / Complaints / Grievances

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

U.S. Figure Skating/Learn to Skate Number (if you have one): \_\_\_\_\_

Report Date: \_\_\_\_\_ Time: \_\_\_\_\_

Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Specific bylaw, rule, policy, procedure allegedly violated, or alleged misconduct:

\_\_\_\_\_

Specific Persons involved, including any witnesses (please list first & last names if known): \_\_\_\_\_

Please describe in detail the conflict, complaint, grievance and any actions taken to resolve informally:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of person completing this form: \_\_\_\_\_

Submit form to the club president via email to [Jamesriverfsc@gmail.com](mailto:Jamesriverfsc@gmail.com). If the club president has a conflict of interest in the matter, the complaint will be submitted to another club officer.

**\*The James River Figure Skating Club Board will take this complaint/report seriously and will fully investigate it to the best of their ability. However, the club is not obligated to provide any outcomes of the investigation or consequences, if any are determined.**

\_\_\_\_\_

☐ Received by President Date: \_\_\_\_\_

☐ Sent to: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Follow Up Completed Date: \_\_\_\_\_

Actions Taken:

\_\_\_\_\_

\_\_\_\_\_

**CONFIDENTIAL:** The contents of this document are confidential and intended to be viewed only by the James river Figure Skating Club Board Members, or designees, as assigned by the Board. Reproduction of or sharing of the document with anyone not directly stated above is strictly forbidden.