

# International Falls Figure Skating Club

## Policy & Conduct Handbook 2014-2015

**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 23 of this Policy Book.**

**The Acknowledgement 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) are: to encourage the instruction, practice and advancement of its members in compulsory figures, free skating, pair skating, dancing, synchronized skating, basic skills and 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, ice carnivals or shows; to perform such other acts as may be necessary, advisable, proper or incidental to the realization of the objects and purposes of this organization, and to carry out the general policies of the United States Figure Skating Association (USFSA).

## **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 are expected to 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 established by the IFFSC Board of Directors, that Coach may, at the discretion of the Board, be relieved of his/her coaching responsibilities.
4. All IFFSC Coaches are expected at all times to refrain from using any profanity in the presence of skaters. The Coaches are also required to refrain from violating any smoking rules of the arena.

#### **IV. REGULATIONS**

1. The IFFSC recognizes, supervises and is responsible for the following skating categories. All categories follow USFSA guidelines and regulations.
  - a. Snowplow Sam – beginner skaters, generally ages 3-5
  - b. Basic Skills (levels 1-8) – skaters of varying ages
  - c. Junior Club (levels 1-4) – skaters of varying ages
  - d. Senior Club – skaters of varying ages
2. All Snowplow Sam skaters (regardless of age) are strongly encouraged to wear a helmet while participating on the ice.
3. IFFSC fees are set prior to registration. In calculating the registration fee, the Board will add any fee increases passed on to the Club from the USFSA 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 deposited to 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, will announce any skaters as having been selected for the team(s) prior to the announcement of the entire team.

#### **V. FUNDRAISERS**

1. Any person or persons wishing to conduct a fundraiser that benefits IFFSC skaters or the Club must have approval from the Board of Directors to conduct said fundraiser. Permission must be given before any arrangements for the fundraiser are made.
2. Any monies received from approved fundraisers shall immediately upon conclusion of the 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 their parents/guardians. Any skater choosing not to participate in our fundraising program will be subject to a non-participation fee (to be determined prior to registration).

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

Only Board members may solicit funds.

## **VII. BOARD LIAISONS**

A Board member will be appointed as a liaison to each skating level (Snowplow Sam, Basic Skills, Junior Club, and Senior Club) and to each Coach.

## **VIII. MEETINGS**

The IFFSC Board meets monthly on the second Wednesday 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.

## **IX. POLICY CHANGES**

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

## **X. CODE OF CONDUCT AND POLICIES**

### **International Falls Figure Skating Club** **Parental Code of Conduct Policy**

*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.*

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 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 well being 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 teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the results of a competitive event.
6. I will never ridicule or yell at my child or other participants for making a mistake or blame my child's teammates for placement in a competition.
7. I will do my best to make skating fun and will remember that my child participates in sports for his/her own enjoyment and satisfaction not mine.
8. I will ask my child to treat other skaters, Coaches, fans, officials, and Board of Directors with respect, regardless of race, creed, color, sexual orientation or ability.
9. I will applaud a good effort in both victory and defeat emphasizing the positive accomplishments and learning from the mistakes.
10. I will teach my child to resolve conflicts without resorting to hostility, violence, or verbal harassment.
11. I will be a positive role model for my child and other skaters.

**(Parental Code of Conduct Policy continued on the following page)**

### **Parental Code of Conduct Policy (continued)**

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 drug prescribed by applicable federal, state, or municipal law.
13. 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.
14. I will not provide alcohol to, or condone the use of alcohol by minors, abuse alcohol in the presence of athlete members or at USFSA activities.
15. I will encourage my child's Coach to continue their education and training through programs offered by USFSA, the Professional Skaters Association and other accredited organizations.
16. 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.
17. I will respect the authority and decisions of officials during competitions and test sessions and teach my child to do likewise. Any discussions surrounding any results will be conducted in private.
18. I will show appreciation and recognize the importance of volunteers and club officials.
19. I will respect the authority and decisions of the IFFSC Board of Directors.
20. I will study the rules of the USFSA and teach my child accordingly so that we have an understanding and appreciation of the rules of competition and membership.
21. I will support all the opponents in my child's competition and respect the rights of all skaters to participate.

**International Falls Figure Skating Club**  
**Attendance Policy**  
*October 19, 2014*

For **all levels** of skating, the Coaches will take attendance at each practice for the following reasons:

- 1) to get to know the skaters' names;
- 2) to demonstrate that attendance is important and recognized;
- 3) to keep track for the ice show (please see *Ice Show Practices and Dress Rehearsal Attendance Policy*, and
- 4) to keep track for any other awards that may have attendance, dedication, or commitment as a criteria.

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

Attendance equates to the skater being on the ice within five minutes of the group lesson start time and staying for the entire lesson.

**Senior Club**

Senior Club skaters are expected to attend a **minimum** of 75% of the scheduled Senior Club practices. Coaches will report attendance concerns to the Board of Directors and the Board of Directors will address attendance concerns with skaters and their parents on a monthly basis. Failure to achieve 75% attendance will result in the skater being **ineligible** for Senior solos and/or features in the Ice Show as well as **ineligible** to receive an athletic letter for the season.

It is recognized, however, that unforeseen circumstances may occur and a skater must be absent (e.g. illness, injury, planned family vacations, conflict with no-school days for skaters attending other school divisions than ISD 361, etc.) In these situations, the skater or parent/guardian must discuss the absence with their Coach **prior** to the skater being absent and the Coach will determine whether or not the absence is to be excused.

**Arena Ice**

During scheduled IFFSC ice time, if there is no Coach or supervising adult (over the age of 21) present then skaters **may not** be on the ice. Senior skaters must arrange to have a supervising adult (over the age of 21) 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.

Outside of scheduled IFFSC ice time (i.e. when no one is scheduled for ice time), skaters **may not** be on the ice regardless of whether or not there is a Coach or supervising adult (over the age of 21) present. For example, if the IFFSC has scheduled ice from 6:10 am to 8:10 am, skaters may not be on the ice prior to 6:10 am or after 8:10 am.

**(Attendance Policy continued on the following page)**



### **Attendance Policy (continued)**

These regulations are posted in the arena and are due to ISD 361 insurance considerations.

#### **Synchronized Skating Teams (Blade Brigade)**

Due to the nature of synchronized skating, all practices are **mandatory** and Synchro team members must attempt to attend all team practices. If a Synchro skater cannot attend practice, for whatever reason, he/she must inform the Coach **prior** to practice.

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

*June 11, 2014*

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;
- The skater must 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;
- The skater must 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, and
- The skater must have completed one of the following:
  - A. Attempt any level Moves in the Field or Freeskate 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 (e.g. illness/injury) was unable to compete/test in an event in which they were registered or to 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 on 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, and
- If a skater would have met the above criteria but due to extenuating circumstances (e.g. illness/injury) was unable to compete/test in an event in which they were registered or to participate in the Ice Show.

I, \_\_\_\_\_, have read the above and understand the criteria for lettering in both 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: \_\_\_\_\_

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

*October 19, 2014*

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 Junior Club (levels 1-4) by December 15.

**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 Freeskate test or must place first in the Artistic Finals by the final day of Moorhead Competition. If a skater receives a solo by placing first 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 first in the Artistic Finals the skater will perform both their solo and their Artistic routine in the Ice Show.
2. The skater must enter and participate individually in a Freeskate (solo) or an Artistic program in at least one competition during the skating season and the skater must perform their Freeskate (solo) or Artistic program in the Club's annual Winter Exhibition.
3. The skater must fulfill his/her Attendance obligation as outlined in the *Attendance Policy*.
4. The skater must fulfill his/her Helper obligation as outlined in the *Helper Policy*.
5. The skater must demonstrate a **positive attitude**, 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.

\* 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 – 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.

**(Ice Show Solos and Features Policy continued on the following page)**

## **Ice Show Solos and Features Policy (continued)**

The length of each solo will be determined by the number of Senior Club skaters who meet the criteria outlined above:

- If there are 1-6 skaters who qualify for a solo, solos will be 2 minutes long.
- If there are 7 or more skaters who qualify for a solo, solos will be 1.5 minutes long.

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

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

With Board approval, 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.

### **All Senior Line(s)**

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.

### **Ice Show Helpers**

Senior Club and/or Junior Club skaters will be assigned to help the Snowplow Sam and Basic 1 groups during the Ice Show.

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

*October 19, 2014*

The International Falls Figure Skating Club (IFFSC) Ice Show practices will normally begin on the Tuesday following the President's Day holiday in February.

**Ice Show Practices**

Coaches will take attendance at each Ice Show Practice and attendance is **mandatory** for all skaters.

**Ice Show Dress Rehearsal**

Coaches will take attendance at the Ice Show Dress Rehearsal and attendance is **mandatory** for all skaters.

It is recognized, however, that unforeseen circumstances may occur and a skater must be absent. In these situations, 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 or the Ice Show Dress Rehearsal, he/she may be disqualified from participating in the Ice Show. In this situation, or 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** be subject to the Ice Show non-participation fee (to be determined prior to registration).

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, and
- during the Dress Rehearsal the skaters perform their routine in costume and practice the Grand Finale routine with all other skaters.

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(es).

**Notes:**

- In years when the Ice Show occurs on the weekend after Easter, this policy may be modified.
- For skaters who attend school districts other than ISD 361- if there is a conflict with no school days the Coach should be notified; skaters will be automatically excused.

## **International Falls Figure Skating Club**

### **Helper Policy**

*October 19, 2014*

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

#### **Junior Club Skaters (grades 5-12)**

- Skaters in grades 5 through 12 who are in Junior Club at the beginning of the season will assist Coaches with the Snowplow Sam group lessons. Skaters in grades 5 through 12 who pass into Junior Club 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 Club skaters to ensure that there is at least one Helper per one-two 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.

#### **Senior Skaters – grades 7-12**

- Skaters in grades 7 through 12 who are in Senior Club at the beginning of the season will assist Coaches with the Basic Skills (levels 1-8) or Junior Club (levels 1-4) group lessons. Skaters in grades 7 through 12 who pass into Senior Club during the season *may* be asked to be a Basic Skills (levels 1-3) Helper, but not a Basic Skills (levels 4-8) or Junior Club (levels 1-4) Helper.
- Skaters in grades 5 and 6 who are in Senior Club at the beginning of the season will assist Coaches with the Snowplow Sam group lessons. Skaters in grades 5 and 6 who pass into Senior Club during the season *may* be asked to be a Snowplow Sam Helper.
- The Helper Coordinator will assign an appropriate number of Senior Club skaters for each Basic Skills (levels 1-3), Basic Skills (levels 4-8) and Junior Club (levels 1-4) group lesson time dependent upon 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 receiving an athletic letter (see *Lettering Policy for Falls High School, ISD 361*) and also one of the criteria for obtaining a solo or feature in the annual Ice Show (see *Ice Show Solos and Features Policy*).

**(Helper Policy continued on the following page)**

### **(Helper Policy, continued)**

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

1. Helpers must be on the ice and ready to help by the scheduled time.
2. If a Helper cannot attend an assigned lesson, he/she must find his/her own replacement. The Helper or his/her parents must inform the Coach, via phone or email, about the replacement.
3. Notwithstanding number two above, Helpers must attend 75% of their scheduled time.
4. Helpers must follow the direction of the Coach.
5. Helpers or his/her parents/guardians must report concerns or issues to the Helper Coordinator in a timely manner.
6. Helpers must wear their IFFSC provided Helper t-shirt when on the ice.
7. Helpers must attend a pre-season Helper workshop.

### **Exceptions to the Grade Range for Helpers**

If the number of Helpers required to cover Basic Skills 1-3 cannot be met by the current number of Junior Club and Senior Club skaters, the Board may decide to expand the grade range to include skaters in 5 & 6<sup>th</sup> grade.

If the number of Helpers required to cover Snowplow Sam cannot be met by the current number of Junior Club and Senior Club skaters, the Board may decide to expand the grade range to include skaters below the 5<sup>th</sup> grade.

**International Falls Figure Skating Club**  
**Testing Policy for Basic Skills and Junior Club Skaters**

*October 19, 2014*

The International Falls Figure Skating Club (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 which may be held up to five times a year (i.e. if possible, four times during the regular season and once at the end of the summer session). 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.

Group placement for the Ice Show will be set after the first Regular Season test session (late November/early December). Snowplow Sam will not have a regular test session; they will be moved to Basic 1 at the Coaches' discretion prior to the first Regular Season test session.

**IFFSC Testing Guidelines:**

- Testing will not be done during private lessons.
- At the advisement of a Coach, a skater may test more than one level at a time. This advisement must come from a Coach, not the skater or the parent.
- 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 and Junior Club 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, at their discretion, 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, 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.
- If a skater transfers from a Club that has the USFSA Basic Skills program, the skater will be placed in their current skating level.

**(Testing Policy for Basic Skills and Junior Club Skaters continued on the following page)**



**(Testing Policy for Basic Skills and Junior Club Skaters, continued)**

- 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 Club 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.
- The skater must have the Testing Outside IFFSC Form (see below) signed by their Coach, their parent, and a member of the IFFSC Board of Directors **prior** to testing outside the IFFSC.
- Once the skater returns to the IFFSC, proof of the passed test must be provided to the IFFSC Test Chair. 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.

**IFFSC Testing Form:**

<p><b><u>International Falls Figure Skating Club</u></b> <b><u>Testing Outside IFFSC Form</u></b></p>	
<p>I, _____, will be attending a test session at _____.</p>	
<p>My USFSA# is _____ and I am currently at the _____ level.</p>	
<p>When I return to my home club I will provide the IFFSC Test Chair with a letter or a test sheet from a professional Coach indicating what testing I have passed.</p>	
Date: _____	Signature of Skater: _____
Date: _____	Skater's Parent: _____
Date: _____	Skater's Coach: _____
Date: _____	IFFSC Board Member: _____

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

*October 19, 2014*

**Academic Standing**

All skaters are expected to maintain passing grades in the classroom. If a skater does not maintain passing grades, said skater will be suspended from skating and not allowed to travel to out-of-town competitions or testing for a two-week period of time. At the end of the two-week period, a skater achieving a passing grade will again be allowed to participate. However, any skater not receiving a passing grade at this point will be suspended for an additional two (2) week period. Skaters who do not attend ISD 361 may need to provide proof of passing grades.

**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 High School League rules.

During the school year (meaning the entire school year and any portion of any activity season which occurs prior to the start of the school year or after the close of the school year), REGARDLESS OF QUANTITY, A STUDENT SHALL NOT:

- a. use a beverage containing alcohol
- b. use tobacco or tobacco products
- c. use or consume, have in possession, buy, sell or give away any other controlled substance, or
- d. be involved in acts of racial or sexual harassment and violence as detailed in the ISD 361 policy

**Penalty**

- 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.

**(Academic Standing, Controlled Substance, and  
Behavior Policy continued on the following page)**

**(Academic Standing, Controlled Substance, and Behavior Policy, continued)**

- 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, Vandalism or Sexual Harassment**

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.

## **XI. PARENT INVOLVEMENT**

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

Parents 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 parents 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 or other skating fees.
3. Parents must read the Parental Code of Conduct. The Board may take appropriate action when a parent violates the Code of Conduct in a manner which is detrimental to the IFFSC at home or away. Parents in violation shall receive a Board letter created for this issue.
4. Below is the Conduct Letter adopted by IFFSC Board members. In the event that the Board needs to address a situation concerning a parent or fan, the Conduct Letter will promptly be sent to the individual(s).

**(Parent Involvement continued on the next page)**

(Parent Involvement, continued)

**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 parent 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. Parents 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 parent 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 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.

Parents must realize that their actions affect not only their child, but other children in the Club. Parents' 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 parent'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 have enclosed the "Ten Commandments for Skating Parents." These commandments are a part of the International Falls Figure Skating Club Policy handbook.

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. TEN COMMANDMENTS FOR SKATING PARENTS**

1. **Thou shalt not impose your ambitions on thy child.** Remember that figure skating is your child's activity. Improvement and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes, and don't push them based on what you think they should be doing.
2. **Thou shalt be supportive no matter what.** There is only one question to ask your child - "Did you have fun?" If competitions, ice shows, and practices are not fun, your child should not be forced to participate.
3. **Thou shalt not coach your child.** You have taken your child to a trained Coach - do not undermine that person by coaching your child on the side. Your job is to support and love your child no matter what, and the Coach is responsible for the technical part of the job.
4. **Thou shalt only have positive things to say at a competition.** If you are going to show up at a competition, you should cheer and applaud, but never criticize your child, other children, the Coaches or judges. Always strive to set a good example for your child.
5. **Thou shalt acknowledge thy child's fears.** A competition or test (for everyone) can be a stressful situation. It is totally appropriate for your child to be anxious. Don't yell or belittle, just assure your child that the Coach would not have suggested participation if your child was not ready for it.
6. **Thou shalt not criticize the club.** If you do not have the time or the desire to volunteer, don't criticize those who are doing the best they can.
7. **Honor thy child's Coach.** The bond between Coach and skater is a special one and one that contributes to your child's success as well as fun. Do not criticize the Coach in the presence of your child. It will only serve to hurt your child's skating.
8. **The child shall have goals besides winning.** Giving an honest effort, regardless of the outcome, is much more important than winning. An Olympic swimmer once said, "My goal was to set a world record. Well, I did that but someone else did it too, just a little faster than I. I achieved my goal and lost. That does not make me a failure. In fact, I am very proud of that race."
9. **Thou shalt place your child first above everything.** Ask yourself this question - Are your child's goals more important to you than they are to your child? Parents should remain flexible, patient and always supportive while their children strive to find their niche in life.
10. **Thou shalt not expect thy child to become an Olympic star.** The odds are against your child becoming an Olympic star. Skating is much more than the Olympics. Ask your Coach why they coach. Chances are they were not an Olympian but still got enough out of skating that they want to pass on the love of the sport. Skating teaches self-discipline, builds self-esteem and provides lifelong friendships. Be happy your child wants to participate.



#### **XIV. BOARD OF DIRECTORS (2014-2015)**

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

##### **Officers**

President – Erin Rousseau  
Vice President – Michelle Hedlund  
Treasurer – BriAnne Bowles  
Payroll Treasurer – Kristen Wold  
Recording Secretary – Tara Harris  
Corresponding Secretary – Karina McLellan

##### **1-year term – 2014/15**

Tara Harris           218-286-5534  
Penny Hutton        807-274-0831  
Lindsay Strickland   807-274-1437  
Sarah Valentine     218-324-1516  
Kristen Wold         218-286-3527

##### **2-year terms – 2014/15, 2015/16**

BriAnne Bowles     218-324-3365  
Sarah Christianson   218-324-0128  
Britt Jackson        218-240-5452  
Karina McLellan     218-290-3929  
Dina Gardiman       807-275-5013

##### **3-year terms – 2014/2015/2015/16/2016/17**

Karen Bates         218-324-0546  
Michelle Hedlund    218-283-4013  
Erin Rousseau       218-395-0076  
Kim Anderson        807-274-0116  
Lynette Anderson    218-395-0076



**XV. ACKNOWLEDGEMENT SIGNATURE PAGE**

**Skater Acknowledgement**

By signing this page, you, the skater, hereby acknowledge that you have read and that you 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: \_\_\_\_\_

**Parent/Guardian Acknowledgement**

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

Parent's Name: \_\_\_\_\_

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