

# Black River Falls Figure Skating Club Handbook

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## **WHO WE ARE**

The Black River Falls Figure Skating Club was founded by Janet Sternaman, Jan Goeman, and Sarah (Stutz) Sisbach and has been in existence since 1984. The Black River Falls Figure Skating Club (BRFFSC) is an independent, non-profit organization whose mission is to promote a positive, friendly atmosphere where all members can grow, develop camaraderie, and enhance their skating abilities.

The BRFFSC is an official member of United States Figure Skating (USFS), which is the governing body of amateur figure skating in the U.S. This organization entitles the local skaters to conduct and participate in official USFS instruction, test sessions, competitions, and ice shows.

The BRFFSC functions with an elected 9-member Board of Directors who serve 3-year terms. The Board of Directors is made up of parents who volunteer their time to manage this club to benefit all of our children. The Board of Directors elects the following officers: President, Vice President, Secretary, and Treasurer. In 2023 the Board of Directors added non voting members to further our mission.

The BRFFSC is incorporated in the State of Wisconsin and is tax-exempt. Income sources for the BRFFSC are membership fees, annual ice show, annual Learn To Skate Competition, various fundraisers, and donations throughout the year. Membership registration is held each year in late summer or early fall.

The skating season typically runs from September/October through late March. The BRFFSC has professional skaters and coaches who provide quality instruction for its members. Skaters advance through the USFS's Learn To Skate program which consists of 6 levels and pre-Freeskate, via group instruction.

Once a skater has passed through Pre-Freeskate the skater may contact a coach and arrange for lessons on an individual basis. Singles and Skating Skills sessions are available to private lesson skaters by contracting for the sessions.

The annual Learn To Skate Competition is coordinated by the BRFFSC with the Wisconsin Basic Skills Series and the USFS. It is held for those who would like to compete with other skaters at their current level. The Competition is typically held the third weekend in February and is open to all local skaters as well as skaters throughout the State of Wisconsin and neighboring States who are in the Learn To Skate program or have not passed the Pre-Bronze Singles test.

The Ice Show is produced by the BRFFSC for the benefit of skaters and the community. The annual show is typically held the third weekend in March. Member families are required to help with all fundraisers, as this keeps costs down for everyone.

Major expenses for the BRFFSC include the utility costs at the Milt Lunda Memorial Arena, registration with USFS, and coaching fees. The BRFFSC shares the utility costs with Black River Youth Hockey Association during the ice season.

## **UNITED STATES FIGURE SKATING**

USFS is the national governing body for the sport of figure skating in the United States. USFS is a member of the International Skating Union (ISU), the international federation for figure skating, and is a member of the U.S. Olympic Committee (USOC).

USFS is composed of member clubs, collegiate clubs, school-affiliated clubs, individual members, Friends of Figure Skating, and Learn To Skate programs. It is one of the strongest and largest governing bodies within the winter Olympic movement, with more than 186,000 members in member clubs, collegiate clubs, school-affiliated clubs and Learn to Skate programs. The charter member clubs numbered seven in 1921 when the association was formed and first became a member of the ISU. To date, USFS has almost 800 member clubs.

[Learn to Skate USA](#), an enhanced iteration of the Basic Skills Program, launched on June 1, 2016, and is the only beginning skating program in the country endorsed by USFS, USA Hockey, US Speedskating, Special Olympics and the Professional Skaters Association (PSA). The Basic Skills Program was developed in 1968 and, since its inception, has taught more than 2 million people how to skate. Learn to Skate USA leadership expects that rinks will transition to Learn to Skate USA ensuring skaters and their families a seamless transition as they continue their ambition on the ice. Learn to Skate USA is also actively working with rinks nationwide to start new programs.

USFS's national headquarters---located in Colorado Springs, Colo.--is also home to the World Figure Skating Museum & Hall of Fame, which is toured by more than 5,000 visitors annually.

More than 1,000 volunteers serve on USFS's Board of Directors and numerous committees. Thousands of other volunteers dedicate their time to club activities, judging, officiating and competition management.

For more information, visit [www.usfigureskating.org](http://www.usfigureskating.org)



## **SAFE SPORT INFORMATION**

USFS strives to provide a safe environment for its members that is free of misconduct and harassment. The association will not tolerate or condone any form of harassment or misconduct of any of its members including athletes, coaches, officials, directors, employees, parents, volunteers or any other persons while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating. All forms of misconduct are unacceptable and in direct conflict with U.S. Figure Skating rules.

The U.S. Figure Skating SafeSport Program addresses the following types of misconduct:

- Sexual misconduct
- Physical misconduct
- Emotional misconduct
- Bullying, threats and harassment
- Hazing
- Willfully tolerating misconduct

All individuals, regardless of membership with U.S. Figure Skating, are encouraged to report suspected violations of SafeSport.

To report a suspected ethical violation or a violation of the SafeSport Policy, go to [www.usfsa.org](http://www.usfsa.org)

Safe Sport Program Handbook can be found at [www.usfigureskating.org/safesport](http://www.usfigureskating.org/safesport)

## **PLANNING GUIDE & REQUIREMENTS**

As a skating family, there are some basic requirements. Involvement is very important. BRFFSC is an organization run primarily by volunteers. BRFFSC families need to donate the time and efforts necessary to provide the needed services and funds. We rely on all BRFFSC families to help us provide an optimal skating environment for every skater. Therefore, families of all skaters must pay fees in a timely manner and participate in fundraising, work hours, the Ice Show, and the Competition.

### **Communication**

The club mainly disperses information via email and the club bulletin board at the arena. Our primary communication is via GoMotion, Facebook, and our club website. All members are expected to keep a GoMotion account up to date. It is the skater's family's responsibility to check email and the bulletin board frequently for important information.

### **BRFFSC Membership Types**

(Annual Registration fee and ice rates subject to change)

Type	Fee	Includes USFS	Ice Rate	Contract Priority	Responsibilities	Ice Show	Test Pins
Learn to Skate	See below						
Jr. Club	See below						
Regular (Home Club)	\$105 – 1 <sup>st</sup> skater  \$85 per additional skater	Yes	\$10.00 per hr  \$5.00 per 30 min  Random ice, +\$1/hr	Order of Receipt	Fundraising, 4 work hours per session, Rink monitor (Private lessons skaters)	Eligible	Yes
Associate	\$65	No	Same as regular	Order of Receipt	Same as regular members	Yes	No
Walk-on: Non-member	N/A	No	\$20 per 1.5 hour	N/A	N/A	No	No
Alumni	\$45	No					

Learn To Skate - \$65 per session or \$175 for all 3, up front

Jr Club - \$45 for the 1<sup>st</sup> class (class is one session long – approximately 7 weeks)  
\$30 each additional class for the same skater.

**Associate Members** – Associate members have all responsibilities of home club members and are held to the same fundraising, work hours, and club involvement standards.

## **Financial Responsibilities**

Fees must be paid in a timely manner or your skater may not be allowed to skate until the balance due is received.

<u>Required</u>	<u>Optional</u>
Membership Dues (see appropriate forms for amounts) Participate in 2 fundraiser Ice Show Ticket Sales Ice Contracts (for Private Lesson skaters)	Junior Club (Extra Ice for Learn To Skate Skaters) Club Jackets, Sweatpants, and/or Sweatshirts (when offered) Ice Show Pictures Ice Show DVD Ice Show Shirts and/or Sweatshirts Coach Fees for individual lessons during Jr. Club or Private Lessons (paid directly to the coach; not to the club) Learn To Skate Competitions

There will be a \$25 returned check charge for NSF checks.

There will be a \$25 per month late fee applied to accounts not paid as agreed or by the due date.

## **Refunds**

1. No refunds are given after the start of the skating season.
  - a. Injury/illness prohibits the completion of the skating season or end of ice contract. Request for refund must be in writing and forwarded to the Board of Directors along with a **doctor's excuse indicating the illness or injury that will not allow completion of the season or ice contract**. Refunds will only be given for contracted ice through Private Lessons or Junior Club. No refunds will be given for the cost of the club registration fees.

## **Fundraising Responsibilities**

If BRFFSC participates in a summer fundraiser, volunteers may be requested to help work. These hours will be counted towards the per season work hour requirement.

Each family is required to sell the minimum amount per fundraiser as determined by the Board of Directors for any club fundraiser. There are no exceptions. If a family does not wish to participate, they must pay the designated profit amount. Fundraiser money must be turned in by the designated date or the skater may not be allowed to skate until money has been paid.

## **Work Hours Responsibilities**

Each family will be required to work a minimum of 4 hours per Learn To Skate Session/Private Lesson Contract Session or 10 hours for the skating season in concessions and/or cleaning at the arena, or other designated work opportunities during skating sessions, during the any other event, or during the Competition (these hours are separate from the jobs/family requirement for the show).

Workers must complete and turn in a work hour form and have a Board Member sign it in order to get credit for the worked hour(s). Hours not worked will be billed at \$30/hr.

All private lesson families are required to play music/rink monitor in addition to other designated work opportunity hours during the skating season and during show practice. Families will be first asked to sign up, then assigned to rink monitor. Failure to show up for assigned time or failure to find a replacement will result in the skater not being allowed to skate. No refunds will be given for the ice time missed due to failure to play music/rink monitor at assigned time. Sessions not worked will be billed at \$30/hr.

All Learn to Skate and Jr. Club families may be required to play music/rink monitor during the skating season. All families are required to play music during show practice.

All families who have a skater participating in the competition must work at the event as needed.



## **IMPORTANT INFORMATION**

Adults accompanying LTS participants must stay in the rink in case of emergency. If a minor skater is injured and unaccompanied the BRFFSC and/or its designees reserve the right to call 911. Please pick up your child promptly after lessons.

Check your email and/or Facebook for cancellations.

A Figure Skating Locker Room is available for skater's use and is located along the side of the arena opposite of the bleachers.

Please make sure all of your clothing, skating equipment, and garbage are picked up before you leave the arena. Leave the locker room clean.

No eating will be allowed in the locker room.

No Picture or Video in the locker room per Safe Sport Rules. Please adhere to all other Safe Sport Rules.

A skater changing area will be provided upon request.

**CHECK YOUR EMAIL, FACEBOOK, OR THE CLUB WEBSITE ON A REGULAR BASIS.** Hockey Tournaments may run late due to various reasons beyond anyone's control. Please be patient. CONTACT A BOARD MEMBER IF YOU HAVE QUESTIONS OR PROBLEMS.

## **SENIOR AWARDS**

A Senior Award may be presented from the BRFFSC to graduating Senior Skaters as long as the skater has skated all four high school years with the BRFFSC, is a member in good standing, and completed the application process. The only exception to this is if the skater had an injury or illness that prevented them from skating during one season during the high school years. The application process will determine the award amount. Applications will not be accepted after March 1st. The award amounts will be determined by the Board of Directors each year, with a maximum award amount of \$250 per skater.

## **KELSEY OLSON MEMORIAL AWARD**

Graduating Seniors are encouraged to apply for the Kelsey Olson Memorial Award. The application question is included in the Senior Award application and will be forwarded to the Olson Family for consideration. The Olson family has sole discretion as to the number of skaters awarded. Awarded skater(s) names will be engraved on a memorial plaque displayed in the arena and presented at all ice shows.