

# Hello and Welcome!

We hope this parent handbook will help you be informed and knowledgeable about Vacationland Figure Skating Club and the sport of figure skating. Whether you are new to figure skating or an experienced skating participant/parent, we encourage you to read through the book to inform and update yourself on key information and policies of our club. We hope many of your questions are answered in this handbook.

General topics include family involvement; skating program information; professional staff certification and qualification standards; basic competition information; skate care and leasing; figure skating show; advancing in skating; choosing a coach; ice rules and etiquette; competitions; and more!

Information not included in the handbook may often be obtained by talking to a board member or looking at our website. If you have questions or concerns about your skater or the Vacationland Figure Skating Club in general, please stop and ask! We can't always answer you immediately, but we'll do our best to find the answer!

Figure skating can help you/your skater develop not just skating skills, but also stamina, poise, confidence, independence, friendships, and much more. We hope figure skating will be a real "life sport" providing many years of enjoyment for you/your skater.

Sincerely,

Vacationland Figure Skating Club Board of Directors  
and Professional Coaches

## Table of Contents

<i>Topic</i>	<i>Page number:</i>
Welcome	1
Club Address and Contact Information	2
Club Organization	3
VFSC Operations and Purpose	3
Programs	3
Annual Schedule	7
Family Involvement and Service	7
Fundraising	8
General Information	8
Professional Staff	10
Ice Rules and Etiquette	12
Competitions	14
Testing	16
Toe Pic Pro Shop	19
Annual Ice Show	19
Policies and Procedures	21
Appendix	23

### CLUB ADDRESS AND CONTACT INFORMATION

**Mail:** P.O. Box 173, Brainerd, MN 56401

**Phone:** 232-4001 (this is a club cell phone, so please leave a message if you get no answer.)

**Website:** [www.vacationlandfigureskating.com](http://www.vacationlandfigureskating.com)

## CLUB ORGANIZATION

Vacationland Figure Skating Club (VFSC) is a non-profit organization under the direction of a Board of Directors. Nine members sit on the Board for a 3-year term in office. We operate according to the guidelines of United States Figure Skating. All board members belong to U.S. Figure Skating. Monthly board meetings are conducted and all skating parents are welcome to attend. Meeting dates will be posted on the Brainerd Area Civic Center bulletin board, as well as noted in your calendar and on the Vacationland Figure Skating website. Names and email contact information for board members is available in these places as well.

## VFSC OPERATIONS AND PURPOSE

VFSC operations are governed by the club by-laws. Copies of club by-laws are available from the board secretary.

### Purposes:

- To encourage the instruction & advancement of its members in Moves in the Field, Freeskate, Dance, Basic Skills and all types of ice skating.
- To encourage and cultivate a spirit of fraternal feeling among ice skaters.
- To sponsor, to produce or cooperate in the production of amateur figure skating competitions, exhibitions or ice shows.
- Generally to perform such other acts as may be necessary, advisable, proper or incidental to the realization of the objectives and purposes of this organization and carry out the general policies of the U.S. Figure Skating.

## PROGRAMS

- **Basic Skills classes:** We offer the U.S. Figure Skating Basic Skills program, including the Snowplow Sam (preschool) program.

### *Learn to Skate Program Information*

The objectives of the **Vacationland Figure Skating** program are to:

- provide a **fun and safe** skating experience for the beginner as well as the more advanced skater
- teach **correct technique** of the fundamental basic elements
- develop a finer degree of **coordination and balance**
- promote **physical fitness**

- enable all to achieve the skills necessary to be able to **skate for fun the rest of their lives** or to move competently into U.S. Figure Skating advanced testing and/or competitive levels.

The "**Snowplow Sam**" program was designed to help pre school age children develop preliminary coordination and strength necessary to maneuver on skates. Some of the elements in this section are the same as those in the Basic Skills levels, but the degree to which the skater is expected to perform the elements is to a much lesser extent. A few children in this age range may be prepared to begin at the Basic 1 level. Time with Snowplow Sam will allow pre school children to be comfortable on the ice at a level consistent with their physical development.

Sample elements in each level include:

Snowplow Sam 1

- Sit and stand up on ice
- March in place
- Dip in place

Snowplow Sam 2

- Dip while moving
- Forward two-foot swizzles
- Two-foot hop in place

Snowplow Sam 3

- Forward skating
- Backward swizzles
- Curves



**"Basic Skills"** Group Lesson program teaches the skills needed to ice skate whether it be for a future of recreational, hockey, or figure skating. Designed by U.S. Figure Skating, the Skate With U.S. program is a beginning ice skating program that is fun, challenging and rewarding. Participation in the program will enable beginning skaters of all ages to learn the fundamentals of the sport and begin a lifetime commitment to health and fitness. The program teaches ice skating in 8 levels of basic skills using a badge system. The skater earns a badge for each level he/she passes. For those wishing to continue in Figure Skating we offer the Freeskate Program. The Freeskate program teaches 6 levels of advanced Figure Skating skills including jumps, spins, and moves in the field. Basic Skills and Freeskate testing will be held twice during each skating session. Participants in the Snowplow Sam, Basic Skills and Freeskate programs are eligible to take part in the annual spring ice show.

Sample elements in each level include:

- **Basic 1**

1. Sit on ice and stand up
2. March forward across the ice
3. Forward swizzles — 6-8 in a row
4. Backward wiggles — 6-8 in a row
5. Snowplow stop



- **Basic 2**

1. Backward swizzles — 6-8 in a row
2. Two-foot turn from forward to backward in place
3. Moving snowplow stop
4. Forward alternating 1/2 swizzle pumps, in a straight line (slalom-like pattern)

- **Basic 3**

1. Forward stroking, showing correct use of blade
2. Forward 1/2 swizzle pumps on a circle — 6-8 consecutive — clockwise and counterclockwise
3. Moving forward to backward two-foot turn — clockwise and counterclockwise
4. Two-foot spin — up to 2 revolutions

- **Basic 4**

1. Forward edges
2. Forward crossovers — clockwise and counterclockwise
3. Backward snowplow stop — R and L

- **Basic 5**

1. Backward edges
2. Backward crossovers — clockwise and counterclockwise
3. One-foot spin — up to 3 revolutions, optional entry and free foot position
4. Side toe hop — both directions

- **Basic 6**

1. T-stop, R or L
2. Bunny hop
3. Forward arabesque/spiral on a straight line — R or L
4. Forward lunge — R or L

- **Basic 7**

1. Forward inside open mohawk from a standstill position — R to L and L to R
2. Ballet jump — R or L
3. Forward inside pivots — R or L

- **Basic 8**

1. Moving forward outside three-turn on a circle — R and L
2. Moving forward inside three-turn on a circle — R and L
3. One foot spin, optional entry and free foot position
4. Waltz jump

- **Bridge program:** Bridge classes are designed to help skaters make a transition from the Basic skills into the Junior club. They must also be enrolled in a Basic skills class. Bridge classes allow skaters an additional opportunity to be on the ice, and help skaters move to the next level.
- **Junior Club:** Skaters who wish to pursue a higher level of skating, and have passed at least Badge level three or above may be interested in our Junior Club. Skaters in the Jr. Club hire a private coach and advance at their own pace. It is designed for self-motivated skaters who can work on their own. Junior Club skaters are encouraged to skate more than once a week. More time on the ice equals more improvement! New in 2008, skaters now choose either the *Silver track* or *Gold track* option. Skaters choosing the *Gold track* have specific ice time and competition requirements, but also qualify for special numbers in the ice show. *Silver track* skaters do not have any specific requirements and will receive a standard Jr. Club show number.
- **Senior Club:** Skaters who have passed United States Figure Skating (USFS) pre-preliminary *Moves-in-the-field* and *Freestyle* tests become part of the Senior club. Senior club skaters have minimum ice time requirements and must also have a private coach. Senior club skaters qualify for ice show numbers based on show *criteria points* accumulated through the skating year.
- **Jr/Sr Club Off-Ice Training:** Many skaters participate in off-ice training such as ballet or dance. Discipline, balance, and body awareness are of great help to skaters in improving and controlling jumps and spins. Off-ice strength training and workout programs are similarly of great value to skaters and should be considered for all competitors. The skater's coach can recommend workout programs that are oriented towards figure skaters. Programs are frequently offered at the rink.













## ANNUAL SCHEDULE

- **Regular Season:** Our skating programs are based in the regular skating season, which runs from September/October each year through the Annual Ice Show in mid-March yearly. Exact dates are determined year-to-year based on ice availability. Skaters must skate the regular season to be eligible to participate in the Ice Show.
- **Spring/Summer Seasons:** Depending on availability, we run spring and summer sessions after the Annual Ice Show. The Brainerd Civic Center, Breezy Point arena, or other rinks may be used. Exact dates, times, and programming vary based on year-to-year availability and coordination with other arena users. Silver track Junior Club members are strongly encouraged to skate additional sessions beyond the regular season. Gold track Junior Club members and Senior Club members are required to skate specific sessions and hours, including summer, to qualify for Ice Show participation. Please see the coaches and Criteria chairperson for details.

## FAMILY INVOLVEMENT and SERVICE

Because VFSC is a volunteer-run organization, we depend on the contributions of all families. Therefore, we ask each skating family to contribute a minimum of ten (10) hours (15 hours for Sr. Club) of time to helping with various club duties. Hours must include service during both the regular skating season and during ice show preparations. Without your help, our club could not operate. Please see the Family Service Coordinator if you need help getting signed up. Families who do not sign up for service hours will be contacted. We will ask you to verify completion of your service hours in order to assure all families are treated fairly. Beginning in 2008, families have had the option to "buy out" of family service hours. You are asked to sign an agreement to complete your hours at registration. If you do not complete your agreed-upon service hours, you agree to be invoiced for the remaining hours. Please indicate your choice on the registration form. If you have questions, please see one of the head pros or a board member.

- **Volunteering opportunities**
  -  Board of Directors member: (3-year term required)
  -  Club Historian
  -  Grievance committee
  -  Basic Badge Table Hospitality

-  Concessions/hot chocolate/popcorn
-  Music
-  Competition and Testing
-  Criteria (Senior Club)
-  Fundraising
-  Toe Pic Pro Shop
-  Ice Monitor
-  Skate Leasing
-  Special Events (Annual Banquet, Holiday Extravaganza)
-  Publicity
-  Personnel/Contracts
-  **Annual Ice Show**...Advertising, costumes, guest skater coordinator, hospitality, ice monitor, locker room monitor, music, photography, programs, props (artistic and set up/take down), show publicity, tickets, videography, and more!

How would you like to be involved? If you'd like to help out in any other way, talk to the family service hours coordinator. We welcome your unique talents as we strive to make our club great!

## FUNDRAISING

VFSC has one (1) mandatory fundraiser yearly, which requires payment up-front. You are asked to contribute *once per family*, not per skater. This fundraiser is usually done in late fall. We strive to look for a fundraiser that allows families to recoup the majority of fundraising cost. Additional fundraising opportunities may be available as well. If you prefer, you may simply pay the fundraising fee and opt out of the fundraiser itself.

## GENERAL INFORMATION

- **Clothing:**
  - **Basic Skills:** Practice clothing should be warm and allow easy movement. This can include skating dresses or skirts, sweatpants/sweatshirts, leggings, sweaters, etc.
  - **Junior/Senior Club:** Skating dresses/skirts with skating tights (girls), or athletic skating pants (guys), are required when skating.
  - **Note:** Club jackets/sweatshirts are available for purchase and use at all levels.

- **Name Badge:**

Each Basic Badge skater has a nametag to wear at each session. Please pick up your skater's badge at the hospitality table to wear each skating night. Please return and leave the badge at the arena.

- **Testing for Basic Skills and Freeskate levels:**

Testing is done on an ongoing basis during class, throughout the season. As your skater's coach deems appropriate, your child will be evaluated for the next badge level. The Club keeps a record of your child's badge level. Information on levels accomplished will be given to your skater at the end of the season.

- **Skaters at the badge 3 level or higher:**

At this point, you may want to consider whether private lessons or the Bridge program might be helpful. Private lessons and/or Junior Club and the Bridge program will allow your skater to move ahead at a quicker pace.

- **Skates and Equipment:**

**Types of skates** include: figure, hockey, racing and double runners. We ask that your child use figure skates for the Basics Skills skating program. Hockey skates are designed differently than figure skates, and even for skaters eventually planning to play hockey, it is best to learn the basic skills on figure skates. Children's double runner skates do not glide properly and are not recommended and are not allowed for the skating program.

- **Choosing skates:**

While it isn't necessary to buy the most expensive skates for beginning skaters, a well-fitted and supportive boot and properly sharpened blades are important. Skates from discount retailers may be fine for occasional outdoor rink skating, but are not recommended for regular lessons. VFSC maintains a supply of quality skates for lease at a minimal cost. Skates should fit snugly, so the foot does not slide around, and are often one to one-and-a-half sizes smaller than usual shoe size. For those choosing to purchase skates, especially Junior or Senior Club level skaters, it is helpful to go to a retailer who specializes in figure skate selection and fitting. If purchasing used skates, it is also important to carefully examine skate blades, as rust and improper sharpening can dramatically affect skate durability and performance.

- **Leasing skates:**

VFSC leases skates in a variety of sizes through each skating season. Upsizing during the season is free, if your child's size changes. Skate leasing is a great way to have your skater in good quality skates for a minimal cost. A refundable deposit is collected when you sign the lease contract for the season. If you do not participate in the spring or summer skating sessions, your skates must be returned at the completion of the Ice Show, or your deposit will be forfeited.

- **Sharpening Skates:**

If you lease skates from VFSC, we ask that you use our low-cost sharpening service if your skates need sharpening. Skates can be dropped off and picked up in the Toe Pic Pro Shop in the mezzanine area of the arena. Figure skate sharpening is much different from sharpening other types of skates such as hockey skates. ONLY people who specialize in sharpening figure skates should be used, as figure skate blades can easily be completely ruined by improper sharpening. One clue to when skates need sharpening is when a skater is having trouble performing moves on the ice, feels that they are sliding excessively on landings, or has blades that feel dull. Frequent falls may be another sign of dull blades. Too-frequent sharpening, however, is not recommended, as it can shorten blade life and negatively affect skater performance.

- **Caring for skates:**

After use, skates should be carefully dried off outside and inside as necessary, both boot and blade. Pulling the skate tongue forward and letting the skates dry outside the bag and away from direct heat sources is helpful. Wet skates should not be stored in lockers or closets. Some skate boots can be cleaned using rubbing alcohol. When off the ice, skaters should ALWAYS wear rubber skate guards if walking around the arena. Skaters should NEVER walk ANY distance on cement floors without rubber guards. When removing skates for the day, blades should be wiped dry and then covered with cloth (soaker) blade covers for storage. It is important to protect blades from rust or nicks.

## **PROFESSIONAL STAFF**

- ❖ **Head Professionals:** Both the Basic Badge program and the Junior and Senior Club programs are supervised by Head Pros who oversee program instruction, testing, and staffing. If you have questions about the instruction your skater is receiving, the Head Pros are anxious to help you.
- ❖ **Coaching Professionals:** a team of adult instructors, who all have had background checks, leads the coaching staff. Many of the instructors are also available for private lessons for Junior and Senior Club Skaters.

- ❖ **Teaching Assistants** are current VFSC Senior Club skaters who are at least 14 years old. Teaching assistants are hired at the discretion of the head pros.

Up-to-date information on coaching staff is available on the VFSC website and with registration information. All coaching staff, including guest coaches, must abide by the Professional Skaters Association Code of Ethics.

## **Finding and Hiring a Coach**

For skaters moving on to Junior Club level and above, a private coach is needed. Professional coaches are self-employed. Several coaches are available for private lessons. You will hire the coach on your own, and determine the lesson schedule and length with your coach. Not all coaches may have student openings at a given time. Coaches may offer 10-, 15-, 20-, or 30-minute lessons. You will receive a separate bill for coaching fees. Before hiring a coach, discuss goals and expectations, as well as special interests of your skater with the prospective coach. A listing of VFSC coaches is available on the website or at the Toe Pic.

## **Responsibilities and Characteristics of a Quality Coach**

A coach is responsible to teach technically correct form and promote the best performance and attitude in a skater. A good coach should help your skater make continued improvements. If a parent is concerned about a skater's progress or attitude, it is best to speak directly with the coach. If a skater and coach can no longer work well together, a change may be advisable. Open communication with your coach is very important, as your skater's progress and attitude are influenced greatly by the skater-coach relationship. A quality coach should motivate and encourage your skater, foster a positive environment, be knowledgeable and professional, and always maintain a climate of respect. A good coach will also remain calm and help your skater in staying organized and on-track whether at home or competition.

## **Respect for Professionals**

- All coaches are to be given respect. Indifferent &/or disrespectful attitudes during lessons are never appropriate.

- **Avoid interrupting coaches who are giving lessons.** If your coach is teaching or not on the ice, you may ask questions of other coaches not giving lessons.
- Please be on time for lessons. If you will be late or absent, contact your coach as soon as possible prior to your scheduled lesson. You may be billed for missed lessons. Ask your coach for any special guidelines to follow.
- Be sure to communicate with your coach. Inform him or her of any problems that may affect your performance.
- Ask your coach for any specific rules or expectations for students during practice or competitions.

## **ICE RULES AND ETIQUETTE**

- **US Figure Skating Basic Skills Program**  
**"FAIR PLAY": Have fun...Skate well...Play fair**
  1. Skate for fun. Skate for yourself. Set goals for your own improvement.
  2. Honest effort is as important as victory. Winning is doing your best.
  3. Play by the rules. Do the right thing.
  4. Cooperate with your instructor, other skaters and the rink management; they make it possible for you to skate.
  5. Be nice to everyone no matter the outcome of the practice, competition or exhibition. Congratulate everyone for a good performance.
  6. Control yourself. Negative or bad comments and behavior detract from the sport and make you look bad.
  7. Treat all skaters as you would like to be treated.
  8. Set a good example for younger, less experienced skaters. They look up to you.
  9. Remember that the goals of any sport are to have fun, build skills and improve mental and physical conditioning and discipline.
  10. Maintain a positive attitude and outlook. Help others to see their strengths. Have fun!
- **Junior and Senior Club Ice Rules**
  1. Work on skills when not in a lesson. Standing on the ice, chatting, and inattentive behavior can be dangerous to yourself and others. Keep moving. Sitting on sideboards is not allowed.
  2. Off-ice breaks and bathroom use should be minimized. Abuse of breaks will be monitored and addressed by coaching staff as appropriate.
  3. Please try to be on time and skate your full session. Excessive absences, tardiness, or leaving ice early could affect Senior club criteria points.

4. If you fall, avoid sitting or lying on the ice: you may get hurt or present a hazard to other skaters.
5. Please be courteous during practice. **Skaters wearing the orange vest and skating to their music have the right of way.**
6. Say "Please move" or "Ice" when a fellow skater must move out of your way. Move quickly to avoid skaters coming your way.
7. Special courtesy should be shown to those preparing for a test or competition.
8. Exit the ice as soon as Zamboni doors are opened or next group is on the ice.
9. Water is preferred for hydration; no colored beverages. Plastic containers only. Gum and food on/near the ice are not allowed.
10. Swearing and vulgar language are unacceptable anywhere in the arena.
11. Wear the orange safety vest when skating to your music.
12. Play music in order that CDs are provided to you. Coaches have priority for playing music during lessons.
13. Only coaches may request restarting music. Try to skate through your program once you start.
14. Please be courteous to others and don't "overplay" your music. **ALL music must be "family friendly" and without vulgarity or suggestive language, etc.**

- **Parent Responsibilities for Junior/Senior Club Ice Sessions**

- **Supervision:** Ice time during Jr/Sr Club sessions is considered to be privately contracted time. Therefore, parents are responsible for the supervision of their skater. Coaches are privately contracted and are under no obligation to be present in the arena during contracted Freestyle sessions for Jr/Sr Club. Your child's coach may be present only during the time when they have private lessons scheduled. It is the policy of VFSC to request that parents be present to supervise their child or to appoint another adult responsible if the parent is unavailable during the session. Should an accident occur, it might be necessary to contact a parent or guardian immediately, so please be sure to leave a contact number with the person responsible for your child.
- **Music:** Parents are requested to play music during Jr/Sr Club ice sessions. Sign up through the Family Service Hours Coordinator. Music playing does count toward your hours. Please try to find a replacement if you can't be present.

## COMPETITIONS

Competitions are available beginning with Snowplow Sam and up. This is a fun way for skaters to show what they've learned. All skaters at Basic Skills competitions receive awards. Competition can help skaters develop self-confidence and self-discipline, as well as helping them learn about fair play, stress management, and performing under pressure. Talk to a coach or board member if you are interested in competing. Following is some general information on competitions.

- **General Information:** Competitions are held throughout the year at various figure skating clubs throughout the state. Skaters should discuss with their coach which competitions might be best suited for them. Be sure to discuss your preferences with your coach. Competition gives skaters at chance to train, develop, and improve their skills.
- **Events:** Competitions are divided into different areas or events; some examples include:
  - *Moves in the Field:* A set pattern of basic skating moves skated without music. Concentration on accurate edges, power and flow.
  - *Freeskate:* A well-balanced program of freeskating elements such as jumps, spins, steps and other linking movements in harmony with music. Special attention is given to choreography, expression, interpretation of the music, and intricate footwork.
  - *Competition Artistic:* Freeskate program skated to music that can include lyrics. Judged more by artistic interpretation than element quality.

Additional options may be available depending on the competition. The skater should discuss choices with her/his coach.

- **Registering for Competitions:** Competitions require pre-registration. Most applications are due at least six weeks prior to the competition. Skaters must choose which events they wish to participate in. Applications must generally be signed by the skater/parent, coach, and a club representative. Be sure to get all needed signatures ahead of time. Many competitions require an overnight stay, so be sure to plan ahead.

- **Fees:** Costs vary, but generally run at least \$80 for the first event, and at least \$20 for each additional event. Basic skills competitions, however, often have much lower fees. Coaching fees, including not only coaching time, but transportation and lodging also apply. You should discuss coaching fees ahead of time. Coaches will often split expenses between students attending the competition.
- **Scheduling for competitions:** Skaters usually receive a schedule one to two weeks before the competition. It will give times for competition and often includes information on practice ice available for purchase. You should plan to arrive at the arena at least 1  $\frac{1}{2}$  hours prior to the scheduled time, unless instructed otherwise. Locker rooms will be available for changing.
- **Skating attire:** Skating dresses are required for girls, but the style and appearance is up to the skater, coach, and parent. Matching gloves, new or undamaged skating tights, and polished skates are recommended. Skaters may choose to wear different dresses for each event, if desired.
- **How did you do?** Results for each group are posted in a designated area shortly after the end of the round. The top four in most events and all skaters in Basics events then receive trophies, medals, or ribbons and then pose for photos.
- **Competition Points:** Senior club and Gold Track Jr. Club skaters need to turn in a copy of the results sheet to the criteria chair after the competition for validation of points. Copies can generally be purchased at the registration/results table for around 50 cents.
- **Club Photos:** A group photo of those competing will be arranged during the time Ice Show photos are taken. Skaters should be sure to wear competition clothing and bring any trophies, etc. Your coach will notify you if any additional photos are planned.

### **Helpful Tips:**

#### *Before the Competition:*

- Notify your coach of your competition schedule as soon as you receive it. Schedule your practice ice as soon as possible. Discuss schedule with your coach.
- Skate at least once in your competition costume to check for fit, loose sequins, etc. You may wish to discuss your wardrobe with your coach.

- Decide on hairstyle for competition, and have accessories ready. Hair should be away from the face. Be sure to pack hair spray/gel to control hair. It is VERY important that all accessories are secure and will not fall out while you are on the ice, as they would present a serious safety hazard and may be cause for disqualification.
- Notify school of absences if needed.
- Reserve hotel/motel well in advance.
- Be sure your skates are ready for competition (polished, appropriately sharpened, extra laces packed.) Rubbing alcohol helps remove marks, and skate tape helps cover gouges. Add new laces if desired.

*At the Competition:*

- Arrive at least one hour before your event is scheduled.
- Register/check in, turn in your music, and find your locker room.
- Find your coach and check in with the ice monitor.

Much more information on competition preparation and helpful hints is available on the website on the *Competition Checklist* under the **Competitions** tab. If you have questions on competition that aren't answered in either place, discuss with your coach well ahead of the event.

## TESTING

US Figure Skating testing is done at an official test session sanctioned by US Figure Skating and conducted by member clubs. Tests are held for Freeskate, Moves in the Field, Pairs, Dance and Synchronized skating as a measurement of progress. The skater's coach must approve all tests. There is an application to be filled out, along with signatures of coach and test chair. The host club will include a fee schedule with cancellation policy. If the test session is not at the home club, the skater needs a "permission to test" form signed by the club test chair. Once the skater has passed the first US Figure Skating test, they then earn points, known as **Criteria points**. The skater then earns points toward the VFSC annual ice show based on the criteria guidelines. See the criteria chair for questions, including copies of criteria rules. Information is also posted on the website.

- **Moves in the Field and Freeskate** tests are divided into eight classes to be taken in the following order:
  - Pre-Preliminary (approx same level as Freeskate 3-4)
  - Preliminary
  - Pre-Juvenile
  - Juvenile
  - Intermediate
  - Novice
  - Junior
  - Senior (Gold)
  - **Moves in the Field** test of the same level is a pre-requisite to a standard Freeskate test. No Freeskate test is a pre-requisite to any Moves in the Field test.
  - **Dance tests** are divided into seven classes to be taken in the following order: Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver, Pre-Gold and Gold. Dance can be either Solo or Standard (with a partner). The estimated preparation time, if a 3-4 sessions per week schedule is followed is 6-8 months for the pre-pre and preliminary tests and 12 to 18 months for the remainder.
  
- **Pre-Preliminary Moves in the Field test**

The purpose of this test is to encourage beginning skaters to learn the fundamentals of ice skating. No great deal of technical ability, carriage or flow is expected. The candidate must show knowledge of the steps, fairly good edges and some evidence of good form.

  - Elements:
    - Forward perimeter stroking~ focus on power and extension
    - Basic consecutive edges~ focus on edge quality
    - Forward right and left foot spiral~ focus on extension
    - Waltz eight~ focus on edge quality

The entire test shall be marked on a "pass" or "retry" basis. The judge may request a re-skate of only one element.
  
- **Preliminary Moves in the Field test**

The purpose of this test is to continue the encouragement of beginning skaters to learn the fundamentals of ice skating. The candidate must show knowledge of the steps and a good sense of power (speed and flow). Attention should be given to depth of edges and proper curvature of lobes.

- Elements:
  - Forward and backward crossovers~ focus on power
  - Consecutive outside and inside spirals~ focus on extension and edge quality
  - Forward Power 3-turns~ focus on power
  - Alternating forward 3-turns~ focus on edge quality
  - Alternating backward crossovers to backward outside edges~ focus on power and extension

*NOTE:* Freeskate tests can only be taken after passing the corresponding Moves in the Field test.

- **Pre-Preliminary Freeskate test**

The purpose of this test is to encourage beginning skaters to learn the fundamentals of freeskating. No great deal of technical ability, carriage or flow is expected. The candidate must show knowledge of the elements, fairly good edges and some evidence of good form.

- Elements:
  - Waltz jump
  - Salchow
  - Toe loop
  - $\frac{1}{2}$  flip- land on either foot
  - $\frac{1}{2}$  lutz- land on either foot
  - one foot spin (minimum 3 revolutions)

Retry of up to two elements.

- **Preliminary Freeskate test** (skated to a 1  $\frac{1}{2}$  minute music program of the skater's choice. Usually chosen and choreographed by skater's coach.)

The purpose of this test is to continue encouragement of beginning skaters to learn the fundamentals of freeskating. The candidate must demonstrate knowledge of the elements and a good sense of power (speed & flow). A relationship with the music should be attempted.

Jumps: Waltz, Salchow, Loop, Flip and one jump combination waltz/toe loop (no turn or change of foot between jumps.)

Spins (minimum 3 revolutions): 1-foot upright, 1-foot backspin, sit spin

Retry of up to two elements.

The US Figure Skating organization publishes a "Rule Book" each fall that you can purchase. The club keeps a Rule Book in the music booth and most coaches also have a copy. You can purchase a "Moves in the Field" Book separately from the Toe Pic or you can purchase videos of the Moves to see how they are expected to look. The more you know the easier the process of testing and

competing becomes. Information on additional test levels is available in the rule book.

## TOE PIC PRO SHOP

VFSC operates the Toe Pic Pro Shop for the convenience and benefit of members. The Toe Pic carries many skating supplies, including new and consigned skating dresses, tights, gloves, skate guards, soaker blade covers, jewelry, gifts, and more. All proceeds benefit the club. The Toe Pic is also the place to find competition information posted, registration forms, coach lists, show information, and much more. The bulletin board outside the Toe Pic lists VFSC Board minutes and upcoming meeting schedules. A payment drop-box is located immediately outside the Toe Pic door. Hours vary due to limited staffing, but the shop is generally open during Basic Skills sessions in the regular season. Be sure to stop in and check out the Toe Pic!

## ANNUAL ICE SHOW

The Annual Ice Show is the finale of our skating season. All skaters who skate the regular skating season qualify for the show, but are not required to participate. We assume every skater will be in the show. Should you choose not to participate in the Annual Ice Show, please notify the club by the deadline published each season with your registration information. If you join late in the season, you may not be eligible due to costume ordering requirements. The final dates to be eligible for show participation will be publicized each year.

- **Dates:** The Annual Ice Show is typically the second weekend of March but can change based on the hockey tournament schedule, ISD 181 Spring Break, and the dry floor arena commitments (ice out).
- **Costumes:** Show costumes are included in the registration fee for Basics Skills skaters. Jr. and Sr. Club skaters are billed separately. Skaters who plan to be in the Ice Show must be measured by the deadline published each fall. Should you later choose or realize you cannot participate in the Ice Show, you will be given the costume ordered. No refunds will be given. It is the policy of VFSC that costumes are not transferable.
- **Cost:** We do not charge any additional fee to be in the show. Pictures, DVDs, t-shirts, programs, flowers, and performance tickets are optional.

- **Show Grouping:**
  - Basic Skills skaters are placed in groups of similar skills (badge levels) according to their level. The skaters in each badge level are then broken down into smaller groups by height and age.
  - Jr. Club is grouped according to Gold or Silver Track. Beginning with 2010 criteria, Gold Track skaters will qualify for either a quintet or quartet and a spot in the first half or second half opening number. Silver Track skaters will perform a regular Junior Club group number.
  - The Sr. Club skaters are positioned according to the Ice Show Criteria. Additional groups or show numbers may be determined by the show manager(s), head pros and criteria committee. Skating positions are determined by points accrued between October 1<sup>st</sup>, 20\_\_, through September 30<sup>th</sup>, 20\_\_, of the next fall season.
  
- **Practice:** The schedule of practices will come out in the show packet in January. You can expect to be at the arena Mon-Sun of show week. There will be a 40-minute show practice every night at the rink during the week prior to the show. We practice daily with the younger skaters in the late afternoon/early evening time frame. Friday is typically Dress Rehearsal and the shows run Saturday and Sunday.
  
- **Attendance:** Attendance is very important during show week. This is the only time that your skater will be instructed on his/her show number. Please plan to have your skater at **all** practices. Missed practices may disqualify your skater from show participation.
  
- **Volunteers:** Parent volunteers put on the entire production. We ask every family to participate by serving at least half your family service hours contributing to show production. You may help prior to the show, during show week, or during the show. We have a multitude of committees that need many volunteers. Please sign up for the area you would be willing to assist in.
  
- **Music/Choreography:** The music numbers and costumes are determined by the Show Committee and will be revealed to all skaters the first night of skating in January. The choreography of the show numbers is done in one week of daily practice prior to the ice show.
  
- **Show Information:** Show packets will be handed out in January. **Please read this carefully.** Information regarding show pictures for the program will be included. The show pictures are taken in early to mid-February.

- **Performance Tickets:** Each family is given the opportunity to buy and sell tickets for attending Ice Show performances. If a parent is volunteering during a show performance, they will not need a ticket to come into the arena, but will be required to do their assigned duty and will need a ticket to have a seat during the performance. The ticket sales are the main income for the cost of putting on the show as well as a fundraiser for the club.
- **Guest Skater:** VFSC tries to bring in a special guest skater to participate in the ice show. Our fundraising efforts help us continue to do so. The skaters really enjoy watching and skating with these excellent performers. Frequently, we are also able to offer a Jr/Sr club workshop with the guest skater. We hope to continue bringing in a guest skater each year as funds allow.
- **DVDs/Videos:** If you would like to view a video of a previous show to better understand what we do, please ask any board member or stop in the Toe Pic for a copy.

## **POLICIES AND PROCEDURES:**

- **Make-up Ice/Ice Coordinator**

Pre-paid (contract) ice time that is missed may be made up on a limited case by case basis. There will be assigned a volunteer to manage the request for make-up sessions called the ice coordinator. All requests must run thru this individual. Any complaints or grievances must first be brought to the ice coordinator for resolution. If an agreement cannot be reached then the complaint may be heard first by the grievance committee and if necessary, by the Board of Directors.

If a skater misses a session of ice they must immediately contact the ice coordinator. The coordinator will work with the skater to find a replacement session for the make-up. The skater may not skate a make-up on a session that is already full. When the make-up time is set the ice coordinator will issue the skater a pass for that specific time and date. This pass must be turned in to the ice monitor prior to taking the ice. The ice coordinator will not issue a pass that rolls over into another season. For example, if the skater missed an hour of ice in January the make-up must be skated before the end of the season contract, approximately February 28<sup>th</sup> in most years. In this particular example a pass would not be issued for July ice.

If the make-up session is longer than the session that was missed, the skater will need to pay the difference in ice cost based on a pro rated amount of the current walk on fee. If the make up session is shorter than the session missed there will be no refunds.

Make up passes may be issued at the ice coordinator's discretion but should be reserved for situations such as illness, occasional conflicting events, family emergencies, etc. Passes will be issued for ice missed because the skater is out of town at a competition. If the make-up policy is abused the ice coordinator has the right to refuse a pass. The skater at that point may choose to follow the grievance procedure as stated above.

***A skater will not be allowed to take the ice unless one of the following applies:*** They have contracted the session; they have paid the walk on fee; they have an ice pass from the ice coordinator.

- **Consent forms**

At the time of registration, we ask all parents to review, sign, and return forms giving consent for participation and medical attention/treatment. We also ask you to review and return a photographic release form. Please see the appendix for copies of these forms.

## **DON'T FORGET...*Help is available!***

The VFSC board of directors and coaching staff are here to help and are happy to clarify anything confusing, answer questions, and listen to suggestions. And don't forget, the website [www.vacationlandfigureskating.com](http://www.vacationlandfigureskating.com), is a great resource!

**APPENDIX:**

**Parental Consent and Indemnification  
Agreement**

I, the minor's parent and/or legal guardian, understand the nature of figure skating activities, ("activity") and the minor's experience and capabilities and believe the minor to be qualified to participate in such activity. I hereby release, discharge, covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Vacationland Figure Skating Club, United States Figure Skating, it's directors, officers, administrators, sponsors, volunteers, agents, employees, staff, instructors, trainers, other participants, and if applicable, owners and lessors of premises on which the "activity" takes place (each considered one the "Releasees" herein) from all liability, claims, demands, losses, or damage on the minor's account caused or alleged to have been caused in whole or in part by the negligence of the Releasees or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the above Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS each of the Releasees from any litigation expenses, attorney fees, loss liability, damage, or cost any Releasees may incur as the result of such claim.

\_\_\_\_\_  
(PRINTED Name of Skater) (Date)

\_\_\_\_\_  
(Signature of Parent/Guardian) (PRINTED Name of Parent/Guardian)

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**Consent for Medical Attention or  
Treatment**

I certify that I, the member, or I, the parent/guardian of said participant, give my consent to the Vacationland Figure Skating Club and the facility the activities are taking place in and their staff and to members of the Vacationland Figure Skating Club, their Board of Directors and volunteers to obtain medical care from any licensed physician, hospital or clinic, including transportation and emergency medical services, for myself/ourselves and/or said participant for any injury that could arise from participating in these activities.

\_\_\_\_\_  
(Name of Skater) (PRINTED Names of Parent(s)/Guardian(s))

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(PRINTED Alternate contact in case of emergency) (Phone)

This Consent for Medical Attention shall be binding and effective for the (current year) membership year.

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# VFSC Photograph Release

Vacationland Figure Skating Club (VFSC) may submit several skater's photographs and names for publicity purposes to local newspapers and television stations. Skaters may be photographed after competitions and their names and placement submitted for publication to the *Brainerd Daily Dispatch* and the *Lake Country Echo* (Pequot Lakes). **This is a case where the child's picture and name are published together.** In the future, VFSC will be posting photographs of skaters on the web site. These may be in a photo gallery or on other pages as needed. **In this case we will NOT tie a name to a picture.** We may identify specific groups such as Synchro team, a show number, Sr/Jr Club, etc., but children's names will not be used. Please specify your preference by checking and signing either the YES or NO below.

YES I, \_\_\_\_\_ give Vacationland Figure Skating Club permission to use \_\_\_\_\_ name and/or pictures in various print media, newspapers, web site, and other publicity and hold Vacationland Figure skating club harmless for any issues that may arise due to this use.

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\_\_\_\_\_  
(Parent/guardian printed name)

\_\_\_\_\_  
(Skater's printed name)

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\_\_\_\_\_  
(Parent/guardian signature) (Date)

NO, I DO NOT want my child's name or picture published or used for any public purpose.

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\_\_\_\_\_  
(Parent/guardian printed name)

\_\_\_\_\_  
(Skater's printed name)

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\_\_\_\_\_  
(Parent/guardian signature) (Date)