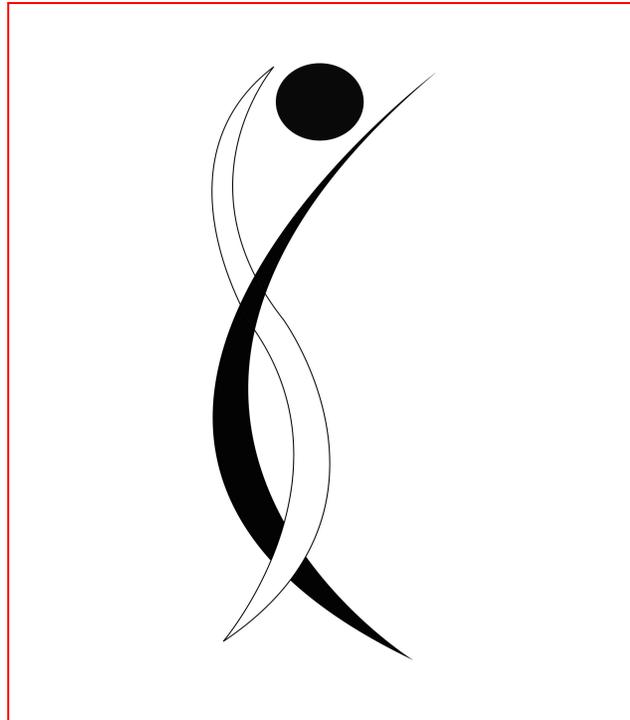


# ***ALEXANDRIA FIGURE SKATING CLUB'S***



## ***PARENT/SKATER HANDBOOK***

PO BOX 471, ALEXANDRIA, MN 56308  
<http://www.alexandriafigureskating.org>

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**ALEXANDRIA FIGURE SKATING CLUB (AFSC)**  
**PARENT/SKATER HANDBOOK**  
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## **Welcome to the Alexandria Figure Skating Club**

The Alexandria Figure Skating Club's (AFSC) Board of Directors would like to welcome you to the current skating season. We hope you will enjoy your skating experience with us this year. When you register yourself or your child for skating lessons with us, both you and your child become members of our skating club.

The AFSC Mission Statement: The goal of the Alexandria Figure Skating Club is to provide professional instruction in the art of figure skating to all ages and to promote figure skating as a lifelong recreational sport.

The main purpose of the Alexandria Figure Skating club is to provide lessons in skating skills to use for figure skating, hockey, or recreation. Even though we have "Alexandria" in our name, our members include skaters from other nearby towns such as Sauk Centre, Glenwood, Osakis, Parkers Prairie, Lowry, Garfield, Brandon and other towns.

The AFSC was established in the fall of 1979 as a basic skills organization. We are a non-profit organization run by a board of volunteers. In 1994, our club was granted membership in the United States Figure Skating (USFS). USFS is the national organization that sets the testing and competition standards for the sport of figure skating in the United States. USFS is comprised of member clubs, and individual members. USFS sets the standards for teaching the correct skating methods to beginning skaters. They have developed a Basic Skills teaching program that is used throughout the United States.

The USFS Basic Skills program is what the Alexandria Figure Skating Club teaches. The program consists of the Basic Skills Levels 1-8 and Freeskate 1-6. We have group lessons in most of these levels. The AFSC teaches these lessons at the Runestone Community Center (RCC) in either the west or east rinks.

There is a mandatory Club fee to join as a Basic Skills (all levels) skater. (See "Fees Description: for more details.) This fee will be sent to the USFS for third-party accidental insurance. Your child is required to be covered by this insurance in order to skate on the ice during AFSC hours.

Figure Skating is a very individual sport, but a team effort can be used to achieve the skater's goals. Your team consists of the skater, the coach, the parents and the club. Each member of the team is important to the development of the skater and each other.

The main purpose of the club is to improve, advance and encourage the instruction, training, competition and development of capabilities of the individual in all forms of figure skating.

Some of the ways these are achieved are by providing ice time for purchase by the skater, providing training equipment, informing skaters of what is happening in the skating club and world, setting standards for coaches and administering the rules of courtesy and safety for all skaters.

This club is a volunteer organization. Volunteers monitor the skating sessions, produce shows, assist with tests and competitions, and support the club in general. WITHOUT VOLUNTEERS, THE CLUB WOULD CEASE TO EXIST. PLEASE VOLUNTEER YOUR TIME WHEN ASKED! Thank You!

### **USFS PARENTS CODE OF CONDUCT**

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

Preamble: The essential elements of character building and ethics in a sport 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)

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 and officials 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 mistakes.
10. I will teach my child to resolve conflicts without resorting to hostility or violence.
11. I will be a positive role model for my child and other skaters.

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 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 International Olympic Committee, International Skating Union, United States Olympic Committee, or US Figure Skating, or, in case of athletes, use such drugs or refuse to submit to properly conducted drug test 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 US Figure Skating activities or, in the case of athletes, consume alcoholic beverages while a minor.
15. I will encourage my child's coach to continue their education and training through programs offered by the US Figure Skating, 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 decisions of officials and their authority during the competition and test sessions and teach my child to do likewise.
18. I will show appreciation and recognize the importance of volunteers and club officials.
19. I will study the rules of US Figure Skating and teach my child accordingly so that we have an understanding and appreciation of the rules of competition and membership.
20. I will support all the opponents in my child's completion and respect the rights of all skaters to participate.

### **AFSC Board Members**

The AFSC is a volunteer club governed by and elected Board of Directors. The Board of Directors manages the AFSC club rules, events, shows and other business throughout the year. The board meets once a month in the evening of the second Tuesday at the RCC in the warming area above the east rink, but the location is subject to change. The board meetings are open to all club members who wish to attend.

If you are interested in joining the board, there may be positions available. These positions are open to men or women 18 years of age or older. A board of director term is two years, but no director shall serve more than three consecutive terms (6 years). The Board of Directors will elect officers and other club officials at the annual meeting held in May. Additional board members may be elected at this time.

## **AFSC Board Policy and Procedures**

The AFSC does have an AFSC Employee Member Conduct Policy and AFSC Student Behavior Discipline Policy, AFSC Complaint Form, AFSC Injury Report form, AFSC Board Procedures, Articles of Corporation and by-laws.

### **Job Description of AFSC Board Members**

1. Be a member of the USFS and AFSC
2. Attend all board and committee meetings. Notify president if unable to attend.
3. Help to formulate policies and enforce them
4. To be accountable for club expenditures and fund and tax reporting. Help in setting up budgets and approving them.
5. Regularly examine club programs to insure that they are in agreement with the objectives of the club.
6. Volunteer for committee work assignments and keep the president informed of ongoing developments between board meetings.
7. Participate in recruitment and public relations for AFSC during their term. This does involve helping with registration evenings.
8. Project a positive attitude about AFSC at all times.
9. Help select and appoint club president, vice president, secretary, and treasurer.
10. Continually look for fundraising activities.
11. Abide by the AFSC Employee/Member Policies.
12. Employ and determine the compensation of whatever staff is deemed necessary for the successful operation of the club.
13. Give at least once a year, a full and complete report of all activities at the annual meeting. This report shall be available for review by all members of the club.

### **Ice Time**

The AFCS is charged by the city of Alexandria per hour for ice time. This rate increases annually to keep up with the cost of running the rink. Each year the AFSC contracts with the rink for ice. On average the AFSC will contract for between \$25,000 and \$30,000 of ice.

Ice time is the major expense to the club. That is why we look for ways to generate income to pay for this ice. Some ways are having fundraisers throughout the year. *See Fund Raisers. This is where we need every family's participation.*

Please help the AFSC keep your ice fees down by volunteering your time and effort with all out activities.

### **Volunteer Requirements**

The AFSC is operated solely by volunteers. All skaters and parents are valuable assets to our club. There are many opportunities to help and your efforts are truly needed. When your skater is signing up for AFSC events, you will be asked to volunteer your time during the event. There will be sign-up sheets for the following events: Christmas Holiday Exhibition, Battle of the Blades Competition, Spring Ice Review and Awake the Grapes run. In addition, fundraising is mandatory for all skaters.

Families who choose not to volunteer, will be required to pay a buyout option at the time of event registration.

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

### **Ice Monitors**

Ice Monitors are volunteers who agree to monitor all private ice activity during AFSC ice-time. They are also responsible for checking skaters entering/exiting the ice, and *receiving money for buy-ons or punch cards*. **They will be responsible for collecting money for skaters who may not be with our club.**

Ice monitors must have read the AFSC Rules of the Ice and agree to administer the rules while skaters are on the ice.

### **ASFC Fee Descriptions**

Basic Skills Skaters---Basic Skills Membership fee:

This fee is charged by US Figure Skating for membership in the Basic Skills Program. It also covers your skater with third-party liability insurance. You receive a membership card and a skills assessment book. If you are a previous member, you will not receive a new book unless US

Figure Skating makes changes to the book. Basic Skills members are considered to be any skater that does not take private lessons.

City of Alexandria RCC User Fee (applies to Basic Skills and USFS Members):

This fee is charged by the city of Alexandria to those skaters who do not live in the “City Limits” of Alexandria. Even though your address is Alexandria, if you live in a township, you are considered a “non-city” user. Any skater who lives in a different town must also pay this fee.

US Figure Skating Home Club Membership:

This fee is mandatory for all private skaters who are taking private lessons. The majority of this fee goes directly to USFS for membership. It includes third-party liability insurance. You will receive a membership card directly from USFS. Your membership allows you to compete at sanctioned competitions and test at official USFS testing sites. You also receive the “US Skating” magazine on a monthly basis. The balance of the fee helps to cover paper and mailing costs to keep you up to date as an ASFC member.

Second Home Club Member: [This fee is the same as the US Figure Skating Home Club Membership fee, but is used for the family with more than one skater. All additional skaters (the 2<sup>nd</sup>, 3<sup>rd</sup>, etc and board members) will use this membership fee.]

Second club members receive all the same benefits, except being mailed a magazine. One magazine is mailed per family. **Second Home Club Member Fee comes at a reduced rate.**

First Time USFS Membership:

This a special membership designed for a skaters first year as a private skater. It is offered through USFS at a reduced rate and is good for only one skating season (Fall or Winter).

Associate Member Fee:

An Associate Member is a “Home Club” member of another USFS club, but is supplementing their skating through our club by utilizing our ice time and/or coaches. They receive benefits from their “Home Club”. Benefits received through the AFSC include participation in our ice shows and exhibitions. Costs to use the ice and participate in official tests with the AFSC will be the same as our own “Home Club” member.

Rulebook/Directory Fee:

This is optional, but is a must have for the USFS member, including coaches! It contains all the rules, regulations, test requirements, and other important information. A separate directory of all contact people and registered clubs is included.

NSF Fee:

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

**Where to Shop for Skates and Where to have Skates Sharpened**

AFSC Rental Skates Program:

There are rental skates owned by the AFSC available for all figure skaters to rent. There is a rental agreement form that must be filled out prior to receiving skates. Also the skater will be properly fitted and instructed on proper care of the skates.

The skates may be rented for an (8) week session at a cost of \$25.00. The skater will be responsible for taking them home with them from week to week and then returning them at the end of the session.

These skates are to be only used on Runestone Community Center ice. NO OUTSIDE SKATING OF ANY KIND! For more info, contact a board member.

**Additional locations to purchase skates and sharpening.**

Edge Specialties: Owner Brad Anderson. 600 Apache Lane SE Alexandria MN 56308. 320-762-2757 or 320-815-3338. Brad's shop is at his residence. Call for an appointment. Edge Specialties orders the skates you select and will help you with a proper fit. Skates are available for beginners to the competitive skater. Brad specializes in blade selection, mounting and maintenance of your skate blades. Edge Specialties manufactures the Pro Filer hand-sharpening tool for figure skates and hockey skates. Edge Specialties also has figure skating apparel and accessories available by special order. His price for sharpening blades is a minimal fee.

Cowing Robards: 514 Broadway Alexandria MN 56308. 320-763-3351. Cowing Robards carries the Reidel brand skate for the Basic Skills skater. They have in stock guards and skate laces. They also carry used skates and have a buy-up program.

Dunham Sports: Viking Plaza Mall, Alexandria, MN 56308. 320-763-5005. Dunham Sports carries skates and skate guards for the Basic Skills skaters.

Westwood Sports: Bloomington, MN 952-881-2222

Pierce Skate and Ski: Bloomington, MN 952-884-1990

The Outdoorsman: Fargo, ND 701-282-0131

## **Equipment**

### **Clothing:**

Keep in mind that the RCC rink's temperature is usually around 45 degrees. *West rink is usually around 32 degrees.* We recommend that skaters wear warm coats, hats, and mittens. Helmets are optional. Some coaches feel that it is better for your skater not to wear blue jeans if at all possible. Blue jeans tend to get cold and stay cold especially if they get damp. They prefer skaters to wear knit/cotton stretch pants to stay warm and have better flexibility.

### **Skates:**

The most important equipment you as a skater can purchase is your skates. We cannot overemphasize the importance of purchasing good quality skates, for they will either help a skater progress or severely hinder their progress. It is important to purchase skates made of LEATHER if at all possible. The ASFC recommends that you purchase the appropriate skate for the skater's level. Beginners should avoid the more expensive, stiffer skates meant for higher-level skaters, and higher-level skaters should avoid skates with boots or blades meant for beginners. Two-bladed skates are not acceptable on the ice per RCC rules.

### **Fitting Tip:**

Skates must fit properly! Skates that are uncomfortable or are too big will become a frustration to the skater. Many people quit skating before they really give it a chance because "It hurts my feet/ankles." This is a sign of improper fit.

Your feet should not move around inside your boots, especially the heel. Your heel should be as far back into your boot as possible and should feel snug. Another important factor is support. Be aware that your skate size is not always the same size as your shoe. Usually the skate size is smaller than their regular shoe size. The boots should feel snug but your toes shouldn't be pinched. The closer the fit, the more control you will have. You should be able to place a pencil behind the heel for proper fit! Wear the socks you intend to wear when fitting a skate.

### **Lacing tips:**

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

### Guards and Soakers:

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

### Practice Dresses:

Some skaters in upper level classes wear “practice dresses.” These are skating dresses and skating tights purchased specifically for practice and lessons. Skaters typically wear sweaters, sweatshirts or jackets as an outer layer with skating dresses.

### **Breaking in New Skates**

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

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

### **Class Sessions**

The AFSC provides basic skills and freeskate class lessons three times a year. The first session is in October and November, the second session is in January and February and the third session is in June and July. This can give your skater plenty of opportunity to learn skills to excel to the next level.

Class dates and time change from session to session and is directed and assigned by board members.

### On Time:

The skater is expected to be dressed and on the ice at the scheduled lesson time. Please be at the warm-up area of ice 5 minutes before your lesson to avoid wasted time in finding your instructor. But please do not go to class until designated time.

### Class Size:

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

**\*\*Note to Parents\*\*** There are no street shoes allowed on the ice at any time. There may be gravel or other debris on your shoes that may cause a skater to trip and fall. RCC rule.

Skaters under the age of 7 must have a parent or guardian present at the arena while he/she is skating.

### Refund:

A refund check is allowed on the class session fee only if the skater has skated once or less. However there will be a \$5 administrative cost for doing such a refund that will be deducted from the check.

### Testing Day:

Testing days are the last day of the class session. At that point skaters are tested on all the required elements (skills) they have learned in the class level. They will either receive a Certificate of Completion or an Improvement Award.

## **Coaches/Student Coaches**

Coaches for each class are certified coaches or student coaches that have been trained to coach your skater.

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

If you feel that your child has learned all the elements or skills in the current level and you wish the coach would test your child to see if they could pass, you're welcome to discuss this with the coach and ask them to test your skater. If your skater passes a level in the middle of the class session, they can be transferred to the next level of skating, which will be a new class.

The AFSC Board asks that you don't wait at the door to the ice rink. This distracts the skater from the coach. We wish that you would stay and watch your skater from the bleachers.

## **Basic Skills Level**

AFSC skaters normally begin to skate in a group lesson environment called Basic Skills classes. These classes are a way to learn the basics of skating, whether your skater's interest is in competitive figure skating, recreational skating, or hockey. There are eight levels in the Basic Skills Program. Skaters are tested at the completion of each skating session, eight weeks, and move to the next level when they are able to perform each of the required elements in their current level. Tests are administered by USFS certified coaches and skaters receive certificates of completion upon passing each level.

When a skater has passed all eight Basic Skills levels, they continue instruction in the AFSC Freeskate Program.

## **Freeskate Program**

There are six levels in the Freeskate Program. Skaters are tested at the completion of each skating session and moved to the next level when they are able to perform each of the required elements of their current level. Tests are administered by USFS certified coaches and skaters receive certificates of completion upon passing each level.

They may continue to advance their ice skating skills under the continued instruction of a private coach. Skaters who advance to this level are usually involved in USFS sanctioned competitive testing sessions and competitions with other skaters at their level. See "Test Sessions" under the "Private Ice Sessions."

## **Levels in Skating**

### **Basic Skills**

Snow Plow Sam

Basic 1-8

Freeskate 1-6

### **Moves/Freeskate (US-FSA Test Levels)**

Pre-Preliminary

Preliminary

Pre-Juvenile

Juvenile

Intermediate

Novice

Junior

Senior

Other levels: Hockey, Dance, Pairs and Synchronized Skating.

## **Additional Classes that may be offered by the AFSC** **(If enough interest by its members)**

### **LO Power**

(Basic 4 to Basic 8 Levels Only)

This class is for the lower level or beginning power skater. It combines acceleration and strength using the elements taught in the previous levels. It will help improve coordination, stamina, and speed.

### **HI Power**

(Freeskate 1 Levels And Up)

This class is for the experienced skater with more advanced skills. Using acceleration and strength, it will improve coordination, stamina, and speed.

### **Principles of Skating**

(Basic 5 level skater and up)

This class will bring back the old school figures, which are lacking in today's skaters. This will help define your edges as well as develop the necessary balance and concentration that is required to perform more difficult moves.

### **Moves-In-The-Field**

(Freeskate 2 and Up)

Moves-in-the-field, or "Moves" is a technical discipline, designed to help skaters improve their execution of the basic moves of skating. Edgework, turns, stroking, body control and extension are emphasized, mostly done with "power" as a primary focus. The move-in-the-field discipline is primarily a test discipline, although some competitions are running Moves events. Moves-in-the-field has test levels matching each singles free level, and it is required that all skaters testing free must pass the equivalent Moves test prior to taking the corresponding test in the free or pairs disciplines.

### **Off Ice Conditioning**

(Basic 1 and Up)

This class is done off ice with the intent to tone and condition the muscles for on ice purposes. Running, jumping, and stretching techniques are utilized during this time. Tennis shoes and comfortable workout clothing should be worn for this class.

## **Ballet on Ice** (Freeskate 1 and Up)

This class is designed for skaters that are in Freeskate 1 and above who are looking to improve on body position, control, flexibility and becoming more graceful on the ice. Ability to do spirals and advanced crossovers is a must.

## **Private Ice Lessons**

The AFSC offers private lessons for your skater. Private lessons are taught by a trained coach on a one-to-one basis on private ice time. The skater's lesson could be anywhere from 15 minutes to one hour. Most lessons are 15 to 30 minutes.

*Your skater will advance more quickly with additional private instruction than they will if they are only involved in one regular class session per week. Purchasing private ice time allows your skater time to practice their new skills. They may also use these skills in a program format with or without music that they may perform at club exhibitions or use at a USFS competition or a Basic Skills Competition.*

It is your responsibility to pay for "Private Ice Time" on the registration form that is provided to you by the AFSC. It should be a different colored sheet than the class lessons. You can either pay for the ice up front (a payment plan is available), "buy-on" by paying cash or using a punch card. See the "Private Ice (Ice Times Sessions, Buy-ons and Punch Cards.)"

Private Ice is available from September to April, and then again from June to August for each skating year.

See "Hiring a Coach" in the next section for more information on coaches.

Coaches are available to talk to you about your skater's progress after lessons are over. We ask that you do not interrupt a lesson given by a coach because we want to make sure that each skater is given the proper time allotted that they are paying for. After the lesson is over, you may visit with the coach if you have questions or concerns. You can also view our website at [www.alexandriafigureskatingclub.org](http://www.alexandriafigureskatingclub.org) to contact your skaters coach.

Coaches can test your skater at any time if they feel there is a need. If the coach/student/parent believes it is time to test the skater they will test at a US-FSA Test Session if they are at Pre-Preliminary Level. They will either receive a Certificate indicating that they have passes their level tested.

The AFSC Board asks that you do not wait at the rink door to the ice. This distracts the skater from the coach. We ask that you stay and watch your skater from the bleachers.

Payment/Billing: All registration forms (Ice Contracts) with a payment must be handed in by the date listed on the form. If no payment or prearrangements have been made, the skater will not be allowed to skate.

### **Skating Levels Summary**

**LO FREESKATE ICE:** (Beginning level skater through Basic Skills 8)

An advanced level skater may use this ice only for the purpose of practicing moves in the field or choreography lessons with a coach. No jumping is allowed by advanced skaters during this time.

**INTERMEDIATE FREESKATE ICE:** (Basic Skills 5 level skaters and up)

*If a skater at a lower level has a lesson with a coach, they may use this ice. They may not however, use this practice ice without their coach.*

**HI FREESKATE ICE:** (Freestyle 1 level skaters and up)

*If a skater at a lower level has a lesson with a coach, they may use this ice. They may not however, use this practice ice without their coach.*

**FREESKATE ICE:** (Open to all skating levels of the AFSC)

### **USFS Test Sessions**

#### **Testing Beyond Freestyle Levels**

Once your skater is in Freestyle Level 2, your private coach may suggest working on elements to test. Testing involves two steps, "Moves in the Field" and "Freestyle." In order for you to be in Pre-Preliminary level, you must first pass both the Moves-in-the-Field and Freestyle tests of that level in order to complete that level.

You can test on all the "Moves in the Field" levels all the way up to the Senior Level without having to test on a "Freestyle." But if you wish to pass a "Freestyle" level, you must first pass the corresponding "Moves in the Field" of that level before you can even take the test for "Freestyle."

If you wish to compete or want to test, you will need to fill out the appropriate forms. Contact your coach and/or an AFSC Board Member for additional information or any questions.

Ability is gauged through mandatory testing under USFS official guidelines. Competitive free skaters attend "test sessions" in front of official USFS judges. The test established several "Levels" of skating in each discipline. The results are forwarded on to the USFS, which keeps official records of each skater's test accomplishments, and the skater receives a test certificate from USFS.

## **Hiring a Coach**

Guidelines for hiring, maintaining, dismissing and cooperating with a coach.

You as a parent will need to hire a coach to teach your skater on Private Ice Time. The AFSC does provide a list of all the coaches and their fees. A list of current Professional and Student Coaches are available at the AFSC office on the AFSC Website ([alexandriafigureskating.org](http://alexandriafigureskating.org))

Paying for Private Ice is separate from paying for a coach to teach your skater. See “Private Ice” for information on Ice times.

Your communication with a coach about your skater’s progress is vitally important to your skater. Your contact with the coach is telling your skater that you care about their ability, progress and success as a skater. This is also an indication of whether or not your skater communicates well with the coach.

### **Coach Courtesy:**

It is a rule in the skating community that when you have a hired coach and you choose to work with another coach, or decide to switch coaches, you must inform your current coach first.

DO NOT simply show up working with another coach without informing your current coach first. All monies due to your current coach and/or the AFSC must also be paid before switching coaches.

## **AFSC Student Coaches Guidelines and Recommendations**

The following are guidelines for skaters who desire to teach with the Alexandria Figure Skating Club. These guidelines will be reviewed as necessary by the AFSC Board of Directors.

**CLASS ASSISTANTS:**      *Ages 12 & up Level: Passed Freeskate 4 or higher*

*Will assist free of charge to obtain experience for teaching. Skaters at a younger age may be asked to assist with “new skaters” only.*

**CLASS INSTRUCTOR:**      *Ages 14 & up Level: Passed Preliminary Freeskate*

*Must have assisted for a minimum of 16 documented hours regardless of age prior to teaching a class.*

**ALL LEVELS:**

- *Must be a current AFSC and USFS Member in good standing*
- *Must be actively continuing to work toward his or her next skating level*

- *Will participate in any Basic Skills workshops that may become available in the area (AFSC will notify you of one)*
- *Must apply for ALL positions to the coach coordinator with a brief resume and coach recommendation (excludes student coaches)*
- *All assistants must attend a “training class”*
- *All student coaches for classes and privates must have attended a Basic Skills workshop before being allowed to teach.*

**Age and test level does not automatically allow you to teach/coach. You must apply for a position with the club. All adult coaches will have priority to teaching positions, therefore, the above does not constitute that a position is necessarily open.**

Battle of the Blades Student Volunteer Coaching Opportunity:

AFSC will use volunteer coaches to introduce younger skaters into the competition world. An adult skater will oversee the volunteer student coaches. These coaches will help younger skaters to learn routines for Battle of the Blades. Parents will not pay coach fees or for their music, but they will need to buy practice ice and register for the competition. This is available to Basic 1-8 level skaters only. Coaches shall be a Preliminary level skater or higher. *\*This will be reviewed on an annual basis by the Board of Directors.*

**PRIVATE ICE/ICE TIME SESSIONS, BUY-ONS AND PUNCH CARDS**

Ice Time Sessions:

Each session listed in the Private Ice Sheet is time slots that you can purchase each session. When you sign up for one of these sessions, you must be present at each week’s ice time. No refunds are given for times that the child isn’t present. Under extreme reasons, ice times may be switched or credit given to another session. If a skater cannot skate due to physical injury or emergency, the AFSC Board will consider refunds for these situations on an individual basis.

Buy-Ons:

If the skater has not pre-registered for the private ice session, you must pay the Ice Monitor before entering the ice for that session or use your punch card.

Punch Cards:

A punch card is a card you can purchase to use private ice time. One punch is 15 minutes of ice time, but there is a two (2) punch minimum per session. **Punch card pricing may change annually.**

*You can purchase a full punch card of: 20 punches @\$3.75 per punch for a total of \$75.00 as of July 1, 2011.*

Your punch card can be used during any AFSC private ice time. The punch card cannot be used on classes offered through the AFSC. **Your punch card will not expire.** If parents want to know how many punches are left on their punch card, a list of punch cards are logged in the ice monitoring book. See the Ice Monitor with any questions.

Your time on the ice is recorded in the ice monitoring book that is stored in the AFSC Office.

### **ASFC Rules of the Ice**

#### **Skaters and Parents:**

Please read these rules together with your child to be sure they understand our club ice rules. Following these rules will help us to ensure that your child has a fun and safe skating experience when participating in our club activities.

#### **SKATERS CHECK IN:**

- All Private skaters must check in with the ice monitor at the rink door or music box area. This will indicate whether or not you have pre-paid or will be buying on. You must also indicate to the ice monitor when you are done, so you will not be overcharged for your time. If you do not check-in before and after you will be charged for the entire session time. Please indicate whether or not you will be using a punch card or paying cash (if buying on). **Ice is used in increments of 15 minutes only with a minimum of 2 punches per session!** (Not 10 min., 20 min., etc.) If you skate 25 minutes and get off you will be charged for 30 minutes. Once you have indicated to the ice monitor the amount of time you will use for buy-on, you will not be allowed on the ice again unless it is a new session.
- RINK ICE MONITORS are in charge at all times! The ice monitor and or any COACH has the right to reprimand any skater at any time of the following rules are not adhered to.
- Only Coaches, Skaters and Ice Monitors are allowed in the hockey boxes.
- Chasing or horsing around will not be allowed.
- Talking with friends in groups or one-on-one on the ice is not allowed
- Standing around watching other skaters in the middle of the rink is not allowed. Do this at the side of the rink or from a side box. Lying on the ice is not permitted! If you have fallen, get up as quickly as possible to avoid being in the way of another skater or getting

hurt because a skater may not see you. IF YOU ARE HURT, don't move, call to a skater or a coach to assist you.

- GUM, FOOD OR DRINKS are not permitted on the ice. Drinks may be kept at rink side only.

#### MUSIC AND RIGHT OF WAY RULES:

- Your music can be played at anytime as long as there is no line.
- If there are several skaters wanting to play music, put your music in line. It will be played in the order in which it was put in line. If you have more than one CD they will be moved together. Only one piece can be played at a time. A parent or a RINK MONITOR would be welcome to play the music for the skaters to speed up the use of the time for all skaters.
- COACHES giving lessons ALWAYS have the right to play their student's music while giving their student a lesson whether their CD is in line or not. (Max 2X per lesson, if there is a long line)
- THE SKATER WITH THE MUSIC PLAYING always has the right of way on the ice. All other skaters are expected to watch out for this skater at all times and not get in their way. This may occasionally happen unintentionally. If it happens too many times, the skater will be reminded of this rule.
- Other music may be played during practice, but must be in good taste. If a coach or board member feels inappropriate music is being played, you will be asked to turn it off.
- TRAFFICE ISSUES need to be brought to the attention of the ice monitor to be resolved.
- *SASH: The skate must wear a colored sash with music playing to designate that they are skating to their program music and have the right away. All other skaters are to notice this skater and stay out of their way.*

#### PARENTS AND SKATERS:

- Please DO NOT TALK with coaches during someone else's lessons. You are wasting valuable ice time that someone else is paying for.
- YOUR ROLE AS SKATING PARENTS is to encourage your skater to practice and use his/her time wisely. Please do not send negative messages to skaters or parents about other coaches or skaters.

- ENCOURAGE your skater to SUPPORT other skaters as a team, as we are all skating for and representing the same club, regardless of the fact that your skater has a different coach.

### SKATERS:

Please support one another at all times, on the ice, in the arena, at a competition. NEVER make fun of someone else for failing, or not quite mastering something they are working on, after all you were once there too! Never tell another skater that they aren't good, or that you are better than them, or that your coach is better than their coach. Encourage one another to feel good about yourselves.

### PARENTS:

These rules apply to all skaters; however, this is a lot for a young skater to remember. Please tell the general rules. If you see a rule being broken, please remind them again of the rule. They will learn in time. We will be patient, kind, and encouraging. Thanks for your help!

## **AFSC LOCKER ROOM POLICY**

**AFSC provides a locker room for its PAID COACHES. The RCC will provide a separate locker room for skaters. It will change daily. Locker room assignments are posted in the main lobby of the RCC.**

## **HOW TO EARN A SKATING LETTER THROUGH YOUR INDEPENDENT SCHOOL DISTRICT**

The criteria that must be met to earn a high school letter for figure skating are:

1. The student must be enrolled in school district 206 at the high school level (Grades 9 – 12)
2. Student must be a member in good standing with the USFS and AFSC.
3. Student will train under the supervision of an approved Independent Provider coach and must pass the USFS Pre-Juvenile Freeskate Test by December 31 of the current season.
4. Student must train/compete/ perform/volunteer within the club/ a minimum of 150 hours per season ( this includes travel time for skating/training/ out of the Alexandria area. Volunteer hours may include student coaching or judging with battle of the blades, student coaching during the season, Awake the Grapes fundraiser and any other fundraising we may have. If a skater attends a skating camp this may be used towards the 150 hours ( up to 4 hours a day with no more than 20 hours credit ).
5. Student must have attempted at least one official USFS Moves In The Field (MIF) or Freeskate (FS) test above the Pre-Juvenile Level before April 15<sup>th</sup> of the current season. This requirement is waived for a skater who has passed their Senior MIF or FS tests.

6. Student shall participate in at least 3 public events. One must be a USFS or ISIA sanctioned competition at the pre-juvenile or above and one must be either the Christmas Ice Show or Spring Exhibiton Show. The remaining event is the choice of the skater. As much as possible, it should be noted that all efforts should be taken to identify the skater with their respective school.
7. Annually complete all required registration forms and activity fees.
8. Abide by all District,SHSL,USFS, and AFSC guidelines for academic and behavioral compliance.
9. The program runs from May 1 to April 31<sup>st</sup>.
10. *If a skater is a Senior in high school and has not obtained the Pre-Juvenile (MIF) USFS test they may be eligible to earn a high school letter. The above criteria must be met and the skaters coach and AFSC board must approve.*

*If you would like to take part in this school activity, contact a board member of the AFSC. We will need to contact your coach for information so your school district can approve your coach as soon as possible. Coaches must be approved annually. We also start tracking your skating activity starting in June. Registration forms for students and parents to fill out will be available late summer or early fall.*

## **HOW TO EARN A LETTER THROUGH THE MSHSL AND YOUR SCHOOL DISTRICTS**

**With all the different schools that the AFSC represents, please contact a board member for questions and help with this, as each school may have different guidelines. Someone will help you contact the school and get the necessary forms needed to get your skater in the lettering process.**

## **EVENTS IN THE AFSC SKATING YEAR**

### **Fundraisers:**

Club fundraising comes from multiple sources. Members pay for ice-time and instruction. While these payments cover many expenses, they do not entirely cover expenses associated with arena ice fees, coach fees, and club administration costs, such as advertising, printing and postage. As a result, our club holds fundraisers and solicits sponsorship and contributions from area businesses to support our activities.

The AFSC has fundraisers throughout the year. Our current fundraisers are the AFSC Awake the Grapes Run and Digital Advertising (check out the TV outside our office). Throughout the year, there may additional fundraisers presented. The income raised helps with the expenses of the AFSC and to pay for some of the total ice bill.

More Information about fundraisers is given throughout the year. Please watch for details in your monthly newsletters.

### **AFSC Sponsorships and Contributions:**

The AFSC solicits sponsorships and contributions from area businesses in support of our activities. We ask all of our members to patronize our contributors. If you know someone who may be interested in sponsoring the club, please speak to a AFSC Board Member for more information.

### **Christmas Holiday Exhibition:**

The Holiday Exhibition (winter figure skating show) will be held in December. This is when your skater can shine. This is a great opportunity for your skater to show family, friends, neighbors and the Douglas County area what your skater has learned over the class session or over the years that the skater has been skating.

All skaters are encouraged to participate in this event. Every skater is charged a small fee to perform in the Holiday Exhibition.

Your skater will skate to music and a routine designed by a coach. You may hire a coach to teach your skater how to skate to a routine. Your skater or you can choose a song for the exhibition and your coach will choreograph a routine to the song. Every level has a different time frame to skate. For example, a Basic 1 skater may only skate for 30 seconds to a minute on the ice compared to an advanced skater who may skate from anywhere from one to four minutes on the ice. You are required to have your own costume for the exhibition. See under "Private Ice" for more details on how to hire a coach. Skaters may also choreograph their own routine if they feel comfortable doing so.

Your skater can also choose to skate with someone and make it a duet, trio or even a quartet. All group numbers are responsible for their own costumes.

You also may choose just to have your skater skate with the elves and reindeer while Santa is visiting on the ice. Our coaches choreograph a Santa number that has skaters skating to a routine around Santa. The AFSC has costumes for skaters of the elves and reindeer for the Santa number.

Please join us during our Holiday Exhibition. It is a lot of fun. Invite everyone you know. Please come!

### **Battle of the Blades:**

The AFSC is pleased to announce that we have hosted a Basic Skills Competition since 1992.

This is the AFSC's only competition that is held here in Alexandria. It is a Snow Plow Sam through Preliminary Competition. Skaters from other cities also join us in this competition. Beginner Skaters are encouraged to join us.

This is a special competition that is more relaxed in structure than the USFS Competitions, and is an excellent opportunity for skaters to test the waters and compete against others of the same skill and ability.

All participants in the Battle of the Blades receive a medal or a trophy. This helps to promote confidence in your skater as well as just have fun.

The AFSC will distribute pamphlets stating all the requirements of the competition in the month of January. You will need to hire a coach or sign up for a student volunteer coach (limited spaces are available) to prepare your skater for the competition. You will also need to purchase some private ice time to help your skater prepare for this competition.

If you have any questions, please contact an AFSC Board Member.

### **Central Minnesota Basic Skills Competition Series:**

The Central Minnesota Basic Skills Competition Series is sponsored equally by the St Cloud Figure Skating Club, Diamond Edge Figure Skating Club, and the Alexandria Figure Skating Club. This is a United States Figure Skating approved Basic Skills Competition. The approval will be posted on the official competition bulletin board in each participating arena. Competition announcements and packages will be available through all participating figure skating clubs and/via the club websites as well as [www.sk&stuff.com](http://www.sk&stuff.com). Each competition has its own entry forms – so please make sure to read the entire announcement for details. Questions regarding the series, please contact a board member.

### **Spring Show-Ice Revue:**

This is our best show that we have through the skating year. It is a huge event for the club. The AFSC Board starts preparing for the year's show in the summer before it is held.

All skaters are encouraged to participate in this event. Even the beginning three year olds who are working on Basic 1 skills are able to join us in this show. We like to see Basic 1 skaters and so does the audience. They so enjoy watching the little ones on the ice. Preschool kids are one of the highlights of the show.

Each Spring Ice Revue has a theme and each skating level performs one program as a group. The event is open to the public and there is an admission charge for attendance.

The group number that your skater will be in is the last level that the skater completed by the end of the first test session. If your skater just passed Basic 2, that is the level that they will be in at

the show. There is no substituting for this after testing. The AFSC selects and orders all the costumes for the group performances for this annual spring show. Once the costume order is placed, no changes can be made. Your skater will perform at the level that they register for at fall session.

Skating apparel for competitions and solo performances in the Holiday and Spring Shows are selected and purchased separately by the individual skaters.

Our spring show registrations are due by the end of December, so we can start gathering information and begin ordering costumes. It takes companies around 12 weeks to make the costumes the board selects. Every skater is required to pay the deposit for entering the show. The balance of the show registration is due before each skater receives their costume(s).

We have guidelines set up for the more advanced skater to have solos, duets or other group numbers in the show. See “Spring Show Guidelines” for more details.

Please join us during our Spring Show. It is a lot of fun. Invite everyone you know. Please come!

### **GUIDELINES FOR AFSC SPRING SHOW SOLOS**

The following criteria will be used to determine whether skaters will be offered a solo, feature or specialty number in the ASFC Spring Ice Revue:

1. The skater must be a current USFS member.
2. The skater must be currently and actively working toward his or her next applicable skating level, unless the skater demonstrated that extenuating circumstances exist.
3. The Skater requesting a solo must register for at least 3 hours of AFSC ice during the Winter and Spring (January – April) sessions in preparation for the show.
4. At a minimum, a skater wishing to perform a solo must be at the Preliminary Level.
5. The Board of Directors, in its discretion, may offer specialty numbers to skaters or groups who do not meet these considerations (i.e., coach numbers, guest skaters)
6. One, “Senior Solo” will be granted to each high school senior that is an AFSC Member in good standing .
7. ***These guidelines will be reviewed annually, and the Board of Directors and Show Chairs reserve the right to modify them at any time, in a manner that is deemed appropriate.***

## **Annual Meeting/Banquet**

Once a year, we invite all skating members and their families to get together as a club for our annual meeting/banquet. This meeting is a combined awards banquet for our skaters and fiscal board meeting for all parents and AFSC board members.

We acknowledge all skaters, who are present at the meeting, by highlighting their accomplishments for the year, such as testing levels they have passed, and club events or skating competitions, which they have participated. This is your opportunity as a parent and member to vote on who is elected as new board members to the AFSC Board and to present questions or comments to the board on club policies and procedures. The club's annual financial report is also presented at this meeting.

We encourage all skaters and their families to join us for this annual meeting/banquet to celebrate skating with your children and to gain insight into the functions of the AFSC. Please join us.

## **TOOLS YOU CAN USE**

### **Website**

**Anything and everything you will need to know is on the AFSC website. [www.alexandriafigureskatingclub.org](http://www.alexandriafigureskatingclub.org) . Check it out. Information such as calendars, or changes to them, scheduled ice times, and other club events are one there. Newsletters will also be posted on there.**

### **Calendars**

Calendars will be available monthly starting when class sessions are running, when ice is available, and other events throughout the year. A copy of the current calendar will be displayed on the bulletin board by the office door and you may pick up a copy from the holder on the AFSC door.

### **Newsletters**

Newsletters are generated once a month or quarterly to help you as parents and adults stay informed about the events that are occurring throughout the figure skating year. Please look for it and read it thoroughly. It will be given out at the rink and posted on the website.

### **Merchandise**

The merchandise we have varies. So if there is something that you are looking for ask a board member to check and see if we have what you are looking for. If we do not we can either get it for you or help you find it.

We usually have tights/nylons, they vary in size and type. Check it out if you need a pair.

We do have some skate guards as well as a few other items for sale. Please check it out.

### **First Aid and Defibrillator**

The AFSC does have a First Aid kit located in the AFSC office. The Club does have ice packs as well.

The RCC has received a donation of a defibrillator from the Douglas County Auxiliary for the use at the rink. It is located to the left of the AFSC office door.

### **Cancellations**

As a rule the AFSC does not cancel a class session or private ice. If the RCC is open, we have ice time. There is usually class sessions even if school is out early. Please plan accordingly.

In case of inclement weather and the RCC does decide to cancel all programs in the RCC for the evening (day), the announcement will be made on KIKV FM 100.7, KOOL FM 94.3, and KXRA FM 92.3 or AM 1490.