

*Albert Lea*  
*Figure Skating Club*



**Handbook**  
**2014-2015**

# **Albert Lea Figure Skating Club**

## **Parents/Guardians and Skaters:**

The Albert Lea Figure Skating Club (ALFSC) is a non-profit, educational organization. It is our goal to provide a skating environment that fosters both recreational and competitive skating. Our club has a broad membership and we strive to meet the needs of each skater.

The ALFSC Membership Handbook has been written for the current skating session to help familiarize you with the sport of figure skating and make your skating experiences more pleasurable. We hope to answer some of the more commonly asked questions and pass on some of the knowledge we have gathered.

## **Please keep this manual handy for quick reference.**

If you ever have a question, please call a member of the Board of Directors or your coach. It is our goal that each of you will become as informed and enthusiastic about skating as we are. With that in mind, please

## **take time to read this handbook with your skater**

so that they are informed as well.

Thank you,  
The Albert Lea Figure Skating Club  
Board of Directors

## **BOARD OF DIRECTORS**

The Albert Lea Figure Skating Club is governed by a Board of Directors elected by the membership. The board meets monthly. Watch the bulletin board for dates and times of board meetings if you are interested in attending. They are currently being held on the 2<sup>nd</sup> Monday of each month at 6:30 at the City Arena. During the summer months, time and locations vary. You are invited to attend the meetings, which are open unless the board is discussing personnel issues or past due accounts, which require a closed session. Questions, concerns, and comments from members are welcomed and will be addressed during the first 10-15 minutes. Some of the annual events include the fall orientation/registration and the spring banquet, at which time we hold elections for new board members. Fundraisers are discussed at the fall orientation meeting.

The ALFSC is sanctioned by the USFSA  
(United States Figure Skating Association)

# Our Skating Professionals

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## Our ALFSC Board of Directors

**President:** Carol Linde - 507-402-3371c

**VP:** Mary Beth Heimendinger - 641-590-1477c

**Secretary:** Jill Nelson - 641-592-4150h/507-383-5109c

**Treasurer:** Amy Klimmek - 507-383-5556c

**Testing Chair:** Shannon Cox - 507-373-2986h/507-402-4743c

**Publicity Chair:** Nikki Austinson - 507-402-2336c

**Director:** Angela Cox - 507-373-2986h/507-402-7655c

**Director:** Kristy Minear - 507-402-0620c

**Director:** Kory Newman - 507-383-8936c

**Financial Secretary (Billing):** Amy Klimmek 507-383-5556c

**Membership Chair/Scheduling Coord:** Terri Wichmann 507-383-3617c

You will find registration forms, bylaws, handbook, show information, skater pictures, and much more information on our club website: [www.alfsc.org](http://www.alfsc.org)

### PLEASE READ THE RULES OF THE ICE LISTED BELOW

1. During free skating and MIF (moves in the field), skaters should be working. If it is necessary to talk with other skaters, please leave the ice.
2. All skaters fall, but for your own safety and for the safety of others, get up immediately, **NEVER** lay or sit on the ice!
3. Kicking holes in the ice is inappropriate behavior and is detrimental to the ice.
4. Coaches and skaters should be aware if another student and/or coach are working in a particular area and not move into that area to practice.
5. If two skaters are moving toward each other and are on a collision course, as a general rule, pass each other on the right. That way neither skater is trying to guess which way the other will go.
6. A skater in a spin cannot move to avoid a collision. It is the responsibility of the skater who is moving towards the spinner to change direction to avoid a collision. If a skater is doing their program, try to avoid doing a spin where the program skater may be doing a jump.
7. Look first before doing backward spirals toward crowded ice. Look both ways when leaving a talk with a coach during lessons, or when leaving the side of the boards.
8. Do not skate in the path of a jumper.
9. A skater doing a program has priority, but it is that skater's responsibility to stay out of the way of other skaters who are taking lessons.
10. When stretching, don't kick your foot up on the boards. Place it on the board so you do not hit someone. Never kick behind you - it is a poor way to stretch and it is very dangerous to other skaters who may be stroking around the rink.
11. Hanging around the boards is a waste of your time and money and the club's ice.
12. Place your CD in line when you get on the ice and wait for your turn to play it. A skater in a lesson has priority for the CD player.
13. Leave the ice promptly when your session is over. You will be billed if you stay on the ice for another session. No skater should be on the ice at the same time as the resurfacing machine.

14. No skater is allowed on the ice early for any reason. Skaters may not enter the ice or box area until their scheduled time. This is a safety issue and is distracting to those already taking lessons. Any skater entering the ice early, even for stretching, will be asked to leave the ice. Those who continue to do so will be billed for practice ice time.
15. Foul language and inappropriate behavior on or off the ice will not be tolerated. It will be grounds for removal from the ice during that lesson and/or future lessons. Any inappropriate behavior that is reported after a lesson, will be dealt with as soon as it is brought to the attention of the board. As it is important to resolve these issues in a timely manner. Please bring any behavior issues to the coach and/or board as soon as possible. Any behavior issues will be dealt with at the discretion of the board, on a case by case basis.
16. No food, gum or pop is allowed on the ice or boards.
17. Be encouraging and supportive of each other and be respectful of our coaches.
18. Parents, if it is necessary to talk with your skater, please have them leave the ice first.
19. Parents, if you need to talk to a coach, please find a time other than lesson times, to do so. Please do not interrupt the coaches during lessons, especially, if it is not your child's lesson time.
20. All skaters must watch the safety video before they are allowed on the ice.
21. No headphones or cell phones are allowed on the ice.

**Parents, it is your responsibility to go over the  
above rules with your skater!**

**The Board of Directors strongly encourages  
parents of skaters under the age of 12 to  
stay and watch your child's lesson.**

# **TYPES OF FIGURE SKATING**

## **BASIC SKILLS**

A skater usually begins lessons in group classes working on BASIC SKILLS. Basic Skills are a series of badges numbered 1-8 that teach the very basics of figure skating. As a new member, each skater will be given an US Figure Skating Basic Skills Program record book that will explain what is necessary to learn and master in order to "test out of" or "pass" a particular badge level before moving on to the next badge in the sequence. The coaches will test basic skills skaters periodically throughout the year. At the spring banquet in April, the club will hand out badges to the students for each level they have passed during that season. It is very important to bring your record book with you on testing dates, so that your coach can sign and date it as each level is passed. Skaters/Parents: Please always leave your USFSA record book in your folder on the cart. If you lose your book, please contact the Basic Skills coordinator to make arrangements for getting a new one.

After the mastery of Basic Skills the ALFSC offers the following types of figure skating:

## **MOVES IN THE FIELD**

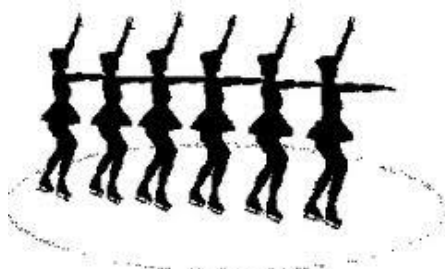
**MIF** is a program developed by the USFSA in which patterns are skated across the whole surface of the ice. The emphasis is on stroking, footwork, and use of edges with power and speed.

## **FREE SKATING**

Free Skating begins with stroking, good footwork, and the introduction of jumps and spins. Free skating is the familiar part of the sport performed to music with jumps, spins, and artistry.

## **SYNCHRO LINE**

The ALFSC may at some point during the season offer the opportunity to skate in a synchro line to any freestyle skater age 12 and above. (Younger freestyle skaters may participate, but more than 50% of the skaters on the line must be at least 12 years of age). There must be a minimum of eight skaters for synchro classes to take place. Contact your coach for more information if you are interested in this opportunity.



## LESSON TIMES

Private, Semi-Private and Group lessons are currently available on Monday and Wednesday evenings. It is advisable for skaters to skate more than once a week to see continued improvement. A minimum of two times per week is desirable for skaters of all levels. Lesson times are scheduled on a first come, first served basis. Those who have their registration forms turned in first are given preference of lesson times and coaches.



## ALFSC ANNUAL ICE SHOW

Tryouts for the show will take place in the fall as determined by the Board of Directors. Watch the bulletin board and newsletter for dates and information. Tryouts are held for freestyle numbers (solos, features, duets, trios, quartets and senior line). Skaters will be allowed to try out for a freestyle number in the show season if they have passed out of their basic skills prior to July 1<sup>st</sup> of the current skating season.

Based on their abilities, Basic Skills Skaters will be assigned to a group by the coaches with whom they will skate their numbers in the show.

Any skater who is not planning on participating in the annual show must give written notice to the club's president prior to November 1<sup>st</sup>. Once costumes have been ordered, the skater/family is responsible to pay for the costume whether or not they are in the show.

### **Freestyle Tryouts**

Skaters must be registered as a USFSA Freestyle Member (not Basic Skills member) in order to try out for the show. Tryouts are held in late October or early November.

Tryouts for the show are considered mandatory for freestyle skaters. If a freestyle skater is unable to attend the scheduled show tryouts, special permission may be requested from the board to make other arrangements. The board may or may not consult the coaches

on this matter. The board may or may not grant the request. The board decision in this matter shall be considered final. Each case presented shall be considered on an individual basis.

### **Tryout Requirements:**

No Required Elements- A skater is judged on the same scale as every skater performing the most difficult elements that they can properly complete.

Judging is based on 10-point scale divided into 3 categories: Jumps, Spins, and Artistic.

ALFSC Coaches may help skaters with their tryout program. Coaches bill independently for cutting music and choreography. Talk to your coach about rates. Length of tryout music must adhere to the following guidelines:

- Freestyle skaters up to Pre-Juvenile Level: 1 minute, 30 seconds
- Freestyle skaters who have passed Pre-Juvenile Level: 2.0 minutes
- Freestyle skaters who have passed Juvenile Level: 2 minutes, 15 seconds

There may be practice ice available prior to tryouts. Watch the bulletin board for these dates and times.

**Exemption from tryouts for senior skaters:** Any 12<sup>th</sup> grade senior skater who wishes may skate a solo in the ice show. To qualify, they must have been an ALFSC member for a minimum of five consecutive years prior to their senior year.

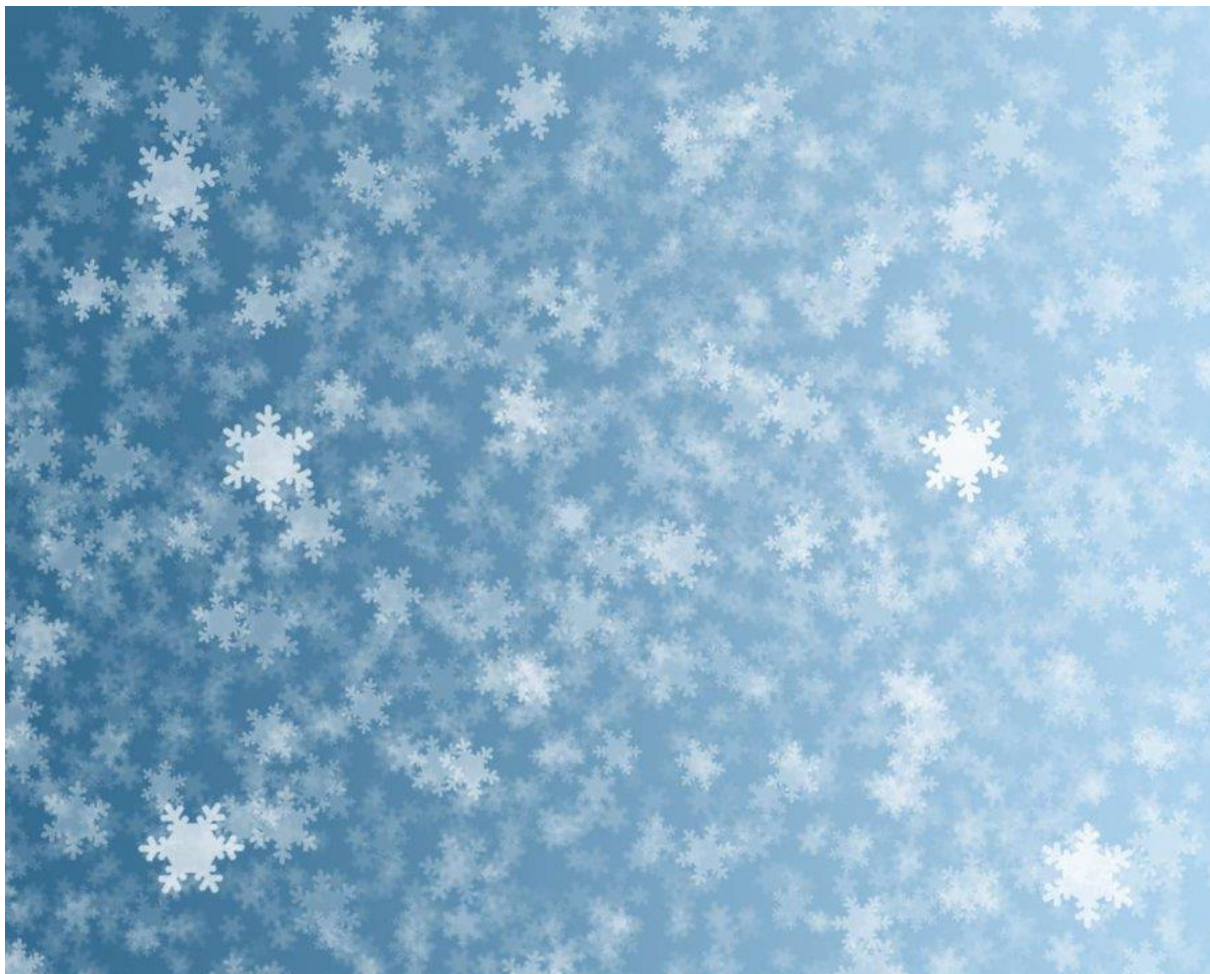
Qualifications for a senior solo of any skater transferring to this club must meet the above requirements from the last club and also have been a member of ALFSC for two years prior to their senior year.

In the event that there is more than one graduating senior, the skaters will skate a short program together for their senior showcase number.





**Remember: Skating is fun! It provides a child with good friends, great exercise, self-discipline, poise, and self-confidence. We hope that it is an enjoyable experience for both you and your child. If you have any suggestions or questions, please contact any board member.**



## **Bad Weather Cancellations:**

Please listen to KATE radio (AM 1450), check the ALFSC Facebook page, or an email for figure skating cancellations. You will ***not*** be called. If your school is closed, closes early or cancels evening activities, your absence is excused, but no fee will be credited. **If Albert Lea Area Schools are closed, closes early or evening activities are cancelled due to weather conditions, then ALL skating will be cancelled for that evening and your fees will be credited.**

## **ALFSC Policies:**

1. **USFSA MEMBERSHIP:** All skaters, board members and coaches must have a current USFSA membership. The membership year runs from July 1st to June 30th for all skaters, therefore, it is important to pre-register in the spring. The registration fee is paid at this time or whenever a new member registers. Registration cannot be completed unless all the paperwork is turned in and the registration fee is paid.
2. **FUNDRAISING:** ALL SKATERS must raise **\$150 PROFIT** for the club, regardless of how many skaters there are in one family. The first season fundraising information is handed out at the fall registration meeting. For later fundraisers, information will be posted on the bulletin board closer to the selling period. If the skater raises more than the required amount, the excess profit will be applied to the individual skater's account. If a skater leaves the club prior to the completion of the year, all profit shall be forfeited and will remain with the club. The excess profits are considered income, and members should claim that information on their taxes.
3. **ICE ASSIGNMENTS:** All ice assignments are made by the scheduling coordinator. All efforts are made to accommodate religious conflicts for skaters (confirmation, first communion etc.). These requests should be made before the registration deadline! Skaters may request two lessons on one day, but requests are not guaranteed and may or may not be honored. The scheduling coordinator will try to accommodate requests as space allows. All requests will be honored by the date they were received. Turn your forms in early.
4. **LESSON CHANGES:** Changes or adding of lessons may be made at any time during the skating season, but they are subject to coaching and ice availability. If a skater wishes to drop lessons they must do so by the 15th of the month prior to the month that they are wishing to drop lessons in. Example: you know that your skater will no longer skate on Saturday morning beginning in December. You must notify the club's scheduling coordinator by the 15<sup>th</sup> of November. Please call the scheduling coordinator for availability.  
**\*\* Due to the short duration of spring session and August session, skaters will be responsible for the entire session once they register.\*\***

5. **COACHING CHANGES:** Should a skater wish to change coaches before the start of the skating season, the procedures outlined below should be followed:

**Parents:**

- 1) Contact your current coach, the scheduling coordinator, and the club president to express your reasons for wanting to switch to another coach. There may be a way to change the current situation and the need to switch coaches could be resolved.
- 2) Discuss the change with your skater and be sure they are comfortable with it.

**Prospective Coach:**

- 1) First verify that the parent has contacted their skater's former head coach.
  - 2) If this contact has been made, the prospective coach should contact the former coach to discuss the situation and make sure that no resolutions could be made.
  - 3) Support the former coach and respect what the coach has done for the skater.
- If the skater's concerns cannot be met by the current coach and if the requested coach has openings in their schedule after all of that coach's current skaters have had lessons scheduled, then the coaching change can be made.

Coaching changes, with few exceptions, shall not be made mid-season or during show session.

Consult the following PSA guidelines with any questions concerning changing coaches:

<http://www.skatepas.com/Proper-Procedures-for-Changin-%20Coaches.htm>

<http://www.skatepsa.com/Ethical-Issues-When-Changing-Coaches.htm>.

6. **SELLING LESSONS:** If you take private lessons and are unable to skate a lesson, you may sell your lesson and ice time to another skater. It is the responsibility of the skater scheduled to pay the club for the lesson and receive payment from the person to whom they sold the lesson. You may contact the Scheduling Coordinator - she will send out an email to the club to try to sell your lesson.



7. **BILLING:** All ice and coaches fees are billed a month in advance and are due on the 15<sup>th</sup> of the month. A \$20.00 late fee will be assessed if not paid by the end of the month the bill is due. If your payment and late fees have not been received by the 15<sup>th</sup> of the following month, your skater will not be allowed to skate until your bill is current. The following will apply while you are not skating:

- a. You will be responsible for lessons you have scheduled from the 15<sup>th</sup> until the end of the month.
- b. If someone buys your lesson(s) during that time they will pay the club and you will be credited for those lessons between the 15<sup>th</sup> and the end of the month.
- c. If no one buys your lessons you must still pay for them.
- d. Selling/filling of these lessons is YOUR responsibility.

Bills Sent	Ice Time on Bill	Payment Due	Late Fee Added	Skater Removed	Skater Removed
			\$20.00	From Ice	Permanently
August Ice:					
August 15th Fall Session:	Varies year to year	September 1	September 15	October 1	October 15
September	Varies year to year	October 1	October 15	November 1	November 15
October 1st	10/1 through 10/31	October 15	November 1	November 15	December 1
November 1st	11/1 through 11/30 plus \$50 costume deposit	November 15	December 1	December 15	January 1
December 1st	12/1/ through 12/31	December 15	January 1	January 15	February 1
Show Session:					
January 1st	1/1 through show date  plus \$150 fundraising fee minus fundraising credits  plus costume fee balance	First 1/2 due	February 1	February 15	
		January 15			
		Second 1/2 due	March 1	Skater is pulled from the show	March 1
		February 15			
Spring Ice:	varies year to year  (usually 8 weeks)	Half due April 1	April 15	May 1	Not allowed to register for fall
March 15th		Half due May 1	May 15		

**\*\*If you are late two times with your bill, necessitating a monthly reminder, you will be asked to begin paying your bill one month in advance.** If you have extenuating circumstances and notify the board prior to your bill being due, every effort will be made to work with you.

8. **ILLNESS OR INJURY:** If a skater is injured or becomes ill during the season and will be off of the ice for more than two weeks, it is the skater's responsibility to continue to pay for their lessons for the first two weeks of the illness or injury. The two weeks start from the time the president of the club is provided with a written doctor's excuse. After those two weeks, the club will waive the ice and lesson fee for that skater, until they are able to return to the ice. During this time the club will attempt to fill the skater's lesson with another skater or adjust the schedule appropriately. It is your responsibility to inform us of the anticipated date that the skater will return to the ice, so that we know how long to adjust the schedule. The exception to this is during show session, during which there will be no credit for illness or injuries.
9. **PRACTICE ICE:** Practice ice may be available if the number of skaters and/or the skill level of the skaters on the ice do not exceed safety limits. The skaters that are taking a lesson have priority on the ice and practice ice skaters must stay out of their way. If you do not follow these rules you may be asked to leave the ice.
10. **RETURNING TO THE CLUB FOR SHOW SESSION:** If a skater did not skate in the fall session and has decided they wanted to skate in an optional number in the show, the following rules would apply.

**The Skater:**

- Must have been in the club in the previous year and have been a freestyle skater.
- Must register with the club and take one freestyle lesson during show session.
- Would only be allowed to skate in optional numbers since they didn't try out
- Must meet all requirements for the number (example: age, skill level, etc.)
- Must adhere to the attendance policy.
- May only exercise this option once in their skating career.

## 11. SHOW PRACTICE ATTENDANCE POLICY:

- Attendance at the show practices is mandatory for all skaters.  
If a skater misses any portion of more than 2 practices (2 Mondays or 2 Wednesdays) they will not be allowed to skate in the show. Remember, you must skate in ALL of the numbers in which you have been placed. ALFSC's injury and illness policy will be in affect for those skaters who have injuries or illnesses that prevent them from skating. Skaters with injuries must still attend practices and watch from the boards. If this is done, the session will not be counted as an absence. If a skater is disqualified from skating in one number, they will not skate in any of their numbers.
- Tardiness will count for  $\frac{1}{2}$  an absence for every 10 minutes for a maximum of 1 absence per session if the skater is late for rehearsal.
- Skaters must participate in all show numbers they are places in. They will not be allowed to pick and choose.
- Parents will be notified after the 2<sup>nd</sup> absence with a phone call. If there is a 3<sup>rd</sup> absence, the skater will not be allowed to perform.

## 12. COSTUME AND MUSIC SELECTION FOR THE SHOW:

- Group music will be selected by the coaches.
- Group costumes will be chosen by the board and approved by the coaches.
- All Freestyle and artistic numbers' music will be chosen by the coaches.
- Freestyle (quartets, trios, duets) costumes will be chosen by the skaters with a board member assisting and approved by the coaches. All other freestyle costumes will be picked by the board and approved by the coaches, with the exception of the artistic numbers which will be picked out by the coaches.
- Feature music will be selected by the coaches to match the music for the group they are featured with.
- Feature costumes will be chosen by the skater with a board member and approved by the coaches.
- Soloists will choose their own music and costumes before all other skaters.
- All music (with the exception of senior's solo and senior showcase) will be selected from a list provided by the board that fits the show theme.

### **13. CONFLICT RESOLUTION POLICY:**

The first step of conflict resolution is communication. We request that you attempt to resolve your conflict by discussing it directly with the appropriate person. If no resolution can be made at that time, you may then put your conflict in writing and provide a copy to the person involved as well as to the president of the club. At that point, the president will discuss the issue with all parties (together or individually) and attempt to resolve the complaint. If the complaint is not resolved at that time, the issue will go to a board appointed committee. The committee will meet with all parties and a resolution will be reached.

If the conflict is directly related to a policy, bylaws, etc. and does not involve other people, the person must put their conflict in writing and provide it to the board. The president of the board will then contact the person to discuss the issue. If no resolution is made at that time, the conflict will be reviewed in a board meeting with all parties present for potential resolution. If there is no resolution, the issue will go to a board appointed committee. The committee will meet all parties and a resolution will be reached.

The board appointed committee may ask for other information from any parties (in person or in writing) while they are attempting to resolve conflicts.

If the conflict is with the current president of the club, the immediate past president will replace the current president for the resolution process.

### **14. USE OF SOCIAL MEDIA:**

The use of social media such as Facebook, Twitter, You Tube, Pinterest, etc. is popular among many organizations. The ALFSC has a Facebook page which the board makes every effort to keep updated with notifications, photos taken at various ALFSC events, and other miscellaneous information. Facebook is NOT the primary method for the distribution of information to club members.

While the ALFSC cannot control the use of social media by its members, we will follow the guidelines and policies set up by the USFSA regarding social media. The club also supports and will enforce the USFSA Safe Sport policy. If you have any concern over this please contact a board member for assistance. We ask that parents discuss the proper use of social media with their children/skaters. Though figure skating is not by definition a "team" sport, the board hopes that all members will support each other in their mutual passion for skating. Please keep in mind that one skater's success and accomplishments do not conflict with or detract from those of another skater.



## **Volunteer Opportunities**



In order for our club to continue to keep costs down we ask each family to volunteer 3 times through out the year. Once during the season, once during show and also your two pool obligations.

### **Food Committee:**

- Banquet - Plan the annual banquet; notify members, set date/place/time, door prizes, award, etc.
- Food Sales - Fundraising project Monday/Wednesday/Friday during show week. Organize the different foods to serve each night, pick up/delivery of food. Everyone working brings a pan of bars to serve.

**Fundraising:** To raise money, order product, arranging delivery of product, etc. We will have a variety of fundraising opportunities this year. Greater Midwest Gourmet Foods, Wreaths and Garlands, Butter Braids, Herberger's Community Days coupon books, a Burger Basket night, Quik Trip cards, and scratch off tickets.



**Pool Concession Stand:** Running the concession stand at the City Pool.

**Publicity:** Send photos to the newspaper, social media to promote the club and the annual show.

- Show Program
- National Skating Month - Planning some skating opportunities/community outreach.
- Contact and secure show sponsors

**Learn to Skate Program:** Helping to organize and run the LTS Program.

- Registration meetings
- Type up a LTS roster and give it to the Membership Chair so she can register the skaters.

**Creating Props:** Set - set construction, painting, assembling during lesson times on Monday and Wednesday nights.

**Picture Day:** Create a schedule for picture day. Make sure this day is not on a scheduled LTS skating day. Write down the skaters' names in the groups; get the skaters lined up to keep the day flowing smoothly.

**Costumes:** Measuring skaters, placing order, sorting order and passing out costumes to the skaters.

**ALFSC Volunteer Coordinator:** Compile the volunteer schedule and monitor that all volunteers participate.

**Show week Coordinator:** Besides ordering the two items highlighted, it mostly just making sure everyone that is sign up is called and reminded that they need to work and finding more people if needed.

- Prop Set Up - Always involves Friday during the day of show week.
- Prop Tear Down - Tear down set after Sunday's show.
- **Flower Sales** - order flowers and sell before the show and during intermissions.
- **Ticket and Program Sales** - order tickets and stand at the door to sell.
- Room Parents - help skaters change into costumes, keep group together.
- Back Stage Coordinator - Line up groups backstage during the show.

The more volunteers we have for our committees, the less work there is for everyone involved. Please give your time to help all of our skaters. Thank you in advance.

### **ALFSC Concession Stand at the City Pool**

All families will be required to work shifts (app. 1:30 pm —5:30 pm) in the pool concession stand during the summer. This is our major fundraiser for the year. It takes everyone to make it successful. If your skater is an ALFSC member for the 2014-2015 season, these shifts would take place in the summer of 2015. If you are unable to or choose not to work, you are responsible to obtain a replacement to work on your behalf. This could be a spouse, relative, neighbor, teenager, or friend over the age of 14. There is a buyout option available through the club if you choose not to work your shifts. The cost for each shift that you choose to buy out is \$50.00. If you have one skater, you must work 2 shifts, if you have two skaters, you must work 3 shifts, and if you have more than 2 skaters, you must work 4 shifts.

**The Albert Lea Figure Skating Club  
is a member of the United States Figure  
Skating Association**



