



Parent/Guardian and Skater Handbook

Welcome to the Southern Minnesota Skating Club. We are thrilled to have the opportunity to support you in your skating journey. Whether you are new to skating or an experienced skater/family member, we encourage you to inform and update yourself on key information and policies of our club.

We recognize there is a lot of information and it can get overwhelming. If you have questions or concerns about your skater or the Southern Minnesota Skating Club in general, please ask. We may not always have an answer for you immediately, but we'll do our best to find the answer!

Skating is both an art and a sport. Skating can help you/your skater develop not just skating skills, but also self-discipline, appreciation of music and movement, resilience, stamina, poise, confidence, independence, friendships, and so much more. We hope skating will be a real lifelong sport providing many years of joy for you/your skater.

Sincerely,

The Southern Minnesota Skating Club Board of Directors and Professional Coaches

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Introduction

Southern Minnesota Skating Club is a non–profit organization that exists to create a supportive skating community. We strive to provide, and continuously foster, a positive and inclusive environment on and off the ice while ensuring opportunities to all types of skaters and skating enthusiasts.

Club Address and Contact Information

We provide skating opportunities at a variety of locations. Our primary club address is:

Southern Minnesota Skating Club
800 W. College Ave.
St. Peter, MN 56082

somnskatingclub@gmail.com

Club Communication

The Board of Directors will use a variety of ways to communicate information. Some of the methods will include the club’s Facebook and Instagram pages, the club website www.southernminnesotaskatingclub.org, and direct emails sent to club members.

Board of Directors and Board Meetings

Southern Minnesota Skating Club (SMSC) is governed by a board of directors with a president, a vice president, a secretary, a treasurer, and board members. Board members serve a 4-year term. The board is governed by the SMSC bylaws and is responsible for establishing basic policy and protocols of the club. They also make decisions on programs and fees to assure the long-term financial viability of the club. These policies are updated as needed and communicated to the membership.

Board meetings are held monthly. If you would like an item placed on the agenda for the board to discuss, please notify the board president at least 7 days prior to the scheduled board meeting.

Any parent or guardian of an SMSC skater or any SMSC adult skater 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.

Junior Board

SMSC's Junior Board provides our skaters in 7th through 12th grade an opportunity to develop leadership skills, get involved with volunteering, learn to function as an effective, valuable, and active club member, and provide service to others.

The responsibilities of the Junior Board will be:

- Identify Junior Board leadership: President, Vice President, and Secretary. Officers must be in high school (9th grade and above).
- Plan and host club activities/events, holiday parties, and fundraising activities.
- Work together with the leadership of the club to ensure programs and events are meaningful for the skaters and community.
- Create a mentor program between our experienced and younger skaters, assuring a positive and supportive environment for all skaters.
- Communicate and post Junior Board information, activities, and calendar.
- Attend monthly meetings and commit to additional meeting time as needed for club events.

Membership

The Southern Minnesota Skating Club is a non-profit organization sanctioned under U.S. Figure Skating (USFS). We are dedicated to providing a fun and safe experience and great activities for the entire family.

An SMSC club member must comply with the club bylaws, rules, and regulations. In addition, membership carries with it the following responsibilities: helping with the learn-to-skate program; volunteering with the annual ice shows, fundraising for the club and other activities. A parent or guardian (over 18 years of age) must assume these responsibilities.

SMSC offers skating opportunities for all levels of skaters as well as coaches for private lessons, on-ice/off-ice clinics/classes, and an annual ice show. Our goal is to help our members of all ages and abilities to develop their skills as a competitive or recreational skater.

Membership requirements for all SMSC skaters:

- All skaters and adult volunteers (who work directly with minors) are required to have an SMSC membership and one of the following with USFS
 - Learn to Skate USA membership
 - USFS Aspire membership
 - USFS membership (in affiliation with a club)

- Southern Minnesota (SMSC) Membership
 - This is the membership fee to belong to Southern Minnesota Skating Club.
 - All skaters and adults who work directly with minors are required to have an SMSC membership
 - It is meant for any skater using our ice regardless of home club affiliation
 - Membership is renewed on an annual basis. Typically it is renewed in June. (Our calendar year is July 1-June 30 to correlate with USFS)
 - Can purchase either an individual or family membership
 - It provides membership pricing for all of our programs, clinics, and other opportunities.
 - These funds are used to cover general operating expenses.

- Learn to Skate USA Membership
 - This is the fee (\$18.50) to become a member of Learn to Skate USA.
 - All skaters and coaches participating in the Learn to Skate program need to be a Learn to Skate member.
 - Membership is renewed on an annual basis. Memberships expire on June 30.
 - Benefits include:
 - Instruction from background screened certified instructors
 - Standardized curriculum
 - Accident insurance
 - Subscription to SKATE magazine
 - Opportunity to participate in classes, competitions, and all Learn to Skate USA activities

- Aspire Membership
 - This is the fee (\$40.00) to become a member of the U.S. Figure Skating Aspire program.
 - Memberships are renewed on an annual basis or until skater achieves the Preliminary levels.

- This is a transition program for those skaters who have completed the Learn to Skate basic 4 level and/or who have not yet passed their preliminary singles test.
- Benefits include:
 - Learn proper techniques and fundamental skating skills in a safe and supportive group environment, off-ice training, on-ice classes and learning resources.
 - Accident insurance
 - Able to participate in Aspire competitive levels and Compete USA
 - Able to participate in the USFS testing process (additional testing fees) such as Pre-preliminary Skating Skills and Singles, Adult Pre-bronze Skating Skills and Singles, and Preliminary dances
 - Access to the Aspire Learning resources for skaters and parents
- Premier Club (USFS w/a Club Affiliation)
 - This is the fee to become a member of US Figure Skating (USFS)
 - Membership renewed on an annual basis. Fees are based on 1st time membership, individual membership, subsequent family members, and collegiate membership (4 years)
 - For skaters at the Preliminary Singles level or higher
 - Benefits include:
 - Accident insurance
 - Able to participate in the USFS national standardized testing process - Skating skills, Singles, Dances, Pairs etc.
 - Able to participate in USFS sanctioned competitions.
 - Access to Learning resources
 - Adults can become credentialed volunteers (All adults working with minors must be USFS credentialed.)

Program Offerings

Southern Minnesota Skating Club offers many skating options. Whether you are a beginner or experienced skater, young child or adult, we have an opportunity for you.

The SMSC board decides which programs to offer for each session based on skater interest/registration numbers, available ice time, and coach availability. Not all programs are offered every session. If you're interested in trying something, let the board know!

Learn to Skate USA®

Learn to Skate USA® is a standardized curriculum endorsed by U.S. Figure Skating, USA Hockey, and US Speedskating. This is a cost effective way to learn the basic skills of ice skating. The program is designed to support and help skaters of all ages and abilities to learn and master the basics of ice skating. Learning the basic fundamentals of ice skating is essential. Once your skater has mastered the basic fundamentals of skating they are ready to move to more advanced specialty classes.

We offer Learn to Skate classes year around to assure progression and consistency of practice. We have sessions for children and adults. Each individual skater is grouped with participants of similar age and skill levels. The categories include:

- Learn to Skate USA® Snow Explorers
 - This program introduces our youngest skaters to the ice in a way that makes skating fun and safe for all as they grow an everlasting love for the ice.
 - Through our updated curriculum and our certified, passionate instructors, we introduce skaters ages 2–3 years old to the world of skating first through off-ice exploration and continue to build confidence at the rink, in skates, and on the ice. They will learn how to fall and get up again and through play will learn how to stand and march on the ice.
 - Regular skill evaluations will be conducted to ensure skaters are learning and progressing at a rate that is just right for them.
 - Classes are offered in small groups and held in 30-minute sessions.

- Learn to Skate USA® w/Skate and Play:
 - Learn to Skate programs make skating fun and safe for all as they grow a lifelong love for skating.
 - Through our updated curriculum and our certified, passionate instructors, we build solid skill progression to grow confidence in skaters of all ages while providing them the resources necessary to reach their skating goals.
 - With an intentional 30-minute “Skate and Play” segment incorporated to complement the Learn to Skate curriculum, SMSC’s LTS programming supports the development of skaters as they become assured in their movement through coach-led play.
 - Regular skill evaluations will be conducted to ensure skaters are learning and progressing at a rate that is just right for them.
 - Classes are offered in small groups and held in 50-minute sessions.

- **Adult Learn to Skate USA®**
 - We are thrilled to offer this program. It is never too late to learn how to skate. It is a great way to stay in shape, improve existing skills, and learn new ones.
 - This program provides adults, age 18 and older, a space to explore the ice with guided Learn to Skate Instruction.
 - Through our updated curriculum and our certified, passionate instructors, we build solid skill progression to grow confidence in skaters of all ages while providing them the resources necessary to reach their skating goals.
 - Regular skill evaluations will be conducted to ensure skaters are learning and progressing at a rate that is just right for them.
 - Classes are offered in small groups and held in 50-minute sessions.

SMSC Advanced Skating Opportunities

- **Power and Edge classes**
 - Striving to bring every skater's agility and efficiency on ice to a new level, SMSC's Power and Edge classes serve to challenge skaters of all levels and interests, while capitalizing on their current strengths to help them achieve maximum potential in all skating disciplines including hockey, figure skating, and speed skating.
 - These classes include an hour of comprehensive instruction of edge work while incorporating power techniques and exercises.
 - Basic 4 or a basic understanding of forward crossovers is required.
- **Open Freeskate**
 - These sessions can be used by all skaters Basic 6 and above to practice jumps, spins, patterns, and programs.
 - This is an opportunity for skaters to work with one of our SMSC professional coaches on an individual basis. Contact us if you need help connecting with a coach! Each coach sets their own fees for individual lessons and parents should schedule lesson times directly with coaches. Freeskate time is purchased separately.
 - Skaters who have not yet passed basic 6 are welcome to use this time as well, under the guidance of an individual coach.
 - Program music can be played during this time.

SMSC Figure Skating Classes

- Artistic and Athletic Inspired Movement (AAIM; formerly known as “Aspire”)
 - These classes include an hour of comprehensive instruction of edge work and jumps, along with a review of additional skating components such as spins and artistry.
 - This 50-minute class serves to provide skaters Basic 4-preliminary with a bridge into higher level skating, and skaters Pre-Bronze and higher with a group instruction that complements individual coaching.
 - Basic 4 or an ability to execute forward crossovers is required.
 - Drop-ins are asked to give notice prior to attending.

- Group Ice Dance
 - This class provides skaters the opportunity to explore basic ice dance elements and patterns.
 - Attention to rhythm, interpretation of the music, and the learning of specific dance steps helps skaters not only prepare for partnered or solo ice dance, but also helps skaters of all interests to practice control, footwork, and awareness of body movement and presentation.
 - Lessons will teach skaters the prime components of ice dancing and introduce the first six dance patterns in the U.S. Figure Skating test structure while performing and interpreting different musical genres.
 - Taught in a group setting, skaters Basic 4 and higher will enjoy the support of peers while working on individual progression in these 50-minute classes.

- Learn to Jump and Spin classes
 - These classes will guide skaters through the fundamentals needed to master single rotation jumps, while strengthening the elements necessary to land the first multi-rotation jump – the Axel.
 - This 50-minute class will consist of on-ice and off-ice instruction, and will provide skaters with additional training exercises for at home practice.
 - Whether a skater is new to jumps and spins, or has been working on them for months, this class is meant to help reinforce the techniques necessary to further their freeskate skills.
 - LTS Basic 4 or consistent crossovers are prerequisites for this class.

- Axel Mastery Class
 - These classes will guide skaters through the fundamentals needed to master an Axel jump.

- This 50-minute class will consist of on-ice and off-ice instruction, and will provide skaters with additional training exercises for at home practice.
- Whether a skater is new to the Axel or has been working on it for months, this class is meant to help reinforce the technique necessary to land the Axel jump successfully and consistently.
- Consistent landing of a Loop jump and a strong backspin is a prerequisite for this class.

Off-Ice Ballet and Strength Training

- Off-Ice Ballet Training
 - Many skaters participate in off-ice ballet training for skaters.
 - The discipline, balance, and body awareness that ballet emphasizes are of great help to skaters in improving and controlling jumps and spins.
 - In addition, presentation skills learned through ballet can significantly improve the quality of a testing or competition program.
- Off-ice strength training and workout programs (ie Off Ice AAIM)
 - Many skaters participate in strength training for their legs muscles, core and back, arms and shoulders, and hips
 - help prevent injuries by improving flexibility

Southern Minnesota Skating Club strives to provide a safe and inclusive space in which skaters of all levels can explore and grow on the ice through a variety of opportunities. If you would like to participate in a program but cannot make all the times scheduled, please contact us and ask about our make up policy.

Professional Coaches

Our professional coaches are the key to the success of our skating club. Coaches are responsible for teaching and inspiring skaters, sharing the joy of figure skating and creating a lifelong love of the sport. A coach is an instructor, a role model, and a support system for our skaters. (USFS)

We are fortunate to have talented and experienced coaches associated with SMSC. United States Figure Skating has outlined the standards of excellence for its coaching community. All SMSC Coaches complete the certification process outlined by the United States Figure Skating Association. They also attend continuing education programs to continue to grow and develop their coaching and skating expertise.

Minimum requirements:

| Learn to Skate Coach | Professional Coach |
|---|--|
| Learn to Skate USA Membership | U.S. Figure Skating Membership |
| Learn to Skate USA Instructor Certification | U.S. Figure Skating Core Coach Certification |
| U.S. Figure Skating background check | U.S. Figure Skating Coaching Standards of Professionalism |
| U.S. Center for SafeSport Training | U.S. Center for SafeSport Training |
| Liability Insurance (If teaching private lessons) | Member of the U.S. Figure Skating Coach I.C.E. and Liability Insurance |

Our coaches are classified as independent contractors. The selection of a coach is between the coach and the skater/parent or guardian. The most important factor when selecting a coach is the relationship between the skater and the coach, followed by that between the coach and the parent. Your coach will let you know when you're ready to test, how much you should be skating and how many lessons you should be taking. They will also let you know when and how to sign up for competitions and test sessions. If you ever have questions about your skater's progress, your best resource is your coach.

Skaters are ready to start private lessons as as soon as they begin skating. Many skaters begin working with a coach individually as they progress from Learn to Skate to Aspire. Although group classes provide great focused skill development, individualized training is designed to fit the needs of the individual skater, including testing preparations to advance in figure skating levels, new skill development, and refinement of skills. The professional coach can focus specifically on strengths and areas needing improvement. Private lessons are arranged between the skater or skater's parents and a coach. Coaches have a set hourly rate usually based on qualifications, knowledge, and experience. Fees for private lessons are paid directly to the coaches. A skater can expect to be billed for the coach's time. 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
- Out-of-town competition may also incur travel, hotel, and meals

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.

A list of our coaches is available at www.southernminnesotaskatingclub.org.
Contact the club at somnskatingclub@gmail.com for coach contact information.

Junior Coaches

Our volunteer junior coaches are essential for the success of our Learn to Skate USA program. They are a huge asset and help to provide a wonderful experience for all our skaters. The Junior Coach will help with Snowplow Sam and Learn to Skate skaters under the direction of a coach.

- Requirements
 - Member of Aspire or Premier Club
 - Passion to help new skaters learn basic skating techniques
 - Ability to engage the skaters in games and other safe fun activities to practice skills

Code of Conduct

Southern Minnesota Skating Club is committed to creating a safe and positive environment for each and every member's physical, emotional, and social development and ensuring that it promotes an environment free of misconduct. (Adopted from US Figure Skating)

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 these "six pillars of character" are incorporated into the program's code of conduct. (Arizona Sports Summit Accord). We believe we need to assure our skaters have a safe and positive environment to learn, grow, and succeed in setting and meeting their goals.

Parent/Guardian Commitment Statements

- I will be a positive role model for my child and others.
- I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition, and test session.
- I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
- I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
- I will teach my child that doing his/her best is more important than winning.
- I will do my best to make skating fun at all times and will remember that my child skates for his/her own enjoyment and satisfaction.
- 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, gender, or ability.
- 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.
- I will also take action and report any acts of bullying, harassment or abuse to SafeSport and/or USFS.
- I will teach my child to resolve conflicts calmly.
- I will demand a figure skating environment for my child that is free of drug or alcohol abuse.
- I will expect my child's coach to be in compliance with all requirements of U.S. Figure Skating and to continue their education and training.
- I will respect my child's coach and refrain from "sideline" coaching my child or other skaters.
- I agree to educate myself regarding the proper procedures to follow when establishing or terminating a coaching relationship. Follow recommendations from USFS or contact the board if you have questions.
- I will respect the decisions of officials, their authority and decisions during competitions and test sessions, and teach my child to do the same.
- I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with fundraising, membership, ice shows and other special events, competitions, and test sessions.
- I will become familiar with the rules of U.S. Figure Skating and teach my child accordingly.
- I will respect financial responsibility for my skater.
- I will fulfill the necessary volunteer expectations.
- I will represent Southern Minnesota Skating Club with integrity.

Professional Coach Commitment Statements

- I will abide by all U.S. Figure Skating published rules, regulations, and procedures.
- I will strive to maintain a safe, positive, respectful, and fun environment for my students, parents/guardians, and other club members.
- I will support and respect all skaters and their right to participate.
- I will teach and support the skater fairly and equitably.
- I will be respectful and honest to my students, parents/guardians, and other club members.
- I will respect the decisions of officials, their authority and decisions during competitions and test sessions, and encourage my students to do the same.
- I will strive to grow my professional knowledge of skating and to achieve and maintain proficiency through ongoing education.
- I will portray a positive image of the club
- I will communicate effectively with both skater and parent. I will give objective feedback on a regular basis.
- I will promote and conduct club group lessons in a professional manner.
- I will help skaters set realistic goals and discuss tests and competition options with skaters to keep them on track throughout the year.
- I will come prepared for lessons and practices.
- I will teach each skater a proper warm-up routine before taking the ice to reduce the risk for injury and maintain safety.
- I will provide all students with written and verbal documentation of fees and expectations upon contracting services with them.
- I will send invoices for coaching fees in a timely manner.
- I will be honest and open in recruitment of skaters for private lessons.
- I will not make derogatory remarks regarding a skater, coach, or volunteer.

Skaters

- I will be courteous, respectful, and encouraging to coaches and other skaters.
- I will not gossip about, bully, make fun of, or harass other skaters, coaches, or other participants.
- I will be a positive role model for our younger skaters.
- I will work with my coach to set goals and work hard on sessions to achieve those goals.
- I will not interrupt coaches giving lessons to other skaters.
- I will take a short break to refocus when frustrated or upset. I will try not to take it out on other skaters or coaches.

- I will not use foul language or physical aggression. (kicking the boards, hitting the ice)
- I will be kind and supportive of the other skaters by complimenting them on their accomplishments.
- I will be respectful of other skaters' belongings. I will not go into another skater's personal belongings without permission.
- I will clean up after myself, discarding trash, and assuring the locker room/changing area is tidy before leaving.
- I will represent Southern Minnesota Skating Club with integrity.

SMSC strives to create a safe and positive learning environment for all our members. We are grateful for our wonderful parents and volunteers. We are proud of our talented coaching staff and know they are providing high quality skating instruction both on and off the ice. Their passion will instill in our skaters a lifelong joy for skating. Most importantly, we are proud of our skaters. Their passion, hard work, and ongoing goals to improve are to be commended. Together we will foster a positive and inclusive space for skaters of all interests.

Fundraising

Southern Minnesota Skating Club is a non-profit organization. Annual membership fees cover only a small portion of the SMSC operating expenses. We depend on fundraising activities to subsidize the cost of ice and support club functions. Members of SMSC are encouraged and expected to participate in the club's fundraising events. Proceeds from fundraising benefit all SMSC members and are used to subsidize many different activities. Some examples include: our ice show and exhibitions, training equipment, ice costs, social activities, enrichment clinics, etc. All fundraising activities are approved by the board and are made available to all club members and their families.

Focused fundraisers are an avenue to bring in additional funds, however having identified sponsors who are interested in providing additional support is a desired state. Skating as an art and sport is sometimes considered elite as there can be high costs associated with the activity. At SMSC, our goal, with the help of our community, is to provide the opportunity to anyone with an interest. Through our sponsorship levels, we have identified an area of club management that is pivotal to the journey of our skaters. While all donations are put into a general fund to be used for areas of immediate need, we hope this gives you an idea of the needs and how valued you and/or your employer's sponsorship would be to our club.

| Level | Dollars | Purpose and Use |
|-------------|-----------|---|
| Essential | \$100.00 | To maintain the club, essential administrative costs are inevitable. In addition to legal fees and insurance costs, we also pay for expenses related to website maintenance, marketing, tools and materials for classes and programs, as well as first aid supplies and required safety compliance. |
| Opportunity | \$250.00 | An important piece of our mission as a club is to ensure opportunity for all types of skaters. Sometimes skating can feel cost prohibitive. One of our long-term goals is to acquire enough funding in order to keep membership fees and session costs low, and provide individual scholarships so that any person can explore skating and see where the experience may take them. |
| Inspire | \$500.00 | Can you think of a coach, a teacher, or a mentor who inspired you and took that extra step to ensure your success? We want our skaters to experience that too. A good coach is encouraging, competent, knowledgeable, and able to provide excellent training. To attract and retain these types of coaches, we would like to be able to cover various expenses such as required United States Figure Skating membership fees, background checks, and various certifications. |
| Pursuit | \$1000.00 | We want our skaters to be able to dream big and pursue any goal they've set for themselves. As skaters progress, they may choose to be tested in their skills in order to advance to a higher level. They can also participate in competitions with skaters at their skill level. These tests and competitions are evaluated by USFS judges, who may be flown in from out of town, even out of state to provide their expertise and insight. SMSC also strives to provide additional opportunities such as instructional clinics taught by guest coaches. Sponsorship helps to alleviate the financial burden and allow skaters space to pursue further learning with SMSC. |
| Zamboni | \$2500.00 | Did a certain song just pop into your mind when you read that word? It's more than a little mesmerizing to watch the Zamboni driver do their job. And let's be real: They are the unsung heroes of the rink, because skaters can't skate without great ice. But let's talk about that ice for just a second. It's expensive! One hour of ice time equates to a minimum of \$200. In order to provide our skaters with as many chances to step out onto that beautifully resurfaced sheet of ice, we hope donations received can help offset those costs. |
| Showcase | \$5000.00 | After hours of hard work and dedication, an exciting time for skaters is being able to showcase their skills and display their artistry. We are thrilled to explore opportunities that are filled with great music, amazing choreography, and wonderful moments that will become cherished memories for our skaters and the community. The main cost of holding the event will be ice time for not just the performances but also the rehearsals. Coaches will be paid for their time and there will be expenses related to decor and costumes. |

Volunteer Requirements

SMSC is a volunteer-run, non-profit organization. We could not survive without the support of our parents, skaters, and skate-loving volunteers. We need your help and will strive to make volunteering fun and social. We know you are busy, so we are so grateful for the time and most importantly the talent you can bring to support our club.

There are a number of volunteer opportunities at SMSC, including but not limited to: Board membership, committee chairs and members, ice show and exhibition support, fundraising, marketing, and many more. Review the list of committees, and identify where your interests and talents lie. If you have talents or skills you want to share with our club, let us know.

Volunteer support is an essential part of our club. Southern Minnesota Skating Club requires families of skaters to provide a minimum of 6 volunteer hours per year for Aspire members or 12 volunteer hours per year for Premier members to support the programs and activities associated with the club.

Without this help and support of its members, the club cannot perform its functions. If you are not able to volunteer for your required number of hours for the year, you will be billed \$60 for Aspire level or \$120 for Premier level.

Committee Responsibilities

There are many activities that occur throughout the year. Various committees are working to assure these activities happen. Each committee is designed to assure specific tasks and work are completed in a timely manner. Our parent volunteers and adult skaters are key to our success. Without parent/guardian involvement, we will not be able to provide a positive and inclusive environment on and off the ice providing opportunities to all types of skaters and skating enthusiasts. Participation in these committees will help achieve our club goals and help you achieve your volunteer hours.

Membership Coordinator and Committee

Responsible for maintaining a current membership list and reasons for any actions concerning membership.

- Responsible for updating annual membership documents.
- Annually update the SMSC membership application process.
- Notify all members of membership deadlines and assure completion of all documents needed for membership. (Membership application for USFS and SMSC, release forms, etc.)
- Submit all membership information to USFS in a timely manner.
- Maintain a roster of current membership.

SafeSport Compliance Chair

The primary role of the SafeSport Chair is to assure SafeSport compliance at all SMSC activities and functions.

- Role model the values and mission of SMSC, assuring a safe, healthy, and positive environment for our members.
- Club liaison to U.S. Figure Skating's SafeSport team.
- Assure SMSC compliance with the U.S. Figure Skating's SafeSport policies.
- Provide SafeSport 101 training program for parents annually.
- Assure all volunteers participating in USFS sanctioned events are in compliance with SafeSport.
- In partnership with the board, manage all the reporting requirements for alleged abuse or misconduct.

Sanctions Officer

Responsible for obtaining U.S. Figure Skating sanctions for all official events. (Ice shows, exhibitions, competitions, tests etc)

Ice Show (Performance) Chair and Committee

Responsible for all the activities associated with the ice show and exhibitions.

Coordinate the work of the ice show subcommittees.

- Work with president to determine dates for exhibitions and ice show.
- Solicit potential themes from club members and present to board for approval.
- Obtain list of all participants and support coaches in determining skater programs.
- In partnership with board and coaches, develop program (script), select music, develop practice and dress rehearsal schedule.
- Recruit and partner with subcommittees - flower sales, advertising coordinator, ticket sales, SafeSport monitoring, marketing, etc.

Fundraising Chair and Committee

Organize and arrange fundraising projects, monitoring fundraising requirements.

- Work to establish fundraising opportunities that would benefit members and support the club and community.
- Present fundraising goals and ideas to the board at least quarterly.
- Partner with the Junior Board to solicit fundraising ideas and support.
- Coordinate and advertise 1–2 fundraisers per quarter.
- Partner with the ice show chair on soliciting sponsorships for the ice show.
- In partnership with the board, establish positive relationships with our area businesses in support of our programming.
- Coordinate all ongoing communication with area businesses that support our programming (sponsorship letter, thank you letters, acknowledgements on website, programs etc)
- Report to the board on a quarterly basis.

Marketing Chair/Communication Chair and Committee

The marketing chair, with help from the committee, coordinates all promotions for SMSC to the Southern Minnesota community. Members are welcome to suggest new ideas for promoting our club! Our current activities include:

- Printed Pieces:
 - Creation and distribution of printed pieces such as flyers, business cards, brochures, yard signs, or other items as decided by the committee.
- Community Outreach and Connection:
 - Interviews with local media
 - Press releases to local media
 - Community Education (St. Peter)
 - Asking for endorsements (for example: current hockey coach campaign, why learn to skate classes are important)
- Website Updates and Messaging:
 - Present a positive SMSC image on our website and update in a timely manner.
 - Maintain the club's calendar on our website in a user-friendly manner.
 - Update coach bios on a routine basis.
 - Partner with the Junior board to post all activities.
- Social Media Presence:
 - Present a positive image of SMSC on our Facebook and Instagram page and post 2–3 times per week.
 - Work with fundraising committee to recognize sponsors and donors.
 - Advertise events with enough advance notice.
 - Partner with the Junior board to post all activities.
 - Post skater's pictures, test and competition results, and other unique opportunities to show the community our continued progress and the passion our skaters have for their sport.

Volunteer Coordinator

Help match volunteer requests to volunteer jobs and keep track of volunteer hours for yearly requirements.

- Partner with the committee chairs to determine volunteer needs annually.
- Communicate the volunteer needs to our club membership.
- Provide list of volunteers to committee chairs.
- Monitor and track volunteer hours.

Test/Competition Chair and Committee

Coordinating dates, testing, sanctioning, obtaining judges for testing and competitions.

- In partnership with the coaches, develop annual testing and competition schedules.
- Develop a projected budget for each event.
- Secure appropriate level judges for events.
- Communicate testing schedules to other skating clubs.
- File results with USFS.
- Coordinate test award patches and certificates for qualifying skaters.

Finance Committee

- Works closely with the treasurer of the board to plan the annual budget.
- Oversees the club dues and funds from registrations.
- Assures collection of all outstanding funds.

United States Figure Skating (USFS) Test Structure

The United States Figure Skating Association has developed a national standardized test structure for all figure skating disciplines. The testing system is the foundation and building block to develop strong skating skills and demonstrate progressive competence in figure skating. Here are some things you need to know about the test structure:

- Everything in figure skating is based on a skater's test level: entry to competition, participation in various programs, placement within programs, etc.
- Skaters move through the test structure at their own pace. There are no rules on age or time requirements or competition between skaters. The skater is provided the opportunity to retry the test if not initially successful.
- Skaters can use the test structure as an entry point to competitions or it can be a unique achievement on its own.
- Test record and qualifying (and international) competition history is the only permanent record that follows a skater through their career.
- Passing the highest test in any discipline earns the skater the title U.S. Figure Skating Gold Medalist
- Skaters start with the Basic Skills test structure.
 - Skating Skills is a basic skating skills progression. Each test level has several set patterns of step sequence elements including turns, edges, spirals, etc., that become progressively more difficult.
 - The Free Skating test structure requires skaters to perform a program with jumps, spins and step sequences. Please note skaters must pass the corresponding Skating Skills test before taking the Singles tests.
 - Dance & Solo Dance test structure requires skaters to perform 3-4 set pattern dances per level.
 - The Free Dance & Solo Free Dance track requires a free dance.

- There are eight Skating Skills Tests, eight Singles tests and numerous dance tests that can be taken.
 - Skating Skills and Singles levels:
 - Pre-Preliminary, Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver, Pre-Gold, Gold
 - Dance Levels:
 - Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver, Pre Gold, Gold

United States Figure Skating (USFS) Competitions

- Competitions
 - Non-qualifying competition
 - Skaters start by entering U.S. Figure Skating non-qualifying competitions. This is an event that any member club can host, and any member can choose to enter.
 - There is a standard announcement that host clubs use to structure their events to keep the rules consistent.
 - There are competition levels for all skaters, beginner through advanced.
 - Competitions offer the core levels and events of singles skating:
 - Free skating events
 - Short program/Compulsory eventsCompetitions also offer additional fun events for skaters such as Spins & Jumps Challenge, Step Sequences, Skating Skills, Showcase, etc.
 - The results of non-qualifying competitions are not recorded, and do not count toward any other official events.
 - Why should your child participate in a non-qualifying competition?
 - To assist with goal setting and measuring progress throughout the season.
 - For the opportunity to compete against other skaters, see friends and meet new people.
 - To receive specific feedback about strengths and weaknesses.
 - To begin participation that can last throughout a career from Basic Skills to Team USA.

Equipment Needed for Skating

There are specific equipment needs to assure a safe and positive experience with skating. Equipment needs may change slightly depending on the type of skating, however there are some common needs.

Learn to Skate

- Clothing
 - We recommend that skaters dress in layers.
 - It is important that Basic skills skaters wear warm coats and mittens or gloves. We prefer all basic skills skaters wear knit/cotton stretch pants to stay warm and to have better flexibility. Sweat pants or warm up pants are better than bulkier snow pants. Blue jeans are not very flexible and skaters tend to get cold if they get damp.
- Helmets
 - We require helmets until age 18 or until skaters have passed Basic 4.
 - Helmet should fit comfortably and snug. Low in the front to protect the forehead. (Bicycle helmets work well.)
- Gloves and mittens
 - Gloves and mittens are to protect the hands as skaters learn to fall and get up.
- Socks
 - Use a lightweight sock or thinner tights - only one pair.
 - Bulky socks limit support, can slide in the skates and/or create uncomfortable bumps inside the skate. Thick socks can cause the feet to sweat, eventually making them feel colder instead of warmer.
- Skates
 - Try on skates until they feel comfortable. Don't buy skates too big to allow to grow.
 - Try on for best fit.
 - Rule of thumb: the closer the fit, the more control.
 - Boots should be snug, giving toes just enough wiggle room without pinching the toes.
 - Heel should be far back in the boot.
 - Shoe size does not necessarily correlate to boot size.
- Skate Guards
 - Hard guards should be used any time a skater is walking on their skates to protect their blades from dirt and from getting dull. Remember to take your guards off before getting on the rink!
 - Do not store your skates with the hard guards on; it can cause rust.

- Soft guards or soakers can be used for storing your skates. Wipe off all moisture from the blades and boots after skating, and put the soakers on before putting them in your bag,
- Lacing the Skates
 - Tap the heel way back into the boot and make sure the tongue of the boot is straight up
 - Pull the second or third sets of laces from the bottom tightly to close the boot over the front of the foot.
 - Laces should be snug through the ankle area and the bottom two sets of laces.
 - Laces should be just long enough to be tied at the top of the boot. They should not be wrapped around the top of the skate.

Aspire and Premier Skaters

As you progress in your figure skating journey the skate becomes the most important aspect. We cannot overemphasize the importance of purchasing good quality skates, for they will either help a skater's progress or hinder their progress. There are two components to consider when purchasing figure skates; the boot and the blade.

- Boot
 - Always purchase your boots from a reputable knowledgeable dealer who will take the time to measure your foot and identify the best boot for the level of skating. Have a conversation with your coach before you go for your fitting. They can give you some guidance on preferred boot level.
 - Don't buy skates that are too big with the thought that you are leaving room to grow. When your boot fits just right, it should be snug in the heel, arch, and ball of your foot with some toe room for movement and balance.
 - A skate that fits properly often is ½ to one size smaller than your street shoes.
 - Be sure you stand in the skates to assure a comfortable fit and have adequate ankle support.
 - New skates may hurt the first few times you wear them; it will get better.
 - Proper care of the boot is essential for skating effectiveness and longevity.
 - After use, wipe away any moisture inside and outside your boot. It is also helpful to take out the sole and let it dry separately.
 - Avoid leaving your boots in hot areas (cars, particularly in the summer)

- Always unlace your boots all the way to the toe box and pull the tongue forward. This allow your skates to dry out to reduce the risk for mold or mildew
 - Before placing your boots in your bag, allow them to dry at room temperature.
 - Do not store items in your boots.
- Blade
 - The type of blade, style of blade, blade design, and type of toe pick is based on the skating level and personal style/technique. Your professional coach can provide guidance on the type of blade for your level of skating.
 - Always have a reputable knowledgeable dealer help identify the blade to support your level of skating.
 - The qualified skate technician may ask a few questions about aspects of the blade:
 - Toe Pick: There are several designs but they are either straight cut or cross cut. The technician can describe the pros and cons of each.
 - Rocker (radius): This is the measure of the curvature of the blade from front to back. It will either be a 8' radius or a 7' radius.
 - Hollow (ROH): It is the measure in inches of radius of the groove that runs down the middle of the blade.
 - Proper care of the blade is essential for skating effectiveness and to maintain the blade.
 - 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 dirty and can dull your blades. Please step over the threshold, not on it.
 - If the skater is walking around in skates, the blades should be protected from nicks and dulling by wearing skate guards. Occasionally wash your guards to remove any dirt or particles that could nick your blades.
 - 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 you have time, let your skates sit for a few minutes and then wipe them down again before putting them in the skate bag. Condensation almost always appears as the skates warm up, it is important to wipe this dry. 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! Rust is a threat to your blades. If the blade is impacted with rust, it is difficult for that portion to hold an edge.

- 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.
- Sharpening Blades
 - Blades must be sharpened periodically in order for the skater to maintain quality edges.
 - The time between sharpening varies greatly from skater to skater and is affected by many things including skill level, frequency of use, blade type and style of skating.
 - Check with your coach on how to educate the skater on how to check the blades.
 - Not all skate sharpeners specialize in figure skates. Only those who do should be trusted. A good sharpener needs to know that figure skating blades are found with a “hollow” in the bottom to give them the edges so often talked about and that the radius of curvature can vary anywhere from 5/16” to amount 2” depending upon the skater’s weight, discipline and jump level.
 - Figure skating blades should never be sharpened by someone who knows only hockey or by an automatic machine found at a rink.

Basic Ice Etiquette and Safety

To ensure the safety and training success of all of its skaters, SMSC has established basic rules for both on- and off-ice activities. Each member of SMSC is asked to follow basic safety and courtesy rules at the rink and while on the ice.

General Skating Etiquette

- To assure we are providing a safe environment, we limit the number of skaters on our freeskate ice. It depends on the arena.
- Always have water available while skating. Place drinks on the board or below the railing.
- No breakable containers, food, or chewing gum is permitted near/on the ice.
- Pick up all your belongings at the end of a session (tissue, water bottles, phones etc.)

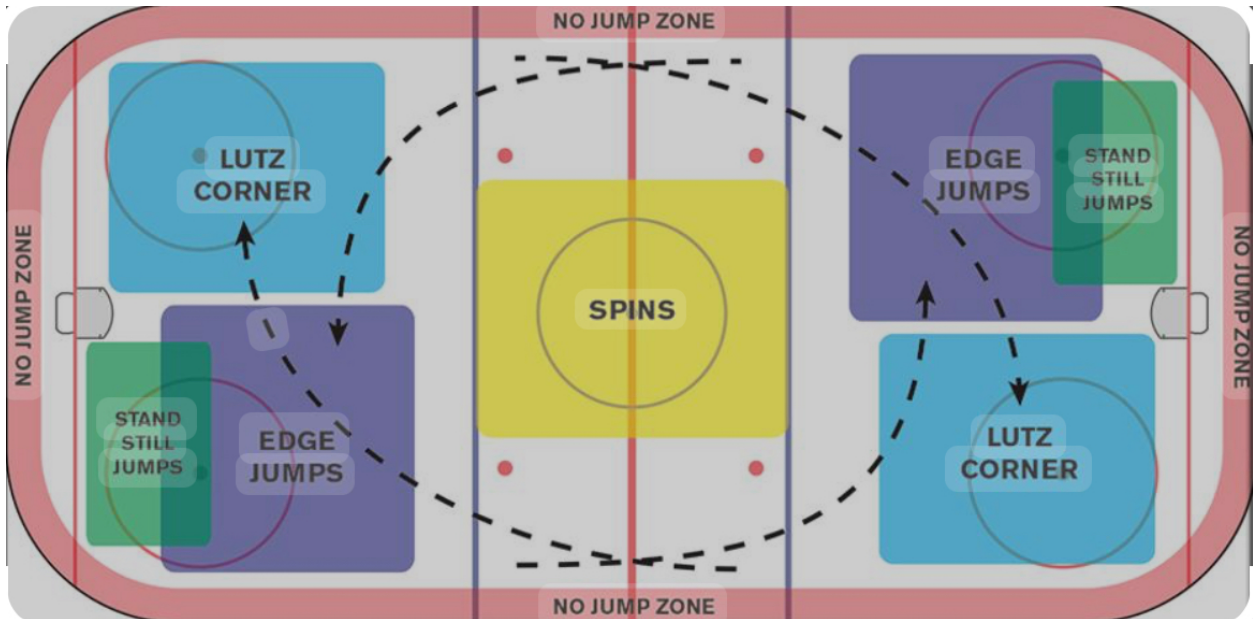
- The benches or hockey box at the rink should be used by coaches and skaters only.
- Do not sit on the boards. If you need to take a break, step inside the hockey box or exit the ice.
- If you want to talk to someone, please leave the ice. It can be distracting to other skaters and our coaches.
- If you fall on the ice, get up quickly. Laying on the ice is dangerous to you and other skaters.
- Parents/Spectators are asked to remain in the stands, not the hockey box, and to not interrupt the skater's lesson.
- Advanced skaters should show patience toward beginner members of the club. Remember you were a beginner once.
- Headphones are not allowed on the ice. A single earbud, if it will stay in your ear safely, may be used. We recommend not using white earbuds as they are not visible on the ice and can be a safety issue for other skaters.

Safety Entering/Exiting the Ice

- Sign in on the attendance sheet.
- Do not enter the ice until the last group of skaters has exited the ice or the zamboni doors are closed.
- When entering the ice, skaters must merge into the flow of the session. Skate to the right and follow the direction of the other skaters. Look both ways before leaving the boards.
- When your session is over, promptly exit the ice. Never remain on the ice with the zamboni.
- 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! Keep your eyes and head up. Strive to avoid collisions!

Safety on the Ice

- The specific skating practice areas of the rink are not a hard and fast rule but a general suggestion, ends for jumping, middle for spinning. See diagrams below.



- A skater skating their program is given 1st priority to the right of way, everyone else should find a spot to practice that is out of the way.
- Lessons have the second priority to the right of way. Remember that your fellow skaters, while in a lesson, have limited time with their coach to work on skills. Be considerate of them by not doing repetitive patterns into their lesson area and by working to space your practice around them. Coaches and skaters should be aware if another skater and/or coach are working in a particular area and do not move close to that area to work on something. You will appreciate it when they do the same in return.
- Skaters practicing skating skills will be taking up the entire ice and must do their best to avoid other skaters as well as other skaters giving them a few moments to pass.
- Vary your locations depending on the flow of the session.
- When two skaters are skating toward each other, pass on the right. As a general rule, when everyone passes on the right it will avoid confusion and collisions.
- When passing slower skaters, always pass to the outside of the skater.
- A skater in a spin cannot move to avoid a collision. The skater moving toward a skater in a spin is responsible for changing direction to avoid a collision.
- Do not skate into the path of a jumper. It is your responsibility to change directions.
- When stretching on the ice, do not kick your foot up backwards and do not kick it up onto the boards. Both are dangerous to you and other skaters. Carefully place your foot on the boards.
- When doing backward spirals, always look first and watch for other skaters. On crowded ice, backward spirals may not be safe.