

# Traverse City Figure Skating Club

## Manual





Updated as of May, 2023

# Club

## Manual and Rules

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# **General Club Rules**

***The following rules apply to club members, family members, and guardians et al.***

**GCR 1.** No Club member may enter a competition or give public exhibitions or negotiate for them on behalf of the Club or its members without the approval of the President, Vice President, Secretary or Treasurer.

**GCR 2.** The Club shall not be responsible by reason of loss, theft, or damage for personal property brought onto the premises by any member or guest, or for personal injury to any member or guest occurring either on or off the ice.

**GCR 3.** No gratuity shall be given to any employee of the Club.

**GCR 4.** Constructive suggestions should be made in writing and delivered to the Club office.

**GCR 5.** Except with the prior permission of the Board there shall be no solicitation of funds or contributions for any purpose directly or indirectly relating to the Club or its activities; and there shall be no solicitation on the Club property of funds or contributions for any purpose. Except with similar approval, there shall be no solicitation of sales on the Club's premises.

**GCR 6.** In order to provide a safe and civil environment for all members, the Club will not tolerate disorderly conduct or the use of obscene language.

**GCR 7.** The Club will not tolerate any form of harassment or bullying. Bullying is defined as the intentional use by one or more persons of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a Club or staff member ("target") that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to him or herself or of damage to his or her property; (iii) creates a hostile environment at the Club for the target; or (iv) infringes on the rights of the target at the Club or the orderly operation of the day to day operations of the Club. For the purposes of this section, bullying shall include cyber-bullying.

"Cyber-bullying" is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, cell phone text messaging, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if, in either case, the creation or impersonation creates any of the conditions enumerated in clauses (i) to (iv), inclusive, of the above definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (iv), inclusive, of the above definition of bullying.

**GCR 8.** The use, possession or sale of illegal drugs on the Club's property or at any Club function is strictly prohibited.

**GCR 9.** The consumption, possession or sale of alcoholic beverages by members under age 21, and the use of tobacco products by members under age 18 on the Club's property or at any Club function is prohibited.

**GCR 10.** Rules may be revised and exceptions may be made only in the sole discretion of the Board of Directors. Any infraction of rules is justification for summary disciplinary action by the Board and will jeopardize the membership status of the offender(s). Infractions will be recorded and kept in member files. Infractions will be handled no longer the 30 days after the infraction is brought to the committee.

- First infraction of club rules may lead to consequences from a written warning, suspension of ice time, membership termination, community service (additional volunteer hours) or other consequence at the discretion of the disciplinary committee or Executive Director.
- Second infraction of club rules may lead to suspension of ice time, membership termination, or other consequence at the discretion of the disciplinary committee.
- Third infraction of club rules will lead to club membership termination, at the discretion of the disciplinary committee.

## **Membership Registration Requirements, Fees, and Payment Policy**

*Note: Does not apply to Learn to Skate*

### **Required Annual Fees:**

#### **USFS Fees (can not be prorated)**

- USFS general membership = \$70
- USFS introductory membership = \$40
- USFS subsequent membership = \$35
- USFS learn to skate membership = \$18
- USFS collegiate membership (valid for 4 years) = \$100

#### **Club Membership (June 1st-May 31<sup>st</sup>, Prorated for new members (not renewals))**

- 1st member in family = \$125
- 2<sup>nd</sup> member in family = \$100
- Additional family membership after the second = \$85
- First year club membership = \$75
- Associate member (skating 5 months or less) = \$60
- Summer Guests = no club membership required, must be USFS member
- Friends of TCFSC – Contact TCFSC Director for donor levels
- Honorary Membership = upon recommendation and Board approval

### **Registration Fees**

- Registration for sessions is on Entryeze.com, instructions can be found on the club home page of Entryeze.
- Registration Fees are assessed at the beginning of each skating season (fall/winter, spring, summer)
- Regular Skating Sessions are scheduled sessions and are priced according to the average TCFSC usage, current ice costs and number of sessions reserved.

- Discount rates may apply to provide discounts to those skating multiple sessions per week. A skater may increase the number of sessions per week anytime during the season to take advantage of a discounted package rate (prorated for the remainder of the session).
- Dropping sessions are not allowed and no refunds will be given.
- Drop In Rates are priced according to average usage and current ice costs
- Punch Cards are available each session once the following requirements are met;
  - Must be registered for one weekly session before a punch card can be purchased.
  - Punch Cards expire at the end of the season for which they were purchased.

Annual locker rentals are available from July 1<sup>st</sup> – June 30<sup>th</sup>. Lockers need to be vacated after June 30<sup>th</sup>.

**Payments:** When possible the club will use monthly installment payment options built into Entryeze. Online payments via credit card are available on Entryeze in the members account. It is the responsibility of the member to enter the items in the cart each month PRIOR to making a payment with a check in the club office. The office will NOT take any checks that do not match cart amounts in the members account.

**Monthly Payment Option**

- Number of monthly payments is determined by the number of months in the season (fall/winter, spring, summer).
- **Payments are to be made by the 1st of each month**

**Past Due Accounts:**

Skaters with a past due account **will not be allowed** to skate until their account is made current. This includes drop in skates.

TCFSC will charge a late fee of \$15.00 for accounts over 10 days past due.

**Any skater whose account is not paid off before March 1 will not receive their ice show costume and will not be permitted to participate in the Ice Show.**

- If a skater must forfeit their participation in the ice show, no refunds will be made by TCFSC and the Club will take the necessary action to collect the money due unless a special circumstance is determined by the board.
- Monthly payments are required for any positive balance.
- No member in arrears for dues, or other indebtedness to the Club, shall be eligible to hold office, or entitled to vote, to participate in USFS testing or compete as a member of Traverse City Figure Skating Club
- Families needing exceptions to this policy must communicate to the treasurer and special arrangements addressed to the TCFSC Board in a closed meeting.

**Refunds**

There are no credits or cash refunds given for dropped sessions, member termination, and amounts owed for contracted ice time are still due. A punch card, at the appropriate punch card rate may be issued by the treasurer in the event that a family needs to drop a session. (Punch card rules will apply – see above)

Refunds are given for medical reasons only with physician documentation.

# **Missed Skating Session Policy and Procedure**

## **MS 1. Responsibility of the Skater and Parents**

Any skater who is on a session that they were not registered for will be charged the drop-in fee for that session UNLESS they have arranged for a switch with the office manager. These drop-in fees added to your EntryEeze cart.

To avoid drop in fees skaters need to select their sessions on EntryEeze prior to session start time.

## **Policy for Missed Sessions;**

**Credits will be given ONLY when the club cancels ice AND the skater is not able to use the punch on another day.**

**MS 2.** There is no refund for any missed sessions.

**MS 3.** If an injury extends, a credit may be considered with a doctor's written verification and a request to the club email.

# **Volunteer Requirements**

**MVR1.** Current or Full Membership : There are 24 hours of volunteering that are required for the year starting in the fiscal year of July. At the end of each fiscal year, in June, an email will be sent out reminding all members to make sure their volunteer hours have been recorded. At the end of June, all hours that have not been fulfilled will be put into Entryeeze account and charged \$50 per regular volunteer hour that was not completed, and \$75 per "essential" volunteer hour that was not completed.

**MVR2.** For new members transferring from the LTS program mid-year, there are no volunteer hours required. However, new members will be informed about volunteer hours required in the future and encouraged to volunteer immediately.

**MVR3.** The FIRST FULL year of membership there will be one half (or 12) required hours. Thereafter, all 24 hours will be required of each membership family.

**MVR4.** For Full Members: Of the 24 hours required, 6 must be put towards "essential" volunteer hours. These "essential hours" are determined by the committee chairs of the Ice Show and Cherry Classic. Examples of these Essential hours are tear down and set up.

Volunteer hours can be fulfilled in the following areas (but are not limited to):

Ice Show

Cherry Classic

Christmas Exhibition

Awards Banquet

Locker Room

All matters in regards to exceptions will be dealt with on a case-by-case basis at the discretion of the Executive Director.

## **Fundraising Rules**

Being a non-profit organization, TCFSC relies upon fundraising activities to help defray the costs associated with running the club. This may include but is not limited to:

Facility-rental ice costs

Coach Educational Opportunities

Special events (Ice Show, Cherry Classic Competition)

**FR1.** The TCFSC will arrange fund raising events throughout the year when enough skaters and their families indicate an interest in participating. The TCFSC Board or their representative must approve all fundraising activities. Members interested in organizing a fundraiser should contact the club's fundraising chair or a board member for more information.

### **FR2. CLUB MEMBER COMMITMENT**

Each season, members of the TCFSC participating in the ice show will have a minimum fundraising commitment of one hundred dollars (\$100.00). This is a mandatory requirement for participation in the Ice Show with members required to furnish an ad(s) valued at \$100 or more. The minimum commitment must be met by the deadline designated in the Ice Show information or the amount remaining will be invoiced directly to the skater's account. Fundraising over the \$100 requirement will qualify for EntryEeze credits for the spring ice registration.

**FR3.** Fundraising events will be set up either as a club or individual fundraiser. Members will receive volunteer hours (allocated by the fundraising chair) for participating in club fundraisers. Individual fundraisers may be split between skaters and the club which will be determined by the fundraising chair on a case by case basis. When participating in an individual fundraiser, skaters will receive credits toward their EntryEeze account.

**FR4.** Fundraising for TCFSC sub programs i.e. Traverse City Northern Lights Synchronized Skating have their own policies for fundraising detailed in their annual contract.

### **FR5. TCFSC BOARD AND FUNDRAISING CHAIR RESPONSIBILITIES**

All fundraising activities sponsored by the TCFSC must be authorized and conducted according to the by-laws of the TCFSC, Federal and State law, and the IRS Code. As such, fundraisers must be: Allowed by law, planned and approved by the TCFSC Board and/or the Fundraising Chair, conducted with the sole purpose of benefiting the club without segregation or identification of individual skaters, scheduled and

calendared accordingly, nonpartisan, and non-political and non-denominational in nature. All efforts will be made to provide a large selection of fundraising opportunities throughout the year. All members are encouraged to participate in fundraising events.

## **Ice Rules**

It is the responsibility of all skaters, parents and Coaching Staff members to familiarize themselves with these rules to insure the safety and enjoyment of all skaters.

IR 1. Any party authorized by the Board may call attention to a violation of the Ice Rules, and that party member should request the offender to discontinue such violation. Complaints will be given due consideration only when submitted in writing.

IR 2. Inappropriate behavior of any kind will not be tolerated. Offensive language or behavior on the ice, in the locker room or anywhere on the Club's premises will result in the skater being asked to leave.

(a) Sitting on the boards or in the entrances to the ice is prohibited.

(b) Cell phones or headphones is prohibited on the ice at all times.

(c) Climbing over the boards is prohibited.

IR 3 – Skaters must follow arena rules regarding food and drinks on the ice.

IR 4. - Gum, food, or unclear liquids are not permitted on the ice by skaters

IR 5 - All skaters must stop skating immediately when the Zamboni doors open at the end of the session

IR 6 - Except as provided below or in Ice Rule 9, skaters must meet and may not exceed, the free skating test requirements of a given session to skate on it. For all sessions, the designated standard U.S. Figure Skating test level shall determine the sessions they are allowed to skate on. Contracted skaters who pass a Moves in the Field, Free Skating or Dance test during the course of their contract will be "grandfathered" on the session(s) for which they are contracted for the rest of that skating season if they are unable to switch to a higher level session. Regardless of test level, the skater must be able to skate to the level of the session. Children five years of age and under must be supervised while on the ice by a parent.

IR 7. Walk-on Procedures:

- The total number of skaters (contracted and walk-on) on a session may not exceed the maximum number designated for that session.
- Skaters who wish to walk-on a session and who meet the test requirements of that session, may ask to have their names added to the session, based on available space, and will be charged the walk on fee.
- Once all Club members on the wait list have been accommodated, non-members who are guests who wish to walk-on will be allowed to walk on, if space is available, according to test level.

IR 8. Suitable skating attire is required on all ice sessions. Attire that may be unsafe, or prohibit vision of skater is discouraged.

IR 9. Skaters need to remove all items from the boards during the Zamboni.



IR 10. For the safety and enjoyment of members and their guests, the following activities are not permitted during Club sessions:

- The use of speed skates, hockey sticks or pucks

IR 11. While on the ice, all skaters and coaches are expected to be aware of the activities around them and to exercise every caution required to avoid collisions. Skaters not performing a program must yield to the skater performing his or her program, and should also yield to skaters who, due to the nature of the move being performed (for example, a lift, a spin, or a backward spiral), have limited ability to quickly maneuver.

IR 12. During free skating sessions, skaters are expected to remain in motion on the ice and to avoid lingering in the corners or talking on the boards. If you are asked to keep moving by a coach, the skater must do so immediately.

IR 13. In recognition of the need for all skaters to keep their focus on what is happening on the ice and to be consistent with U.S. Figure Skating's guidelines for parents. Parents may not offer instruction to a child from the boards, the bleachers or any other location. For the purposes of this rule, 'instruction' includes providing feedback on the execution of elements, providing direction on training activities, and providing any other guidance about what the skater is doing on the ice.

## ***Ice Show Rules***

Intent:

The TCFSC annual Ice Show is the club's largest fundraiser. Ice Show is a fun, beloved, club-wide, Broadway style production in which all skaters in good standing are eligible to participate. This show allows the community to at large to witness the dedication and talent in our club and benefits our skaters not only with capital investment from the community, but also by providing them the opportunity to focus on teamwork and group and individual performance skills all while developing the work ethic that will serve them well beyond the ice. The theme and all casting decisions are at the sole discretion of the Ice Show Director and are non-negotiable. The following information is provided to help our members understand the **minimum** requirements for any role in the show. **It is important to remember that meeting the requirements qualifies a skater for a role but does not guarantee a role.** The Director will always cast skaters to best fit the needs of the show first.

Performance Requirements

Freestyle Number: Please note the following requirements qualify a skater for, but are not a guarantee of, placement in a particular Freestyle number:

Solos: Skaters must have passed Intermediate Moves and Juvenile Freestyle tests, or have competed at a Regional competition at a qualifying level; or be a High School Senior who has passed Pre-Juvenile Freestyle and/or Juvenile Moves tests. Must be registered for at least 4 freestyle club sessions a week during Fall/Winter schedule.

Groups of 2 or more: (May include "Step-outs") Skaters must have passed Pre-Juvenile Moves or Preliminary FS and must be registered for at least 3 freestyle club sessions/week during Fall/Winter schedule.

Groups of 3 or more: Skaters must have passed Pre-Preliminary Moves and must be registered for at least 2 freestyle club sessions/week during Fall/Winter schedule.

Groups of 4 or more: Skaters who have not tested an official USFS test and must be registered for at least 1 club freestyle session/week during Fall/Winter schedule.

Production Ensembles: Must be registered for Production class for the entire Fall/Winter schedule unless approved by director/committee

High School Number: Must be in high school, skating at least 1 freestyle session during Fall/Winter schedule

High/Low Dance Number: Must have passed all Preliminary Dances, and currently taking Ice Dance lessons

Synchronized Skating Number: Must be enrolled in Synchro the entire Fall/Winter schedule

Opening/Closing Numbers: All skaters will participate in the Closing Number, skaters participating in the Opening Number will be notified by the Ice Show Director

### **Rules Concerning Practice Ice, Rehearsals, Payment & Requirements**

ISR1. It will be up to the skater and coach as to how many practices are needed.

ISR2. Any group up to 5 skaters may practice on regular club ice. This will be scheduled so as to not disrupt

regular lessons or classes where possible. Larger groups MAY NOT practice on regular TCFSC club ice time.

Special practice times will be posted for large group numbers.

ISR3. All skaters will be expected to attend their scheduled ice show practices. If a skater misses 2 or more scheduled practices (on or off-ice), they may be removed from that number and no money will be refunded. If you absolutely must miss a practice, please notify the coach that is choreographing your number and arrange to review the information that you missed with another skater in your group number.

ISR4. If you must miss a practice, you will still be billed for the session at the group rate.

ISR5. Please, as a courtesy to other skaters in your group, do not schedule vacation times near the ice show or they will be counted as a missed practice.

ISR6. Upon signing the ice show contract, you are accepting the position which will be given to you in the show. You understand that the coaching team makes all casting decisions for the ice show, all decisions are final and made in the best interest of the SHOW. Not everyone will get their most desired role but agree to perform their role to the best of their ability for the show and for the club.

ISR7. You understand if you decide to drop out of the show, no fees are refunded and you are still responsible for the coaches' fees if you are in a group number.

ISR8. You understand the stated information for the "Annual Ice Show" and are committing to the attendance required at practices, walk thru, tech rehearsal, dress rehearsal, and all three performances.

ISR9. You understand you are required to bring in \$100 worth of ads for the program book. It is a 1 per family fee, and may be used by the family.

ISR10. For the skater to be allowed to skate in the ice show, all accounts must be current in payments and ice show fees paid by date specified on contract. It is the responsibility of all skaters, parents and Coaching Staff members to familiarize themselves with these rules to insure the safety and enjoyment of all skaters.

## ***Music Rules***

**The purpose of these music rules is to make certain that music being played is appropriate, and to provide skaters and coaches with the opportunity to have their music played during busy skating sessions.**

**MR1.** All music played is to be free of any profanity or inappropriate content. It is expected that both skaters and coaches show good judgment in the selection of music to be played.

**MR2.** Skaters are to place their program music in line

**MR3.** Skaters may place one program in line. After a full rotation of programs, skaters may choose to have a different program played for the next rotation. Be courteous on busy sessions so that everyone can get their music played

**MR4.** Skaters are to wear the appropriate belt, or other item which the club provides to indicate they are in program.

**MR5.** Coaches may request an interruption of the skating order. Requests are only allowed for a skater they are in lesson with.

**MR6.** Skaters in line may not be cut in front of more than two times in a row by coach requests.

**MR7.** Coaches in a lesson with a skater who has not had a program played during that session may cut in front of a skater who has already skated a program.

**MR8.** In cases where there are no skaters waiting in line, skaters and coaches are free to play music as necessary.

**MR10.** Restarts are not allowed by skaters or coaches when another skater or coach is in line. Should there be no skater or coach in line, restarts are acceptable for choreography or training purposes.

**MR11.** Skaters and coaches will make every attempt to give sufficient space to the skater performing to their music, and is wearing the item provided by the club (MR4).

## **Testing Rules**

**TR 1.** The Club will hold one to four USFS test sessions per year.

**TR 2.** Priority for the taking of tests is as follows:

- (a) Club members, in the order of receipt by date and time and then usually from the highest test level to the lowest;
- (b) Non-club members, including students of members of the Coaching Staff, in order of receipt by date and time from the lowest test level to the highest for figure skating tests and from the highest test level to the lowest for dance tests.

**TR 3.** Applications to take tests must be filed with the test chair by the deadline announced for that test session.

**TR 4.** Applications must include the following information and be completely filled out:

- (a) The candidate's U.S. Figure Skating registration number;
- (b) Parent and coach signatures as required;
- (c) U.S. Figure Skating Registration number for coach;
- (d) If a non-member, written permission to test from the candidate's home club.

**TR 5.** Candidates for tests who are Club members must be in good standing (i.e., with account balances current and no overdue bills) in order to be eligible to take tests.

**TR 6.** Late applications will be considered on a case-by-case basis only when received in writing and if accepted, will be subject to the applicable late filing fee.

**TR 7.** Any test candidate who withdraws from a test session after the test schedule has been completed and posted for a reason other than illness or injury will forfeit that candidate's application fee. In the case of withdrawal due to illness or injury, a refund of the application fee, minus an applicable cancellation fee, will be made upon receipt of written notice from a physician certifying the illness or injury.

**TR 8.** The selection of judges for test sessions is solely within the discretion of the Test Chairman. Judges are normally selected based on availability and club skater needs.

**TR 9.** In order for test sessions to be run on time and according to the announced schedule, it is essential that candidates be present in the rink one hour prior to their assigned test time (or warm up time) and be ready to skate when called upon.

**TR 10.** Copies of test sheets will be provided to the skaters coach after the scores have been evaluated,

and the test chair has made copies.

**TR 11.** All tests are conducted strictly in accordance with the Rules of U.S. Figure Skating. Test Certificates for passed tests are usually received from U.S. Figure Skating within two to three months at the earliest following the test date and the submission of the Test Report, and can be picked up in the Club office.

**TR 12.** Coaches may request to hold a special test session only for their skater. This will be granted by the board, should there be special circumstances. The coach will be responsible for scheduling judges, ice time and the skater will pay any test and other related fees required to the club.

**TR13.** Skaters wishing to use IJS protocols for test credit must follow USFS requirements and fill out the appropriate paperwork which can be found on the club website.

## ***Coaching Staff Rules and Recommended Practices***

**CSR 1.** The word "coach" as used in these Rules shall mean everyone related to the club, including eligible skaters, who teach figure skating and any related disciplines.

**CSR 2.** The following levels of coaching require the necessary criteria for Learn to Skate:

### **Learn To Skate Coaching Policy:**

All applicants must apply and be approved by the Executive Director or the Learn To Skate Director.

#### **Apprentice Coach**

Applicant may apply any time after the age of 13-years old.

Apprentice Coach may not get paid.

#### **Assistant Coach**

Applicant may apply after serving as an Apprentice Coach for four sessions of Learn To Skate.

Applicant must be 15 years of age or older.

Applicant may get paid up to \$15/ hour

#### **Junior Coach**

Applicant may apply after serving as an Apprentice Coach for four sessions of Learn To Skate.

Applicant must be 16 years of age or older.

Applicant may get paid up to \$17.50/ hour

### **Learn To Skate Adult Coach**

Applicant must be 18 years of age or older.

Applicant may get paid up to \$40/ hour.

Applicant must have a high school diploma.

### **Club Private Lesson Approved Coaches**

#### **Jr. Coach:**

- Must carry liability insurance and supply the TCFSC office with a copy of proof of insurance.
- Must Complete the Background Check as required by USFS
- May teach private lessons on freestyle sessions
- May teach Freestyle, Moves and Ice Dance as applicable
- Must be at least 16 years old.
- Must apply via application to the Executive Director
- Must be go through an interview process with the Executive Director and at least one board member to be hired and approved
- If over 18 years old must complete the USFS requirements
- Pay rates must be discussed with the Executive Director
- Must okay any new lessons with the skater's current coaching team before starting lessons with the skater
- Must take direction from the skaters current coaching team
- Must be willing to work in a team environment with the others coaches

#### **Senior Coach:**

- Must apply to the Executive Director providing a resume. Application will be reviewed by the Executive Director.
- Executive Director will have initial phone conversation with the candidate, followed by a formal interview with the Executive Director and 2 board members
- Must have passed a USFS gold test (figures, moves in the field, pairs, dance, freestyle)
- Must carry liability insurance and supply the TCFSC office with a copy of proof of insurance.
- Must fulfill the USFS registration and background process.
- Must continue to be a PSA member and complete the annual PSA Continued Education Requirements if they are hired with such credentials.
- May teach private lessons on any TCFSC ice time.
- Must be at least 18 years old and a high school graduate
- Pay rates are up to the individual coach
- Must okay any new lessons with the skater's current coaching team before starting lessons with the skater
- Must be willing to work in a team environment with the other coaches

**CSR 3.** All club approved coaches will be given contracts every August outlining responsibilities, expectations and club coaching policy/code of conduct. All club approved coaches must follow these contracts, policies, and expectations.

## ***Parent Code of Conduct***

**PE 1.** Parents of skaters need to read, and abide by the rules established by the club that pertain to them.

**PE 2.** Soliciting skaters on behalf of coaches is to be avoided.

**PE 3.** Parents are expected to show good sportsmanship towards other skaters, coaches and any members of USFS.

**PE 4.** Parents are expected to be professional in their conduct at all times, and ambassadors for the Club within the community. As such, parents shall not publicly make disparaging comments or start or perpetuate unfounded rumors about the Club, it's members or management. Any complaints should be handled through the proper channels. Complaints should be made to the TCFSC Executive Director, or to the board. All issues will be dealt with in a professional manner.

**PE 5.** No coaching at the boards or doorways. Parents may watch their skaters from the stands, lobby, or upstairs area, but may not be at the boards or doorways giving instruction to skaters.

**PE 6.** Parents are expected to refrain from speaking negatively about coaches, or other members. Parents talking in the stands about a skater, coach, member, or issue going on in the club in a negative fashion is not beneficial for anyone involved. As we all know, when there are issues, concerns or questions, it is always best to go to the appropriate people for the correct information. The goal of every parent and member of the club should be to create a positive atmosphere for all to feel welcomed and supported.

**PE 7.** Parents are expected to treat their children with respect and care at all times, and at all events in accordance with all club rules.

**PE 8.** Any grievances should be brought to the board. Penalties for behavior unbecoming of a TCFSC member may range from written warning to dismissal from the club.

**PE 9.** Any infractions will be handled by the discipline committee per rule GCR 10.

## ***Conclusion***

The Traverse City Figure Skating Club is a non profit organization, run primarily by volunteers. The board and directors of the club intend to create an atmosphere where the skaters learn not only skating skills, but life

skills. Our best efforts are made to make the experience of each member one that is safe, fun, and memorable. The club strives to present an atmosphere where all skaters can achieve whatever goals they may have.

**Mission Statement:**

Promote participation in all disciplines and levels of skating while creating an inclusive environment.

**Vision Statement:**

TCFSC strives to create an atmosphere where skaters belong to a safe, supportive, and rewarding organization. We take pride in cultivating opportunities for continual growth and being the premier skating club in Northern Michigan. The club has the primary focus on embracing the skater's journey and all they wish to achieve during their time within the club.

**Values:**

The Heart of Traverse City Figure Skating Club:

Hard Work – Club members will put forth their best effort and be disciplined both on and off the ice.

Excellence – As representatives of the club, members are expected to strive for personal excellence and achievement in all they do.

Accountability – Skaters, coaches, and parents are responsible for their personal actions and those actions towards each other as well as community members.

Respect – Skaters, coaches, and parents will take pride in serving each other with common respect.

Together – Fostering connection between members and the community, while promoting the growth and development of the club with integrity.

\*\*\* All rules and information is subject to change. The TCFSC Board will review this manual yearly to adjust to the latest information.\*\*