



Membership Handbook

Revised September 2015

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Welcome to the Brookings Figure Skating Club family

The Brookings Figure Skating Club (BFSC) is dedicated to promoting the sport of amateur figure skating, providing continuing education and training opportunities for its members, and instilling good sportsmanship. We provide a nurturing atmosphere in which all skaters and their families can learn more about skating and have opportunities beyond those offered through the Brookings Park, Recreation, & Forestry Department.

Ice Skating Institute Affiliation

Your individual BFSC membership also makes you a member of the Ice Skating Institute (ISI). The Ice Skating Institute is an international trade association encompassing all aspects of the ice skating industry. ISI was founded in 1959 as an organization for owners, operators and developers of ice skating facilities. ISI promotes ice skating as both a participant sport and a form of recreation, and to provide information for the development, construction, and operation of ice skating facilities. The Ice Skating Institute is dedicated to providing leadership, education, and services to the ice skating industry.

Your individual ISI membership provides program materials and a quarterly magazine mailed to your home. The ISI testing standards are used by BPRFD skating instructors. ISI rules and standards also apply at all skating competitions sanctioned by ISI. For more information, visit www.skateisi.org.

For more information, please visit our website at www.brookingsfsc.com, email us at brookingsfsc@gmail.com, or see us on Facebook!

NOTE: All items in the handbook are subject to change at the discretion of the Brookings Figure Skating Club Board of Directors. Any changes made will be emailed to families and updated on our website. Paper copies will be made available upon request. The Handbook is available in its entirety on the club's website.

Member Benefits and Fees

Annual Membership runs from Sept. 1 to Aug. 31

Membership benefits: ISI membership, free club ice on most Sundays and Wednesdays, the option to contract for pre-season ice, the opportunity to perform in the annual ice show and to skate in ISI competitions, including the local Prairie Polar Blast competition, as well as to participate in the club social events.

Parent/Guardian Requirements for Volunteer hours/Membership fees:

1. Skaters and parents need to check our website at www.brookingsfsc.com and their email accounts submitted to BFSC, for up-to-date notices and/or changes.
2. Parents must keep their skaters informed about schedules, ice rules, and handbook information.
3. All members are responsible for paying their annual \$75 membership dues on time.
4. To ensure the success of BFSC and keep all families actively engaged in the club, a volunteer program has been established by the club. Families are required to earn a specified number of points each season, with points being earned through various positions and volunteer roles as defined in the Brookings Figure Skating Club Job Descriptions document. Other volunteer work approved by the board generally earns points at the rate of approximately 10 points per two hours worked.
 - a. Hours worked are to be reported to the Membership/Volunteer Coordinator, who will verify the reported hours with the appropriate board member, chair, or committee head.
 - b. All families are encouraged to volunteer to help with as many scheduled events as possible, including the Summer Arts Festival, Edges of Summer Figure Skating Camp, BFSC Spring Ice Show, and Prairie Polar Blast Figure Skating Competition in years in which a competition is hosted by BFSC.
 - c. Only parents and guardians are eligible to earn points by helping with the Spring Ice Show. Although younger family members are welcome and encouraged to volunteer, their help will not count toward the points needed.
 - d. Opportunities to sign up to help will be made available prior to each event.
 - e. Five (5) points per family may be earned for attending a board meeting, up to 20 points per family per year. Board members are excluded from earning points for attending board meetings.
 - f. Points may be earned between September 1 and August 10, and may not be carried over to the following season.
 - g. A report of volunteer points earned to date will be communicated by the Membership/Volunteer Coordinator on a monthly basis. Families are encouraged to contact the Membership/Volunteer Coordinator right away with questions or concerns about the number of points credited to the family to date.

A 'Member in Good Standing' is defined as a family that has consistently paid all dues on time, fulfilled the volunteer requirements the past season, agrees to conduct him/herself in an ethical manner, and will put the best interest of the BFSC first and foremost.

Expectations of BFSC's Board of Directors

Board members are responsible for the following:

1. To be available for questions and concerns from club members.
2. Make decisions based on what will be best for the entire group.
3. Support coaches' decisions in regard to disciplinary measures.
4. Attend monthly board meetings with no more than 2 absences in a row, with a maximum of 3 absences per term.

If an issue arises that directly involves the child of a board member, the board member will remove him/herself from the discussion and not cast a vote on any resulting actions taken by the board in regard to the issue.

Board Member and Volunteer Position Job Descriptions: (please note volunteer points awarded)

President* (Exempt from points)

- Create agendas for and preside at all meetings of the club and of the Board of Directors.
- Recruit and work closely with publicity coordinator, pre-season ice coordinator, nominating committee chair, Summer Arts Festival chair, and Edges of Summer camp coordinator to ensure their responsibilities are being carried out.
- Select and hire annual club liaison coach with Board approval.
- Serve as club contact with Brookings Park, Recreation, and Forestry Department (BPRFD).
- Secure date with BPRFD for annual ice show and Edges of Summer camp.
- Work with BPRD to hire annual ice show director.
- Work with District 10 representative, competition chair, and BPRFD to set annual competition date.
- Contact the Brookings Convention and Visitors Bureau (CVB) for any grants that may be available to support the BFSC summer camp and home competition.
- Supervise and manage the club and its property in conjunction with the Board of Directors.
- Retain the power to suspend any Club member for violating the by-laws or rules of the club pending approval of the Board.
- Maintain the club constitution and by-laws bi-annually.
- Candidates for President of the Board are required to have served on the BFSC Board of Directors for the entire year prior to taking office as President.
- The President together with the treasurer shall sign all agreements and contracts made by the club, upon approval of the Board.

Vice-President* (40)

- Assist the president in their duties and in their absence assume his/her duties and officiate in his/her stead.

- Annually review volunteer requirements with the Membership/Volunteer Coordinator and recommend to the Board any volunteer changes/needs.
- Recruit costume closet coordinator/committee members by September 1st.
- Chair or recruit a club parent/guardian to organize the Park and Rec Holiday Exhibition.
- Chair or recruit a club parent/guardian to organize the year-end party.
- Facilitate the application process for the club's academic scholarship (publicity, present applications to Board for vote, contact BHS to include in awards ceremony, present at Academic Awards Night).
- Chair or recruit a club parent to coordinate BFSC's participation in Brookings 4th of July Parade.
- Recruit two parents/guardians to serve as an audit committee for annual review of the club's financial books.

Secretary* (40)

- Keep the minutes of all the meetings of the club and the Board of Directors.
- Submit meeting minutes to the Publicity Coordinator in a timely manner to be published on the club website.
- Prepare and submit press releases to the Brookings Register and radio station as needed.
- Keep the club bulletin board up-to-date.
- Maintain the Membership Handbook.

Treasurer* (Exempt from points)

- Keep a complete and accurate account of all receipts and disbursements.
- Deposit all funds received by the club in a timely manner, and pay club bills, invoices, and reimbursements to members.
- Provide a report of the financial status at monthly club meetings.
- Receive liaison coach fee from competitors.
- Prepare an annual working budget for Board approval.
- Provide guidance to the Board in the matter of setting fees for membership, ice show ticket prices, Arts in the Park booth sales, and pre-season ice costs.
- Pay annual fees for liability insurance.
- Annually submit records for an audit of all accounts by two club members in good standing.
- Receive summer camp registrations and forward to EOS Camp Director and Camp Coordinator in a timely manner.
- Prepare cash box for ice show ticket sales, program sales, flower sales, and Arts in the Park and any other additional fundraising activities. Provide balance sheet to be completed upon use of cash boxes.
- File for annual non-profit status.

Membership/Volunteer Coordinator* (40)

- Annually update BFSC membership application form and secure current ISI member application form.

- Provide publicity chair with current membership documents for club webpage and Facebook purposes; post documents on club bulletin board.
- Notify current members of membership deadlines and provide all documents needed for membership including membership application, ISI membership application, Emergency Medical Release Form, Volunteer Agreement, and Acknowledgement of Handbook signature page.
- Collect membership check and volunteer deposit check.
- Submit all club memberships to ISI in a timely manner.
- Provide treasurer membership checks in a timely manner.
- Maintain a roster of all club members.
- Distribute ISI membership cards.
- Chair 1-2 club recruiting events each Fall with duties to include contacting the Club Liaison Coach to facilitate on-ice activity, plan publicity, and contact Park and Rec to use skates. Recruit club parents/guardians to help plan and assist at the event both on and off ice.
- Recruit potential members from BPRFD lessons prior to ice show casting deadline. Determine a date in December that non-club students from BPRFD lessons can skate with the club. Create invitations to be passed out by the skating instructors to potential new members.
- Obtain information from BPRFD head skating coach and acknowledge club member test levels passed after each session of BPRD lessons. Provide information to publicity coordinator as well.
- Create a volunteer log to be made available for members to document hours served. Update members points earned monthly.
- Notify members if they have not fulfilled their volunteer requirements and that their deposit check will be cashed.
- Contact members regarding whether to return or shred their deposit check if volunteer hours were fulfilled.
- Obtain and present ISI levels passed patches at year-end party.

Ice Show Chair (40)

- Work with president to determine ice show dates.
- Contact Ice Show Director to determine cut-off date for levels passed in regard to ice show grouping.
- Solicit potential themes from club members and present to the Board for final approval with the Ice Show Director.
- Publicize the upcoming "casting call" for the annual ice show. Determine with the board a deadline for new memberships to be included in the ice show.
- Discuss with the Ice Show Director any procedures for informing participants of roles cast and who will prepare anticipated practice schedule.
- Create and obtain signatures of all cast members and parents/guardians on annual ice show agreement.
- Call a meeting of all ice show participants and coaches to distribute practice schedules, allow the ice show director to be introduced, and to answer any questions. Prepare rotating schedule of

parents/guardians to run music at rehearsals as needed. Inform the show cast and coaches of such date via signage and through the publicity chair.

- Recommend and secure a professional photographer, videographer, and action shot photographer. Determine picture date with the Board and inform the membership of such date via signage and through the publicity chair, providing order information as well. Secure disc of photos from professional photographer for advertising purposes. Distribute photo packages to families upon completion.
- Determine with Ice Show Director and Board the need for spot lights and arrange for such as needed.
- Communicate with the costume committee and serve as liaison to the Board on their behalf.
- Recruit club parents/guardians to emcee the show and run music. Secure music DVD from the ice show director.
- Recommend to the Board any additional stipend or gifts for the show staff. Arrange for gifts to be presented at the curtain call.
- Recruit the following sub-committee chairs and serve as liaison to Board on their behalf. Attend sub-committee meetings as necessary to keep informed. Appraise the Board regarding preparations and seek feedback from the Board regarding sub-committee needs/specific changes.
- Create and publish to the membership a SignUp Genius for all sub-committee work shifts.

Competition Chair* (40)

- Organize 1-2 Competition 101 seminars with duties to include scheduling seminar dates with the Club Liaison Coach, all publicity, and hospitality at the event(s).
- Publish District 10 competitions on Club bulletin board. Provide publicity chair with competition dates.
- Receive list of competitors for each competition from liaison coach.
- Provide Liaison Coach with medical forms for each competitor or find substitute to carry forms in their absence.
- Post good luck flyers listing upcoming competitors at Larson Ice Center.
- Coordinate team competition picture at each event and submit with participant results to the Brookings Register and publicity chair in a timely manner.
- Annually contact private coaches listed on the BFSC website to obtain any updated credentials and submit to publicity chair.
- Bi-annually chair the BFSC home competition. (See additional job description)

Fundraising Chair* (40)

- Work to establish fundraising opportunities that would benefit the members and enhance the needs and offerings of the BFSC.
- Present fundraising ideas to the Board for approval.
- Coordinate 1-2 fundraisers per year that would specifically support the club's senior scholarship program.
- Recruit club parent/guardians as needed to facilitate fundraisers.

- Advertise fundraising events in as many ways as applicable (signage, Brookings Register, Shopper, radio), and through the publicity coordinator.
- Work with the ice show chair and advertising coordinator on soliciting sponsorships for the ice show program.
- Establish a sub-committee of club parents/guardians to work on show sponsorships.
- Write and distribute sponsorship letters for ice show. Contact Treasurer for any postage needed.
- Follow-up with potential sponsors and collect sponsorships.
- Advise advertising coordinator of any sponsorships to be noted in show program.
- Coordinate thank you's to be sent or delivered to sponsors.

Ice Show Sub-Committee Chairs:

- **Flowers and Balloon Sales** (20)
 - Coordinate flower sales with local florist. Inquire as to any seasonal specials that may be available.
 - Purchase flower wrap if needed.
 - Establish selling prices for flowers and make appropriate signs.
 - Submit proposed flower cost for Board approval 14 days prior to show.
 - Facilitate sign-up for DVD purchases at flower mart table.
 - Train and supervise volunteers.
 - Coordinate with Treasurer for payment to florist and cash box needed for sales.
- **Dress Rehearsal Meal** (10)
 - Contact several vendors (pizza, subs, etc.) and secure the best menu and price.
 - Determine any special dietary needs and arrange for those individuals' meal.
 - Prior to the dress rehearsal, confirm with vendor about approximate amounts needed and delivery time.
 - Purchase beverages and any needed paper ware if not provided by the vendor.
 - Set up tables and chairs for skaters to use.
 - Coordinate with Treasurer for payment to supplier.
- **Advertising Coordinator** (30)
 - Create, arrange to print, and coordinate distribution of show posters. Allow ice show chair to proof and approve poster prior to printing.
 - Train, supervise, and staff table for good luck ads. Publish hours of sales through signage and publicity chair.
 - Secure all ice show participant signatures for the program.
 - Create the show program and share with the ice show director and 1-2 board members for proof reading. (*Consider breaking this out and adding as additional points earning position.)
 - Solicit printing companies for best price and order programs, number to be determined by the Board.
 - Ask for Board approval on ordering poster locker signs for cast members.

- Contact the Brookings Register and the Shopper to run the posters for 1-2 weeks prior to the ice show.
 - Contact Brookings Radio and arrange 1-2 public service announcements prior to the ice show.
 - Coordinate with Treasurer for payment to printer. (BFSC has a house account at the UPS Store.)
 - Make signs for ticket/program sales table.
- **Ticket Sales** (20)
 - Create and arrange for printing of show tickets. Determine total number of tickets needed with ice show chair.
 - At parents meeting, distribute 10 advanced tickets for each family and coach to sell.
 - Supply additional advanced tickets as necessary.
 - Contact local businesses (like Hy-Vee) to sell additional tickets; make the advertising chair aware of locations.
 - Collect envelopes with payments and any remaining tickets at the dress rehearsal.
 - Provide Treasurer with advanced ticket sales payments.
 - Recruit and train two parents to sell tickets and programs starting one hour prior to each show.
 - Recruit and train any available cast members to serve as ushers prior to show.
 - Coordinate with Treasurer for payment to printer and for needed cash box.
- **T-shirts** (10)
 - Create or solicit t-shirt design ideas and seek final approval from the Board.
 - Obtain competitive bid for t-shirts, with final prices being approved by the Board.
 - Seek Board approval for complimentary t-shirts for Ica Show staff.
 - Take orders for shirts and distribute to cast members and coaches.
 - Arrange for payment to vendor with Treasurer.
- **Hallway and Locker Room** (20)
 - Talk with ice show director as to flow of the show and their intentions for skaters' whereabouts when not on the ice.
 - Train volunteers during the dress rehearsal Friday night.
 - Prepare signs for locker room assignments.
 - Supervise and staff hallways and locker rooms for both shows including preparing skaters to take the ice and necessary costume changes.
 - Assure that locker rooms are cleaned up after each use.
 - Assist skaters so that costumes are hung up properly after each use and returned to the costume closet after the final performance.
- **Props and Set Up** (30)
 - Schedule and preside over props meeting. Recruit additional club parents/guardians to assist.
 - Talk with the ice show director as to their intentions and preferences for the use of props.
 - Create decorations in accordance with theme.

- Decorate screens, hallways, lobby, stairwell, and ice perimeter.
 - Invite the membership families to help at work sessions.
 - Schedule all parents for tear down after final performance.
 - Present potential budget needs to the Board for approval in advance of all purchases.
- **Technical Writer** (20)
 - Write, edit, and submit an article about BFSC's annual ice show to the *Brookings Register*.
 - Write and edit the script used for the ice show per the Director's discretion.

Arts in the Park Chair (30)

- Submit registration for participation in Arts in the Park with necessary payment by deadline. Contact club treasurer for payment.
- Create Sign Up Genius for needed volunteers to work at booth. Recruit club parents/guardians to fill all shifts. Provide necessary training for volunteers.
- Work with club treasurer to establish a budget including selling prices of individual items sold and present to Board for approval.
- Prepare all necessary signage for selling items.
- Purchase and maintain all supplies needed to run the booth.
- Coordinate set-up and tear-down of booth.
- Assure that all appliances needed are in working order prior to set-up; have a back-up plan.
- Become familiar with, follow, and train volunteers of all necessary health inspector procedures and requirements.
- Have club brochures available at booth upon request.
- Contact club Treasurer for signed checks in anticipation of payments for supplies needed during event.
- Coordinate with treasurer for payment to vendors for items pre-purchased and for cash box. No cash is to be used from till for any purchases. The club has a HyVee charge card.
- Provide written report of expenses/profits at September board meeting.

Edges of Summer Camp Coordinator (30)

- With BFSC President and Brookings Park and Rec Department, determine availability and book ice time at Larson Ice Center for camp dates. (9 months prior)
- Publish "save the date" to clubs, coaches, and rinks via Club e-mail. (December)
- Contact SDSU to determine if dorms would be available for housing skaters. If dorms are not available, secure alternate housing (lodges, hotel block and/or host families).
- Work with BFSC Treasurer to draft a camp budget. Budget will be approved by the Board. (December/January)
- With BFSC President, seek qualified candidate to serve as Camp Director. (December/January)
- Serve as liaison between Camp Director and BFSC Board.
- With Camp Director and BFSC President, seek out qualified coaches for assistant camp staff.

- Solicit off-ice staff as needed per Camp Director.
- Assist the Camp Director and President in creating camp registration form.
- Recruit club families to help with registration, prepare camper name tags, prepare/purchase and serve all meals/snacks, camper t-shirts, skater gifts, transportation of resident skaters, facility supervision, housing needs, camp picture, group social events, participation certificates/awards, clean-up, etc.
- Approve any art designs with the Board and order camper t-shirts.
- Consider publicity options in competition and skating show programs to advertise EOS. (2015 was publicized in SFFSC Competition and Blue Mound Ice Show programs.)
- Work with Publicity Coordinator for Facebook and webpage publications.
- Recommend to the Board a gift for campers to receive upon registration. (blanket, journal, etc.)
- Communicate with Park and Rec final camp schedule for facility staff needs.
- Contact Camp Director to inquire as to any specific camper packing needs (off ice gear, personal water bottle, jump rope, yoga mat, particular thematic clothing if a finale performance, etc).
- Contact BISA concessions coordinator for approval to use kitchen during camp.
- Provide camp re-surface schedule to BPRFD.
- Determine locker room assignments based on skater groupings by Camp Director.
- If need be, work with Camp Director as to any final performance needs including music announcer or final awards to be given.
- Prepare, distribute, and collect camp evaluations.
- Communicate to BFSC Treasurer checks needed for private lesson coaches, off-ice staff, and coaching staff.
- Prepare camp participation certificates and distribute at conclusion of camp.
- Submit press release to the Brookings Register and registrations details to Local Look.
- Submit any camp expense receipts to the BFSC Treasurer in a timely manner.
- Prepare camp summary for the following Board meeting including financial report and summary of evaluations.
- Write any necessary thank you's on behalf of the camp.

Pre-season Ice Chair (20)

- Work with BPRFD in April-May to determine potential dates available for pre-season ice.
- Review pay structure and hours to contract with the treasurer and recommend contract fees to BFSC Board for approval at June meeting.
- Prepare ice contract and submit to publicity coordinator and President for publishing.
- All ice contracts and fees should be submitted to the pre-season ice chair before being allowed on the ice.
- Check in all skaters at pre-season ice or recruit a volunteer to do so in your absence. Monitor the ice during skating sessions.
- Provide the skater's code of ethics to be signed by all participants prior to using pre-season ice.
- Make sure that the orange vests are available on the bench at each session.
- Provide monthly reports updating the BFSC Board April – November.

Costume Closet Coordinator (40) and Committee Members (based on actual work)

- Coordinate annual costume/skating apparel sale.
- Maintain an inventory of all costumes owned by the club.
- Maintain a check-out system for club members to utilize costumes for competition or performance use.
- Arrange for any cleaning of costumes.
- Arrange for measurements of all skaters cast in the annual ice show.
- Order and maintain inventory of skating tights.
- Meet with ice show director to discuss any requests or expectations for show costumes and make-up.
- Recommend a budget of anticipated costume expenses to the Board for approval at the January meeting.
- Select and order all costumes needed for the ice show. Arrange for any individual costume sewing needs or alterations. Arrange for fitting/alterations of costumes when received.
- Arrange for make-up to be applied to cast members with skater preferences. Purchase make-up as needed with Board approval.
- Coordinate with Treasurer for payment of tights and costumes. (Club credit card is available).

Publicity Coordinator (20)

- Present a positive image of the BFSC via Facebook and the club's web page in a timely manner.
- Maintain the club's calendar on the webpage.
- Update private coach bios on the webpage and printed version on the club bulletin board.
- Respond to any Facebook messages on the club's behalf.
- Post prepared flyers for any club events including recruiting events, competition seminars, holiday exhibition, and the ice show.
- Post pictures and results from competitions as provided by the competition chair.

Additional seasonal volunteer opportunities

- **Branding Coordinator** – Coordinate ordering and distribution of yard signs, window decals, and club apparel in November. Seek Board approval of items to be offered and cost indicated by vendors at November meeting. (10)
- **Mentor Coordinator** – Recruit skaters in Freestyle 2 and above to attend mentoring session with club liaison coach; create monthly mentoring schedule for Sunday club ice time; provide schedule to publicity chair. (10)
- **Holiday Exhibition chair** – Confirm exhibition date with BPRD head skating instructor; arrange for hospitality treats, program announcer, and publicity. Serve as host during event or recruit other parents to assist as needed. (10)
- **Fourth of July Parade Chair** – Contact Brookings Radio to participate, purchase candy, create "float", organize skaters and chaperones to walk. (10)
- **Audit committee** – Together with 1-2 other club parents/guardians review both checking accounts for accuracy of receipts and purchases during the fiscal year. Report at the September board meeting any findings and recommendations. (10)

- **Nominating Committee** – Together with 1-2 club parents/guardians work during March-April to recruit a minimum of one qualified nominee for all eight (8) club board member positions. Advise all nominees of potential responsibilities as outlined in the BFSC club job descriptions. Contact current board members as to their intentions/eligibility to continue service. Update the Board at the April meeting as to nominee status in anticipation of the annual meeting to be held later in April. Prepare ballots for all eight (8) board positions and present at the annual club meeting. (10)
- **Year-end Party Coordinator** – Secure a date with Board approval for the annual meeting to be held in April. Seek Board approval for any expenses to cover the event. This is to be a fun and social event for the skaters to participate in an activity while the parents meet. The skaters will also receive any earned badges from the membership coordinator. Provide the publicity coordinator and president with details for publication. (10)
- **Pre-Season Ice Monitor** (5)
Greet skaters as they come to the rink and check off attendance. The attendance notebook will be in the cupboard in the warming room. Collect payment for walk-on skaters. Walk-on rates are higher for both members (\$15) and non-members (\$20). The Pre-season Ice Coordinator and/or ice monitor is not in authority to make any changes on charges. These fees have been approved by the board. Checks are payable to BFSC. If the skater has not utilized pre-season ice before, please have them complete a contract and ice etiquette form. Please place payment in an envelope and clearly mark the skater's name, date, and payment on the envelope. Place all payments collected in the black box in the warming room. On Sundays make sure that only those who have paid for both sessions use the ice for two hours. You may need to remind some when their time is up. Bring the orange bag from the cupboard in the warming room out to the bench on the red rink. Return the orange bag to the warming room at the conclusion of ice time. After check-in (about 15 minutes) please monitor the ice from the bench to assure the safety of the skaters. In particular, if necessary, remind skaters that backwards spirals are prohibited unless in a lesson with a coach or being spotted by a responsible skater.
- **Concussion/Safety Coordinator** (10)
Educate parents about concussion safety based on the club's concussion program at the fall kick-off meeting. Work with SDSU's Athletic Training Education Program to offer baseline screening to all club skaters age 11 and older. Inform those eligible members of when and where this service will be available. In the event of a diagnosed concussion, arrange for follow-up concussion testing for club members.

Figure Skating Coaches and Group Lessons

The BPRFD hires and employs coaches to teach group lessons. BPRFD staff and the head skating instructor determine the structure, dates, and times of group lessons and test opportunities in compliance with ISI. The first session typically begins the first week of November and the second session starts in January. Lessons include basic skills through freestyle levels. Skaters are registered for group lessons based on ability determined by their IS test level. Information about the different

skating levels is available at <http://www.skateisi.com/site>. The BPRFD determines the cost of the lessons. Registration is available online at www.cityofbrookings.org. These coaches are later hired and employed by the BPRFD as the annual ice show Director and assistant coaches. For information on BPRFD lessons, go to www.cityofbrookings.org and click online registration and then view activities.

Skaters have the opportunity to earn colorful ISI patches for each level passed when they join the skating club. Testing is done at the coach's discretion, and badges will be awarded at the spring annual meeting.

Figure Skating Coaches and Private Lessons:

All club members are welcome to use free club ice time but will receive no individual instruction unless they have scheduled and paid for private lessons with a skating professional. Many of the BPRFD instructors are willing to give private lessons. It is up to the skaters and their parent or guardian to contact a coach regarding private lessons. Access to club ice time is based on the skater's membership in the club, not the coach. Coaches are not club members; however, a coach may be an individual member of the BFSC as well.

The cost for private lessons is determined by the coach. Lesson time is determined by and remains the responsibility of both the contracted coach and the skater. Each coach will determine his/her own schedule and will decide on available openings. Some coaches may require a signed contract for services. Arrangements for private lessons are between the parents/guardians, skater and the contracted coach. Coaches who wish to give private lessons are listed on the club website at their request. If you wish to contact one of the coaches listed on the club website, please send an email to brookingsfsc@gmail.com and specify the coaches' name in the subject line.

Coaches who wish to give paid private lessons on club ice time must:

- Complete a Professional Agreement with the BFSC.
- Subscribe to Personal Liability Insurance and provide proof of such to the BFSC.
- Become certified to judge at ISI competitions in order to be a competition coach.
- Establish a cooperative and respectful practice environment. Extend (and teach) courtesy and right-of-way to the skater performing his/her program.
- Treat all skaters without preferential treatment or bias.
- Support other coach's ideas, techniques, and instruction. Any problems that arise will be resolved in private and off the ice.
- Use appropriate physical contact: Figure skating is a sport that creates opportunities for physical contact between a coach and a skater. Physical contact is acceptable when it is reasonably intended to coach, teach, or demonstrate a skating skill or to prevent or

lessen injury. However, care should be taken to ensure that such contact is not invasive of sensitive areas of the body. For example, teaching a spiral may require a coach to lift the skater's leg into the appropriate position.

- Adhere to the ISI Tenet of Professionalism and Code of Ethics.
- Provide educational recreational activities which enhance quality of life.
- Provide recreational activities, both competitive and non-competitive, for persons of all ages at a reasonable expense.
- Establish a supportive atmosphere which affirms each participant's worth.

Skating Equipment and Safety

Skaters should come to the rink dressed in warm layers of clothing. Many wear skating dresses with warm tights or leggings and sweaters; however it is not required. For safety reasons, tight fitting leggings or yoga pants are recommended. Gloves and hats are recommended and are very important for young skaters' comfort and warmth. Beginning skaters may want to wear snow pants and bike helmets as protective measures.

Skaters should have a well-fitted pair of leather skates that have good support for their ankles. Skates typically fit the foot like a glove and are usually a size smaller than the skaters' shoe size, as recommended by most ice pro-shops. Skate guards should be worn when going to and from the ice surface to protect the blades from getting damaged and dull. Skates should be sharpened depending on the number of hours the skates are being used per week. Please consult a skating professional (coach or pro-shop) for advice. Skate blades should always be dried off with a dry towel after use and stored in a bag with soakers (cloth blade covers) to absorb moisture and to protect the blades from hitting together. Once home, skates should be removed from the soakers to prevent rusting of the blades. Also, waterproofing the leather soles is recommended. The BFSC has purchased a figure skating sharpener which is at the home of Ben Kruse. Ben's contact information is on the club's website.

Parents are strongly advised to remain at the rink during lesson and freestyle/team times. If you need to leave the rink, please let another parent know in the event of an emergency.

Concussion Policy

In keeping with the most up-to-date rulings concerning head injury policies, the BFSC has adopted a concussion policy that requires that a skater who sustains a head injury must see a health care professional for approval to return to the ice. The skater must provide documentation from the health care professional to the Club Concussion Coordinator. In cooperation with SDSU, we will offer baseline IMPACT testing, so that if an injury occurs, the skater knows what "normal" is and trained professionals can then use that in case of a concussion to determine when the skater can be cleared to return to practice. The Club

Concussion Coordinator will be responsible for making sure that proper procedures are followed.

Pre-Season Ice Sessions

Pre-season open ice sessions are listed on www.brookingsfsc.com. The schedule is posted monthly from August to October and provides ice times based on ice availability and the number contracted skaters. This is available to all skaters with separate rate structures for members and nonmembers. Updates are sent via e-mail to registered members. The cost of all pre-season ice is determined by the Board based on cost and contracted hours.

Skating Competitions

Skating competitions are an optional activity for BFSC members. Several teams/clubs meet to compete for awards in all ages and skating levels at various times throughout the skating season. Registration, payment of fees, coaching, and travel arrangements are the responsibility of the member who chooses to participate. The BFSC will host a seminar each fall for those wanting to learn more about competitions.

To participate in ISI competitions, a skater needs to have a private coach. The BFSC hires a Competition Liaison Coach for ISI. Competition information will be distributed to club members via e-mail and posted on the club's bulletin board. Further information regarding entering into a competition, can be obtained from the skater's private coach or the competition liaison. A separate brochure is also available from the BFSC to help you and your skater get started with competitions.

Competition Liaison Coach

The responsibilities for the Competition Liaison Coach include, but are not limited to:

Competitions:

- Lead an "Intro to Competition" seminar annually.
- Verify test levels and ISI numbers for all skaters before submitting this information to the competition director.
- Submit all entries to a competition director by the completion deadline.
- Disseminate competition information such as practice ice availability and cost, competition schedule of events, any notices regarding a competition to coaches and skaters, etc.
- Notify coaches of required hours and have them sign up for their judging hours.

Upon notification that a coach can neither attend a competition nor obtain a replacement coach, the Competition Skating Liaison will then contact the host rink and find out whether the skaters will be charged any extra fees for not having a coach to fulfill the judging hours. According to ISI rules, only certified coaches can put skaters on the ice.

Recruiting and Special events:

- Coordinate 1-2 recruiting events per season on behalf of the BFSC.
- Orientate BFSC skaters as mentors needed to assist at recruiting events.
- Facilitate special events on behalf of the BFSC as contracted (such as a guest event).

Applicants should be a professional member of either ISI or the United States Figure Skating Association (USFSA) with judging credentials, coach skaters who compete for BFSC, and have a minimum of three years coaching experience.

Payment will be contracted per event between the BFSC and Liaison Coach.

BFSC Prairie Polar Blast Competition

All skaters are encouraged to participate in our local competition, the BFSC Polar Blast, which is held in March every year. This team competition involves other area clubs and is a good way to try a competition. When we host, we will need the help of all our members and parents to make this a success. Volunteering at the home competition is an opportunity for all families to earn points for membership requirement. Additionally, families will be asked to help supply food for the judges' hospitality room, decorate, etc.

Costumes

BFSC costumes are available to skaters for use in competitions and exhibitions. Skaters and parents/guardians must agree to the following rules prior to the loaning of any costume(s):

- Costumes are only for ice skating activities and are not intended for personal use outside the ice skating venue.
- To borrow a costume, you must notify the Costume Coordinator in advance and set up a mutually acceptable time to view the costumes.
- Costumes are to be signed out on the clipboard in the costume closet for a specific amount of time.
- The same costume rules that apply during our show, apply while borrowing our costumes:
 - Please treat them with respect.

- If you wear deodorant or antiperspirant, please wear the kind that is clear or invisible.
- You may not eat or drink anything while wearing your costume unless it is completely covered up.

Please remember that borrowing costumes is a privilege that few other figure skating clubs offer. All costumes are loaned at the discretion of the Costume Coordinator. Maintaining them in excellent condition will allow us to use each costume for more than one season. This will subsequently eliminate the need for each skater to purchase individual costumes and keep club dues reasonable for all members.

Ice Rink Etiquette

Etiquette is all about being courteous and respectful to others. Use your common sense and be aware of the capabilities of people around you.

1. **Tighten your skate laces as tightly as you can.** Skates that are too loose can cause a lack of proper control out on the ice. Be sure there are no long lace-ends that might catch under your skate blades. The same applies to scarves and pant cuffs that might end up close to your blades and cause an accident.
2. **If you fall, get up as quickly as you can.** It is harder to spot someone when he/she is down on the ice. If you think you are going to fall, avoid grabbing other skaters; this can be dangerous.
3. **Do not jostle someone even as a joke;** if it causes an accident, it won't be funny. If you do accidentally crash into someone, help him/her up. If someone falls nearby, offer your hand; he/she will be a lot more grateful than if you ignore them.
4. **The blades on ice skates are sharp and can be dangerous;** take care when skating by someone who has fallen or be aware of this as you are getting up after a fall.
5. **Do not stand or loiter on the ice;** this can interfere with other skaters and be hazardous to everyone. If you must chat or stop to rest, please do so off the ice.
6. **No food, gum, or littering** on the ice.
7. **Let beginners use the wall.** If you are more experienced, it is easy to stay a few feet away; this allows everyone to move at his/her own pace and prevents collisions.
8. **Courtesy!** It is essential to respect the rights of other skaters and be constantly aware of who is around you. Treat other skaters as you wish to be treated yourself – be it on or off the ice.
9. **Skating jumps** are commonly performed in the corners; try to avoid this area if you see someone practicing jumps. If you are using the corner and practicing jumps, be certain that you have a clear space available when you jump.
10. **Practicing** some of your moves may require a great deal of space, so be extra careful of the danger that your blades may pose to other skaters. Backward spirals are strictly forbidden unless being spotted by a coach.
11. **Headphones:** Wearing headphones while on the ice is not allowed. Being unable to hear others on the ice is hazardous to everyone.

12. **Orange Visibility Vests** are required to be worn by the skater(s) whose music is being played. This will make it clear to other skaters on the ice who is practicing to their music and therefore, has the right away.
13. **Music Rules:**
 - a. Skaters who are working with coaches have priority in the music line up.
 - b. Music is played on a first come, first served basis.
 - c. You are responsible for having your music available.
 - d. All music CDs and cases should be labeled with your name.
 - e. Skaters are required to pick up their music at the end of the session.
 - f. For safety reasons, personal players and ear buds are not allowed.
 - g. Parents of skaters should plan on rotating in to play music.
14. **Props** may be used when practicing routines; however, when the number of skaters on the ice approaches the maximum (20), use of props may be limited due to safety concerns.

Behavior

The BFSC seeks to provide a positive atmosphere that encourages each skater to reach his/her individual goals. The individual successes of skaters should be viewed as victories for the club as whole.

To maintain this supportive environment, the club encourages parents and skaters to report negative behavior that targets other skaters to either a coach on duty or to a board member immediately. Board members can be contacted through the club email at: brookingsfsc@gmail.com.

The first reported incident will involve a meeting between the skaters and parents involved and either a coach or board member in which apologies will be exchanged, expectations for future behavior and the ramifications of these behaviors occurring again will be explained. We encourage the parties involved to work through their concerns and provide a positive outcome for all parties involved.

A second reported incident may be dealt with according to the bylaws, Article VI. The club By-laws and Constitution can be found on the club website www.brookingsfsc.com.

Parent Code of Conduct

Parents play an important role in the success of the BFSC. Coaches, parents, and skaters must work together to ensure this success. Please keep your child's coach informed about any issues that may interfere with his/her ability to skate.

Parents, you can help create a positive atmosphere and support your child's participation by:

- Providing proper equipment for your child and encourage correct use.
- Monitoring your child's skill development and behavior both on and off the ice.
- Encouraging team spirit.
- Showing by example how you want your child to behave on and off the ice.
- Keeping the coach informed should your child be injured/ill .
- Communicating respectfully with coaches, other parents, and skaters.
- Emphasizing fun, skill development and relationship building.

Skater Code of Conduct

In addition to providing an opportunity to improve our skills, the BFSC also encourages its members to become responsible community members by adhering to the following principles:

- *I will be respectful*, courteous and considerate to others. I will act and speak respectfully. I will treat locker rooms, warming rooms, and personal property with respect. I will respect and obey all coaches at all times. I will control my emotions in frustrating situations.
- *I will be trustworthy*. I will be a good role model by endeavoring to make good choices.
- *I will be responsible* and accountable for my choices and my actions towards myself and others. I will respect, protect, and maintain my equipment.
- *I will be fair*. I will participate in events fairly by following the rules, taking into consideration the feelings of others, not taking advantage of others, and not asking for special help or favors.
- *I will be caring*. I will be caring in my relationship with others. I will be kind and show compassion for others. I will treat others the way I want to be treated. I will encourage other skaters in a positive way, regardless of circumstances.
- *I will be a good citizen*. I will conduct myself in a way that presents a positive image of the Brookings Figure Skating Club and its members both on and off the ice.

Senior Scholarship

The Brookings Figure Skating Club established a scholarship for a club member that is a senior in high school. The award can be divided among two members, but does not have to be. Eligible members may download the application from the club's website. The recipients will be awarded annually at their Academic Awards Night, typically held in the spring.

Skater Responsibilities for Annual Ice Show

A skater is expected to be present for all rehearsals and practices. Please keep in mind that the BFSC's annual ice show is a team sport and it relies on all the members of each group/team attending all the rehearsals. Additionally, all skaters will be required to be at the Friday dress rehearsal and both Saturday and Sunday performances.

If you are unable to attend the dress rehearsal and/or both performances, you must notify a coach at the beginning of rehearsals.

ISI Skater's Creed

I will try to do my own personal best.

I will support and encourage my teammates.

I will make three new friends at this competition from rinks other than my own.

I will be a good representative from my home rink team.

I will skate at my own true level of ability.

I will be modest in victory.

I will be gracious in defeat.

I will not focus on winning but on my participation and enjoyment of ice skating.



Brookings Figure Skating Club Volunteer Agreement

I have received a copy of the Brookings Figure Skating Club Volunteer Program Description, and agree to abide by the system described therein and in the Brookings Figure Skating Club Handbook. I agree to earn the points required below, with a maximum point requirement of 100 points per family.

Skater Level (at time of registration) Number of Skaters Points per Skater Total Points

Tots – Delta (partial year) _____ x 30 = _____

Tots – Delta (full year) _____ x 60 = _____

Freestyle 1 and Above _____ x 80 = _____

Total Points Required (maximum of 100) _____

I understand that if I do not earn the total points required, I will be charged \$2.00 per unearned point. I understand that my deposit check will be cashed by BFSC, and a check representing the dollar value of the points actually earned will be sent to my family. Alternately, I may contact the BFSC Membership/Volunteer Coordinator to pay the dollar value of the unearned points in exchange for my original points deposit check.

Attached is my deposit check, dated August 10 of next year, in the amount of \$2.00 per required point.

Name(s) of Skaters: _____

Deposit Check Amount (\$2.00 per point required): _____

Deposit Check Number: _____

Parent/Guardian Signature: _____ Date: _____



Brookings Figure Skating Club Handbook Acknowledgement

This handbook outlines the policies and volunteer requirements of the Brookings Figure Skating Club. An understanding of and adherence to the policies and procedures will ensure positive parent-skater-club relations, and that all the skaters' needs are being adequately met. Therefore, BFSC requires that all parents and/or guardians of skaters in BFSC read, sign, and return to the BFSC Membership/Volunteer Coordinator Chair the statement that follows.

1. I have read and understand the handbook. If I do not understand any portion of the Handbook, I will seek clarification from a board member
2. I will read any additions to, or revisions of, the policies. If I do not understand the additions to, or revisions of, the policies, I will seek clarification from a board member.
3. I will adhere to the policies explained in this handbook.

I understand that the policies printed in this handbook and communicated to me in any fashion are subject to interpretation, review, and change by the Brookings Figure Skating Club Board. Any changes made to the handbook will be available on our website (www.brookingsfsc.com) and emailed to families, as well as in paper, upon request.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name (please print): _____

Skater Signature _____ Date _____

Skater's Name (please print): _____