



Welcome to the Magic City Figure Skating Club

The Magic City Figure Skating Club (MCFSC) is a non-profit organization sanctioned under U.S. Figure Skating USFS. The club has been a proud member of USFS since 1978. MCFSC is dedicated to providing a fun and safe experience and great activities for the entire family in promoting health and physical fitness. MCFSC offers skating opportunities for all levels of figure skaters as well as coaches for private lessons, test sessions, competitions, on-ice/off-ice instruction classes and ice shows.

Over the years, MCFSC has helped members of all ages and abilities in the community to develop their skills as competitive and recreational skaters. Competitive members of our organization have trained locally and participated in local, state, regional and national competitions.

A MCFSC club member must comply with the club bylaws, rules, and regulations. In addition, membership carries with it the following responsibilities: volunteer for the competition, the annual ice shows fundraiser for the club and other activities. A parent or adult (over 18 years of age) must assume these responsibilities.

A MCFSC member will have the ability to participate in club events throughout the year. All coaches utilized by club members on club ice must also be pre- approved by the MCFSC board.

Mission Statement

The mission of the MCFSC is to provide a fun and committed environment that allows figure skaters of all ages and abilities to practice improve and display their skills.

Home Club Rink

MCFSC's home ice rink is the Maysa Arena and is located at 2501 Burdick Expressway West, Minot ND, 58703.

Web Address: www.magiccityskate.com

The rink phone number, website & e-mail address is not to be used for MCFSC business or information.

Club Communications

Club communications are done through www.magiccityskate.com, the Club's Facebook page and through direct emails to Club Members.

- ✓ magiccityfsc@gmail.com – Used for general questions from membership
- ✓ magiccityfscbilling@gmail.com – Used for billing and invoice questions
- ✓ magiccitybod@gmail.com – Used for questions/concerns containing confidential information for BOD.

Club Details

MCFSC is comprised of dedicated parent/guardians and volunteers, skater and experienced coaches - all of whom support a family-oriented environment and a strong fellowship within the club, as well as the surrounding community.

Please check www.magiccityskate.com for a list of current Board Members.

Club Management

MCFSC is governed by a board of directors with a president, a vice president, a secretary, a treasurer, and member's at large directors. Elections are held in the spring of each year and Board members serve on a 3- year term. The board establishes basic policy and protocols of the club. These policies are updated as needed. Board meetings are held monthly typically the 2nd Tuesday of every month and general members are welcomed and encouraged to attend these meetings.

MCFSC is managed by official by-laws that are posted on the club's website.

Elections

Any parent of a MCFSC skater, any MCFSC adult skater or MCFSC Coach who is interested in serving on the board of directors should make such interest known to an existing board member or officer. Board members are volunteers who donate many hours of time. Therefore, those who are unable to serve should give their support to those who do. The nominating committee consists of 2 Board of Directors and 1 Member at large.

Meeting Location

Meeting locations are the board room at the Maysa Arena.

Membership Benefits

Joining a club after group lessons is the first step to becoming a more advanced skater. A club gives skaters a place to call home when training. A skater can join the MCFSC as a home club member. Membership is annual from July 1 through June 30. For club registration forms, please see www.magiccityskate.com

Club benefits include:

- Reduced price for ice time at Maysa Arena
- Participation in Winter/Spring Shows as well as other club exhibitions
- USFSA Testing
- Participation in Figure Skating Competitions
- Option to order MCFSC Club Merchandise

Pricing

Please refer to www.magiccittyskate.com for the most current membership prices and to also find information on billing and invoice requirements listed under MCFSC Policies.

It is the responsibility of the member to update their contact information with the business manager.

Competitions

Each year, MCFSC sponsors the Magic City International Competition. This is a non-qualifying competition that is sanctioned by the United States Figure Skating Association (USFSA). Details on the competition will be made available to club members 6-8 weeks prior to the event.

Ice Shows/Exhibitions

Each year, MCFSC sponsors ice show(s) and participates in various exhibitions. The MCFSC website is the best place to keep in touch with new events.

Ice Etiquette

To ensure the safety and training success of all of its skaters, the MCFSC has established basic rules for both on- and off-ice activities in conjunction with Maysa Arena policies. Coaches will hold yearly sessions with skaters to review the rules.

COACHES WILL HAVE AUTHORITY TO ENFORCE ALL OF THE RINK RULES. VIOLATION OF ANY OF THE FOLLOWING RULES BY A SKATER COULD MEAN A FORFEITURE OF THE SKATER'S ICE TIME.

The following rules are intended to keep ices sessions flowing so that:

- a) a skater can skate through his/her entire program without interruption;
 - b) a skater will not have to circle numerous times trying to find a spot to jump and will be able to skate consistent patterns leading to jump consistency;
 - c) a skater's frustration level will be kept to a minimum, thereby allowing the skater to remain focused on his/her goals;
 - d) skaters will not collide with one another; and
 - e) skaters will practice together in harmony.
- A skater doing his/her program (with music) has the right-of-way

- And should be wearing the orange vests so they can be seen easily by other skaters. Coaches and other skaters are expected to move out of the skater's way.
- Skaters in lessons, including skaters having lessons in the jump harness, have the right of-way.
- Spins are to be practiced at the jump harness end of the rink. Skaters practicing their spins must be aware of skaters trying to jump in the "lutz corners." (See #16 below.)
- Small patterns should be practiced at the jump harness end of the rink.
- Faster skaters should go to the outside.
- Skaters must learn how to "merge" into the flow of the session by skating with heads up and eyes open. Skaters as well as coaches must avoid getting in the way of one another and should be especially aware of skaters in lessons.
- Skaters who are not moving should be at the boards. Standing while "thinking" or chatting in the middle of the ice will not be tolerated.
- Skaters should not cut off other skaters by darting across the middle of the rink.
- A skater doing his/her program or setting up for a jump should be given plenty of room.
- Skaters practicing field moves on freestyle sessions should yield to skaters setting up for jumps.
- A skater should always be respectful of the other skaters and should be constantly aware of the skaters around him/her. A skater who is surrounded by skaters of significantly greater or lesser skills must be especially careful! Strive to avoid collisions!
- A skater who falls should get up quickly, remembering that other skaters will have a much harder time seeing a skater who is down on the ice. A skater should learn how to fall properly - protecting the as much as possible, staying "loose," and keeping fingers away from skate blades.
- A skater who sees another skater fall and suspects serious injury should: a) have someone stand "guard" over the injured skater to prevent collisions with other skaters; b) get a qualified adult to come and help; c) throw a blanket, a warm-up jacket, or a sweatshirt over the injured skater to keep the skater warm; and d) have a coach or another person contact a parent and/or call 911.
- The lutz jump is most commonly performed in the 10:00 and 4:00 corners of the rink (except in the case of a clockwise jumper). These corners are informally called the "lutz corners" and can typically be identified by the unusually large concentration of divots in the ice. Skaters should strive to avoid long-term practice activities in these corners and should be especially aware of their surroundings when in them. The approach to a lutz is long and blind. A skater preparing to do a lutz jump is not likely to see other skaters.
- Certain skating moves are inherently dangerous. A skater who is practicing an element such as a camel spin or a back spiral must be especially aware of the danger his/her exposed blade poses to other skaters. The skater should recognize that once he or she has started the element, it will be difficult to see the surrounding skaters. A skater preparing to practice a dangerous move should take a good look at the expected "space" before starting the element and abort the move if a problem is likely to arise.

- As a matter of safety and according to state law, no skater or coach is to remain on the ice when the zamboni starts to enter the ice.
- Skaters should be courteous, respectful, and encouraging to coaches and other skaters.
- Skaters should dress appropriately.
- Skaters should work alone on sessions. Skaters are not allowed to stand and visit along the boards. Talking, playing, “teaching,” or engaging in any other type of behavior that might distract other skaters on the session is discouraged.
- Skaters should refrain from kicking ice, sitting on the ice, and playing tag. Such behavior is nonproductive and can be dangerous.
- A skater should refrain from showing signs of disgust if another skater or coach inadvertently gets in the way.
- A skater who gets extremely upset (i.e., crying), should leave the ice.
- Skaters and coaches should duck in front of the video camera.
- Skaters are expected to set goals and work hard on sessions to achieve those goals.
- Skaters should not interrupt coaches giving lessons to other skaters.
- No food, gum, or beverages (with the exception of water bottles) will be allowed on the ice.
- Friends, parents, and skaters are not allowed to sit in the hockey boxes during ice sessions.
- A skater on an ice session is expected to skate the entire session. Breaks should be approved by the skater’s coach. The parent of a skater requiring extra breaks for a particular reason, physical or otherwise, should discuss that need with the skater’s coach.
- Skaters should clean up after themselves. Tissues and empty water bottles must be discarded in appropriate receptacles.

Off Ice Etiquette

- Skaters should not gossip.
- Skaters should be positive role models for other skaters.
- Skaters should be kind and supportive by complimenting fellow skaters on their accomplishments.
- Skaters should clean up after themselves, discarding trash and cleaning up food messes.
- Skaters should be respectful of other skaters’ belongings. A skater should not go into another skater’s bag or personal belongings without permission.
- Skaters should take care to secure money and valuables.
- Skaters should engage in constructive activity between sessions (jump rope, twister exercises, stretching, etc).

- Skaters should keep the topics of conversation appropriate.

Music Etiquette

- Each skater is responsible for his/her own music. The skater must bring his/her program tape(s) or CD(s) to the music box at the beginning of the ice session and pick them up at the end of the session. CDs and cases should be clearly marked with the skater's name.
- CDs will be played in the order they are requested. To ensure that every skater is able to have his/her program music played during a freestyle session, each skater can request his/her music once during the session. If time permits and all skaters have their music played again.
- Music requests by coaches have priority over requests of skaters not having lessons at the time. A coach who "bumps" a skater's music will so inform the skater.
- Coaches may request music once per lesson. If the session is not busy, sections of programs may be requested.
- Skaters should limit warm-up time and take turns being the first to have program music played. If skaters start programs early in the session, there is a greater likelihood that everyone will have the opportunity to have program music played.
- A skater who anticipates a lesson should check with his/her coach to determine the appropriate timing of a request for program music – before, during, or after the lesson.
- If a skater's music is playing, the skater should be skating to it.
- A skater should be aware of when his/her music is about to be played (by knowing who he/she will follow) and be ready. This will ensure that process is not slowed down and that everyone on the session will have his/her music played.
- A skater should watch out for other skaters when skating out to start a program and when skating off immediately following the program.

**** Music will be free of explicit content ****

Equipment and Clothing

A few helpful hints:

- Proper care of figure skating blades is essential to both skating proficiency and blade longevity. Blades are made to slide on ice, not walk on floors.
- When a skater gets on and off the ice, he/she should be especially careful of the "threshold" on the entry door. The threshold is often made of steel and can nick blades. The skater should STEP OVER, NOT ON the threshold.
- Whenever the skater is walking around in skates, the blades should be protected from nicks and dulling by rubber skate guards. A SKATER SHOULD NEVER WALK ON CONCRETE WITH UNPROTECTED BLADES! Guards should be washed periodically to remove dirt in the grooves.

- One of the biggest threats to blades is rust. Because rust is much softer than steel, any portion of a blade that is affected by rust is a portion that will never hold an edge again. The skater can take steps to avoid rust damage. Immediately after taking off his/her skates, the skater should wipe the boots dry with a soft cloth. The skater should also wipe down the blades and the mounting areas, keeping in mind that screws are also susceptible to rusting and will loosen much more easily if they are rusted or the leather around them is rotten from excessive moisture. If time permits, the skater should let his/her skates sit for a few minutes and then wipe them down again before putting them in the skate bag. This step removes the condensation that almost always appears as the skates warm up. Once the blades are wiped and dry, it is best to cover them with cloth blade covers (soakers), not skate guards; wet skate guards will cause the blades to rust!
- A skater should occasionally check the screws used to mount the blades and tighten them if necessary. Stripped screws must be repaired or replaced. Extra screws and a screwdriver are necessary supplies and should be kept in the skating bag at all times.
- Clothing for the skater should allow freedom of movement and be comfortable yet warm. Thin socks or tights are recommended; thick socks not only slide in the skates but also cause the feet to sweat, eventually making them feel colder instead of warmer. Some skaters prefer tights and skating dresses for practice. Others prefer tights and leggings.
- Most skaters wear a jacket, sweatshirt or a sweater.
- Nearly all wear mittens or gloves.
- MCFSC offers club jackets and other merchandise with the club logo. Order information is posted at the club website.

Hiring a Coach

Private lessons are arranged between the skater or the skater's parent and a coach. Coach rates are based on qualifications, knowledge, and experience and are set by the coaches themselves. Fees for private lessons are paid directly to the coaches. The MCFSC is not involved in the billing or collection of private lesson fees. Fees for ice sessions are in addition to private lesson fees.

Private lessons range from fifteen minutes to 30 minutes. The coach can recommend an appropriate lesson length and a reasonable number of lessons per week based on the skater's age, ability, and goals. The coach's recommendation is just that; a recommendation. It is up to the skater and the parent(s) to make the final decision based on time constraints, goals, and financial obligations.

A list of MCFSC approved coaches along with their contact information is available at www.magiccityskate.com. All coaches listed on the site are qualified to teach in their areas of specialization and have been approved by the board of directors. Additional information about questions to ask potential coaches can be found at The United States Figure Skating Association (USFS) website at www.USFSA.org. Click on the Parent Link/Responsibilities as a skating parent.

WHAT TO EXPECT A figure skating coach is a skater's personal instructor and primary contact at the rink. The skater /coach relationship is a very important one and should begin with a discussion of the skater's goals and expectations. Working together, the skater and the coach can build a general plan for achieving those goals. A skater should trust the coach to work out the day to-day lesson plans and

“order of attack”. The coach knows best how to teach the elements and in what order they should be learned. Revisiting the “goals and expectations” discussion once in a while is wise, but a skater or a parent should never try to micromanage the coach.

A coach is the best resource when it comes to establishing a skating schedule and finding the appropriate balance between lesson time and practice time. As a general guideline, a skater should have 30 minutes of practice time for every 15 minutes of lesson time. The proportion will vary slightly from skater to skater. A younger skater in particular may need a higher ratio of lesson time to practice time because of the skater’s inability to self-direct. Lesson length will vary according to the needs of the skater, the demands on the coach’s time and the duration of the ice session. A lesson can be anywhere from 15 minutes to 30 minutes.

A skater’s coach has the experience and knowledge to know when it is time for the skater to compete or complete a figure skating test. The coach will guide the skater in the necessary decision and preparations including selecting music that is appropriate to the skater’s skill, age and interest. The coach will likely be open to music suggestions from the skater and/or the skater’s parent(s) but should be allowed to make the final decision. The coach will “cut” (shorten) the music to meet USFS rules, lay out a well-balanced program that meets the technical requirements for the test or competition, and either choreograph the program or refer the skater to someone who specializes in choreography.

When a skater takes a USFS test, the skater’s coach will usually attend the test session, help the skater warm up and provide support and guidance as needed. Similarly, when a skater competes, the skaters’ coach will be at the competition to guide the skater’s warm-up and to provide support and guidance.

A skater should expect respect, as both a person and an athlete, from his/her coach. The skater must be treated fairly and professionally. While a coach can and should expect the skater to work hard and to persevere when a new concept presents a challenge, the skater should never be demeaned or ridiculed. The skater’s coach will almost certainly have to touch the skater to position and move the skater’s body parts around in demonstration of the proper technique.

A skater can expect to be billed for the coach’s time. Since the business relationship between a skater/parent and the coach is a direct one, the coach will bill the skater/parent, usually on a fixed schedule. Payments should be made directly to the coach. Coach rates for private lessons vary and should be discussed directly with the coach. Rates are based on qualifications, knowledge and experience and are set by the coach themselves. The following additional coach fees are considered usual and customary: • Cutting music • Test session – putting skaters on the ice • Competition – putting skaters on the ice o Out-of-town competition may also incur travel, hotel and meals o Coaches may divide the expenses by the number of students attending or simply charge a fixed fee.

WHAT COACHES EXPECT

Just as a skater deserves the respect of his/her coach, so does the coach deserve the respect of the skater. A skater should extend courtesy to his/her coach both on and off the ice by never speaking unkind words to or about the coach, even when the coach is, in the eyes of the skater, overly demanding: never conveying a bad attitude and always leaving personal troubles behind. Skaters should step onto the ice ready and willing to focus on skating.

A coach does not expect perfection or immediate mastery of new skills. However, the coach does expect the skater's full attention and best effort. Anything less from the skater is a waste of the coach's time and a waste of money for whoever is paying the coaching bill.

A coach expects to have the skater's trust. Sometimes, a coach will ask the skater to learn things that, to the skater, seem unnecessary. Other times, the coach will hold off on introducing the skater to certain elements until other skills are mastered. The skater must remain focused on his/her long-term goals and trust the coach to know the best path to achieving them.

A skater who is unable to attend a lesson should notify the coach as much in advance as possible. Coaching is a job, and, just like with any other job, the income is relied upon to pay personal bills. Ample notice gives the coach the opportunity to fill the open lesson spot with another skater. Failure to notify the coach of inability to attend a lesson could result in the skater being charged for the missed lesson. Finally, the skater or the parent of the skater is expected to pay coaching bills in a timely manner.

ON and OFF-ICE CONDITIONING

A coach works with skaters in a group setting. Goals include cardiovascular endurance, flexibility, strength, quickness, and explosive power. A skater must be at least eight years old to participate. Off-ice strength training and workout programs are similarly of great value to skaters and should be considered for all competitors.

Fees for classes include coach/instructor/trainer fees.

Please refer to www.magiccityskate.com – Forms – Advanced Registration Forms for more information

A COACH CHANGE

The relationship between a skater and a coach, like any relationship, will undoubtedly have ups and downs. Both parties should expect and be willing to work through disagreements and difficult times. If after some effort it appears that conflicts are too frequent or cannot be resolved, dissolution of the relationship may be the best option. Any such transition should be made on good terms. Both skater and coach should acknowledge that conflict is a two-way street, and neither should spread bad stories or rumors about the other. Fees owed to the coach should be paid in full. The skater is then free to begin a new relationship with a new coach. Additional information about conflict resolution can be found at The United States Figure Skating Association (USFS) website at www.USFSA.org. Click on the Parent Link/Responsibilities as a skating parent.

Member Responsibilities

MCFSC is comprised of dedicated parent/guardians and volunteers, determined skaters, and experienced coaches - all of whom support a family-oriented environment and a strong fellowship within the club, as well as the surrounding community.

The parent(s) of a figure skater must always remember that the young athlete is a person first and a skater second. In all probability, the "person" in the skater is a young one, still growing, still maturing. Sometimes, skaters seem so grown up, so unable to handle pressure situations; it is easy to forget they are still kids. Parents should not make this mistake. The same kid that can be seen looking so mature on the competition ice probably still cuddles a favorite stuffed animal at bedtime. Parents should let kids

be kids and support them as they grow. (Viewpoint is adapted from Don Korte's Figure Skaters Handbook.)

Following are some of the things parents should think about as they approach the sport of figure skating:

- **Balance:** A skater's life needs balance. Time must be allowed for school and personal growth. A rare skater is able to make figure skating a life career. Therefore, parents must avoid putting so much focus on the child's skating that they neglect to prepare the child to function in a normal adult world. School is important. Social development is important. Being a kid is important.
- **Help to set goals:** A skater's parent is instrumental in helping the child to identify and achieve skating goals. While the goals must be those of the skater, not the parent, the parent can encourage the skater to set goals that are realistic yet challenging enough to make the sport rewarding. The parent can also help the skater to achieve the established goals by setting targets, plotting progress, reevaluating when necessary, etc.
- **Learn about the sport:** A parent of a figure skater should learn enough about the sport to be able to identify the elements. In doing so, the parent will be able to recognize when something is done well, when progress has been made. A parent should be interested and willing to listen when the skater wants to talk, whether about progress or about problems and frustrations.

Support your skater's coach. The parent plays a vital role in supporting the skater's coach. Following are just some of the ways a parent can do so:

- Get the skater to the rink on time
- Notify the coach in advance when the skater cannot be at a lesson
- Allow the coach to participate in any goal-setting sessions or at least ensure that the coach is aware of the skater's goals
- Give the coach freedom to design a program aimed at achievement of the skater's goals
- Listen to the coach's advice and instructions and encourage the skater to follow through, both on and off the ice
- Pay coach bills in a timely manner.
- Responsibly watch the skater's progress, making sure that the general goals are being addressed over the long term

Watch: The rink should never be used as a babysitter. A parent should stay and watch the skater practice and in lessons, at least some of the time. The skater needs to know that his/her parent is supportive and interested. A skater whose parent never watches in practice may feel very self-conscious or "pressured" when the parent finally does show up to watch. Therefore, a parent who only watches at competition events may hurt more than help the skate.

Committees

Various committees are at work throughout the year. Volunteerism from the members of these committees allows the MCFSC to stay strong and grow. Anyone interested in serving should contact a current member of the board of directors.

Volunteers are always needed!

Membership Chair & Committee - Responsible to maintain a current membership list and reasons for any actions concerning membership

Test Chair & Committee - Coordinating dates, testing, sanctioning, and obtaining judges for testing

Fundraising Chair & Committee - Organize and arrange fundraising projects- monitoring fundraising requirement and buy-out options

Ice Show Chair and Committee - Organize Ice Show and work with chair to ensure everything is running according to plan for the show Fundraising Requirements

Fundraising

All club members are required to participate in the fundraising to help support our club. With each fundraising opportunity throughout the year, the board will decide the minimum requirements per fundraiser and are determined on an annual basis. MCFSC will offer a buyout per Fundraiser agreed upon by the BOD. The purpose of this option is to allow families to choose to forgo actual "Selling" if that is not preferred, while still ensuring each skater/member is contributing financially to the expenses covered by fundraising dollars. If a skater does not meet the requirements for the determined fundraising units during the year, the skater will be assessed a pro-rata portion of the Buyout fee for the shortfall. The pro-rata charge will be paid within 30 days of receipt of bill to align with all bills from MCFSC

Parent Code of Conduct

U.S. Figure Skating Parent Code of Conduct

The Magic City Figure Skating Club is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct.

Preamble: The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: respect, responsibility, fairness, caring, trustworthiness and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character" (Arizona Sports Summit Accord).

By signing below I hereby agree that:

1. I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition and test session.
2. I will place the emotional and physical well-being of my child and others ahead of my desire to win.

3. I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
4. I will promptly inform my child's coach of any physical/ mental disability or challenge affecting my child that may affect the safety of my child or others.
5. I will teach my child that doing his/her best is more important than winning.
6. I will do my best not to ridicule, bully, blame, or yell at my child or other skaters, coaches, officials or volunteers in response to a poor performance or for any other reason.
7. I will do my best to make skating fun at all times and will remember that my child participates in sports for his/her own enjoyment and satisfaction.
8. I will teach my child to treat other skaters, coaches, fans, volunteers, officials, and rink staff with respect, regardless of race, creed, color, sexual orientation or ability. I will also take action and report any acts of bullying, harassment or abuse to the appropriate authorities.
9. I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes. 10. I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
11. I will be a positive role model for my child and others.
12. I will demand a figure skating environment for my child that is free of drug or alcohol abuse and agree that I will not use or provide to a third-party any illegal drug prohibited by applicable federal, state, or municipal law.
13. I will not assist or condone any athlete's use of a banned substance as described by the International Olympic Committee, International Skating Union, United States Olympic Committee, or U.S. Figure Skating, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.
14. I will expect my child's coach to be in compliance with all requirements of U.S. Figure Skating and the Professional Skaters Association, to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association and other accredited organizations.
15. I will respect my child's coach and refrain from "side line" coaching my child or other skaters.
16. I agree to educate myself regarding the proper procedures to follow when establishing or terminating the coaching relationship and refrain from third-party solicitation as outlined on the PSA website.
17. I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.
18. I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, competitions and test sessions.
19. I will become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.

20. I will support and respect all skaters and their right to participate.

Skater Code of Conduct

A code of conduct is a set of standards describing the behavior we expect of our own members especially when serving in different capacities within the organization – skater, parent, coach, official, or board member. It is meant to clarify our mission, values and principles, and linking them with standards of conduct we expect from our members.

U.S. Figure Skating encourages all member clubs and programs to develop and implement codes of conduct for its members. Below are examples for clubs and programs to use in creating, implementing and enforcing their own codes of conduct for skaters, parents, coaches, and board members.

The following are suggested approaches to addressing offenses to the codes of conduct- depending upon the seriousness of the offense. Adhere to the conflict resolution process should be outlined in the club's bylaws.

Violations and the manner in which they will be dealt with:

Violations of any tenets will be addressed at the time they occur depending upon the seriousness of the offense by a member of the club board of directors following the procedures outlined in the conflict resolution or grievance process.

First offense:

Club member will be addressed verbally (in private) regarding the violation.

Second offense:

If there is a second violation, the member will be removed from the activity and given a written warning. A face-to-face meeting with the member and/or member's parent or legal guardian may be in order.

Repeated offenses:

If the member continually violates any tenet of the code of conduct, repeat offenses will be taken very seriously by the club board of directors. Discipline may include loss of club privileges for extended periods, and/or revocation of club membership.

Must be signed and dated.

The Magic City Figure Skating Club is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. This Skater Code of Conduct has been established to ensure the safety of all members using our ice to ensure quality practice time for all home club, associate, non-members and guests who purchase ice from the club and who participate in all club-related activities.

1. All skaters, regardless of whether they hold home club, associate, non-member or guest status must follow and uphold the tenets in this Skater Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents of skaters, U.S. Figure Skating officials and guests.

2. Our club is committed to promoting a positive and friendly environment for all skaters. Remember 'The Golden Rule' —treat other people like you want to be treated—with respect.

Ice Etiquette and Safety:

1. While in lesson or practice, it is the skater's responsibility to always be conscientious and aware of other skaters around them.
2. Skaters must skate with the flow of other skaters and familiarize themselves with the most commonly used areas for jumps and spins.
3. The only time a skater has the SOLE right of way is when they are skating their program to music. When you hear another member's music, please extend that person the courtesy and move out of their path momentarily. This only takes a moment and you will enjoy the same courtesy while you are performing your program.
4. Advanced skaters are expected to exhibit patience toward beginner members of the club. Remember, you were an inexperienced skater once, and it takes time for our future generation to advance to the point where they are completely comfortable skating with all levels of skaters.
5. No Cell Phone Usage allowed in any MCFSC Locker Room

Unsafe or Discourteous Behavior:

Unsafe or discourteous behavior of any kind will not be tolerated.

For more information on Ice Usage and Etiquette Guidelines, refer to the SafeSport webpage.

Coaches Code of Conduct

Magic City Figure Skating Club Coaches' Code of Ethics, Standards, and Conduct

MCFSC is committed to creating a safe and positive environment for members' physical, emotional, and social development that is free of misconduct. This information is intended to provide the general principles and rules of most situations encountered by coaches and instructors. The primary goal is to protect the welfare of the individuals and groups with whom the coaches work.

It is the individual responsibility of each coach to aspire to the highest possible standards of conduct. Above all, coaches of young people can have great influence on developing athletes who are reliant on these coaches for the basic instruction and guidance necessary to reach the top levels. Coaches can have tremendous power over these athletes in their quest to the top. This power must not be abused. Therefore, we have set forth these codes of ethics and conduct to guide our coaches and protect our athletes for the mutual benefit of all concerned.

General Principles:

- **Competence:** Coaches must strive to maintain high standards of excellence in their work. They should recognize the boundaries of their particular competencies and the limitations of their expertise. They should provide only those services and use only those techniques for which

they are qualified by education, training and/or experience. In those areas, where recognized professional standards do not yet exist, coaches must exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work. They shall maintain knowledge of relevant scientific and professional information related to the services they render, and they must recognize the need for ongoing education. Coaches should make appropriate use of scientific, professional, technical and administrative resources.

- **Integrity:** Coaches should seek to promote integrity in their coaching profession. Coaches should always be honest, fair and respectful of others. They must not make representations about their qualifications, services, products, or fees that are false, misleading or deceptive. Coaches should strive to be aware of their own belief systems, values, needs and limitations and the effect of these on their work. To the extent feasible, they should attempt to clarify for relevant parties, the roles they are performing and to function appropriately in accordance with those roles. Coaches must avoid conflicts of interest.
- **Professional Responsibility:** Coaches must uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of different athletes. Coaches should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of their athletes, or other recipients of their services. Coaches should be concerned about the ethical compliance of their colleagues' conduct. When appropriate, they should consult with their colleagues in order to prevent or avoid unethical conduct.
- **Respect for Participants and Dignity:** Coaches shall respect the fundamental rights, dignity and worth of all participants. Coaches must be aware of cultural, individual and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socioeconomic status. Coaches must eliminate the effect on their work of biases based on those factors, and they do not knowingly participate in or condone unfair discriminatory practices.
- **Concern for Others Welfare:** In their actions, coaches must consider the welfare and rights of their athletes and other participants. When conflicts occur among coaches' obligations or concerns, they should attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches shall be sensitive to differences in power between themselves and others, and should not exploit nor mislead other people during or after their relationship.
- **Responsible Coaching:** Coaches must be aware of their ethical responsibility to the community and the society in which they work and live. Coaches must comply with the law and encourage the development of law and policies that serve the interest of sport or activity. The coach shall strive to serve as a leader and model in the development of appropriate conduct for the athlete both within and beyond the U.S. Figure Skating setting. The coach shall strive to use strategies in practice and competition that are designed to encourage play within the letter and spirit of the rules. The coach shall strive to keep the concepts of winning and losing in proper perspective. The coach shall strive to enforce policies and rules with fairness, consistency and an appreciation for individual differences.

Ethical Standards:

- **Compliance with Rule Requirements:** All coaches must complete all annual coaching member requirements set forth by U.S. Figure Skating Rules and the PSA that apply to them by the appropriate deadlines.
- **Competence:** Coaches should not undertake these duties until they have first obtained the proper training, study and advice that they are competent to do so.
- **Maintaining Expertise:** Coaches should maintain a level of expertise through continued education and experience and shall strive to acquire additional education and experience through sources available to them.
- **Respecting Others:** Coaches shall respect the rights of other's values, opinions and beliefs even if they differ from their own.
- **Nondiscrimination:** Coaches must not engage in discrimination based upon age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status, or any other basis as proscribed by law.
- **Sexual Harassment:** Coaches must not, under any circumstances, engage in sexual harassment which includes solicitation, physical advances, verbal or non-verbal conduct which is sexual in nature and will respond to complaints of such a nature to respondents with dignity and respect.
- **Personal Problems or Conflicts:** Coaches should have a responsibility to be aware if there are personal problems or conflicts which may affect their ability to work with athletes. They should also be able to identify problems affecting their athletes, which could potentially create situations that place their athletes in harm or danger of injury, and take the appropriate steps to remove the athlete from this environment.

Further, any person who makes groundless allegations or complaints of abuse or harassment may be subject to disciplinary action per Article XXV, Section 3B, of the U.S. Figure Skating bylaws.

Coaches Code of Conduct:

- Must obey and abide by all U.S. Figure Skating published rules, regulations and procedures.
- Shall maintain exemplary standards of personal conduct.
- Must obey all state, national and international laws.
- Must not use alcohol, illegal drugs or substances, which could impair ability or judgment as a coach.
- Must refrain from using any profane or abusive language.
- Must not engage in sexual harassment or sexual misconduct with any athlete
- Must teach and support the athletes fairly and equitably.
- Never discriminate against any athlete

Practice Ice and General Procedures:

- Each coach shall abide by and enforce the policies, procedures, and established ice rules of MCFSC, and will teach their skaters to understand and follow all ice rules.

- Each coach will work to grow all MCFSC programs by promoting and supporting each program, event, and class.
- During MCFSC sponsored ice time, each coach will help supervise the skating session. Although we do make parents aware that all ice times may not be supervised, it is our goal to have as much ice time supervised as possible.
- Each coach is responsible for any MCFSC or MAYSA equipment used during practice, including secure storage after practice or use.
- All coaches will be fully aware of the ice resurfacing and arena maintenance times. Coaches will make sure skaters (along with themselves) exit the ice on time.
- No coaches will give private lessons during group classes.
- All coaches will communicate with their students and parents regarding progress, schedule, and events, such as competitions, test sessions, and any other dates necessary to the sport of skating.
- Coaches agree to provide written notification to the MCFSC Board of Directors prior to coaching for any other organized figure skating program. The Board reserves the right to determine if any other coaching commitments create a financial conflict for MCFSC.
- Coaches will coach only their students; under no circumstances will a coach give instruction to another student without their primary coach's full knowledge.
- Coaches must do their best to yield to skaters at all times.
- Coaches may skate on the ice for free if they experience a gap in their lesson schedule, but skaters have the right of way at all times.
- Coaches must obtain prior approval from the board president prior to giving private lessons on public ice.

I understand that as a U.S. Figure Skating member coach, I have assumed certain responsibilities to prepare, develop, be an advocate and role model. I agree to the "Coaches Code of Conduct," have read the "Coaches Code of Conduct" and understand what is expected of me.

*Also refer to the PSA Code of Ethics and Tenets of Professionalism for more information

Board of Directors Code of Conduct

U.S. Figure Skating Club Board Member Agreement

As a board member of the MCFSC I am fully committed and dedicated to the mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

1. I promise to be fiscally responsible, with other board members, for this organization. I will make myself aware and knowledgeable regarding our budget and finances and will take an active part in reviewing, approving, and monitoring the budget and fundraising to meet the goals of our club.
2. I understand my legal responsibilities for the club and those of my fellow board members. I am responsible for knowing and overseeing the implementation of policies and programs.
3. I accept the bylaws and operating principles and understand that I am morally responsible for the health and well-being of this club.

4. I will actively engage in fund-raising for this organization. These may include individual solicitation, undertaking special events, and the like. I am making a good faith agreement to do my best and to raise as much money as I can.

5. I will actively promote the club in a positive manner.

6. I promise to treat my fellow board members and other club members with respect and when conflict occurs, I promise to respectfully disagree and work for a compromise that is in the best interest of the club.

7. I will attend board meetings, be available for phone consultation, and serve on at least one club committee. If I am not able to meet my obligations as a board member, I will offer my resignation.

Confidentiality: In order to encourage and foster open and candid discussion at its meetings, the Board of Directors believes confidentiality must be maintained. Therefore, it is the policy of the Board of Directors that each director shall keep confidential any and all information relating to discussions at its meetings unless compelled by legal process to disclose such information, or as otherwise agreed by the Board. While Board members are free to discuss the result of Board action items, disclosing any information concerning the discussion of such items during the Board meeting is prohibited. Board members acknowledge that any violation of this policy could cause harm. Therefore, any Board member who violates this policy shall be subject to disciplinary action or possible termination of his/her Board position.

In signing this document, I understand that no quotas are being set and that no rigid standards of measurement and achievement are being formed. Every board member is making a statement of faith about every other board member. We trust each other to carry out the above agreements to the best of our ability.

Frequently Used Programs

Learn to Skate Program (Basic Skills Program)

The MCFSC operates the Learn to Skate program and it is based on the USFS basic skills program. The Learn to Skate program, which is open to skaters from age 3 to adult, is designed to encourage ice skating at all levels and to keep each student excited about the sport from the time he/she begins lessons until goals are successfully achieved.

Basic Skills Testing: Basic skills testing is part of the learn-to-skate program. The tests are broken down into:

- Snowplow Sam 1-4
- Basic badges 1 - 6
- Pre-Freeskate thorough Freeskate 1-6

Tests are usually given by the skater's instructor at the end of a learn-to-skate session. The cost of the basic skills program includes test fees and badges. Embroidered badges are awarded for each class level successfully completed.

The learn-to-skate program is highly recommended for the beginning skater as a fun and effective way to learn the basic fundamentals of ice skating. As a skater advances through the USFS basic skills program and the skating maneuvers become more difficult, private lessons may be used to supplement the group lessons. When the skater has completed the USFSA basic skills program OR indicates a strong desire to pursue more skating, it is time to consider moving on to club membership and a more consistent exposure to private lessons.

Participants in the learn-to-skate program are invited to participate in the MCFSC's annual spring and holiday ice shows.

SYNCHRONIZED SKATING TEAM

Synchronized Skating is a team sport in which 8-20 skaters perform a program together. It takes teamwork, speed, intricate formations and challenging step sequences.

The MCFSC Synchronized Skating team hosts two main fundraisers each year. The Annual Turkey Trot (fun 5k run/walk) and the Annual Trivia Night.

Frequently Used Terms

TESTING

A vital part of USFSA is its series of proficiency tests. The tests are designed to be an accumulation of steps in the progress of a skater. The skater must fully master the skills required for one test before he/she is ready for the next test. A skater's test level determines which event(s) may be entered in competition. The United States Figure Skating Association (USFSA) is full of great information about skating. They have a very nice website full of information. This is a great tool for any new parent to check out. www.USFSA.org. Click on the Parent Link

There are two main types of tests:

- Moves in the Field – edges and footwork patterns
- Freeskate

A skater at any given level is required to pass the Moves in the Field test before taking the corresponding freeskate test. Following is an outline of the USFS testing structure:

Moves in the Field Freeskate Adult (Moves in the Field & Freeskate), Pre-Preliminary, Preliminary, Pre-Juvenile, Juvenile, Intermediate, Novice, Junior, Senior (Gold) Pre-Preliminary Preliminary Pre-Juvenile Juvenile Intermediate Novice Junior Senior (Gold) Pre-Bronze Bronze Silver Gold

Additional test session also include the following discipline:

- Dance
- Pairs

A skater's coach will recommend when the skater is ready for a test. During the test, the skater is evaluated by a panel of USFS judges, usually three. Judges award the skater marks based on established standards, and the skater must successfully obtain a minimum score from two of the three judges in

order to pass the test. The minimum score increases as the test level advances. Copies of the judges' score sheets, which include their marks and comments are provided to the skater. Test results are recorded with USFS at its national headquarters in Colorado Springs, CO.

USFS tests are administered and sanctioned according to rules established by USFS and enforced by member figure skating clubs. Each club has a "test chair" whose responsibilities include the supervision of all tests taken within his/her club. The test chair works with the coaching staff to determine appropriate dates for test sessions. The MCFSC usually sponsors a test session each year. Test sessions are announced well in advance to give skaters and coaches ample time to prepare.

When a skater takes a USFS test, the skater's coach will usually attend the test session, help the skater warm up and provide support and guidance as needed. Similarly, when a skater competes, the skater's coach will be at the competition to guide the skater's warm-up and to provide last-minute support.

Cost for Test: Rates charged to skaters for taking test will vary by club and test level.

COMPETITIONS

Various clubs in various cities host competitions throughout the year. Entering competitions is both exciting and serious. The skater's coach can lead the way, from deciding when the skater is ready to compete, to guiding the parents through the necessary paperwork, to giving the skater hints on handling the fun and the stress.

Typically, the registration form for a competition is due to the competition registrar from six to eight weeks prior to the first day of competition events. The form must be signed by the skater (or the skater's parent if the skater is a minor), the skater's coach and an MCFSC club officer. Payment of registration fees must accompany the registration form. Fees will vary by competition.

Most competitions begin late in the week and run through the weekend. Skaters can compete in multiple events at any given competition. The variety of events offered is at the discretion of the competition committee. Freestyle (long program) and compulsory (short program) events can always be expected. Other possible events include spins, jumps, moves in the field and showcase.

Most competitions offer additional practice ice at an additional cost (usually \$10-\$15 for 20 – 30 minute sessions). The schedule of additional practice ice is often provided to the skater with notification of official practice and event times. Practice sessions are often held early in the morning of the competition. The skater's coach can recommend the amount of additional practice ice to purchase. Practice ice is often sold in advance on a first-come, first-service basis, making speed and efficiency in submitting the practice ice order very important.

PREPARING FOR A COMPETITION

- Share the skater's competition schedule with the coach as soon as the information is known.
- Have the skater skate a few times in his/her competition attire and/or costume to uncover any problems with fit and/or condition.
- o Repair any holes and secure any loose beads, sequins or rhinestones.
- o Pack a swing kit and safety pins for last minute repairs.
- Have skate blades sharpened; usually about one week before the competition
- Polish skates
- Secure directions to the rink. Confirm hotel and travel reservations.
- Pack skates, skate guards, soakers, skate polish, a screwdriver, practice and competition outfits, warm-up sweater, extra laces, tights, hair accessories, hairspray and makeup
- o Mark items with the skater's name and contact information.
- For each musical

event pack two (2) extra copies of the program music. o Label each with the skater's name, the event and the running time of the music o Each program needs to be on its own CD; do not put multiple programs on one CD • Bring the skater's USFS membership card • Pack healthy snacks • Pack relaxing activities (books, music, puzzles, etc.)

READY TO COMPETE • immediately upon arrive, check in at the registration desk. During check-in you will be asked to provide your music CD for each musical event you've entered. o Most competitions will also provide a program booklet o Check official times of each event. • Arrive for each practice session at least 30 minutes early. o Check in the ice monitor to confirm attendance on the session o Avoid the temptation to buy more practice session than you need (competition is not the place to learn to skate) o Concentrate on your own skating during practice session; avoid the temptation to watch other skaters. • Arrive for each competition event at least 60-minutes early o Check in the ice monitor to confirm attendance on the session o Keep track of your personal belongings, especially skates o Be dressed and ready to go 20-minutes before the event. o Find your coach and provide an extra copy of the music • Expect a busy facility. The lobby, the dressing room and the bleachers, the vendor shops, the snack bar and the bathrooms will be crowded. o Good idea to style hair and apply makeup before coming to the rink. o Hair and makeup should be neat and appropriate. • Avoid excessive eating. Snacking on soda, donuts and other unhealthy choices can intensify nerves and lead to bloating and lack of energy. • Before your event you will get a short on-ice warm up time. Be sure to be out the door first, avoid the pack and maneuver for room on the ice. Be efficient but don't rush. • When it's time to perform, take a deep breath, smile from the inside out and get ready to give the performance a great effort • If anything goes wrong with the music, go immediately to the event referee. Don't be afraid, the referee is there to help. • Check the results board approximately 30=minutes after the conclusion of the event for the official event results. o Copies of the result sheets can be purchased at registration. • Remember that all skaters have good and bad days and that not everyone can place. Be proud of a good effort. Remember that most people, including those watching, can't even do a waltz jump 😊 • Be a gracious winner as well as a good loser o It's unsportsmanlike and unbecoming to gloat about high marks or to make unkind comments about competitors. o If disappointed get to a private place to show emotion. • Check in at the awards table for the time of the awards ceremony. Be on time for the ceremony with costume and skates on. • Don't rush out of the rink after the event. Make friends with skaters from other clubs. Watch other events. • Pickup music from the registration desk before leaving the facility. Many competitions will throw away music if it's not picked up.

MCFSC AND OUR SCHOOLS

SCHOOL ABSENCES

When skaters attend skating competitions and miss school, it will be marked as an absence. The reason is skating is not a sanctioned sport in the state of North Dakota or a club sport funded by the school system. The sport must be on the official school calendar before it is an excused absence. So please understand, if you are out of school for a competition, it will be marked as an absence.

LETTERING IN OUR HIGH SCHOOLS

The Minot Public Schools, Bishop Ryan, and Our Redeemers do acknowledge figuring skating as a sport, which allows skaters to letter at our high schools once they have met the requirements for lettering. Most schools in North Dakota that have a skating club in their city do acknowledge figure skating as a

lettering sport. That is not the case all over the United States. So our skaters are fortunate to be acknowledged by their schools for all their hard work.

Because our skaters are eligible to letter in our high schools, our club enforces the ND High School Athletic Association policy on alcohol, drug, theft, etc. MCFSC also follows the school rules on academic eligibility. These rules are listed in the front of the skater's high school planner.

To download the most recent Criteria for Lettering, go to magiccityskate.com

MCFSC Supporters,

As you may or may not be aware, the Magic City Figure Skating Club (MCFSC) has advertising rights on the west rink at MAYSA Arena. This is in the Charter Agreement when MAYSA was originally built.

MCFSC receives the proceeds of the annual advertising fees to help balance the operating budget and keep costs affordable for all MCFSC families. The intent of this letter is to generate additional interest from MCFSC families and supporters that own local/area businesses that would be willing to advertise on the west rink. The Supporter rate of \$360/year for non-MCFSC members. The annual billing cycle would be from July 1 – June 30; this follows the fiscal year of the MCFSC. Thus, invoices would be sent out during the month of July for the upcoming fiscal year. For the current fiscal year, the rate will be pro-rated to the nearest upcoming month. For example, if a wall board was installed in the west rink in mid-December, it would be pro-rated at 6/12th (January – June) of \$250 = \$125.

As for making of the wall boards and dasher boards, Too Dark Motorsports in Minot has agreed to make signs for MCFSC at a rate of \$100/sign (wallboards) and \$85/sign (dasher boards). Their contact info is available upon request. The wall boards are 4 feet x 8 feet. The dasher boards are 2.5 feet x 8 feet. The wall board and dasher boards dimensions need to stay consistent as per MAYSA policy; with certain exceptions (e.g. under scoreboard and certain miscellaneous areas). The details of the advertising would be between the business and Too Dark Motorsports; however, the \$100 or \$85 sign making fee would be billed directly to MCFSC. The MCFSC would then bill the business the sign making fee (1st year only) and the annual advertising fee (either full year or pro-rated).

If you have questions or are interested in this advertising opportunity please contact Kris Neset, MCFSC Treasurer – 701-240-9012 or krisneset@srt.com.

MCFSC is looking forward to partnering with local/area businesses with advertising in the west rink to help keep costs affordable for all MCFSC families. Thanks, Magic City Figure Skating Club (MCFSC)