

# International Falls Figure Skating Club

## Policy & Conduct Handbook 2023-2024

**Please be advised that the International Falls Figure Skating Club Board of Directors requests that all comments, questions, and concerns are submitted on the form on page 22 of this policy book.**

**The Parent/Guardian signature page must be signed and returned prior to or at your skater's first practice/lesson.**

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## **I. PURPOSE**

The purposes of the International Falls Figure Skating Club (IFFSC) is: to encourage the instruction, practice and advancement of its members in all types of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; to sponsor, produce or cooperate in the production of figure skating competitions, exhibitions, shows; and to carry out the general policies of the United States Figure Skating Association (USFSA) and Learn to Skate USA.

## **II. OBJECTIVES**

The IFFSC Coaches and Board of Directors will:

1. Provide an enjoyable introduction and experience in figure skating and encourage every skater to do his/her best.
2. Help skaters develop self-control, self-discipline and good sportsmanship.
3. Provide skaters with a program in which they are coached by qualified personnel whenever and wherever possible.
4. Coordinate the production of an annual ice show to showcase the IFFSC's figure skaters.

## **III. COACHES**

1. All IFFSC Coaches are selected and approved annually by the Board of Directors.
2. All IFFSC Coaches are encouraged to attend monthly board meetings.
3. All IFFSC Coaches will follow all the policies, rules and regulations established by the IFFSC Board of Directors. If any IFFSC Coach does not follow all the policies, rules and regulations, that Coach may, at the discretion of the Board, be relieved of his/her coaching responsibilities.
4. IFFSC Coaches are expected to refrain from using any profanity in front of all skaters at any time.
5. IFFSC Coaches are required to adhere to all arena tobacco and drug policies.

#### **IV. REGULATIONS**

1. The IFFSC recognizes, supervises and is responsible for the following skating categories. All categories follow USFSA and Learn to Skate USA guidelines and regulations.
  - a. Snowplow Sam – beginner skaters, generally ages 3-5
  - b. Basic Skills (levels 1-6) – skaters of varying ages
  - c. Junior Club (Pre-free Skate level 1-2) – skaters of varying ages
  - d. Junior Club (Free Skate levels 1-4) – skaters of varying ages
  - e. Senior Club – skaters of varying ages
2. All Snowplow Sam skaters (at any age) are strongly suggested to wear a helmet while participating on the ice with the exception of the ice show.
3. IFFSC fees shall be set prior to registration. In calculating the registration fee, the Board shall add any fee increases passed on to the Club from the USFSA, Learn to Skate USA, or the Recreation Director. Fees are used to pay the Coaches and provide medical insurance for the skaters, Coaches, and Directors. Any balance will be put into the General Fund.
4. If there is enough interest in a Synchronized Skating Team or Teams, tryouts will be held within the first two weeks of the skating season. Teams will be chosen by the Coach(es). The Coach(es), under no circumstances, shall announce any skaters as having been selected for the team(s) prior to the announcement of the entire team.

#### **V. FUNDRAISERS**

1. Any IFFSC sponsored fundraising event must have approval from the Board of Directors. Permission must be given before any arrangements for the fundraiser are made.
2. Any monies received from such approved fundraisers shall immediately upon conclusion of said fundraiser, be turned over to the IFFSC Board of Directors.
3. Fundraisers play an important part in our program. Full participation and cooperation is required from skaters and parents. The IFFSC Club holds annual fundraising events that are mandatory for all skaters at all levels. Any parent or skater choosing not to participate in the mandatory fundraising event shall be subject to a non-participation fee. Fees will be set by the IFFSC Board of Directors on an annual basis.

#### **VI. SOLICITING FUNDS**

Only Board members may solicit funds on behalf of the IFFSC.

## **VII. MEETINGS**

The IFFSC Board meets monthly on the second Tuesday of each month. The annual Club meeting where the election of new Board members takes place is held in May. Special meetings may be called by the President at any time. The Board reserves the right to close meetings to discuss sensitive matters.

## **VIII. POLICY CHANGES**

The Board of Directors has the authority to change policies through regular Board proceedings.

## IX. CODE OF CONDUCT AND POLICIES

### ***Guardian Code of Conduct International Falls Figure Skating Club***

*Codes of Conduct give everyone a guide to what is expected of us if we are part of an organization, participating in a sport, or as spectators at our child's events.*

#### **By signing this handbook's acknowledgement page, I hereby agree that:**

1. I will encourage good sportsmanship by demonstrating positive support for all skaters, Coaches and officials at every practice session, competition, and test session.
2. I will place the emotional and physical wellbeing of my child ahead of my personal desire to win.
3. I will encourage my child to skate in a safe and healthy environment.
4. I will inform my child's Coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
5. I will ask my child to treat other skaters, Coaches, fans, officials, and Board of Directors with respect, regardless of race, creed, color, LGBTQ+, or ability.
6. I will applaud a good effort in both victory and defeat emphasizing the positive accomplishments and learning from the mistakes.
7. I will teach my child to resolve conflicts without resorting to hostility, violence, or verbal harassment.
8. I will be a positive role model for my child and other skaters.
9. I will demand a figure skating environment for my child that is free of drug or alcohol abuse.
10. I will not assist or condone any competing athlete's use of a drug banned by the Minnesota State High School League, International Olympic Committee, International Skating Union, United States Olympic Committee, or USFSA, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.
11. I will respect my child's Coach and refrain from coaching my child or other skaters during competitions and practices because it may conflict with the Coach's plan or strategies.
12. I will show appreciation and recognize the importance of volunteers and club officials.
13. I will respect the authority and decisions of the IFFSC Board of Directors.

**Attendance Policy**  
**International Falls Figure Skating Club**

**Snowplow Sam, Basic Skills, and Junior Club**

Attendance is required for successful skating development and improvement. Skaters are expected to be on the ice and ready to skate at the scheduled lesson time and participate for the duration of the lesson.

**Senior Club**

Attendance will be monitored. Coaches will report attendance concerns to the Board of Directors at monthly board meetings. The Board of Directors will address attendance concerns with skaters and their parents.

If there is no Coach or supervising adult present, skaters cannot be on the ice.

Senior skaters need to arrange to have a supervising adult present if he/she wishes to skate after the Coaches have left the arena. Skaters cannot assume that the parent of another skater who regularly attends senior ice time is willing to be the supervising adult for other skaters. Individual arrangements must be made.

**Synchronized Skating Teams (Blade Brigade)**

Due to the nature of synchronized skating, all practices are mandatory. Synchro team members must attempt to attend all team practices. However, it is recognized that unforeseen circumstances arise that may prevent a skater from attending practice (e.g. personal illness, family emergency). As a result, skaters are allowed to miss only two synchronized skating practices.

If a Synchro skater cannot attend practice, for whatever reason, he/she must inform the Coach **prior** to practice.

**Lettering Policy for Falls High School, ISD 361**  
**International Falls Figure Skating Club**

To receive an athletic letter for **Figure Skating** the requirements are based on the following criteria along with a Coach's and the Board's recommendation:

- The skater must be a Senior level skater in grade 7-12 and meet academic eligibility.
- Must have passed into the Senior level by first testing of the season.
- Comply with the Rules and abide with the Violation Guidelines as outlined by ISD 361, as well as the IFFSC.
- The skater must exhibit a positive attitude, use appropriate language, and display responsible actions on and off the ice.
- Be a good role model to other skaters and in the community.
- The skater must show continued effort on the elements, fulfill their helper obligations, and have good attendance at practice.
- The skater must participate in the Ice Show.
- The skater must have completed one of the following at senior level:
  - A. Attempt any level Moves in the Field or Free skate test
  - B. Compete individually at a USFSA sanctioned competition

Coaches may also award letters to skaters under the following circumstances:

- If a skater would have met the above criteria but due to extenuating circumstances (i.e. illness/injury) was unable to compete/test in an event in which they were registered for or participate in the Ice Show.

To receive an athletic letter for **Synchronized Figure Skating** the requirements are based on the following criteria along with a Coach's and the Board's recommendation:

- The skater must be in grades 7-12 and participate in the Blade Brigade (Preliminary or above).
- The skater must meet academic eligibility and comply with the Rules and Violation Guidelines as outlined by ISD 361.
- The skater must abide by the rules and show good sportsmanship.
- The skater must participate in competitions, exhibitions, and the Ice Show.
- The skater must exhibit a positive attitude, show effort, and have good attendance at practice.
- If a skater would have met the above criteria but due to extenuating circumstances (i.e. illness/injury) was unable to compete/test in an event in which they were registered for or participate in the Ice Show.

I, \_\_\_\_\_, have read the above and understand the criteria for lettering in figure skating and synchronized figure skating. Non-compliance with this policy could result in not lettering for the season.

Date: \_\_\_\_\_ Signature of Skater: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Coach: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of IFFSC Board: \_\_\_\_\_



**Ice Show Solos and Features Policy**  
**International Falls Figure Skating Club**

The following policy outlines how solos and features will be determined for the annual International Falls Figure Skating Club (IFFSC) Ice Show. It is the goal of the Club to highlight all of the Senior Club skaters. The Coaches and Board of Directors expect to give each Senior Club skater a solo or feature in the Ice Show, but skaters must earn it.

Only Senior Club skaters are eligible to perform a solo or feature in the ice show. A Senior Club skater is defined as a skater who has passed Basic Skills (levels 1-6), and Free-Skate by test day in December.

**Solos**

The number of solos will be determined by the Senior Club Coaches, with Board approval, based on the number of Senior Club skaters who meet the criteria outlined below:

1. The skater must have passed the Pre-Juvenile Free Skate test or must place 1<sup>st</sup> in the Artistic Finals by the final day of the Red River Valley Figure Skating Classic in Moorhead, MN. If a skater receives a solo by placing 1<sup>st</sup> in the Artistic Finals, their solo in the Ice Show will be their Artistic routine. If a skater has already qualified for a solo and places 1<sup>st</sup> in the Artistic Finals, the skater will perform both their solo and their Artistic routine in the Ice Show.
  - a) If there are not at least 4-6 solos that meet the Pre-Juvenile test criteria, the next test level passed will be looked at. (Preliminary Free Skate)
  - b) If there are not at least 4-6 solos that meet the Pre-Juvenile & Preliminary tests passed criteria the next test level will be looked at. (Pre-Preliminary Free Skate)
  - c) If there are not at least 4-6 solos that meet the Pre-Juvenile, Preliminary, and Pre-Preliminary Free Skate tests passed, the next level will be looked at. No tests. First year seniors are not eligible for a solo unless they meet Pre-Juvenile test criteria.
2. The skater must enter and participate individually in a Free Skate (solo) or an Artistic program in at least one competition or Icebox exhibition during the skating season. If the skater does not compete, the skater must test Free Skate and/or Moves in the Field tests by Presidents Day weekend.
3. Attendance will be monitored. Solos will be assigned at the coach's discretion. Coaches will report attendance concerns to the Board of Directors at monthly board meetings. The Board of Directors will address attendance concerns with skaters and their parents. If a skater wishes to be considered for a solo, attendance and performance will be taken into account.

4. The skater must fulfill his/her Helper obligation as outlined in the Helper Policy. This includes finding a replacement coach and being a replacement coach for your fellow skaters.
5. The skater must demonstrate a positive attitude, must show respect toward Coaches and other skaters, have unity, and show dedication to the sport of figure skating. The level of achievement for this criteria component is determined by the Coaches and board. (\* See expanded description below.)
6. Times for solos (Note: the following is test level passed):
  - a) Pre-Juvenile Level **2:00-2:10**(max)
  - b) Preliminary Level **1:45-1:55**(max)
  - c) Pre-Preliminary Level **1:30-1:40** (max)

\* **Positive Attitude** – *Skaters maintain a positive and encouraging attitude about skating, the Club, and being a Helper while at the arena and in school.*

\* **Respect toward Coaches and other Skaters** – *Skaters treat others as they want to be treated. Skaters respect the judgment and leadership of Coaches. Skaters are respectful of Coaches and other skaters both on and off the ice.*

\* **Unity** – *Skaters act as part of a team and understand their role as a Club member.*

\* **Dedication** – *Demonstrated through attendance, willingness to assist, and eagerness to learn.*

### **Features (e.g. Duets, Trios, Quartets)**

The number of features will be determined based on the number of Senior Club skaters.

The Coaches will divide the Senior Club skaters into an appropriate number of features based on the skaters' abilities and how skaters can best enhance each other during a performance.

Senior skaters must meet criteria numbers 3-5 outlined under *Solos* above in order to participate in a feature.

Features will be up to 4 minutes long.

### **Graduating Seniors**

All graduating seniors will be offered a solo if they meet criteria numbers 3-5 outlined under *Solos* above. The test level of the graduating senior does not apply. The length of the solo is determined by the overall number of solos as outlined under *Solos* above.

If there is more than one graduating senior, all graduating seniors will be highlighted in a Graduating Senior Feature that does not include break off solos.

### **Other Ice Show Parts for Senior Club Skaters**

All Senior Club skaters will participate in the All Senior Line and the Senior Line 1 or Senior Line 2 provided he/she meets criteria numbers 3-5 outlined under *Solos* above.

Senior Line routines will be up to 5 minutes long.

### **NOTE for the Record**

It is at the discretion of the respective coach for each group level of Snowplow Sam and/or Basics to decide on the “Helper Spotlight.”

### **Ice Show Practice and Dress Rehearsal Attendance Policy** **International Falls Figure Skating Club**

The International Falls Figure Skating Club (IFFSC) Ice Show practices will begin after February testing.

### **Ice Show Practices**

Coaches will take attendance at each Ice Show practice.

Skaters participating in the annual Ice Show are allowed to miss two Ice Show practices without being disqualified from participating in the Ice Show:

Attendance at Ice Show practice and Dress Rehearsal is mandatory for all skaters. However, it is recognized that unforeseen circumstances do occur and a skater must be absent. In that case, the skater or parent/guardian must discuss the absence with the Coach prior to the skater being absent.

If a skater misses more than two practices, he/she may be disqualified from participating in the Ice Show. Parents/guardians are still required to pay for the skaters’ ice show costume(s) if the skater is disqualified. If a skater chooses not to participate in the Ice Show after costumes are ordered, parents/guardians are still required to pay for the skater’s Ice Show costume ***and*** fulfill their Ice Show volunteer commitment selected at registration ***or*** pay the \$100 non-participation fee.

## **Ice Show Dress Rehearsal**

Attendance at the Ice Show Dress Rehearsal on the Thursday evening prior to the Ice Show is **mandatory**.

This policy is in place for the following reasons:

- The number of Ice Show practices are limited due to ice time available.
- Ice Show routines are a group production. When skaters are absent, it is difficult for the remaining skaters to time the elements of the routine and to get a feel for the role each skater plays
- The Ice Show is the time for skaters to show off their skating skills. Ice Show practices result in a polished routine
- Dress Rehearsal is the time for skaters to perform their routine(s) in costume to help the skaters get a feel for how the ice show will be carried out on show days. It also helps detect possible complications with costumes.

Only under extraordinary circumstances will skaters be allowed to miss more than two Ice Show practices or the Dress Rehearsal. Absences will be excused at the discretion of the Coach and the Coaches Committee. Parents/Guardians must inform the appropriate Coach of expected absences in advance.

### **Notes:**

- In years when the Ice Show occurs on the weekend after Easter, this policy may be modified.
- The ISD 361 calendar, days of operation, and availability of arena ice will determine when Ice Show practices will be held.

**Helper Policy**  
**International Falls Figure Skating Club**

In order to make the International Falls Figure Skating Club (IFFSC) a viable and successful Club, Junior and Senior Club skaters are needed to assist Coaches with group lessons. The role of Helper is a requirement for Junior and Senior Club skaters in the grades outlined below. Skaters do not receive monetary compensation for their role as a Helper.

**Junior Skater**

- Skaters who are in Junior level at the beginning of the season will assist Coaches with the Snowplow Sam group lessons. Skaters who pass into Pre-free Skate during the season *may* be asked to be a Snowplow Sam Helper.
- At the beginning of the season, the Helper Coordinator will assign enough Junior skaters to ensure that there is adequate help for the Snowplow Sam skaters. As the season progresses and the skaters improve, the number of Helpers needed during each group lesson is expected to decrease.
- Helpers will be assigned one month at a time for the entire season. Skaters will likely need to be a Helper more than once a season.
- Coaches will take Helper attendance prior to the start of each lesson. Coaches are required to submit all attendance forms at the end of each helper month.

**Senior Skaters**

- Skaters who are in a Senior Club at the beginning of the season will assist Coaches with all levels from Snowplow Sam, Basic Skills (levels 1-6) and Junior group lessons. Skaters who pass into a Senior Club during the season *may* be asked to be a Snowplow Sam or Basic Skills (levels 1-3) Helper, but not a Basic Skills (levels 4-6), or Junior Free Skate (Pre Free skate and Free Skate 1-4) Helper. All Senior Club skaters are required to help with Snowplow Sam for the first month of skating or longer depending on numbers within the Snowplow Sam group.
- The Helper Coordinator will assign one Senior Club skater for each Basic Skills (levels 1-3), Basic Skills (levels 4-6), Junior (Pre Free skate and Free Skate 1-4) group lesson time. Additional Helpers will be assigned if warranted by group sizes.
- Helpers will be assigned one month at a time for the entire season. Skaters will likely need to be a Helper more than once a season.
- Coaches will take Helper attendance prior to the start of each lesson. Attendance at assigned group lessons is one of the criteria for lettering.

**All Helpers** are expected to abide by the following guidelines:

1. Helpers will be on the ice and ready to help by the scheduled time.
2. If a Helper cannot attend an assigned lesson, he/she will find his/her own replacement. The Helper or his/her parents will inform the Coach, via phone, email, or text about the replacement.
3. Helpers will follow the direction of the Coach.
4. Helpers or their guardian will report concerns or issues to the Coach in a timely manner.
5. Helpers must attend a pre-season Helper workshop.
6. No individual skills will be performed by Junior or Senior skaters during helping hours.
7. All Helpers will be required to assist the entire session. No distractions will be tolerated.

**Exception to the Helper Policy**

Any exceptions will be made at the discretion of the Coach responsible for the corresponding level.

I, \_\_\_\_\_, have read the above and understand the expectation outlined in the Helper Policy. Non-compliance with this policy could result in not lettering for the season.

Date: _____	Signature of Skater: _____
Date: _____	Signature of Coach: _____
Date: _____	Signature of IFFSC Board: _____

## **Testing Policy for Basic Skills, Junior Pre-Free Skate and Junior Free-Skate Skaters** **International Falls Figure Skating Club**

The IFFSC Regular Season and Summer Session testing will adhere to the following testing procedure:

All Basic Skills and Junior Club skaters will have the opportunity to test during scheduled test sessions. The number of test sessions held is dependent upon available ice time and the readiness of the skaters. If a skater is ill or unable to attend a test session, the skater must contact the Coach so they can make arrangements to have the skater tested at a later date.

Snowplow Sam will not have a regular test session; they will be moved to Basic 1 at the Coaches' discretion prior to the December test session.

Group placement for the Ice Show will be set after the first Regular Season test session (late November/early December).

### **IFFSC Testing Guidelines:**

- Testing will not be done during private lessons.
- At the advice of a Coach, a skater may test more than one level at a time. This advice must come from a Coach, not the skater or the parent/guardian.
- **The Coach may not show the skater how to do the element they are testing;** it is important that the skater not only knows how to do the element, but what the element is by name.
- All Basic Skills, Pre-free Skate, and Free Skate testing will be done on a pass/retry basis; a skater must pass all elements before passing. If the skater does not pass a level, they must retest (and pass) all elements at the next test session in order to move into the next level. The Coach may allow for one element to be retried one time. The Coaches will provide the skaters with a testing sheet that shows which elements they need extra work on.
- Testing sheets will be kept on file for each skater. A Coach may allow skaters to work on skills in other levels if they feel the skater is ready to advance but there has not yet been a scheduled testing session.

### **New Skater Placement/Transfers:**

- If an older skater (aged 6+) registers for the first time or if a skater transfers from a club that is not a member of the USFSA or Learn to Skate USA, the skater will be evaluated in Basic Skills (level 1) by the Coaches during the first two weeks of skating and placed in the level of their ability. unless parents request Snow Plow Sam.
- If a skater transfers from a Club that has the USFSA Basic Skills program or Learn to Skate USA, the skater will be placed in their current skating level.
- Skaters from other clubs will have test sheets kept on file, so if they choose to skate with the IFFSC again they will return to the group they ended in.

### **Testing Outside IFFSC:**

- The IFFSC will honor any Basic Skills or Junior (Pre-free Skate and Free Skate 1-4) skater's advancement to a higher level of skating if the skater has the opportunity to receive additional instruction *and* attends a test session at another Club.
- Once the skater returns to the IFFSC, proof of the passed test must be provided to the IFFSC Corresponding Secretary. Proof may consist of either a letter from the professional Coach that did the testing or a test sheet from the IFFSC or from the testing club. If proof is not presented to the IFFSC Test Chair, the test advancement will not be honored.

### **Controlled Substance, and Behavior Policy** **International Falls Figure Skating Club**

### **Chemical and/or Tobacco Use and/or Abuse and Racial and Sexual Harassment and Violence Policy**

Any skater at any level involved in chemical and/or tobacco use and/or abuse and/or acts of racial and/or sexual harassment, and/or violence will be suspended according to Minnesota State High School League rules.

At any time during the calendar year, a student shall not, regardless of the quantity:

- a. use or consume, have in possession a beverage containing alcohol;
- b. use or consume, have in possession tobacco or tobacco products; or
- c. use or consume, have in possession, buy, sell or give away any other controlled substance or paraphernalia.
- d. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products, or other chemicals,  
    "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
- e. use or consume, have in possession, buy, sell, or give away any substance or product where the intent of such use of substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law
- f. be involved in acts of racial or sexual harassment and violence as defined and detailed in the ISD 361 policy



**Penalty** (As per Minnesota State High School League guidelines)

- a. **FIRST VIOLATION:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) weeks of the season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.
- b. **SECOND VIOLATION:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) weeks of the season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.
- c. **THIRD AND SUBSEQUENT VIOLATIONS:** After confirmation of the third or subsequent violation, the student shall lose eligibility for the next twelve (12) weeks of the season in which the student is a participant. If, after the third or subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program, the student shall be certified for reinstatement in said activity after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
- d. A student shall be disqualified from all skating activities for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

**Theft or Vandalism**

If you are caught engaging in any of these activities you may be suspended or terminated by the decision of the IFFSC Board of Directors.

## X. GUARDIAN INVOLVEMENT

The International Falls Figure Skating Club (IFFSC) Board of Directors has the power to suspend Guardians, Skaters, Coaches, or Directors by the majority vote.

Guardians must be familiar with the policies included in this handbook and assist in the attainment of the objectives of the IFFSC.

1. It is encouraged that all guardians feel free to attend monthly IFFSC Board meetings.
2. In order for your child to skate you must **not** have any **outstanding balance** due for private lessons, fundraising or other skating fees.
3. Guardians must show up prior to lesson times to have skaters prepared with skates, hat, helmet and gloves on and attend to bathroom needs prior to ice time.
4. Guardians are expected to volunteer time with IFFSC functions and events, beyond Ice Show obligations. Sign ups will be available during registration.
5. Guardians are encouraged to read the Guardian Code of Conduct as attached hereto and made a part thereof. The Board may take appropriate action when a guardian violates the Code of Conduct in a manner which is detrimental to the IFFSC at home or away. Guardians in violation shall receive a Board letter created for this issue.
6. Below is the Conduct Letter adopted by International Falls Figure Skating Club Board members. In the event that the Board needs to address a situation concerning a guardian or fan, the Conduct Letter will promptly be sent to the individual(s).

**International Falls Figure Skating Club**  
**Conduct Letter**

Dear \_\_\_\_\_,

Your conduct at the \_\_\_\_\_ has been brought to the attention of the International Falls Figure Skating Club's Board of Directors.

Our skating association has always encouraged guardian involvement in our program. We will **not** tolerate abusive behavior toward skaters, Coaches, team members, board members or fans during any activity which is connected with our skating club. Guardians have no business interfering with the skaters during lessons, competitions, exhibitions, testing, or ice show. Please, let the Coaches coach and our skaters skate.

A guardian needs to provide support and positive encouragement and be an outstanding role model for the skater. Figure skating is not life or death. The rewards for a young athlete starting out in a skating program should be immediate. These rewards are not just advancing to the next level. There are many ways to be part of a club, including having fun, learning skating elements, enjoying time with other skaters, participating in competitions and testing, and learning to skate by the rules.

Guardians must realize that their actions affect not only their child, but other children in the Club. Guardian' conduct can and will affect the way in which their child is accepted socially by other skaters.

**We as a Board will not penalize the skater for a guardian's conduct. If this issue arises again, you will be banned for the remainder of the skating season from all International Falls Figure Skating Club activities.**

We hope this resolves this issue and will allow you to better enjoy your child's time in figure skating.

Respectfully,

International Falls Figure Skating Club Board of Directors



**XII. BOARD OF DIRECTORS (2023-2024)**

Email for Board of Directors: [iffscboard@gmail.com](mailto:iffscboard@gmail.com)

**Officers- (Update will follow upon the results of the upcoming meeting and election in May.)**

<b>President</b>	Terri-Lee LaVigne
<b>Vice President/Vice Treasurer</b>	Sarah Morin
<b>Treasurer</b>	Stacy Robar
<b>Payroll Treasurer</b>	Deanna Kittelson
<b>Recording Secretary</b>	Kim O'loughlin
<b>Corresponding Secretary</b>	

**XIII. ACKNOWLEDGEMENT SIGNATURE PAGE**

By signing this page, you, the skater, hereby agree to **all** of the policies contained within the International Falls Figure Skating Club Policy & Conduct Handbook.

Skater's Name: \_\_\_\_\_

Skater's Level: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

By signing this page, you, the parent/guardian, hereby agree to the Guardian Code of Conduct and **all** of the policies contained within the International Falls Figure Skating Club Policy & Conduct Handbook.

Guardian's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_