

**Duluth
Figure
Skating
Club
Member
Handbook**

Updated: May 25, 2010

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This handbook does not provide the answer to every question about DFSC membership. It is merely intended to impart a basic understanding of how the club works. Any unanswered questions should be directed to the skating professionals or any member of the board of directors. Member input and inquiries are welcomed. This handbook will be updated annually.

GENERAL INFORMATION

Welcome to the Duluth Figure Skating Club!

P.O. Box 161032,
Duluth, MN 55816-1032
Internet Website: <http://www.duluthfsc.org>
DFSC: 218-590-1710

The purpose of the Duluth Figure Skating Club (DFSC) is to encourage instruction, practice, and advancement of its members in any or all of the disciplines of figure skating; to encourage and cultivate a fraternal spirit amongst figure skaters; and to carry out the general policies and objectives of United States Figure Skating (USFS), the governing body of amateur figure skating in the United States. The DFSC is devoted to developing the potential of each club member. .

The DFSC is a non-profit organization sanctioned under USFS. (To learn more about USFS, visit their website at <http://www.usfs.org>.) A portion of each DFSC member's dues is forwarded to USFS for enrollment. This enrollment entitles the member to participate in any USFS-sanctioned competition, take any USFS test, and receive a copy of *Skating* magazine (published monthly by USFS).

The DFSC is governed by a board of directors with a president, a vice president, a secretary, a treasurer, and eight directors. An election is held in the spring of each year, with one-third of the board elected or re-elected annually. The board establishes basic policy and protocols of the club. These are updated as needed. Board meetings are held monthly (the third Wednesday of the month) and are open to the general membership.

A DFSC club member must comply with the club bylaws, rules, and regulations. In addition, membership carries with it the following responsibilities: assisting in the operation of the concession stand at the learn-to-skate program; working at the annual Northland Competition; and assisting with dress sales, the annual ice show, and other activities. A parent or adult (over 18 years of age) must assume these responsibilities.

A DFSC member will have the ability to purchase club ice throughout the year. This ice will enable the skater to receive personal attention and private instruction, which will allow the skater to improve his/her skills. Any coach utilized by the member on club ice must be pre-approved by the board of directors.

DFSC membership also entitles the member to participation in the DFSC synchronized skating team and the annual DFSC ice show.

The colors of the DFSC are blue, green, and white. The symbol of the club is three pine trees on a rendition of school figures.

2009-2010 DFSC BOARD OF DIRECTORS

NAME	POSITION	CONTACT INFORMATION	TERM EXPIRES
Kevin Lott	President Northland Chair	218-723-1472 lott313@charter.net	March 2011
Becky Hall	Vice President	218-525-5532 pbrkaak@msn.com	March 2013
Robyn Jones	Secretary	218-728-3045 mrckajones@charter.net	March 2013
Cindy Sund	Treasurer Billing Agent	218-721-3343 clsund@aol.com	March 2012
Laurie Kragseth	Board Member	218-834-2880 lauriek1215@hotmail.com	March 2011
Kim Kaz	Board Member	715-394-2014 kdkaz57@hotmail.com	March 2012
Wendy Benson	Board Member	218-879-9706 jwbenson@mchsi.com	March 2012
Kathy Jensen	Board Member Northland Chair	218-724-4121 Jensen.Kathleen@epa.gov	March 2012
Jim Christensen	Board Member	218-343-1210 JChristensen@KSGCPA.com	March 2013
Heidi Voss	Board Member	218-729-7394 heidi_voss@msn.com	March 2011
JoAnne Wittlief	Board Member	218-834-5056 jwittlief@gmail.com	March 2012
Terra Ojard	Board Member	218-724-6070	March 2011

Any parent of a DFSC skater or any DFSC adult skater who is interested in serving on the board of directors should make such interest known to an existing board member or officer. Board members are volunteers who donate many hours of time. Therefore, those who are unable to serve should give their support to those who do.

IMPORTANT CONTACTS

POSITION	NAME	CONTACT INFORMATION
Billing Agent	Cindy Sund	4386 Normanna Road Duluth, MN 55803 218-721-3343 clsund@aol.com
Communications Manager	Robyn Jones	218-728-3045 mrckajones@charter.net
Ice Scheduler	Robyn Jones	1415 Yosemite Avenue Duluth, MN 55811 218-728-3045 mrckajones@charter.net
Ice Show Director	Heather Seyfer	218-525-0524 heather_seyfer@hotmail.com
Learn-to-Skate Director	Sue Lien	218-392-5366 (home) 218-349-3246 (cell) alien_sl@hotmail.com
Membership Chair	Laura Lott	313 N. Blackman Ave Duluth, MN 55811 218-723-1472 llott@d.umn.edu
Monitor Coordinator	Heidi Voss	218-729-7394 Heidi_voss@msn.com
Skating Director	Zoe Hill	218-729-9721 (home) 218-343-4046 (cell) zoehill@aol.com
Test Chair	Kim Kaz	10 E. Hayes Court Superior, WI 54880 715-394-2014 kdkaz57@hotmail.com

MEMBERSHIP

A skater can join the DFSC as a home club member. Associate membership is also an option provided the skater is a home club member of another USFS-sanctioned club or an individual member of USFS. The membership year is July 1 through June 30. For club registration and membership information, contact the membership chair.

MEMBERSHIP FEES

The following membership fees are effective as of July 1, 2007.

MEMBERSHIP FEES APPLICABLE JULY 1 THROUGH JANUARY 31:

- **Home Club Individual Membership (including Home Club Individual Synchronized Membership): \$160.00.**

A **\$50 credit** will be awarded to each home club individual member (one credit per family) who fulfills the requirement of 25 volunteer hours (**15 hours at the Northland Competition and an additional 10 hours for club events, activities, and/or committees**). To qualify for the \$50 credit, workers must be over 18 years of age. This credit is not transferable or refundable and can be used only to offset DFSC ice costs.

- **Home Club Family Membership (including Home Club Family Synchronized Membership) - up to four members, including one parent or guardian and unmarried children 19 or under: \$185.00.** For each additional member beyond 4, there is a \$10 charge.

A **\$50 credit** will be awarded to each home club family member (one credit per family) who fulfills the requirement of 35 volunteer hours (**25 hours at the Northland Competition and an additional 10 hours for club events, activities, and/or committees**). To qualify for the \$50 credit, workers must be over 18 years of age. This credit is not transferable or refundable and can be used only to offset DFSC ice costs.

- **Associate Individual Membership (including Associate Individual Synchronized Membership): \$115.00.** Member must be a home club member of another USFS-sanctioned skating club or an individual member of USFS.

A **\$25 credit** will be awarded to each associate individual member (one credit per family) who fulfills the requirement of **15 volunteer hours at the Northland Competition**. To qualify for the \$25 credit, workers must be over 18 years of age. This credit is not transferable or refundable and can be used only to offset DFSC ice costs.

- **Associate Family Membership (including Associate Family Synchronized Membership) - up to four members, including one parent or guardian and unmarried children 19 or under: \$150.00.** Members must be home club members of another USFS-sanctioned skating club or individual members of USFS. For each additional member beyond 4, there is a \$10 charge.

A **\$25 credit** will be awarded to each associate family member (one credit per family) who fulfills the requirement of **25 volunteer hours at the Northland Competition**. To qualify for

the \$25 credit, workers must be over 18 years of age. This credit is not transferable or refundable and can be used only to offset DFSC ice costs.

- **Collegiate Membership: \$225.00** initial fee and is good for 4 consecutive years. Skater **MUST** be enrolled in a post-secondary school at time of registration. Skater may contract for ice only on weekends and any day during June, July, and August. These skaters may walk on to a session during the week between September and May at which time walk on fees will apply.

REDUCED MEMBERSHIP FEES APPLICABLE FEBRUARY 1 THROUGH JUNE 30:

Reduced rates are offered for those skaters entering the club late in the membership year.* Rates for skaters joining from February 1 through June 30 are as follows:

- **Home Club Individual Membership (including Home Club Individual Synchronized Membership): \$105.00.**
- **Home Club Family Membership (including Home Club Family Synchronized Membership) - up to four members, including one parent or guardian and unmarried children 19 or under: \$125.00.** For each additional member beyond 4, there is a \$10 charge.
- **Associate Individual Membership (including Associate Individual Synchronized Membership): \$90.00.** Member must be a home club member of another USFS-sanctioned skating club or an individual member of USFS.
- **Associate Family Membership (including Associate Family Synchronized Membership): \$115.00.** Members must be home club members of another USFS-sanctioned skating club or individual members of USFS. For each additional member beyond 4, there is a \$10 charge.
- **Home Club (non-contracting): \$110.00**

***NOTE: Volunteer credits do not apply to reduced-rate memberships.**

USFS INDIVIDUAL MEMBERSHIP

A USFS individual membership may be purchased directly from USFS. The cost is approximately \$85.00. An individual member of USFS may join the DFSC as an associate member. (See usfsa.org)

VOLUNTEER REQUIREMENTS

The family of each **individual home club member** will be required to volunteer a total of **25 hours - 15 hours at the Northland Competition and an additional 10 hours for club events, activities, and/or committees.** In the case of a **home club family membership**, the

volunteer requirement is **35 hours – 25 hours at the Northland Competition and an additional 10 hours for club events, activities, and/or committees.**

The family of each **individual associate member** will be required to volunteer a total of **15 hours at the Northland Competition.** In the case of an **associate family membership**, the volunteer requirement is **25 hours at the Northland Competition.**

Volunteer hours can only be satisfied through participation in activities, events, and committees approved by the board of directors and planned and carried out according to DFSC standards. Some of the many volunteer opportunities include: being an active member of the board of directors; mentoring new skaters and parents; assisting with new member meetings, test sessions, the annual holiday party, the annual spring ice show, seminars, the annual spring banquet, used dress sales, and the learn-to-skate program; organizing hockey game exhibitions and determining skater priority for same; being responsible for club communications; being responsible for the sale of DECC parking passes; and working on one or more of the many club committees. (See **COMMITTEES/JOB LIST** for additional information.)

Each family must keep track of its own volunteer hours. The **DFSC Volunteer Hours Tracking Form** may be used for this purpose. The completed form must be mailed to the billing agent, who is responsible for issuing the appropriate credit.

MANDATORY NEW MEMBER MEETING

Skaters new to the club are required to attend a mandatory informational meeting. For any new member 18 years of age or younger, a parent or guardian must attend. Four such meetings are held each year. The purpose of the mandatory meeting is to review club policies, procedures, and volunteer requirements. The following items will be covered at the meeting:

1. Communication
2. Volunteer requirements
3. Purchasing ice (contract seniority, walk-on procedures, credits, cancellations, exchanges, coupons, and billing)
4. Testing
5. Competitions
6. Appropriate skating attire
7. Annual events (membership drive, learn-to-skate sessions, seminars, holiday party, Northland Competition, ice show, annual banquet, election of board members and officers)

If the mandatory meeting is not attended, the skater will not be allowed to contract for ice or to skate on club ice as a walk-on skater until the requirement has been met.

NEW MEMBER FAQ (FREQUENTLY ASKED QUESTIONS)

Go to www.usfigureskating.org/programs.asp?id=360 for a great deal of helpful information, from picking a coach to appropriate skating attire!

1. **How do I find a coach?** Relationships with skating instructors usually begin with group lessons in a learn-to-skate program. Group lessons are generally taught by several of the

instructors at the rink. Therefore, time spent in a learn-to-skate program provides a great opportunity to meet and work with several different instructors. It is a good time to observe the instructors and their techniques, personalities, teaching methods, and interpersonal skills.

A skater who is ready to advance beyond the group lesson environment to private lessons must select a coach. This decision should not be made lightly as skating is expensive and involves a large commitment of time. Hopefully, the group lesson experience will help to form some initial ideas. It is also a good idea to talk with more veteran skaters and parents to see what their experiences have been and to interview the coaches themselves to determine the proper "fit" for the skater. It is important to discuss whether the skater is interested in skating for recreation or as a competitor.

Due to a limited amount of ice time at all rinks, instructors' schedules will fill up. A skater may not be able to form a working relationship with his/her first choice. A coach whose schedule is filled will refer the skater/parent to an alternative coach or the director of skating.

The "business relationship" between a coach and a skater/parent is a private contract. The skater/parent will deal directly with the coach, not with the club or the rink. A skater's lesson fees will be billed directly by the coach, and payment will be made directly to the coach.

See **PROFESSIONAL STAFF** for additional information.

2. **How much should my new skater skate?** Skaters who have not taken and passed the USFS pre-preliminary tests are considered beginners. These skaters are usually (but not always) transitioned from the learn-to-skate program to a specific level of club sessions designated "junior club." Generally, a junior club skater will skate one or two days a week. DFSC skaters typically practice anywhere from one to as many as 15 hours per week, depending on level of interest, competitiveness, and budget. A skater's coach is the best resource when it comes to establishing a skating schedule and the appropriate balance between lesson time and practice time. As a general guideline, a skater should have 30 minutes of practice time for every 15 minutes of lesson time. This proportion will vary slightly from skater to skater. A younger skater may need a higher ratio of lesson time to practice time because of the skater's inability to self-direct. (See **HOW MUCH SHOULD I SKATE?** for more information.)
3. **How long before my new skater is ready to test? How will I know he/she is ready?** It usually takes at least one year before a skater is ready to test. The decision on when to test should be discussed with the skater's coach.
4. **How long before my new skater is ready to compete? What competition should be his/her first? How will I know he/she is ready?** It usually takes at least one year before a new skater is ready to compete. The decision on when and where to compete should be discussed with the skater's coach. Most DFSC skaters begin their competitive career at the Northland Competition ("Northland") in January. ["Northland" is hosted by the DFSC and is held at the Duluth Entertainment and Convention Center (DECC).]

It is important to note that entry forms and fees are required for all competitions. The skater's coach will be familiar with the process and is the best source of information.

5. **How does the ice schedule and contract work?** Contracting is not as complicated as it may seem. In general, a skater should contract for sessions on the days of the week that best meet his/her schedule and that of the skater's coach. If a skater chooses a Monday Beg/Up session, the skater must contract for that session for every Monday in the month. This commitment

allows the skater to take advantage of a lower rate than the walk-on rate and guarantees the skater a spot on the ice. (See **ICE CONTRACTS** for additional information.)

6. **Why does the ice schedule sometimes change weekly?** Because the DFSC does not own a rink or have first priority at any specific rink, it purchases ice at area rinks on an availability basis. As availability varies from day to day and week to week, so does the DFSC ice schedule. Every effort is made to keep the schedule consistent, but that is not always possible. To compensate for the fluctuating schedule, the DFSC billing agent issues coupons for contracted ice sessions that are canceled by a skater. Each skater is entitled to up to six coupons per month. (See **ICE FEES: CANCELLATIONS AND COUPONS** for more information.)
7. **What do the abbreviations on the ice schedule mean?** The abbreviations represent the various USFS test levels. For example, “Beg” = beginner and “PP” = pre-preliminary. (See **ICE SESSIONS** and **CLASS DESCRIPTIONS** for additional information.)
8. **What sessions can a new skater skate?** A new skater can skate any session that has an abbreviation starting with “Beg” (beginner sessions), any sessions designated “JR Club” (junior club), and any class (such as “Jumps, Spins, & Edges”). Sessions designated “Beg/PJ” and “Beg/Juv” are highly recommended.
9. **Who can I contact if I have questions?** Questions should be directed to the membership chair, who will answer questions by phone or e-mail or arrange for an in-person meeting.
10. **What is an ice monitor?** The ice monitor watches over the ice during DFSC sessions, checks in skaters, and plays the music. The DFSC utilizes a paid monitor during the summer months and relies on volunteers from within the club during the rest of the year. Monitors must be at least 16 years of age. Questions or concerns regarding monitoring can be directed to the monitor coordinator:
11. **Should I stay at the rink while my skater is skating?** As a general rule, children under 10 years of age should not be left at the rink unattended. If a parent/guardian must leave a young skater at the rink, the monitor should have a phone number where the parent/guardian can be reached. It should be noted that staying at the rink gives parents a chance to get acquainted with the parents of other skaters. Parents are a great resource for club-related information.
12. **What is the best time to talk to my coach?** The best time to talk with a coach is after skating is finished for the day. The coach should not be detained from lessons or interrupted during lessons. E-mail or regular mail might be the best option for communication, although each individual coach’s preference may vary.
13. **What is junior club?** Junior club is a program designed for skaters who are ready to transition from the learn-to-skate program into the club and private lessons. Junior club is intended for beginner skaters who have not yet passed the USFS pre-preliminary tests. Junior club sessions are 30 minutes in length and include lessons in edge work, stroking, spins, and jumps. Skaters are encouraged to sign up for and skate the freestyle session before or after junior club to practice the skills learned.
14. **Do coaches have conferences with parents and skaters?** Some coaches schedule conferences regularly, others have conferences on an as-needed basis, while others have casual conferences. A skater’s coach should be contacted periodically for goal setting and progress updates.

CLUB COMMUNICATION

E-mail is the preferred method of communication for schedule changes, event notifications, and general information. The communications manager is responsible for transmitting e-mail messages to the club membership. Anyone who is not already receiving such e-mail messages and is interested in doing so should provide the communications manager with a current e-mail address

PROFESSIONAL STAFF

Private lessons are arranged between the skater or the skater's parent and a coach. Coach rates are based on qualifications, knowledge, and experience and are set by the coaches themselves. Fees for private lessons are paid directly to the coaches. The DFSC is not involved in the billing or collection of private lesson fees. (Fees for ice sessions are in addition to private lesson fees. See **ICE FEES** for more information.)

Private lessons range from ten minutes to an hour or more. The coach can recommend an appropriate lesson length and a reasonable number of lessons per week based on the skater's age, ability, and goals. The coach's recommendation is just that – a recommendation. It is up to the skater and the parent(s) to make the final decision based on time constraints, goals, and financial obligations.

For information and suggestions on selecting a coach, see **NEW MEMBER FAQ, How do I find a coach?** Or go to **www.usfsa.org**

COACH BENEFITS AND RESPONSIBILITIES

The DFSC provides a place for coaches, as independent contractors, to work. An **active coach** with the DFSC is defined as someone who:

- Is a member of the DFSC, USFS, and the Professional Skaters Association (PSA).
- Carries appropriate liability insurance.
- Teaches in the learn-to-skate program and actively promotes and recruits skaters into the club.
- Teaches or is available to teach on 50% of regular DFSC ice sessions.
- Attends at least one coaching-related workshop per year.
- Attends scheduled coaches' meetings as an active participant.
- Takes an active role in club events, including the Northland Competition, the holiday party, the annual spring awards banquet, exhibitions, etc., in addition to coaching activities that are privately contracted.
- Volunteers time for club events, including seminars sponsored by the DFSC

Exceptions to the above requirements must be brought before the board of directors for approval.

FIGURE SKATING PROFESSIONALS

(IN ORDER OF YEARS TEACHING)

The following is a list of DFSC figure skating professionals. (A **professional** is any skater, teacher, or coach who accepts money for his/her time.) All of the professionals listed are qualified to teach in their areas of specialization and have been approved by the board of directors.

<p>ZOE HILL – SKATING DIRECTOR Currently taking a limited number of new students. 218-729-9721 (home) 218-343-4046 (cell) ZOEHHILL@aol.com USFS Gold Freestyle USFS Gold Figure USFS Silver Dance Director of skating for DFSC Coached regional, sectional, national, and international competitors. PSA member 38 years of coaching experience</p>	<p>SUE LIEN – LEARN-TO-SKATE DIRECTOR Currently taking some new students. 218-392-5366 218-349-3246 cell alien_sl@hotmail.com USFS Novice Freestyle USFS 6th Figure USFS Pre Silver Dance Director of DFSC learn-to-skate program Coached regional, sectional, and national competitors. Professional show experience PSA member 29 years of coaching experience</p>
<p>BRONWYNN PICHETTI Not taking new students. May work with students if contacted by primary coach. 218-724-7374 bronwyn@charter.net USFS Gold Freestyle USFS Gold Figure PSA Master rated in Freestyle Coached regional competitors. Professional show experience 16 years of coaching experience</p>	<p>HEATHER SEYFER – ICE SHOW DIRECTOR Currently taking a limited number of students. 218-525-0524 heather_seyfer@hotmail.com USFS Gold Freestyle USFS Gold Figure Coached regional, sectional, national, and international competitors. PSA Senior rated in Freestyle Director of DFSC ice show 15 years of coaching experience</p>
<p>SARAH CHING Currently taking some new students. 218-525-3228 gord0155@d.umn.edu USFS Gold Figure Coached regional competitors. Will teach choreography, moves in the field, and freestyle. PSA Certified rating in Sports Science BAS Degree in Education 12 years of coaching experience</p>	<p>ANGIE LIEN 715-392-5366 (home) 218-349-0883 (cell) bubba16sk8@hotmail.com USFS Gold Freestyle USFS Gold Moves in the Field USFS 6th Figure National and international competitor 9 years of coaching experience</p>

<p>KELLY BURTNETT Openings for new students at all levels 218-525-3091 kellysk8s@hotmail.com USFS Gold Freestyle USFS Gold Figure USFS Jr. Pairs Pre-Silver Dance Sectional Competitor B.E. Exercise Physiology M.S. Kinesiology/Biomechanics PSA Member 16 years of coaching experience</p>	<p>KATRINA CARTER Currently taking some new students. 218-722-1710 (home) 218-428-3255 (cell) knfxrayskates@aol.com Available fall, winter, and spring only USFS Novice Freestyle USFS Junior Moves in the Field USFS 2nd Figure Regional competitor 8 years of coaching experience</p>
<p>MOLLY REPPE Openings for some new students at lower levels and many openings for upper-level students 218-391-4441 (cell) repp0019@d.umn.edu USFS Gold Freestyle USFS Gold Moves in the Filed Regional competitor National collegiate competitor PSA member, basic accreditation Will teach freestyle, moves in the field, choreography, dartfish, and off-ice jumps/rotation. BA in Elementary Education 4 years of coaching experience</p>	<p>ALYSA REDER Currently taking new students for freestyle, spins and moves in the field 218-310-2197 starfruitjuice22@hotmail.com USFS Gold Moves In The Field USFS Junior Freestyle PSA Member Regional Competitor</p>
<p>KATHRYN LILLEGARD Currently taking new students. 218-525-7993 (home) 218-590-0297 (cell) klillega@css.edu USFS Gold Freestyle USFS Gold Moves in the Field 2 years of coaching experience</p>	<p>MOLLY ROSE OBERSTAR Currently taking new students for freestyle, moves in the field, and choreography 218-260-9888 oberstar4446@msn.com USFS Gold Freestyle USFS Gold Moves In The Field Three-time international competitor Three-time national competitor</p>
<p>BRITTANY JOHNSON Currently taking new students of all levels for freestyle, spins and choreography 218-213-2420 Twilight0016@charter.net USFS Gold Moves In The Field USFS Junior Freestyle Regional Competitor PSA Member</p>	<p>NICOLE FEEHERY Currently taking new students 214-562-8544 axelcole@aol.com USFS Juvenile Moves In The Field USFS Pre-Juvenile Freestyle UMD Exercise Science B.A. Sc. National Strength and Conditioning Association America College of Sports Medicine PSA Member 8 years of coaching experience</p>
<p>JEANNA HOLCOMBE Currently taking new students 218-591-5444 jholcombe24@yahoo.com USFS Intermediate Moves In The Field USFS Intermediate Freestyle PSA Member 2 years coaching experience</p>	<p>VIRGINIA COACHES: Barb McKee: 218-749-8049 Kristi Westerbur: 218-741-5328</p>

DFSC STAFF COACHING POSITIONS

The DFSC has three staff coaching positions – SKATING DIRECTOR, LEARN-TO-SKATE DIRECTOR, and ICE SHOW DIRECTOR. All three are compensated by the club for responsibilities and duties that directly benefit the club, and all three report to the board of directors.

The individual filling any one of the three positions must:

- Be a full-time, active coach with the DFSC.
- Have experience in and knowledge of figure skating and USFS rules and regulations.
- Be present at more than 75% of scheduled DFSC ice sessions.
- Be an active participant in DFSC events.
- Possess excellent verbal and written communication skills, thus enabling him/her to work with board members, other coaches, skaters, and parents.
- Possess good organizational skills.
- Maintain current membership status with the Professional Skaters Association (PSA).

Duties of the SKATING DIRECTOR include:

1. Coordinate the year-round scheduling of ice for the DFSC.
2. Assist with DFSC test sessions throughout the year by recommending the number and dates for such sessions to the board of directors and by working with the coaches and the test chair to arrange the sessions.
3. Provide information and referrals to new and potential new members by acting as the primary contact for the DFSC.
4. Coordinate at least two seminars per year, making recommendations to the board of directors by January of each year.
5. Work with the performance committee, local athletic directors, community representatives, and other clubs to schedule skater performances at hockey games, ice shows, and other exhibition events.
6. Evaluate all coaches wishing to teach on DFSC ice and make recommendations regarding same to the board of directors.
7. Coordinate the training of DFSC apprentice coaches and assign a primary coach to mentor each.
8. Hold regular meetings (at least four per year) with the coaching staff to discuss issues, upcoming events, and changes. Inform the coaching staff of competition and test rule changes instituted by USFS.
9. Work with the coach liaison committee to maintain open communications.
10. Make recommendations to the board of directors with regard to specific classes that would enhance the DFSC skating program.
11. Coordinate any off-ice conditioning sessions with a qualified trainer.

12. Attend all board meetings that do not conflict with scheduled club ice or other club-related activities. Relay any issues or concerns of the coaching staff. Submit a written coaches' corner report prior to any meeting for which there is a scheduling conflict.
13. Act as a coach liaison to the board of directors and committee members.
14. Serve as a member of the long-range planning committee, a group whose intention is to plan for the future existence and integrity of the DFSC.
15. Work within the community to promote the sport of figure skating and the DFSC.
16. Investigate, foster, and develop current and innovative ideas and information relevant to the development of an effective figure skating program.
17. Inform the DFSC membership of relevant USFS changes and other relevant skating issues and provide advice on how to vote on new USFSA issues to the governing council.
18. Provide information and articles for the club newsletter at least two times each year.

Duties of the LEARN-TO-SKATE DIRECTOR includes:

1. Coordinate four learn-to-skate sessions (fall, winter, spring, and summer) each year.
2. Promote the learn-to-skate sessions and arrange for instructors.
3. Provide information and referrals to the DFSC from the learn-to-skate program.
4. Coordinate the administrative tasks of the learn-to-skate program (including the collection of registrations and fees and the organization of paperwork) with a parent volunteer.
5. Work closely with the skating director and the membership chair to actively recruit new skaters into the club from the learn-to-skate program.
6. Coordinate a program in which DFSC skaters who wish to pursue a career in coaching figure skating can gain experience by volunteering in the learn-to-skate program. Set guidelines for attendance and minimum length of time in the volunteer program and make recommendations to the skating director with regard to skaters ready to begin the apprenticeship program.
7. Meet with the coaching staff prior to the beginning of the fall learn-to-skate session to discuss issues or changes.
8. Inform the learn-to-skate coaching staff of rule changes instituted by USFS.
9. Work with the ice show director to encourage the participation of learn-to-skate students in the annual ice show.
10. Make recommendations to the board of directors with regard to changes that would enhance the learn-to-skate program.
11. Attend all board meetings that do not conflict with scheduled club ice or other club-related activities.
12. Work within the community to promote the sport of figure skating and the DFSC.
13. Provide information and articles for the club e-news at least two times each year.

Duties of the ICE SHOW DIRECTOR include:

1. Set the date(s) for the ice show.
2. Develop an ice show budget and establish skater participation fees.
3. Submit a budget proposal to the board of directors.
4. Schedule and secure ice for all practices (including the dress rehearsal) and performances.
5. Choose the ice show theme.
6. Provide registration information to club skaters and learn-to-skate students.
7. Cut music for group and solo numbers.
8. Assign skaters to group numbers.

9. Choose costumes for the group numbers, obtain individual skater's measurements, order costumes, and develop and implement a plan to distribute costumes to the skaters/parents.
10. Assign a coach to each group number.
11. Arrange for a professional photographer to take pictures of groups and soloists.
12. Work within the community to promote the ice show and the DFSC.
13. Provide relevant information and articles for the club e-news.

USFS DUES

USFS membership fees for all DFSC active coaches are paid by the DFSC.

REIMBURSEMENT OF PSA DUES

PSA membership is a requirement for all DFSC coaches. The policy for reimbursement of PSA membership dues is as follows:

- Skating director, learn-to-skate director, and ice show director – 100%
- Coaches who have been active (see definition above) with the DFSC for six or more continuous years – 100%
- Coaches who have been active (see definition above) with the DFSC for two to five continuous years – 50%
- Coaches who have been active (see definition above) with the DFSC for less than two continuous years – 25%

REIMBURSEMENT OF CONTINUING EDUCATION FEES/EXPENSES

Requests for reimbursement of continuing education workshop fees and expenses must be submitted to the board of directors in advance of workshop attendance. Only those coaches meeting the definition of "active" with the DFSC qualify for reimbursement. Reimbursement requests will be considered on an individual basis.

PROFESSIONAL REFERRALS

If a skater or a parent approaches a coach to teach private lessons and the coach is unable to fulfill the request, **it is the responsibility of the coach to refer the student to another DFSC coach and to follow up to ensure that the skater's needs are being met.** If the coach is unable to make arrangements with a suitable alternate coach, a referral to the skating director should follow. The skating director will ensure that new referrals are divided equally amongst the coaching staff while honoring the needs of the skaters.

COACHING IN THE LEARN-TO-SKATE PROGRAM

All DFSC coaches, with the exception of the skating director, are encouraged to teach with the learn-to-skate program (the feeder program for the club itself) and to draw individual students from the learn-to-skate program into the club for private lessons.

Payments to coaches teaching in the **learn-to-skate program** will be as follows:

- New coaches with no experience who are under supervision: no payment
- Coaches with experience who have met the apprenticeship program requirements and who have been teaching with DFSC for less than two years: \$8 per half hour
- Coaches with two to five continuous years of service with the DFSC: \$10 per half hour
- Coaches with six or more continuous years of service with the DFSC: \$11 per half hour

Any coach who gives a private lesson during the learn-to-skate program (when not teaching a class) is entitled to bill the skater at the coach's normal billing rate.

WHAT TO EXPECT FROM A FIGURE SKATING COACH

A figure skating coach is a skater's personal instructor and primary contact at the rink. The skater/coach relationship is a very important one and should begin with a discussion of the skater's goals and expectations. Working together, the skater and the coach can build a general plan for achieving those goals. A skater should trust the coach to work out the day-to-day lesson plans and "order of attack." The coach knows best how to teach the elements and in what order they should be learned. Revisiting the "goals and expectations" discussion once in a while is wise, but a skater or the skater's parent(s) should never try to micromanage the coach or question the coach's methods.

A skater's coach is the best resource when it comes to establishing a skating schedule and finding the appropriate balance between lesson time and practice time. As a general guideline, a skater should have 30 minutes of practice time for every 15 minutes of lesson time. This proportion will vary slightly from skater to skater. A younger skater in particular may need a higher ratio of lesson time to practice time because of the skater's inability to self-direct. Lesson length will vary according to the needs of the skater, the demands on the coach's time, and the duration of the ice session. A lesson can be anywhere from 15 minutes to 60 minutes or more in length.

A skater's coach has the experience and knowledge to know when it is time for the skater to test or compete. The coach will guide the skater in the necessary decisions and preparations, including selecting freestyle music that is appropriate to the skater's skills, age, and interests. The coach will likely be open to music suggestions from the skater and/or the skater's parent(s) but should be allowed to make the final decision. The coach will "cut" (shorten) the music to meet USFS rules, lay out a well-balanced freestyle program that meets the technical requirements for the test or competition, and either choreograph the program or refer the skater to someone who specializes in choreography.

When a skater takes a USFS test, the skater's coach will usually attend the test session, help the skater warm up, and provide support and guidance as needed. Similarly, when a skater competes, the skater's coach will be at the competition to guide the skater's warm-up and to provide last-minute support. (The coach's role in guiding a skater through a test session or a competition is usually termed "putting the skater on the ice.")

A skater should expect respect, as both a person and an athlete, from his/her coach. The coach may be demanding and loud or more soft-spoken and nurturing. Either way, the skater must be treated fairly and professionally. While a coach can and should expect the skater to work hard and to persevere when a new concept presents a challenge, the skater should never be demeaned or ridiculed. The skater's coach will almost certainly have to touch the skater to position and move the skater's body parts around in demonstration of proper technique. However, at no time should a coach take liberties with a skater's private parts or do anything to make the skater feel personally uncomfortable.

A skater can expect to be billed for the coach's time. Since the business relationship between a skater/parent and the coach is a direct one, the coach will bill the skater/parent, usually on a fixed schedule. Payments should be made directly to the coach. Coach rates for private lessons vary. Rates are based on qualifications, knowledge, and experience and are set by the coaches themselves. The following additional coach fees are considered usual and customary: fees for cutting music, fees for putting the skater on the ice at a test session, and fees for putting the skater on the ice at a competition. In the case of an out-of-town test session or competition, the skater/parent will be expected to pay expenses incurred by the coach for travel, hotel, and meals. Some coaches will divide the expenses by the number of his/her students attending the test session or competition. Other coaches will simply charge a fixed fee.

WHAT A FIGURE SKATING COACH EXPECTS FROM THE SKATER

Just as a skater deserves the respect of his/her coach, so does the coach deserve the respect of the skater. A skater should extend courtesy to his/her coach both on and off the ice by never speaking unkind words to or about the coach, even when the coach is, in the eyes of the skater, overly demanding; never conveying a bad attitude; and always leaving personal troubles behind - stepping onto the ice ready and willing to focus on skating.

A coach does not expect perfection or immediate mastery of new skills. However, the coach does expect the skater's full attention and best effort. Anything less from the skater is a waste of the coach's time and a waste of money for whoever is paying the coaching bill.

A coach expects to have the skater's trust. Sometimes, a coach will ask the skater to learn things that, to the skater, seem unnecessary. Other times, the coach will hold off on introducing the skater to certain elements until other skills are mastered. The skater must remain focused on his/her long-term goals and trust the coach to know the best path to achieving them.

A skater who is unable to attend a lesson should notify the coach as much in advance as possible. Coaching is a job, and, just like with any other job, the income is relied upon to pay personal bills. Ample notice gives the coach the opportunity to fill the open lesson spot with another skater. Failure to notify the coach of inability to attend a lesson could result in the skater being charged for the missed lesson.

Finally, the skater or the parent of the skater is expected to pay coaching bills in a timely manner.

TEAM COACHING

"Team coaching" is the term used to describe an arrangement in which two or more coaches get together and accept students "jointly." The coaches share responsibility and coordinate their lessons so that on any given day, a skater who works with the team might get a lesson with one or more of the coaches at different times. Team coaching is sometimes used to accommodate scheduling conflicts. It is also used to make a stronger, more effective coaching package, for instance, one coach who is strong on jump technique works with another who specializes in spins. Team coaching is also an effective way for a long-term coach to help a more novice coach get started.

Any consideration of a team coaching option should include a clear understanding of the arrangement – who will get paid what, how many lessons the skater will get from each coach, how the lessons will be scheduled, which coach will go to test sessions and competitions, etc.

A skater who works with one main coach rather than a team might still find it advantageous to utilize additional coaches for specific areas or disciplines. One coach might focus on dance and another on freestyle, still another on moves in the field. While this situation is not uncommon and can be effective, it should be entered into with a full understanding of the arrangement – which coach is ultimately in charge, what will happen when scheduling conflicts arise, who will put the skater on the ice at competitions and test sessions, etc.

CHOREOGRAPHY

A skater, especially one at a high testing or competition level, can contract with a choreographer to set (design) the freestyle or short program and work on the presentation elements associated with that program. Such an arrangement works well as long as there is a good understanding and working relationship between the choreographer and the freestyle coach. Usually, arrangements with a choreographer are entered into upon the advice of the freestyle coach.

OFF-ICE BALLET, STRENGTH TRAINING, WORKOUT

Many competitive skaters participate in off-ice ballet training. The discipline, balance, and body-awareness that ballet emphasizes are of great help to skaters in improving and controlling jumps and spins. In addition, presentation skills learned through ballet can significantly improve the quality of a testing or competition program.

Off-ice strength training and workout programs are similarly of great value to skaters and should be considered for all competitors.

The skater's coach can recommend ballet and workout programs that are oriented towards figure skaters. Programs are frequently offered at the rink.

WHEN IT ALL FAILS: A COACH CHANGE

The relationship between a skater and a coach, like any relationship, will undoubtedly have ups and downs. Both parties should expect and be willing to work through disagreements and difficult times. If after some effort it appears that conflicts are too frequent or cannot be resolved, dissolution of the relationship may be the best option. Any such transition should be made on good terms. Both skater and coach should acknowledge that conflict is a two-way street, and neither should spread bad stories or rumors about the other. Fees owed to the coach should be paid in full. The skater is then free to begin a new relationship with a new coach.

PARENT RESPONSIBILITIES

Go to www.usfigureskating.org/programs.asp?id=30b for additional information.

The parent(s) of a figure skater must always remember that the young athlete is a person first and a skater second. In all probability, the "person" in the skater is a young one, still growing, still maturing. Sometimes, skaters seem so grown up, so able to handle pressure situations; it is easy to forget they are still kids. Parents should not make this mistake. The same kid that can be seen looking so mature on the competition ice probably still cuddles a favorite stuffed animal at bedtime. Parents should let kids be kids and support them as they grow. (Viewpoint is adapted from Don Korte's *Figure Skaters Handbook*.)

Following are some of the things parents should think about as they approach the sport of figure skating:

- **Balance:** A skater's life needs balance. Time must be allowed for school and personal growth. A rare skater is able to make figure skating a life career. Therefore, parents must avoid putting so much focus on the child's skating that they neglect to prepare the child to function in a normal adult world. School is important. Social development is important. Being a kid is important. (Go to www.usfigureskating.org/content/BC-balance.pdf.)
- **Help to set goals:** A skater's parent is instrumental in helping the child to identify and achieve skating goals. While **the goals must be those of the skater, not the parent**, the parent can encourage the skater to set goals that are realistic yet challenging enough to make the sport rewarding. The parent can also help the skater to achieve the established goals by setting targets, plotting progress, reevaluating when necessary, etc.
- **Learn about the sport:** A parent of a figure skater should learn enough about the sport to be able to identify the elements. In doing so, the parent will be able to recognize when something is done well, when progress has been made. A parent should be interested and willing to listen when the skater wants to talk, whether about progress or about problems and frustrations.
- **Support the skater's coach:** The parent plays a vital role in supporting the skater's coach. Following are just some of the ways a parent can do so:
 - Get the skater to the rink on time;
 - Notify the coach in advance when the skater cannot be at a lesson;
 - Allow the coach to participate in any goal-setting sessions or at least ensure that the coach is aware of the skater's goals;
 - Give the coach freedom to design a program aimed at achievement of the skater's goals;
 - Responsibly watch the skater's progress, making sure that the general goals are being addressed over the long term;
 - Listen to the coach's advice and instructions and encourage the skater to follow through, both on and off the ice; and
 - Pay coach bills in a timely manner.
- **Watch:** The rink should never be used as a babysitter. A parent should stay and watch the skater practice and in lessons, at least some of the time. The skater needs to know that his/her parent is supportive and interested. A skater whose parent never watches in practice may feel

very self-conscious or "pressured" when the parent finally does show up to watch. Therefore, a parent who only watches at competition events may hurt more than help the skater.

- **Be a good sport:** Every skater is someone's child. Every skater deserves to be treated fairly and respectfully. Every parent must be willing to recognize and encourage other skaters graciously. Competition events are prime opportunities to display good sportsmanship. It is especially important to refrain from creating unfair distractions when someone else's child is competing. Parents should avoid walking back and forth in the bleachers and any other activities that could create noise or disruption. (See the USFS parent code of conduct at [www.usfigureskating.org/content/BS-code of conduct.pdf](http://www.usfigureskating.org/content/BS-code%20of%20conduct.pdf).)
- **Support your skater:** A parent must remember that the skater is still growing and maturing and needs love and support. The parent should offer realistic praise when appropriate, recognize progress towards goals, and acknowledge when more work is needed without being critical or destructive. The parent must resist the urge to compare his/her skater to another skater, remembering, instead, that every skater is unique. (Go to www.usfigureskating.org/content/BC-confidence.pdf for more information.)
- **Support the local figure skating club:** The best way for a parent to learn about the sport of figure skating and the DFSC is to be involved. Volunteers run the DFSC, and the support of every parent is crucial. Volunteer opportunities are many. (See **VOLUNTEER REQUIREMENTS** for more information.) In addition to supporting the DFSC with volunteer action, every parent can support the club's financial stability by paying ice bills and all other fees (seminar, ice show, etc.) in a timely manner.

EQUIPMENT AND CLOTHING

Go to www.usfigureskating.org/content/BS-boots%20and%20blades.pdf for additional information.

BOOTS

Boot selection is probably one of the most important and most expensive parts of figure skating. Properly fitted skating boots can make all the difference in the world and are essential for comfort and peak performance.

Quality skating boots are generally sized one to one and one-half sizes smaller than the skater's shoe size. (A skater who wears size 7.5 shoes might wear size 6 skating boots.) The fit should be snug "like a glove" (especially in the heel, arch, and ball areas) but not tight. Toes should be free to wiggle but should not slide side to side. Too much room in a boot prevents proper support and enables the foot to slide, both of which can lead to problems. A thin nylon-type sock usually works best for trying on and actually wearing skating boots.

The amount of firmness/stiffness needed in a boot depends on the level of the skater. The skater's coach can recommend the appropriate degree of stiffness and possibly the make and model of boot most appropriate for the skater's age, size, and abilities.

In tying a figure skating boot, the skater should lace the boot snug to the ankle, tie a half knot, turn the laces, and loop the laces over the tops of the hooks. (New boots must be laced loosely above the ankles at first to allow a forward flex. See paragraph below for additional information

on breaking in new boots.) Using laces of the correct length is important. If the laces are too long, excessively large loops left over after tying can drag close to the ice and create a hazard. If the laces are too short, the skater will have difficulty tying them securely. Damage to laces from friction and/or contact with sharp blades is not uncommon. Therefore, the skater should always keep a spare pair of laces in his/her skating bag.

The following procedure is recommended for breaking in new skating boots: 1) Lace and unlace the boots three or four times before starting to skate in them. Lace new boots loosely above the ankles at first to allow a forward flex. 2) For the first three or four sessions, skate for short periods of time, stop and unlace the boots, then re-lace them. 3) If sore spots or blisters form, protect them with small sponge pads. If sore spots persist, the boots may need to be adjusted or stretched. Most shops that sell skates have the necessary equipment to do so.

Boots are considered broken in when the skater can freely bend his/her ankles and knees.

Skating boots that are used frequently and aggressively will become wet from perspiration. At the end of the skating day, the skater should use a damp (not wet) cloth to wipe any perspiration from both the inside and the outside of the boots; unlace the boots and pull the tongues forward; then let the boots dry at room temperature in a well-ventilated area, away from excessive heat sources such as fireplaces and radiators. Very wet boots can take 24 to 36 hours to dry thoroughly. Skates and skate bags should not be stored in lockers or closets, especially when the boots are wet.

When cleaning skates, it is best to first remove black spots with nail polish remover or alcohol. Once the skates are clean and dry, they can be polished with one or two thin coats of a quality skate polish. (Care must be taken with the polish, as removal from clothing and furniture is difficult.) The air from a hot air drier can be used to speed-dry the polish. Boot soles can be polished with either sole polish (which is similar in consistency to enamel paint and very messy) or a quality shoe polish that matches the soles. **Skating boots should ALWAYS be polished for testing and competition events.**

BLADES

With the selection of skating boots comes the selection of blades. Blade size is determined by the length of the sole on the skating boot. A blade that is more than ¼ inch shy of the ends of the boot's sole is too short. A blade that hangs off the sole a small amount is okay and will allow a growing skater to transition to larger boots and possibly use the same pair of blades.

Blades must be sharpened periodically in order for the skater to maintain quality edges. The time between sharpenings varies greatly from skater to skater and is affected by many things, including skill level, frequency of use, blade type, and style of skating. The skater's coach can educate the skater on how to check the blades and recognize when sharpening is needed. For example, if the skater notices the blades sliding uncomfortably on landings or if the bottoms of the blades feel as dull as a butter knife, sharpening is probably in order. Caution should be exercised, however, and blades should not be sharpened too often or too infrequently. The dramatic change from excessively dull blades to newly sharpened ones can negatively affect skater performance. On the other hand, blades sharpened repeatedly will eventually wear out as blades can only be sharpened a finite number of times.

Not all skate sharpeners specialize in figure skates. Only those who do should be trusted. A good sharpener needs to know that figure skating blades are ground with a "hollow" in the bottom to give them the "edges" so often talked about and that the radius of curvature can vary anywhere from 5/16" to about 2" depending upon the skater's weight, discipline (freestyle or

dance), and jump level. Figure skating blades should never be sharpened by someone who knows only hockey or by an automatic machine found at a rink.

Proper care of figure skating blades is essential to both skating proficiency and blade longevity. Blades are made to slide on ice, not walk on floors. When a skater gets on and off the ice, he/she should be especially careful of the "threshold" on the entry door. The threshold is often made of steel and can nick blades. The skater should STEP OVER, NOT ON, the threshold. Whenever the skater is walking around in skates, the blades should be protected from nicks and dulling by rubber skate guards. A SKATER SHOULD NEVER WALK ON CEMENT WITH UNPROTECTED BLADES! Guards should be washed periodically to remove dirt in the grooves.

One of the biggest threats to blades is rust. Because rust is much softer than steel, any portion of a blade that is affected by rust is a portion that will never hold an edge again. The skater can take steps to avoid rust damage. Immediately after taking off his/her skates, the skater should wipe the boots dry with a soft cloth. The skater should also wipe down the blades and the mounting areas, keeping in mind that screws are also susceptible to rusting and will loosen much more easily if they are rusted or the leather around them is rotten from excessive moisture. If time permits, the skater should let his/her skates sit for a few minutes and then wipe them down again before putting them in the skate bag. This step removes the condensation that almost always appears as the skates warm up. Once the blades are wiped and dry, it is best to cover them with cloth blade covers (soakers), not skate guards; wet skate guards will cause the blades to rust!

A skater should occasionally check the screws used to mount the blades and tighten them if necessary. Stripped screws must be repaired or replaced. Extra screws and a screwdriver are necessary supplies and should be kept in the skating bag at all times.

SKATING ATTIRE

Go to www.usfigureskating.org/content/BS-appropriate%20attire/pdf for additional information.

Clothing for the skater should allow freedom of movement and be comfortable yet warm. Thin socks or tights are recommended; thick socks not only slide in the skates but also cause the feet to sweat, eventually making them feel colder instead of warmer. Some skaters prefer tights and skating dresses for practice. Others prefer tights and leggings. Most skaters wear a sweatshirt or a sweater. Nearly all wear mittens or gloves.

USFS sets minimum standards for competition and test clothing. Any skater failing to meet the standards will be subject to deductions during competition and testing. The following is taken from the 2008 *Official U.S. Figure Skating Rulebook* 3550-3555:

Clothing – Singles and Pairs

The clothing of the competitors must be modest, dignified, and appropriate for athletic competition – not garnish or theatrical in design. Clothing may, however, reflect the character of the music.

A. The skating clothing worn in actual competition may not bear any form of advertising. However, warm-up suits may bear the name of a sponsor when the skater (or team) is on the ice which must not exceed 4.65 square inches (30 square centimeters).

Clothing must not give the effect of excessive nudity for athletic sport. Accessories and props are not permitted.

Men must wear trousers; no tights for men are permitted. Ladies in singles and pairs may wear skirts, trousers and tights (including unitards).

Under the 6.0 system, the judges must penalize clothing not meeting the forgoing requirements by a deduction of 0.1 in the second mark.

Any ornamentation attached to the clothing must be firmly fastened so as not to fall off while skating under normal competitive conditions.

Skating equipment and attire is available at competitions (including the DFSC's Northland Competition in January), through mail order, online, or at used equipment sales sponsored by the DFSC. Contact information for some vendors can be found in the advertisement section of *Skating* magazine, the monthly publication of USFS. A few skating moms make and sell skating dresses, jackets, and pants. Most rely on word-of-mouth advertising. Interested individuals should ask coaches, other skaters, and parents for referrals.

Occasionally, the DFSC offers club jackets and/or sweatshirts for sale. Order information is posted at the rink and/or via e-mail to the club membership.

ICE CONTRACTS

A skater must be a full or associate member of the DFSC to contract for DFSC ice. Nonmembers may utilize the ice as walk-on skaters but must pay the nonmember walk-on ice fees. **All skaters on DFSC ice, including nonmembers, must be members of USFS.**

Ice is contracted on a monthly basis. Each calendar month, a new contract must be submitted by the skater. DFSC members can access the ice calendar at <http://www.duluthfsc.org> by the 19th day of the month preceding the contract month. For example, the ice calendar for October will be available on the website by September 19. Occasionally, the calendar will be available prior to the 19th. In that event, members will be notified via e-mail. A few copies of the ice calendar and contract form will be available at the rink as soon as possible after the information is posted on the website.

Contracts are due to the ice scheduler (must be **received** by the ice scheduler) by **5:00 p.m.** on the **23rd day of the month** preceding the contract month. **CONTRACTS RECEIVED AFTER 5:00 P.M. ON THE 23RD WILL NOT BE ACCEPTED**, and late skaters will be responsible for putting their own names on the walk-on lists and paying the walk-on ice rates. (See **SESSION**

LIMITS, SCHEDULING PRIORITY, and WALKING ON TO CONTRACT ICE for additional information.)

Contracts will not be accepted over the phone. Contracts must be submitted online at <http://www.duluthfsc.org> or mailed to the ice scheduler.

Skater information at the top of the contract must be completed. If not, the contract will be returned and the skater may not get the ice requested.

The minimum contract requirement is four freestyles per month. An ice contract applies to the entire month; contracts for less than an entire month are not allowed. When a skater contracts for a specific daily session, for example, a Beg/Up session on Monday, the skater is contracting and will be billed for every Monday Beg/Up session in the month.

Each session on the calendar is assigned an abbreviation (Beg/Up1, Juv/Up2, etc.) and a session number (MO1, MO2, TU1, TU2, etc.). Ice contracts are completed according to session number. (See **ICE SESSIONS** and **ON-ICE CLASSES** for additional information.)

Session times may vary from week to week based on ice availability. Due to inconsistent ice times, each skater is allowed up to six coupons per month for sessions the skater cannot attend. (See **ICE FEES: CANCELLATIONS AND COUPONS** for more information.) Skaters must watch the calendar closely for time and rink changes.

A skater must contract for sessions that are appropriate to the skater's testing level. Freestyle sessions and classes are based on the highest USFS freestyle test passed as of the contract due date. A skater who passes a freestyle test during a contract month is eligible to walk on higher level sessions as long as there is space on those sessions but is not allowed to make changes to the current monthly contract.

A skater may exchange a contracted session for another comparable session but only on the same day and only if the skater's testing level qualifies him/her for both sessions. For instance, MO1 Beg/Juv at 4:00 may be exchanged for MO2 Beg/Up at 4:45 on any particular Monday in the month.

A skater who cannot skate his or her contracted ice sessions for any reason may not sell those sessions to another skater.

Cancellation and walk-on requests are not the responsibility of the ice scheduler and should not be submitted with the ice contract.

The ice schedule is subject to change if sessions do not fill. The ice committee will make the final decision with regard to the schedule after all contracts have been received.

Unexpected and last-minute additions of ice time, changes in ice time, and/or changes in location will be communicated to DFSC members via e-mail when time permits.

Monthly ice bills will not be mailed to DFSC members. Instead, contracts will serve as monthly bills. Ice fees are due by the 15th day of the contract month. (For example, fees for the September contract are due on September 15.) Checks should be made payable to "DFSC." A \$10 serviced fee will be charged on any check that does not clear the bank, and a \$10 late charge will be imposed on any bill that is 30 or more days late. **Payments must be mailed to the billing agent.** (See **ICE FEES** for additional information.)

ICE SESSIONS

Fees for freestyles, moves in the field sessions, exhibitions and spin sessions are for ice only. Instruction fees are arranged with and paid separately to the skater's coach.

- **BEG/PP** - Freestyle session for skaters who have not yet passed a USFS freestyle test through those who have passed the pre-preliminary freestyle test
- **BEG/PRE** – Freestyle session for skaters who have not yet passed a USFS freestyle test through those who have passed the preliminary freestyle test
- **BEG/PJ** - Freestyle session for skaters who have not yet passed a USFS freestyle test through those who have passed the pre-juvenile freestyle test
- **BEG/UP** – Freestyle session for skaters who have not yet passed a USFS freestyle test through those who have passed the senior freestyle test
- **PP/JUV** – Freestyle session for skaters who have passed the pre-preliminary freestyle test through those who have passed the juvenile freestyle test
- **PP/UP** – Freestyle session for skaters who have passed the pre-preliminary freestyle test through those who have passed the senior freestyle test
- **PRE/JUV** – Freestyle session for skaters who have passed the preliminary freestyle test through those who have passed the juvenile freestyle test
- **PJ/UP** – Freestyle session for skaters who have passed the pre-juvenile freestyle test through who have passed the senior freestyle test
- **JUV/UP** – Freestyle session for those who have passed the juvenile freestyle test through those who have passed the senior freestyle test
- **INT/UP** – Freestyle session for those who have passed the intermediate freestyle test through those who have passed the senior freestyle test. (Limit: 15 skaters)

MIF – Session for skaters of all levels to work on moves in the field and other footwork patterns. (Limit: 15 skaters)

EXH - Exhibition session intended to give skaters of all levels an opportunity to improve performance quality. Skaters are encouraged to wear competition costumes and to treat the exhibition just as they would a competition or test session.

SPINS – Spin session dedicated to work on spins. Skaters work in small groups, with each coach instructing a group of his/her own students. A spin session is not a class, and each skater will be billed for his/her coach's time.

ON-ICE CLASSES

DFSC coaches HIGHLY RECOMMEND that skaters take advantage of the following classes when offered:

JR CLUB (Junior Club): This session offers a small class setting and additional ice for those wanting more coaching and/or ice time. It is open to all DFSC members enrolled in the learn-to-skate program and/or those just joining the club.

Jumps/Spins/Edges: Skaters are grouped by level and/or ability and work on a variety of skills. The coach/skater ratio is dependant upon the number of skaters contracting for the class. The class is open to skaters who have not yet passed a USFS freestyle test through those who have passed the pre-juvenile freestyle test.

EDG (Edges): This class provides an opportunity for the skater to feel the power of the outer or inner edge with the goal of improving patterning, style, speed, and overall movement on the ice.

PS (Power Stroking): This class is intended to develop and emphasize basic stroking and skating technique with the goal of improving speed and flow on the ice.

STK/CON (Stroking and Conditioning): This class is dedicated to edge patterns and stroking in a manner intended to improve endurance and strength.

S/S (Stroke and Style): This class is intended to develop basic stroking and skating technique with the goal of improving speed and flow on the ice as well as performance quality, style, and presentation.

TH (Theater): This class encourages skaters to become more creative and expressive, thereby enhancing presentation, stage presence, and nonverbal communication with the audience.

OFF-ICE BALLET: This class is designed for figure skaters and focuses on ballet and stretching. Lower- and upper-level sessions are offered.

OFF-ICE CONDITIONING: A personal trainer works with skaters in a group setting. Goals include cardiovascular endurance, flexibility, strength, quickness, and explosive power. A skater must be at least eight years old to participate.

Fees for classes include coach/instructor/trainer fees.

SESSION LIMITS

- **Freestyles:**
 - Int/Up – 15 skaters
 - All other **spring and summer** freestyles (Beg/Up, Beg/Pre, Beg/PJ, Beg/Juv, PP/Up, Pre/Up, PJ/Up, and Juv/Up) – 22 skaters
 - **Fall and winter** Beg/Up, PP/Up, Pre/Up, PJ/Up, and Juv/Up freestyles – 22 skaters
 - **Fall and winter** Beg/Pre, Beg/PJ, and Beg/Juv freestyles – 28 skaters
The higher limit on these freestyles is due to limited ice availability during the fall and winter and the club's desire to provide lower level skaters with maximum opportunities to skate. Skaters will not be allowed to walk on these sessions unless cancellations bring the number of skaters to less than 22.
- **Moves in the Field** – 15 skaters
- **Classes** – 30 skaters
- **Spins** – 30 skaters

SCHEDULING PRIORITY

- **Contracts will be processed in the following order of priority:**
 - DFSC home club members, based on:
 - Number of months contracted in the past twelve months. (A skater who has contracted for all 12 of the past 12 months will have priority over a skater who has contracted for only 10 of the past 12 months. **The minimum contract requirement is four freestyles per month.**)
 - Club seniority by date of DFSC home club membership. (Failure to renew membership by the 1st of July each year will result in membership seniority being reset.)
 - Freestyle test level (by test date) as of the contract due date.

- DFSC associate members, based on the same criteria listed above for DFSC home club members.

In the event of too many skaters signing up for a session, the ice committee will decide who is placed on the session based on the criteria listed above. Overflow skaters will be placed on a walk-on list and notified of such action. Questions or concerns regarding the process should be addressed to the ice committee.

RULES TO HANDLE ICE SESSIONS THAT ARE LIGHT

Sessions that are light after contracts have been received:

- If 15 or fewer skaters contract for a session which has a maximum of 22 skaters, the session will be opened up to skaters one test level lower or higher on a walk-on basis as long as the total number of skaters on the session does not exceed 22.* Any session open to intermediate level skaters to walk on due to low numbers will also be open to novice, junior, and senior level skaters. Examples:
 - Nine skaters contract for a Beg/PJ freestyle. Juvenile skaters will be allowed to walk on the session as long as the total number of skaters on the session does not exceed 22.
 - Fourteen skaters contract for a Juv/Up freestyle. Pre-juvenile skaters will be allowed to walk on the session as long as the total number of skaters on the session does not exceed 22.
 - Ten skaters contract for a Beg/Juv freestyle. Intermediate, novice, junior, and senior skaters will be allowed to walk on the session as long as the total number of skaters on the session does not exceed 22.
- If 10 or fewer skaters contract for a session which has a maximum of 15 skaters, the session will be opened up to skaters one test level lower or higher on a walk-on basis as long as the total number of skaters on the session does not exceed 15.* Example:
 - Ten skaters contract for an Int/Up freestyle. Juvenile skaters will be allowed to walk on the session as long as the total number of skaters on the session does not exceed 15.

* Priority for walking on is determined first by membership level (with DFSC home club members having highest priority, followed by DFSC associate members and, finally, nonmembers) then by order of sign-up on the walk-on list. (See ICE FEES: WALKING ON TO CONTRACT SESSIONS for more information.) For more information regarding **Non members** look under walking on to contract ice (page 31).

Sessions that are light due to cancellations:

- If more than 15 skaters contract for a session which has a maximum of 22 skaters but enough skaters cancel or are absent on any particular day to bring the total number of skaters on the session to 15 or fewer, the session will be opened up to one test level lower or higher on a walk-on basis as long as the total number of skaters on the session does not exceed 22.* **(A skater wishing to walk on a session outside the skater's current eligibility may sign up only if enough cancellations have occurred to bring the number on the session down to 15 or fewer. A skater cannot sign up on the walk-on list for such a session hoping for cancellations.)** Examples:
 - Sixteen skaters contract for a Beg/PJ freestyle. On one particular day, five skaters cancel. Juvenile skaters will be allowed to walk on the session as long as the total number of skaters on the session does not exceed 22.
 - Seventeen skaters contract for a Juv/Up freestyle. On one particular day, two skaters cancel. Pre-juvenile skaters will be allowed to walk-on the session as long as the total number of skaters on the session does not exceed 22.

- Twenty skaters contract for a Beg/Juv freestyle. On one particular day, five skaters cancel. Intermediate, novice, junior, and senior skaters will be allowed to walk on the session as long as the total number of skaters on the session does not exceed 22.
- If more than 10 skaters contract for a session which has a maximum of 15 skaters but enough skaters cancel or are absent on any particular day to bring the total number of skaters on the session to 10 or fewer, the session will be opened up to one test level lower or higher on a walk-on basis as long as the total number of skaters on the session does not exceed 15.* **(A skater wishing to walk on a session outside the skater's current eligibility may sign up only if enough cancellations have occurred to bring the number on the session down to 10 or fewer. A skater cannot sign up on the walk-on list for such a session hoping for cancellations.)** Example:
 - Thirteen skaters contract for an Int/Up freestyle. On one particular day, four skaters cancel. Juvenile skaters will be allowed to walk on the session as long as the total number of skaters on the session does not exceed 15.

*Priority for walking on is determined first by membership level (with DFSC home club members having highest priority, followed by DFSC associate members and, finally, nonmembers) then by order of sign-up on the walk-on list. (See ICE FEES: WALKING ON TO CONTRACT SESSIONS for more information.)

ICE FEES

The following contract rates will be in effect for the 2007-2008 season. Fees cover only a portion of the actual cost of ice rental, which averages \$140 per hour. The DFSC is able to keep its fees relatively low due the Northland Competition (which is a substantial fundraiser) and a successful learn-to-skate program. Fees are subject to annual review by the board of directors. (See **NORTHLAND COMPETION** and **LEARN-TO-SKATE PROGRAM** for additional information.)

Session Type	DFSC Home Club Members	DFSC Associates
30 min freestyle (22 skaters)	\$3.90	\$4.90
45 min freestyle (22 skaters)	\$5.50	\$6.50
45 min freestyle* (limited to 15 skaters)	\$6.60	\$7.60
60 min freestyle (22 skaters)	\$7.60	\$8.60
60 min freestyle* (limited to 15 skaters)	\$8.70	\$9.70
15 min MIF* (limited to 15 skaters)	\$2.40	\$3.40
30 min MIF* (limited to 15 skaters)	\$2.90	\$3.90
Exhibition 45 min	\$5.50	\$6.60
15 min class (includes instructor) stroking	\$4.50	\$5.50
30 min class (includes instructor) stroking	\$8.40	\$9.40
Junior club 1 hour (1/2 hour with coach)	\$12.90	\$13.90
Junior club 45 minutes (1/2 hour with coach)	\$10.35	\$11.35
Junior club 30 minutes with coach	\$8.40	\$9.40

*Fee is higher due to a limited number of skaters allowed on the ice, 15 rather than the usual 22.

Only DFSC home club and associate members are eligible to contract for ice sessions. A nonmember can skate on DFSC ice sessions on a walk-on basis if space allows and if the skater is a member of USFS. (See **WALKING ON TO CONTRACT ICE** for additional information.)

CANCELLATIONS AND COUPONS

It is the skater's responsibility to cancel ice sessions that he/she is not able to attend by notifying the ice monitor in person or by relaying a message to the monitor via a parent, another skater, or a coach. Such notification should be made as much in advance of the session as possible. Cancellations can be made throughout the month, as long as the monitor sheets remain in the monitor book.

A maximum of six coupons per month per skater will be issued for cancelled contracted ice sessions. A "no show" is not considered a cancellation. A valid cancellation requires appropriate notation on the monitor sheet. **Coupons will not be issued for cancelled 15-minute ice sessions or off-ice sessions.**

Coupons "earned" in a given month will be available at the monitor stand at the beginning of the following month and will be valid for a period of 60 days. A skater can use a coupon to walk on an ice session that is appropriate for his/her level and is not at maximum capacity. (See **WALKING ON TO CONTRACT ICE** for more information.) The skater must write the date and the name of the session to be skated on the front of the coupon. The coupon must be given to the monitor prior to the skater getting on the ice.

Coupons are not transferable, except amongst members of a family with a DFSC home club family membership.

A skater who cannot skate his or her contracted ice sessions for any reason may not sell those sessions to another skater.

WALKING ON TO CONTRACT ICE

A skater who does not wish to contract for ice or decides to skate sessions in addition to those paid for and reserved via the monthly contract can walk on ice sessions and pay the higher walk-on fees. (NOTE: It is often less expensive to contract and miss several days or even a week than to pay the higher walk-on rates. Also, failure to contract for a month or more will affect the skater's seniority and could limit his or her eligibility to get on sessions in future months. **Non club members will be allowed to walk onto DFSC club ice 10 days annually (July 1 – June 30) with no restrictions during the summer months.** See **ICE CONTRACTS: SCHEDULING PRIORITY** for more information.)

Walk-on rates are as follows:

Session Type	DFSC Home Club Members	DFSC Associates	Nonmembers
30 min freestyle (22 skaters)	\$4.90	\$5.90	\$6.90
45 min freestyle (22 skaters)	\$6.50	\$7.50	\$8.50
45 min freestyle* (limited to 15 skaters)	\$7.60	\$8.60	\$9.60
60 min freestyle (22 skaters)	\$8.60	\$9.60	\$10.60
60 min freestyle* (limited to 15 skaters)	\$9.70	\$10.70	\$11.70
15 min MIF* (limited to 15 skaters)	\$3.90	\$4.90	\$5.90
30 min MIF* (limited to 15 skaters)	\$3.90	\$4.90	\$5.90

Exhibition	\$6.50	\$7.50	\$8.50
15 min class (includes instructor) stroking	\$5.50	\$6.50	\$7.50
30 min class (includes instructor) stroking	\$9.40	\$10.40	\$11.40
Junior Club 1 hour – ½ hour with coach	\$13.90	\$14.90	\$15.90
Junior club 45 min– ½ hour with coach	\$11.35	\$12.35	\$13.35
Junior club 30 minutes with coach	\$9.40	\$10.40	\$11.40

*Fee is higher due to a limited number of skaters allowed on the ice, 15 rather than the usual 22.

A skater who wishes to skate a session on a walk-on basis must sign up on the walk-on list located at the bottom of the appropriate monitor sheet. All monitor sheets are arranged chronologically in a three-ring binder, which is in the possession of the ice monitor (the individual who checks in skaters and plays the music), at the rink. **Priority for walking on is determined first by membership level (with DFSC home club members having highest priority, followed by DFSC associate members and, finally, nonmembers) then by order of sign-up on the walk-on list.**

Walk-on skaters should be ready to get on the ice at the beginning of the session. In the case of more walk-on skaters than space allows, a ten-minute waiting period will be imposed for the excess skaters only. If, at the expiration of the waiting period, it is determined that less than the maximum number of skaters is on the ice, the next skater(s) in order of priority mentioned above will be allowed to walk on.

A skater wishing to walk on a session must pay the monitor with a coupon, cash, or a check prior to getting on the ice. **If the skater does not have appropriate payment, the skater will not be allowed on the ice.**

WALKING ON TO NON-CONTRACT ICE

Occasionally, extra ice sessions are added after the monthly calendar is sent out. Such additions are posted at the rink and/or via e-mail to the general club membership when time permits. (To be included in notification e-mails, the skater must provide a current e-mail address to the communications manager or must have listed an e-mail address on the membership registration form.) These additional sessions are available as contract ice, walk-on ice, or open ice, depending on the amount of ice offered and the time available for notification. In certain situations, payment by cash or check is required and coupons are not allowed. Specifics regarding the ice and the appropriate payment will be included with the posting.

ICE SESSION EXCHANGES

A skater may exchange a contracted session for another comparable session but only on the same day and only if the skater's testing level qualifies him/her for both sessions. For example, MO1 Beg/Juv at 4:00 may be exchanged for MO2 Beg/Up at 4:45 on any particular Monday in the month.

INJURIES, ILLNESS, AND MEDICAL CREDITS

If a skater cannot skate due to injury or serious illness, a doctor's excuse is required to qualify the skater for a credit or refund. The doctor's excuse must be submitted to the billing agent within 30 days of the missed sessions.

If a skater is out for one or more months with a valid doctor's excuse, the absence will not affect the skater's seniority for purposes of priority in ice contracting. (See **SCHEDULING PRIORITY** for additional information.)

CREDITS FOR COMPETITIONS, ICE SHOWS, SKATING SEMINARS, AND OFF-SITE TRAINING

Contracting DFSC home club and associate members will receive credit for:

Ice sessions missed due to participation in figure skating competitions: Written notification and request for credit must be sent to the billing agent within 30 days of each event and should include a listing of days and sessions missed. The **DFSC Ice Credit Form** may be used for this purpose. Credit will not be granted for days/sessions missed due to travel extended beyond the dates of the competition.

Ice sessions missed due to participation in ice shows and figure skating seminars: Written notification and request for credit must be sent to the billing agent within 30 days of each event and should include a listing of days and sessions missed. The **DFSC Ice Credit Form** may be used for this purpose. Credit is limited to a maximum of six (6) days per year for any combination of ice shows and seminars, a year being defined as July 1 through June 30. Credit will not be granted for days/sessions missed due to travel extended beyond the dates of the event.

Off-site training: Occasionally, a skater will have the opportunity to train at another ice facility, perhaps in another city or even out of the state. Credit for this type of training must be pre-approved by the board of directors. It is recommended that a written request be submitted to the board as much in advance of the off-site training as possible. The written request should include a listing of days and sessions to be missed (**DFSC Ice Credit Form** may be used) and a copy of the registration form for the off-site training (if available). Credit will be granted for actual days of training only, not for days/sessions missed due to vacation, leisure, sightseeing, etc. For example, a skater who chooses to spend two weeks in Colorado, one week in training and an extra week vacationing, may only request a one-week training credit.

Credit will not be granted for ice sessions missed due to non-skating-related activities, such as camps and vacations. Skaters can cancel sessions missed due to such activities and receive up to six coupons per month. (See ICE FEES: CANCELLATIONS AND COUPONS for additional information.)

PAYMENTS

Billings for contract ice will not be mailed. Instead, each contracting member should consider the monthly ice contract as the monthly bill. Payments are due on the 15th day of the month for which the contract applies. For example, the ice bill for September contract ice is due September 15.

Checks and money orders should be made payable to "DFSC" and mailed to the billing agent. A \$10 service fee will be charged on any check that does not clear the bank. A \$10 late fee will be imposed on any bill that over 30 days late.

LATE PAYMENT POLICY

(Adopted by the board of directors on 7/20/02)

To promote fairness to the general club membership and to preserve the fiscal health of the club, any account past due by over 30 days will incur the following consequences:

- A \$10 late fee will be imposed.
- The skater will not be allowed to submit an ice contract.
- The skater will not be allowed on club ice as a walk-on skater.
- The skater's testing and competition forms will not be signed by club officers or the test chair.
- Cancellation coupons will not be issued for the skater.
- Requests for credit for seminars, ice shows, and/or off-site training will not be granted.

Payment plans will not be set up, and negotiations with the billing agent will not be allowed. Payment in full of all past-due charges and the late fee is the only option for restoring eligibility and negating the consequences listed above.

The chain of events for enforcement of the late payment policy is as follows:

1. The treasurer will notify the president of the outstanding bill.
2. The president will notify the ice scheduler and instruct him/her not to accept ice contracts from the skater until the skater's good standing status has been restored.
3. The president will notify the monitor and the monitor coordinator and instruct them not to allow the skater to walk on club sessions until the skater's good standing status has been restored.
4. The president will notify the test chair and the board officers and instruct them not to sign test applications or competition forms until the skater's good standing status has been restored.
5. Upon payment in full of all past-due charges and the \$10 late fee, the skater's eligibility to contract, skate club ice, test, and compete will be restored.

HOW MUCH SHOULD I SKATE?

Below is a guideline of the number of freestyle sessions a skater at each USFS testing level should skate per week. The information is based on a survey of DFSC coaches and is only a recommendation. The goals and budget constraints of an individual skater should be discussed with the skater's coach and taken into consideration when developing an individual skating program.

Freestyle Level	Minimum Freestyles per week
Beginner	2
Pre-preliminary	2
Preliminary	3
Pre-juvenile	4
Juvenile	5
Intermediate	6
Novice	7
Junior	7

Senior	7
adult beginner	2
Adult intermediate	2
Adult advanced	3

ICE RINKS

Following is a list of the many different ice facilities utilized by the DFSC. It is very important that members watch the calendar closely for correct rink location. This is especially true in the fall and winter, during hockey season.

- **Duluth Entertainment and Convention Center (DECC)**, Pioneer Hall or Arena, 350 South Fifth Avenue West, Duluth, MN (218-722-5573)
- **Hermantown Ice Arena (HAHA)**, 4309 Ugstad Road, Hermantown, MN (218-729-5493)
- **Mars Lakeview Arena (Marshall)**, 1215 Rice Lake Road, Duluth, MN (218-722-4455)
- **Pine Valley Ice Shelter**, 1102 Olympic Drive, Cloquet, MN (218-879-5400)
- **Superior Ice Arena (SAHA)**, 1015 Oaks Avenue, Superior, WI (715-394-4899)
- **University of Minnesota, Duluth (UMD)**, 10 University Drive (off of St. Marie Street), Duluth, MN (218-726-7128)
- **Wessman Arena**, 2701 Catlin Avenue, Superior, WI (715-394-8361)
- **Duluth Heritage Sports Arena**, 120 S. 30th Ave West, Duluth, MN (218-464-1711)

Phone numbers listed are for the rinks and are not to be used for DFSC business or information.

PARKING

Free parking is available at Wessman, Superior Ice Arena, Hermantown Ice Arena, and Pine Valley Ice Shelter.

For skating at UMD, drivers should park at meters along the street or in the pay parking lots. Tickets are regularly issued for unauthorized cars parked in permit lots.

The DECC charges a nominal fee for a seasonal parking pass (October - March). DECC parking passes are available for purchase from the ice monitor in late September or early October.

ICE MONITORS

The DFSC hires independent contractors to monitor ice sessions during the summer months and relies on club volunteers to monitor sessions the remainder of the year. The ice monitor is responsible for enforcing DFSC ice rules and is the person of authority at the rink. The presence of an ice monitor frees the coaching staff to concentrate on instruction.

An ice monitor, whether volunteer or paid, must be at least 16 years of age. To be considered for the paid position, the individual must be available during scheduled ice times and must provide his/her own transportation to the various rinks in the Duluth/Superior area.

Questions regarding ice monitoring should be directed to the monitor coordinator.

ICE MONITOR DUTIES AND PROCEDURES

1. The monitor for the first session of the day must bring the music stand rinkside and hang the speakers. (This duty does not apply to all rinks.)
2. The monitor for the first session of the day should ask the coaches if any other equipment (video camera, television, etc.) will be needed and should make sure that any such equipment is available rinkside.
3. The monitor for the first session of the day should place a tissue roll and a wastebasket by the boards, accessible to skaters and coaches.
4. The monitor is responsible for taking attendance of the skaters on each session, placing check marks by their names. To aid in accuracy, ALL SKATERS ARE REQUIRED TO CHECK IN WITH THE MONITOR PRIOR TO STEPPING ON THE ICE. The monitor should count the skaters on each session and compare the total to his/her attendance record.
5. The monitor is responsible for entering the appropriate cancellation notation ("CNX") next to the name of any skater who has indicated an inability to attend the session. The monitor should not cancel a skater unless requested to do so by a coach, a parent, or the skater.
6. If a session is not full as a result of low contract numbers and/or cancellations, the monitor should allow non-contract skaters to walk on the session. Walk-on skaters should be let on in the following order: Home club members, Associate members, Non-members. In no case should the number of skaters on the ice exceed the maximum total for the session listed on the monitor sheet.
7. The monitor is responsible for collecting walk-on fees. **No walk-on skater should be allowed on the ice without first making payment to the monitor.** The form of payment made by a walk-on skater (cash, check, or coupon) must be clearly marked in the monitor book. Envelopes are provided for the collection of walk-on fees. One envelope should be used for each day. The outside of the envelope should include a listing of the walk-on activity for the day – skater name, session(s) walked on, amount of payment, and method of payment. The monitor for the last session of the day is responsible for totaling and balancing the walk-on payments, sealing and signing the envelope, and filing it in the front pocket of the monitor book.
8. The monitor should cross off the names of those walk-on skaters who don't show up or aren't allowed on a session because it is full.
9. The monitor is expected to play program and filler music (CDs, iPods, and tapes) during freestyle sessions in compliance with DFSC **MUSIC RULES.**
10. The monitor for the last session of the day must remove the speakers and put the music stand away. (This duty does not apply to all rinks.)
11. The monitor book must be locked up every night or, in the case of a rink change for the following day, taken home by the monitor or a coach.

ICE SAFETY AND ETIQUETTE

To ensure the safety and training success of all of its skaters, the DFSC has established basic rules for both on- and off-ice activities. Coaches will hold yearly sessions with skaters to review the rules.

THE RINK MONITOR AND THE COACHES WILL HAVE AUTHORITY TO ENFORCE ALL OF THE RINK RULES. VIOLATION OF ANY OF THE FOLLOWING RULES BY A SKATER COULD MEAN A FORFEITURE OF THE SKATER'S ICE TIME.

DFSC RULES FOR APPROPRIATE BEHAVIOR ON THE ICE

The following rules are intended to keep ices sessions flowing so that: a) a skater can skate through his/her entire program without interruption; b) a skater will not have to circle numerous times trying to find a spot to jump and will be able to skate consistent patterns leading to jump consistency; c) a skater's frustration level will be kept to a minimum, thereby allowing the skater to remain focused on his/her goals; d) skaters will not collide with one another; and e) skaters will practice together in harmony.

1. Only figure skates are allowed on club ice (no hockey or speed skates).
2. Skaters must check in with the monitor at the beginning of each session.
3. **A skater doing his/her program (with music) has the right-of-way. Coaches and other skaters are expected to move out of the skater's way.**
4. **Skaters in lessons, including skaters having lessons in the jump harness, have the right-of-way.**
5. Spins are to be practiced at the jump harness end of the rink. Skaters practicing their spins must be aware of skaters trying to jump in the "lutz corners." (See #16 below.)
6. Small patterns should be practiced at the jump harness end of the rink.
7. Faster skaters should go to the outside.
8. Skaters must learn how to "merge" into the flow of the session by skating with **heads up and eyes open**. Skaters as well as coaches must avoid getting in the way of one another and should be especially aware of skaters in lessons.
9. Skaters who are not moving should be at the boards. Standing while "thinking" or chatting in the middle of the ice will not be tolerated.
10. Skaters should not cut off other skaters by darting across the middle of the rink.
11. A skater doing his/her program or setting up for a jump should be given plenty of room.
12. Skaters practicing field moves on freestyle sessions should yield to skaters setting up for jumps.
13. A skater should always be respectful of the other skaters and should be constantly aware of the skaters around him/her. A skater who is surrounded by skaters of significantly greater or lesser skills must be especially careful! Strive to avoid collisions!
14. A skater who falls should get up quickly, remembering that other skaters will have a much harder time seeing a skater who is down on the ice. A skater should learn how to fall properly - protecting the head as much as possible, staying "loose," and keeping fingers away from skate blades.
15. A skater who sees another skater fall and suspects serious injury should: a) have someone stand "guard" over the injured skater to prevent collisions with other skaters; b) get a qualified adult to come and help; c) throw a blanket, a warm-up jacket, or a sweatshirt over the injured skater to keep the skater warm; and d) have the monitor contact a parent and/or call 911.

16. The lutz jump is most commonly performed in the 10:00 and 4:00 corners of the rink (except in the case of a clockwise jumper). These corners are informally called the "lutz corners" and can typically be identified by the unusually large concentration of divots in the ice. Skaters should strive to avoid long-term practice activities in these corners and should be especially aware of their surroundings when in them. The approach to a lutz is long and blind. A skater preparing to do a lutz jump is not likely to see other skaters.
17. Certain skating moves are inherently dangerous. A skater who is practicing an element such as a camel spin or a back spiral must be especially aware of the danger his/her exposed blade poses to other skaters. The skater should recognize that once he or she has started the element, it will be difficult to see the surrounding skaters. A skater preparing to practice a dangerous move should take a good look at the expected "space" before starting the element and abort the move if a problem is likely to arise.
18. Jumping is not allowed on sessions designated for moves in the field only.
- 19. As a matter of safety and according to state law, no skater or coach is to remain on the ice when the zamboni starts to enter the ice.**
20. Skaters should be courteous, respectful, and encouraging to coaches and other skaters.
21. Skaters should dress appropriately.
22. Skaters should work alone on sessions. Skaters are not allowed to stand and visit along the boards. Talking, playing, "teaching," or engaging in any other type of behavior that might distract other skaters on the session is discouraged.
23. Skaters should refrain from kicking ice, sitting on the ice, and playing tag. Such behavior is nonproductive and can be dangerous.
24. A skater should refrain from showing signs of disgust if another skater or coach inadvertently gets in the way.
25. A skater who gets extremely upset (i.e., crying), should leave the ice.
26. Skaters and coaches should duck in front of the video camera.
27. Skaters are expected to set goals and work hard on sessions to achieve those goals.
28. Skaters should not interrupt coaches giving lessons to other skaters.
29. No food, gum, or beverages (with the exception of water bottles) will be allowed on the ice.
30. Friends, parents, and skaters are not allowed to sit in the hockey boxes during ice sessions.
31. A skater on an ice session is expected to skate the entire session. Breaks should be approved by the skater's coach. The parent of a skater requiring extra breaks for a particular reason, physical or otherwise, should discuss that need with the skater's coach.,
32. Skaters should clean up after themselves. Tissues and empty water bottles must be discarded in appropriate receptacles.

ALSO SEE: www.usfigureskating.org/content/BS-behavior%20of%20skaters.pdf

LOCKER ROOM ETIQUETTE

1. Skaters should not gossip.
2. Skaters should be positive role models for other skaters.
3. Skaters should be kind and supportive by complimenting fellow skaters on their accomplishments.
4. Skaters should clean up after themselves, discarding trash and cleaning up food messes.
5. Skaters should not spend unnecessary time at the monitor station. A skater who hangs out excessively or disrupts the monitor will be verbally warned. If the verbal warning does not rectify the behavior, a pink slip will be sent to the parent.
6. Skaters should be respectful of other skaters' belongings. A skater should not go into another skater's bag or personal belongings without permission.

7. Skaters should take care to secure money and valuables. Money and valuables can be left with the monitor during sessions.
8. Skaters should engage in constructive activity between sessions (jump rope, twister exercises, stretching, etc).
9. Skaters should keep the topics of locker room conversation appropriate.

MUSIC RULES

1. Each skater is responsible for his/her own music. The skater must bring his/her program tape(s) or CD(s) to the monitor at the beginning of the session and pick them up at the end of the session. Tapes should be rewound. All tapes, CDs, and cases should be clearly marked with the skater's name.
2. Program tapes/CDs will be played in the order they are requested. To ensure that every skater is able to have his/her program music played during a freestyle session, each skater can request his/her music once during the session. If time permits and all skaters have had music played, the skater can have a second program tape/CD played or a program tape/CD can be repeated.
3. Music requests by coaches have priority over requests of skaters not having lessons at the time. A coach who "bumps" a skater's music will so inform the skater.
4. Coaches may request music once per lesson. If the session is not busy, sections of programs may be requested.
5. Skaters should limit warm-up time and take turns being the first to have program music played. If skaters start programs early in the session, there is a greater likelihood that everyone will have the opportunity to have program music played.
6. A skater who anticipates a lesson should check with his/her coach to determine the appropriate timing of a request for program music – before, during, or after the lesson.
7. If a skater's music is playing, the skater should be skating to it.
8. A skater should be aware of when his/her music is about to be played (by knowing who he/she will follow) and be ready. This will ensure that the process is not slowed down and that everyone on the session will have his/her music played.
9. A skater should watch out for other skaters when skating out to start a program and when skating off immediately following the program.
10. Music will be stopped at the exact time of flooding or at the end of the session, whether a program is finished or not.

TESTING

Go to www.usfigureskating.org/content/BS-test.pdf for additional information.

A vital part of USFS is its series of proficiency tests. The tests are designed to be an accumulation of steps in the progress of the skater. The skater must fully master the skills required for one test before he/she is ready for the next test. A skater's test level determines which event(s) may be entered in competition.

USFS tests are administered and sanctioned according to rules established by USFS and enforced by member figure skating clubs. Each club has a "test chair" whose responsibilities include the supervision of all tests taken within his/her club. The test chair works with the coaching staff to determine appropriate dates for test sessions. The DFSC usually sponsors

four test sessions each year. Test sessions are announced well in advance to give skaters ample time to prepare. By mandate of the board of directors, a minimum of 15 skaters is required for a test session to be held.

USFS offers testing in moves in the field (edges and footwork patterns, considered the substitute for school figures), freeskating, adult moves in the field and freeskating, figures, dance, pairs, and synchronized skating. A skater at any given level is required to pass the moves in the field test before taking the corresponding freeskating test.

A skater's coach will recommend when the skater is ready for a test. During the test, the skater is evaluated by a panel of USFS judges, usually three. Judges award the skater marks based on established standards, and the skater must successfully obtain a minimum score from two of the three judges in order to pass the test. This minimum score increases as the test level advances. Copies of the judges' score sheets, which include their marks and comments, are provided to the skater. Test results are recorded with USFS at its national headquarters in Colorado Springs, Colorado.

Rates charged to skaters taking tests vary by both club and test level. The charge for each test administered through the DFSC is between \$25 and \$45 for DFSC members and between \$50 and \$70 for nonmembers. Each skater testing at a DFSC-sponsored test session is also assessed a \$5 fee to cover the costs of hosting the USFS judges needed to run the test session.

Following is an outline of the USFS testing structure:

<p><u>Moves In the Field:</u> Pre-Preliminary Preliminary Pre-Juvenile Juvenile Intermediate Novice Junior Senior (GOLD)</p>	<p><u>Freeskate:</u> Pre-Preliminary Preliminary Pre-Juvenile Juvenile Intermediate Novice Junior Senior (GOLD)</p>	<p><u>Adult:</u> Pre-Bronze MIF/Freeskate Bronze MIF/Freeskate Silver MIF/Freeskate Gold MIF/Freeskate</p>
<p><u>Pairs:</u> Preliminary Juvenile Intermediate Novice Junior Senior</p>	<p><u>Dance:</u> Preliminary Preliminary Free Dance Pre-Bronze Bronze Bronze Free Dance Pre Silver Silver Silver Free Dance Pre Gold Gold Junior International Gold Free Dance Senior International</p>	<p><u>Synchronized Skating:</u> 5th Class 4th Class 3rd Class 2nd Class 1st Class</p>

Test requirements are detailed in the USFS rulebook. A rulebook is available rinkside. A personal copy can be ordered at www.usfigureskating.org/content/rulebook.pdf.

HINTS FOR A SUCCESSFUL MOVES IN THE FIELD TEST:

The judges expect good edges, control, extension, carriage, and rhythm. The skater should strive for an effortless, flowing, and graceful execution of the elements. The skater's upper body should be upright with arms held gracefully. During stroking, the free leg should extend with toes pointed.

Each move should be started from a standing, stationary position. Introductory steps should not exceed seven.

Each move should be skated in the general shape of the pattern shown in the USFS rulebook. Slight variations in pattern are permitted as long as the "intent of the element remains intact."

Characteristics noted in the USFS rulebook as "focus items" must be competently demonstrated in order for the skater to get a passing or better mark on the element.

Serious errors which may prevent a skater from passing a moves in the field test include falling, touching a hand or the free foot down in order to avoid falling, and omitting a required element.

Quality errors by themselves do not cause mandatory failure of a moves in the field test, but the score reductions incurred as the result of multiple quality errors can bring the total mark below the required "passing average." Examples of quality errors include spirals with the free leg less than hip height; power pulls slowing during the run; lack of control or stability during any move; noisy, scratchy, "slidey" edges; poor carriage or extension; "toey" pushes; and inadequate technique.

What do the words mean?

Strong edge: *Without wobbles or sub-curves.*

The edge is initiated by placing the skate onto the ice at an angle appropriate to that edge, not by pulling down flat or on the opposite edge and then turning over to the correct edge.

Extension: *The controlled stretching of the free leg combined with an upright body posture.* Spirals are an obvious element to demonstrate good extension. The benchmark for spirals is that the free leg must be at least hip height. Extension can also refer to nicely straightened legs and pointed toes during stroking.

Quickness: *"Foot" speed.*

Good quickness is represented by the precise, rapid, and crisp execution of turns, edge changes, and transitions. Quick motion that is quiet (not scratchy), fluid, and continuous is especially rewarded.

Power: *Rapid and obvious acceleration achieved by forceful stroking.*

Power almost always translates to "fast." Power is characterized by good acceleration, maintaining or increasing speed during difficult maneuvers, and a good flow across the ice.

HINTS FOR A SUCCESSFUL FREESKATING TEST:

At any given level, the moves in the field test must be taken and passed before the skater can take the corresponding freeskating test. During a freeskating test, the skater is allowed to correct up to two serious errors by re-skating the missed elements.

Serious errors on a freeskating test include falling, incompletely rotating a jump, landing on two feet from a jump or a flying spin, touching down with a hand or the free foot, blatantly and seriously changing to the incorrect edge before a jump, turning between two jumps in a jump combination, failing to hold a spin for the required number of revolutions or to attain the required position in a spin, and omitting a required element.

Quality errors which result in deductions in the technical marks include the incidental touchdown of a hand or the free foot, a very short change of edge or flat immediately before the takeoff of a required jump, a turn after the landing of a required jump, difficulty in holding the landing of a required jump, and traveling in a required spin.

COMPETITIONS

Go to www.usfigureskating.org/content/BS%20parents-competitions.pdf for additional information.

Various clubs in various cities host competitions throughout the year. In January of each year, the DFSC hosts the Northland Competition (“Northland”). Northland provides many volunteer opportunities for DFSC members. (See **NORTHLAND COMPETITION** for additional information.) It also gives new skaters the chance to watch more experienced skaters and learn what competition is all about.

Entering competitions is both exciting and serious. The skater’s coach can lead the way, from deciding when the skater is ready to compete, to guiding the parents through the necessary paperwork, to giving the skater hints on handling the fun and the stress.

Typically, the registration form for a competition is due to the competition registrar from six to eight weeks prior to the first day of competition events. The form must be signed by the skater (or the skater’s parent if the skater is a minor), the skater’s coach, and a DFSC club officer. Payment of registration fees must accompany the registration form. Fees vary by competition - \$85 or more for the first event entered, \$20 or more for each additional event. Registration forms can be found online, via links on the DFSC website, and/or from the skater’s coach.

Approximately two weeks prior to the competition, the skater will be notified of the date(s) and time(s) of his/her official practice ice (if official practice ice is offered) and the date(s) and time(s) of the skater’s competition events. The skater should share that information with his/her coach.

Most competitions offer additional practice ice at an additional cost (usually \$10 to \$12 for a 20- to 30-minute session). The schedule of additional practice ice is very often provided to the skater with notification of official practice and event times. Additional practice sessions are often held in the early morning (before competition events begin) and in the evening (after the last competition events of the day). The skater’s coach can recommend the amount of additional practice ice (if any) to purchase and can also assist in deciding which sessions work best for the skater and the skater’s competition schedule. Additional practice ice is often sold in advance on a first-come, first-served basis, making speed and efficiency in submitting the practice ice order very important. Additional practice ice may also be purchased at the competition. However, the cost is usually higher and the selection of sessions is reduced if sessions sell out.

Most competitions begin late in the week and run through the weekend. Official and/or additional, non-official practice ice is sometimes offered on Thursday with events on Friday, Saturday, and Sunday. The skater should be prepared and willing to miss some school.

A singles skater can compete in multiple events at any given competition. The variety of events offered is at the discretion of the competition committee. Freestyle (long program) and

compulsory or short program events can always be expected. Other possible events include spins, jumps, moves in the field, and artistic.

- A freestyle (long) program incorporates footwork and various jumps and spins in a routine set to music.
- In a compulsory moves or short program event, the skater must do very specific, required elements while concentrating primarily on technique. Most compulsory moves events are skated without music and on only half of the ice surface. In contrast, short program events are skated with music on the full sheet of ice. Short program events are offered for skaters at the intermediate and higher levels, although some competitions do offer juvenile short program events.
- A spin program includes specific, required spins with connecting footwork patterns.
- In a jumps only event, the skater does not perform a program. Instead, he/she executes specific, predetermined jumps according to the requirements outlined in the competition announcement.
- In a moves in the field event, a skater at a given competition level must execute one or more of the moves required for the moves in the field test for that same level. The specific moves to be executed are predetermined by the competition committee.
- An artistic program combines music, costume, jumps, spins, and musical interpretation.

THINGS TO DO BEFORE LEAVING HOME FOR A COMPETITION

- Share the skater's competition schedule [practice and event date(s) and time(s)] with the skater's coach as soon as the information is known.
- Have the skater skate a few times in his/her competition costume(s) to uncover any problems with fit and/or condition. Repair any holes and secure any loose beads, sequins, or rhinestones. Pack a sewing kit and safety pins for last-minute repairs.
- Have skate blades sharpened (usually about one week before the competition).
- Polish skates.
- Confirm hotel and travel reservations. Secure directions to the rink and the hotel.
- Pack skates (both of them), skate guards, soakers, skate polish (in a plastic bag to avoid disastrous spills), a screwdriver, practice and competition outfits, a warm-up sweater, extra laces, tights (including at least one extra pair), hair accessories (scrunchies, bobbie pins, etc.), hairspray, and makeup. Mark items with the skater's name and phone number.
- For each musical event entered (freestyle, short program, artistic), pack **two copies** of the program music. Label each with the skater's name, the event, and the running time of the music. Make sure all tapes are rewind.
- If planning to have the skater's performances videotaped by the official competition videographer, bring a blank videotape or a partially full tape positioned at the spot where taping should begin. Be careful to avoid accidentally taping over a previous performance.
- Bring the skater's USFS membership card.
- Pack some healthy snacks.
- Pack paper, markers, crayons, and tape to make "good luck" signs for other skates.
- Pack relaxing activities (books, beads and string, Mp3 player, puzzle books, etc.).

TIPS FOR THE SKATER AT COMPETITION

- Immediately upon arrival, check in at the registration desk. At the time of registration, a program tape (rewound) or CD for each musical event entered (freestyle, short program, artistic) must be turned in. The registration desk will offer official competition program booklets, sometimes at no charge to the skater, other times for a nominal fee.

- **Check the official bulletin board for time changes and messages.**
- Avoid the temptation to buy more practice sessions than you need. Competition is not the place to learn to skate.
- Arrive for each practice session at least 30 minutes early. Check in with the ice monitor to confirm attendance on the session and to determine if the session will run on schedule.
- Concentrate on your own skating during practice sessions; avoid the temptation to watch other skaters.
- **Arrive for each competition event at least 60 minutes early. Check in with the ice monitor to confirm attendance for the event and to determine if the event will run on schedule.**
- Keep track of personal belongings, especially skates. Skates should never be left unattended. Mix-ups and theft can occur.
- Expect a busy facility. The lobby, the dressing rooms, the bleachers, the vendor shops, the snack bar, and the bathrooms will all be crowded. It is a good idea to style hair and apply makeup before coming to the rink. (Hair and makeup should be neat and appropriate.)
- Avoid excessive eating. Snacking on soda, donuts, and other unhealthy choices can intensify nerves and lead to bloating and lack of energy.
- Be dressed and ready to skate 20 minutes before the event. (Skates should be polished. Underwear should be removed if it will show.)
- Find your coach. In the case of a musical event, hand the coach an extra copy of the program music as a back-up should something go wrong with the copy turned in at the time of registration.
- In preparation for the on-ice warm-up, do some basic off-ice exercises before the monitor calls the group to the ice.
- Remember that the on-ice warm-up is not a practice session. Be out the door first. Avoid “the pack,” and maneuver for room on the ice. Be efficient, but don’t rush. Skate with a purpose. Above all, be a standout!
- When it is time to perform, take a deep breath, smile from the inside out, and get ready to give the performance a great effort.
- If anything goes wrong with the music, go immediately to the event referee. Don’t be afraid; the referee is there to help.
- Check the results board approximately 30 minutes after the conclusion of the event for the official event result. (Copies of the result sheets can be purchased at registration.)
- Remember that all skaters have good days and bad days and that not everyone can place. Be proud of a good effort. Remember, too, that most people, including those watching, can’t even do a waltz jump.
- Be a gracious winner as well as a good loser! It is unsportsmanlike and unbecoming to gloat about high marks or to make unkind comments about competitors.
- If disappointed, get to a private place to show emotion.
- If applicable (usually for placements first through fourth), check in at the awards table for the time of the awards ceremony. Be on time for the ceremony with costume and skates on.
- Don’t rush out of the rink after the event. Make friends with skaters from other rinks. Watch some of the other events. It is especially good to watch events one level above your own to see what is expected at the next level.
- Pick up music from the registration desk and the videotape from the official videographer before leaving the facility.

A WINNING COMPETITION PROGRAM

There is no magic answer to putting together a winning program and no guaranteed formula for success. However, there are four general principles common to most winning programs.

1. **Good Skating:** Good skating consists of good posture; good flow; good (non-toe) pushes; foot extension; clean, quiet edges with minimal scratching; consistently solid one-footed landings with no touches, cheats, 3-turns, dips, or hooks; and good follow-through on jumps.
2. **Balance:** A well-balanced program is essential. The program must include a good mix of spins, moves, and jumps. **An element should not be repeated more than two times.** Instead, versatility should be demonstrated with a wide variety of nicely-connected elements.
3. **Elements:** A skater should demonstrate command of all of the elements specified for his/her test level and show off one or two elements from higher levels if those elements can be performed well. Attempting difficult elements that are not consistent can be counterproductive; little credit is given for poorly performed elements, and the additional stress suffered by the skater may negatively impact the entire program.
4. **Presentation:** Good skating with no expression is boring skating. A skater should use arm movements, facial expressions, and body positions to maximize presentation of the program. The skater should hear and feel the music. The skater should strive to connect with the audience and the judges by making eye contact and by demonstrating a level of enjoyment.

For more information on the new judging system, go to:

www.usfigureskating.org/new_judging.asp?id=280 and [/new_judging.asp?id=311](http://www.usfigureskating.org/new_judging.asp?id=311)

and www.usfigureskating.org/new_judging.asp?id=283.

DFSC REIMBURSEMENT AND FINANCIAL AWARD POLICIES FOR UPPERS, MIDS, NATIONALS, AND INTERNATIONAL ASSIGNMENTS

As a skater advances in test level, he/she can compete at the Upper Great Lakes Regional Figure Skating Championships (“Uppers”). Top finishers at Uppers advance to the Midwestern Sectional Figure Skating Championships (“Mids”). Top finishers at Mids advance to the U.S. Figure Skating Championships (“Nationals”). Top finishers at Nationals are eligible for USFS assignments to international competitions, including the Olympics.

Upper Great Lakes Regional Figure Skating Championships (Uppers)
Midwestern Sectional Figure Skating Championships (Mids)
U.S. Figure Skating Championships (Nationals)
U.S. Figure Skating Junior Championships (Junior Nationals)

Based on the amount a skater has paid for ice the previous membership year, the DFSC will reimburse the full entry fee or a portion of the entry fee for any DFSC skater who participates in either the qualifying or non-qualifying portion of the Upper Great Lakes Regional Figure Skating Championships.

If the skater has paid:

\$1800.00 or more for ice they will get 100% reimbursement of the entry fee

\$1350.00 - \$1799.00 – 75% reimbursement

\$900.00 - \$1349.00 – 50% reimbursement

\$450.00 - \$899.00 – 25 % reimbursement

A skater who pays the registration fee but does not actually compete is not eligible for reimbursement. In the event of Uppers being held in either Duluth or Superior, reimbursement does not apply.

International Assignments

The DFSC will award \$750 to any skater who earns an international assignment from USFS. To be eligible for reimbursement, the skater must have been a home club member of the DFSC for at least one year prior to the competition and must have contracted club ice for all 12 of the preceding 12 months. A skater who receives an assignment but doesn't actually compete is not eligible for the award.

These policies were adopted at the June 18, 2008, meeting of the board of directors and are subject to review and modification as needed.

PERFORMANCE POLICY

Throughout the year, some DFSC skaters are given the opportunity to perform at high school and college hockey games. Every attempt is made to assign these exhibitions fairly and equitably and to give as many skaters as possible the chance to perform. Guidelines have been established and are adhered to in making the assignments.

The performance committee (see **COMMITTEES/JOB LIST**) is responsible for contacting local (Duluth/Superior area) athletic directors at the beginning of the hockey season. The committee will compile a list of available performance opportunities and contact eligible skaters.

The following policy was adopted on December 20, 1999, and will be reviewed annually.

1. Priority is determined as follows:
 - a. Full members of the DFSC in order of test level (from highest to lowest) as of the 1st day of September in the current year/season.
 - b. Associate members of the DFSC in order of test level (from highest to lowest) as of the 1st day of September in the current year/season.
2. Each eligible skater is asked to perform either a solo number or as part of a group.
3. Skate line and group numbers have priority over solos. (This allows for the participation of many skaters rather than a few.)
4. A high school student has priority for skating at a hockey game in which his/her school team is participating.
5. A skater must be preliminary level or higher to be eligible to skate at a woman's' college hockey game and novice level or higher to be eligible to skate at a men's' college hockey game.
6. An eligible skater may decline the offer to perform.

Any DFSC member who resides outside of the Duluth/Superior area is encouraged to contact the athletic director of his/her school and request permission to perform at a high school game.

Additional performance opportunities are sometimes offered to skaters by clubs or organizations. For example, another skating club may request a specific skater or a skater at a certain level to perform as a guest soloist in an ice show. The DFSC has little control over these special requests but will handle them as fairly as possible.

SANCTIONS

A DFSC skater who plans to perform at any type of event that is not sponsored by USFS must notify the DFSC club president and request a performance sanction. Application for a performance sanction must be submitted to USFS at least 30 days prior to the event. If the event is associated with another USFS-affiliated club, the skater should discuss the issue of a performance sanction with the president of that club.

COMMITTEES/JOB LIST

Various committees are at work throughout the year. Volunteerism from the members of these committees allows the DFSC to stay strong and grow. Anyone interested in serving should contact a current member of the board of directors.

Some committees are currently inactive due to a lack of volunteers. Activation of all committees is desirable and ensures the optimum functioning of the club. **VOLUNTEERS ARE NEEDED!**

The **by-laws committee** ensures that the DFSC by-laws are in line with USFS and are current and feasible; monitors monthly meetings of the board of directors to note proposed changes to the by-laws; and makes recommendations for change to the board of directors and the general membership. The by-laws committee is a one-member committee. The position is filled by a member of the board of directors.

The **coach liaison committee** serves as a link between the board of directors and the coaches. The committee strives for open communication and the promotion of club goals that are advantageous to both the general membership and the coaches. The committee also encourages good working relationships between members of the coaching staff.

The **competition committee**, which is composed of nine subcommittees, ensures a successful Northland Competition each January.

The **dress sale committee** is responsible for periodically organizing the sale of used skating dresses and clothing to club members and participants in the learn-skate-program.

The **finance committee** ensures financial security for present and future endeavors of the DFSC. It creates the annual budget and monitors expenses. The committee is made up of the board of directors' president and treasurer and three additional club members.

The **grievance committee** provides an outlet for complaints that are not addressed through normal pathways within the club structure. The committee's primary function is to resolve problems of unfairness brought to its attention by the general membership, members of the board of directors, or the coaching staff after other avenues of resolution (such as communication between the parties involved or a petition to a specific committee requesting deviation from an established rule) fail to result in an equitable agreement. The executive board (president, vice president, secretary, and treasurer) serves as the grievance committee.

The **history committee** maintains and updates the club's history. The club photographer is a member of the history committee and is responsible for maintaining a pictorial record of club events.

The **high school lettering committee** works with area high schools to organize extracurricular clubs for figure skaters. The committee also works with school administrators to gain recognition and approval of figure skating as a lettering sport/activity.

The **holiday party committee** schedules a party for sometime in December, secures an appropriate location, organizes activities, and either provides party food (at the club's expense) or solicits donations of food from the club membership. The committee also contacts a community group (such as the Salvation Army), makes arrangements for the DFSC to "adopt" at least one family in need, communicates a suggested list of gift donations to the club membership, collects the donations, and delivers them to the family or families in time for the holidays.

The **hospitality committee** operates a concession table during learn-to-skate sessions. Funds raised are used to offset the costs of other club events.

The **housekeeping/maintenance committee** assumes responsibility for regular maintenance of the music system (including the speakers), ensuring that the system is clean and operational at all times. When necessary, the committee transports the equipment from rink to rink. The committee is also responsible for cleaning and organizing the DFSC storage area at the DECC.

The **ice committee** prepares and disseminates the monthly ice schedule, receives ice contracts from the general membership, receives payments for member ice contracts, and maintains accounting records relevant to the contracts. The ice committee ensures that an ice monitor is present at every on-ice session. The committee also evaluates ice session usage and makes schedule adjustments as necessary. The ice committee is responsible for updates to the membership handbook. The committee includes the skating director, the calendar creator, the membership chair, the ice scheduler, the monitor coordinator, the billing agent, and the statistics recorder. The tasks of the ice committee are accomplished according to the following timeline:

Day of Month	Person Responsible	Task
	Skating director	Contact local ice rinks to secure ice and determine fees.
5 th	Skating director and calendar creator	Confirm ice times and create draft of monthly calendar.
5 th -10 th	Skating director	Review draft of calendar with other coaches and communicate any changes to calendar creator.
10 th	Membership chair	Provide up-to-date e-mail list to communications manager.
10 th -13 th	Calendar creator	Finalize monthly ice calendar.
17 th	Web master	Post calendar and contract on DFSC website.
24 th	Ice scheduler	Create monitor sheets from monthly ice contracts. For each sheet, include session name, session time, space for monitor's name, and space to list walk-on skaters.
3 rd Wednesday of month	Ice committee chair	Report to board of directors (either in person or via written document) any updates, problems, or recommendations.
16 th	Treasurer	Provide list of members with past-due bills (more than 30 days) to ice scheduler. (Contracts from skaters with past-due bills will be rejected and returned.)
16 th -23 rd (5pm)	Ice scheduler	Receive ice contracts from general membership.
24 th - 30 th	Ice scheduler	Return late contracts to skaters, noting date received and advising of necessity to sign up on walk-on lists.
26 th - 27 th	Ice committee	Meet to review contracts and numbers on sessions. Discuss special requests and formalize recommendations to board of directors.

27 th -28 th	Ice committee chair	Via e-mail, notify those skaters who have been moved to walk-on lists due to space limitations.
27 th -28 th	Ice committee chair	Send e-mail to all club members listing full sessions and those that qualify for one level higher or lower to walk on.
28 th	Ice scheduler	Make 12 copies of one full week of monitor sheets. Ask skating director to distribute to coaches.
28 th	Ice scheduler	Give contracts to statistics recorder.
28 th	Ice scheduler	Update 12-month spreadsheet to indicate which skaters submitted current contracts. (Spreadsheet is used to determine priority for getting on sessions by contract.)
15 th of following month	Ice scheduler	Give corrected contracts to billing agent (treasurer).

The **learn-to-skate committee** works with the learn-to-skate director to ensure a successful learn-to-skate program. The committee includes an assistant coordinator who takes care of the paperwork and payments.

The **long-range planning committee** protects the future of the DFSC by planning, marketing, and ensuring that the needs of all skaters are being met. The committee is comprised of the vice president of the board of directors, the skating director, and four other members.

The **membership/mentor committee** ensures that all membership papers are filed with USFS and receives and distributes membership cards. The membership committee maintains and updates the membership list and prepares mailing labels. This committee will also work with new members to answer questions and explain the process for contracting for ice.

The **nominations committee** seeks out individuals who are interested in serving on the board of directors.

The **performance committee** coordinates the scheduling of skating performances at various events, including college and high school hockey games.

The **secretary** organizes meetings of the board of directors, notifies board members and the general membership of locations and times, posts notices at the rink, picks up and distributes club mail, takes minutes of meetings of the board of directors, and provides correspondence for the club.

The **test committee** ensures testing opportunities for the progressive improvement of individual skaters; coordinates USFS judges for DFSC competitions and test sessions; and chairs the awards ceremony at the annual meeting and recognition banquet. The committee has four members, one of whom is the skating director.

The **website committee** maintains and regularly updates the DFSC website.

The **workshop committee** plans and coordinates skating seminars, bringing in skating and other relevant professionals to work with DFSC skaters and coaches. This committee consists of a workshop coordinator and an assistant.

NORTHLAND COMPETITION

The Northland Competition (“Northland”), held each January at the Duluth Entertainment and Convention Center (DECC), is the largest competition in Minnesota and the DFSC’s primary

fundraiser. Monies earned from Northland help to keep fees for ice sessions relatively low for DFSC members.

Many hours of volunteer time are essential for a successful event. Club members should take pride in the commendable history of Northland and should willingly participate in the continuation of a great tradition. Volunteer opportunities abound - in the planning activities that begin months before the competition, in the daily activities of actually running the competition for four days in January (Thursday through Sunday), and in the cleanup and evaluation activities that occur following any event of this size.

The family of each DFSC skater is required to provide volunteer service hours at Northland. See VOLUNTEER REQUIREMENTS for more information.

Tasks required for the Northland Competition are divided as follows:

- Co-Chairpersons: Work with the DECC to select the most workable weekend in January and to reserve the necessary space (rinks, meeting rooms, locker rooms, etc.). Recruit qualified individuals to serve as the referee, the accountant(s), and the music coordinator for the competition. Recruit club members and parents to serve on Northland committees and oversee the workings of said committees. Create a competition application and obtain approval of same from the referee and USFS. Coordinate printing and dissemination of the competition application and receive completed applications and fees. Work with the referee to establish the competition schedule and to divide the skaters into appropriate groupings. Communicate scheduling information (event and practice ice) to the accountant(s), the music coordinator, and the competitors. Answer competition questions from all sources.
- Accounting: Arrange for the rental of a copy machine. Secure any and all supplies needed for the efficient functioning of the competition accountant(s). Work quietly with the accountant(s) during the competition to confirm results, make copies, and get results posted in a timely and respectful manner.
- Advertising and Sponsorship: Solicit hotel ads for the competition application and sponsorships/ads for the competition program.
- Announcers/Music: Use the public address system to announce skaters as they take the ice for events. Play program music during competition events.
- Awards and Pictures: Gather skaters for awards and photos, present awards, and control traffic in and around the awards/photo area.
- Cleanup: Check locker rooms and general areas at the end of the day to make sure they are kept clean and safe.
- First Aid: Provide first aid to skaters in cases of injury or illness. (Restricted to EMT specialists and club members with medical background.)
- Ice Monitoring: Check skaters in for practice sessions and competition events. Maintain organization and calm in and around the competition area. Communicate with the announcer and the individual playing music to ensure proper pronunciation of competitors' names and to keep the overall flow of competition smooth.
- Judges: Recruit USFS judges and technical officials to participate in the competition. Coordinate travel arrangements, reserve hotel rooms, work with the DECC and the hotel to provide daily meal service, and select and secure appreciation gifts.
- Hospitality: Plan food selections for the coaches' hospitality room and, if applicable, the volunteer hospitality room. Coordinate and solicit food donations from club members and local businesses. Set up the hospitality room(s) the day before the start of the competition. Staff the room(s) during the competition (preparation, service, and cleanup) and clean out the room(s) at the end of the competition.
- Night Management: Supervise evening practice sessions.
- Practice Ice: Sell practice ice, both in advance and during the competition.

- Official Competition Program: Create the official competition program, combining the following information: participating competitors, participating clubs and coaches, judges, competition schedule, maps of the DECC facility, and sponsorships and ads.
- Publicity: Coordinate press releases and provide ongoing competition information to the media.
- Registration: Select competitors' gifts, assemble gift bags prior to the competition, and disseminate the gifts during the competition. Check in the competitors, organize program tapes/CDs, and sell official programs and result sheets.
- Runners/Information: Greet volunteers, skaters, and fans and respond to their requests for information. Provide directions. Facilitate volunteer sign-in and food donation drop-off. Run results from the judges in competition events to the accounting room, obtain signatures from event referees, post results on the official results board, run copies of results to the awards/photo area and the registration desk, and run program tapes/CDs from the registration desk to the competition rinks and back.
- Synchronized Teams: Assign practice sessions and locker rooms to participating synchronized skating teams. Recruit volunteers to escort teams from the practice rink to the competition rink and to collect and disseminate skate guards during competition events.
- Transportation: Pick up judges and officials from the airport and return them to the airport or make arrangements for the hotel shuttle to do so. Provide or arrange any other transportation required by judges and officials.
- Vendors: Communicate with vendors well in advance of the competition; prepare and secure vendor contracts; coordinate appropriate vendor space with the DECC and oversee the arrangement of tables in the space; collect (DECC) fees for tables, chairs, and electricity; respond to the needs of the vendors during the competition; and collect "percentage of sales" fees owed to the DFSC at the conclusion of the competition.
- Volunteers: Recruit club members to satisfy the myriad volunteer needs of the competition. Coordinate and document the volunteer work schedule of volunteers in all areas.

Each of the above areas is supervised by a committee with one or more committee chairs.

Go to the DFSC website, www.duluthfsc.org, for Northland Competition updates.

OTHER CLUB EVENTS

ANNUAL MEETING AND RECOGNITION BANQUET

The annual meeting and recognition banquet is held in the spring, usually at the end of April or in early May. At the meeting, the general membership elects new and returning members to the board of directors and receives the annual financial statement from the treasurer. Skaters who have passed USFS tests during the preceding year receive recognition. Graduating high school seniors are also honored. One club skater is selected, by a vote open to all member skaters, to best represent the qualities of leadership, spirit, strong mind and body, and gratitude. A traveling trophy is presented to the skater. (See **TRAVELING TROPHY** for more information.)

HOLIDAY PARTY

During the winter holiday season, usually in early December, the club hosts a party for its skaters. Skaters and their families are encouraged to contribute items to help at least one less fortunate family within the community. A listing of suggested items for donation is posted at the rink and communicated via e-mail to the club membership.

SPRING ICE SHOW

In late April or early May, the club produces an ice show (complete with costumes and lighting) to highlight the talents of club skaters in solos and group numbers and to give learn-to-skate participants an opportunity to demonstrate their newly mastered skills.

TRAVELING TROPHY

Each year, club skaters are asked to select the one club skater who best demonstrates the qualities listed below (both on and off the ice):

Leadership: The skater practices strong leadership skills. Examples of leadership include helping with the learn-to-skate program, assisting with and participating in the ice show, assisting peers with problem solving, mentoring younger skaters, etc.

Spirit: The skater has an optimistic attitude and represents the DFSC in a positive way. The skater practices and competes compassionately with other skaters.

Mind: The skater challenges his/her intellect. The skater maintains a good balance of school, family, friends, and skating.

Body: The skater practices good nutrition, engages in exercise other than skating, and applies lessons learned through athletics to life in general.

Thankful: The skater is aware of the costs of figure skating and demonstrates gratitude to the individual or individuals who pay the bills and facilitate the skater's continued participation in the sport.

A traveling trophy is presented to the chosen skater at the annual meeting and recognition banquet.

MINNESOTA SKATING SCHOLARSHIP

The Minnesota Skating Scholarship is an organization that grants monetary awards to Minnesota figure skaters. The awards are intended for reimbursement of expenses incurred as a direct result of education, training, and development in the area of figure skating. Awards are based on financial need, skating potential, sound character, and demonstrated motivation.

Applications are due January 15 each year and can be requested from:

Minnesota Skating Scholarship Headquarters
2925 Dean Parkway
Suite 300
Minneapolis, MN 55416

To be eligible, an applicant must meet the following requirements:

1. Be a U.S. citizen and an eligible person in skating as defined by USFS.
2. Obtain a written recommendation from an official of his/her Minnesota home club.

3. Successfully pass at least one of the following:
 - a. USFS intermediate freeskate test
 - b. USFS bronze dance test, or
 - c. USFS intermediate pairs test.

The program is administered through the Minnesota Skating Scholarship Office. Recipients are selected by the scholarship board.

SYNCHRONIZED SKATING TEAM

The “Ice Delights” is a synchronized skating team that represents the DFSC but trains in Virginia, Minnesota. For additional information, contact **Barb McKee at 218-749-8049**.

LEARN-TO-SKATE PROGRAM

(ALSO KNOWN AS “Basic Skills Program” and “Group Lessons”)

For additional information, go to www.usfigureskating.org/prgrams.asp?id=47 and www.usfigureskating.org/programs.asp?id=118.

The DFSC learn-to-skate program is based on the USFS basic skills program. The learn-to-skate program, which is open to skaters from age 3 to adult, is designed to encourage ice skating at all levels and to keep each student excited about the sport from the time he/she begins lessons until goals are successfully achieved. Four learn-to-skate sessions are offered each year (fall, winter, spring, and summer). Lessons occur weekly and are 30 minutes in length. Additional practice time is offered.

Due to limits on class size, registration for any learn-to-skate session must occur prior to the start of classes. Payment must accompany registration. Refunds will be given only in the case of cancellation of the session. Credit will be given for medical emergencies. Any request for such credit must be submitted within 30 days and must include a physician’s excuse.

Basic Skills Testing: Basic skills testing is part of the learn-to-skate program. The tests are broken down into Snowplow Sam (a tot program), basic badges 1 - 8, and freestyle basic badges 1 - 6. Tests are usually given by the skater’s instructor at the end of a learn-to-skate session. The USFS basic skills program also includes testing and badges in dance, power

skating, synchronized skating, and power hockey. The cost of the basic skills program includes test fees and badges. Embroidered badges are awarded for each class level successfully completed.

The learn-to-skate program is highly recommended for the beginning skater as a fun and effective way to learn the *basic fundamentals of ice skating*. As a skater advances through the USFS basic skills program and the skating maneuvers become more difficult, private lessons may be used to supplement the group lessons. When the skater has completed the USFS basic skills program **OR** indicates a strong desire to pursue more skating, it is time to consider moving on to club membership and a more consistent exposure to private lessons.

Participants in the learn-to-skate program are invited to participate in the DFSC's annual spring ice show.

HOUSING

Out-of-town skaters choosing to skate with the DFSC are responsible for their own housing arrangements. A skater with housing needs should check with his/her coach or other club members for suggestions. Any local family interested in housing an out-of-town skater should contact a coach or a member of the board of directors. The board of directors recommends that a host family charge a minimum of \$25 per day per skater for housing. Financial arrangements must be made between the host family and the family seeking housing for their skater.

HISTORY OF FIGURE SKATING AND THE DFSC

- Figure skating traces back almost 3000 years, when people used skates for transportation. The first skates were animal bones, ground flat on one side and strapped to the feet with leather thongs. Skating was born in Scandinavia in the Eighth Century or earlier and spread through the northern part of Europe over the next few hundred years. The word "skate" originates from the Dutch word "schaat," which means bone.
- The next version of skates came in the form of heavy wooden blades that were tied around the skater's winter boots with thick straps.
- Mid 1500s: The combination of wood and metal blades was born.
- Late 1600s: The first all-metal skate was developed in Russia. Iron blades proved better than wooden ones because they allowed skaters to carve and grip the ice.
- 1742: The first skating club was formed in Edinburgh, Scotland.
- 1850: Steel blades were invented by E.W. Bushnell, an American. They were stronger than iron blades and much sharper. The blades clipped to boot bottoms. Steel blades allowed skaters to perform "tricks" (spins and jumps) without slipping.
- 1860: A pair of skates could be purchased for less than one dollar.
- 1860s: Figure skating as a sport was invented by American Jackson Haines.
- 1876: The world's first indoor, artificially frozen ice rink, the Glaciarium, was built in London, England.
- 1877: Ice rinks appeared in Belgium, France, Baltimore, New York, and Philadelphia.
- 1882: The first single axel was performed by Axel Paulsen - on speed skates!
- 1896: The first World Championships was held; only men participated.

- 1886: The National Amateur Skating Association was founded.
- 1902: British skater Madge Suer competed against men in the World Championships and almost beat champ Ulrich Salchow. Women were banned from men's events after that.
- 1906: Women's events were held at the World Championships, which marked the first time men and women competed in separate events.
- 1908: Figure skating became a regular part of the Olympic Games.
- 1909: Ulrich Salchow landed the first single salchow.
- 1913: Alois Lutz landed the first single lutz.
- 1914: The United States held its first international competition.
- 1920: Theresa Weld performed a single salchow in the Olympics. The event marked the first time a jump was performed by a woman in competition. Weld was officially reprimanded for attempting anything so "unladylike."
- 1921: USFS was formed with seven charter clubs.
- 1924: The DFSC was formed.
- 1924: The first DFSC Ice Follies were held, with guests Oscar Johnson and Ray and Eddie Shipstead. Six years later, the Shipsteads and Johnson started their own Ice Follies.
- 1926: The DFSC joined USFS.
- 1927: USFS had less than 15 clubs.
- 1927: Sonja Henie, the first superstar of the sport, was also the first to wear flesh-tone skates. Other skaters imitated her, so she changed to white skates. White skates are the still the most popular color today.
- 1928, 1932, and 1936: Sonja Henie won gold at the Olympic Games.
- 1932: At 11 years old, Cecilia Colledge from Britain was the youngest Olympic competitor ever.
- 1937: Cecelia Colledge was the first woman to complete a double jump, a double salchow.
- 1948: Dick Button performed the first double axel in the Olympic Games.
- 1952: Dick Button performed the first triple jump, a triple loop, in the Olympic Games.
- 1953: Carol Heiss became the first woman to perform a double axel.
- 1956: Tenley Albright became the first American woman to win an Olympic gold medal in figure skating.
- 1961: A Boeing 707 carrying the United States World Team crashed, killing all passengers. Of the 72 passengers, 34 were skaters and their coaches.
- 1964: At the age of 19, Peggy Fleming won the Olympic gold medal in women's figure skating.
- 1967: The World Championships venue was outdoors for the last time. Skaters would no longer have to worry about the weather (wind, rain, snow, and freezing-cold temperatures).
- 1972: Janet Lynn earned the bronze medal for the United States at the Olympic Games.
- 1976: Ice dancing was added to the Winter Olympic Games. Dorothy Hamill earned gold for United States in the ladies' singles event.
- 1978: Vern Taylor performed the first triple axel in the World Championships.
- 1980: The DFSC hosted its first Northland Competition.
- 1988: Kurt Browning performed the first quadruple toe loop in the World Championships.
- 1990: The World Championships dropped compulsory figures as a technical requirement.
- 1992: Kristi Yamaguchi captured the gold medal at the Olympic Games.
- 1994: Nancy Kerrigan won the silver medal at the Olympic Games.
- 1996: The DFSC hosted the Upper Great Lakes Regional Figure Skating Championships.
- 1997: Angie Lien of the DFSC placed 7th in the novice ladies division at the United States Figure Skating Championships.
- 1998: USFS had 450 clubs with a total of 125,000 members. Tara Lipinski earned gold and Michelle Kwan earned silver at the Olympic Games.
- 1998: The World Figure Skating Championships were held in Minneapolis. Several DFSC skaters performed in an exhibition.
- 1999: Angie Lien of the DFSC placed 14th in the senior ladies division at the United States Figure Skating Championships.
- 1999: Timothy Goebel was the first man to land three quadruple jumps in competition.
- 2000: Michelle Kwan won the ladies' title at both the United States Figure Skating Championships and the World Championships. Michael Weiss won the men's title at the United States Figure Skating Championships and placed 3rd at the World Championships.
- 2003: Angie Lien of the DFSC placed 2nd at the Winter World University Games in Tarvisio, Italy.

- 2004: Molly Oberstar of the DFSC placed 11th in the novice ladies division at the United States Figure Skating Championships.
- 2004: Molly Oberstar of the DFSC placed 4th at the North American Challenge Skate in San Jose, California. The competition included novice skaters from the United States, Canada, and Mexico.
- 2005: Molly Oberstar of the DFSC placed 7th in the junior ladies division at the United States Figure Skating Championships.
- 2005: Molly Oberstar of the DFSC placed 5th at the Junior Grand Prix in Zagreb, Croatia.
- 2006: Molly Oberstar of the DFSC placed 7th at Junior Grand Prix in Budapest, Hungary.
- 2006: Molly Oberstar of the DFSC placed 6th in the junior ladies division at the United States Figure Skating Championships.
- 2006: The DFSC hosted the Upper Great Lakes Regional Figure Skating Championships.
- 2007: Angie Lien placed 20th in the senior ladies division at the United States Figure Skating Championships.

SKATING TERMS

Accountant: An official at a figure skating competition who compiles and computes marks awarded by judges to determine the placement of competitors.

Arabian or butterfly: A jumping move similar to the entrance of a flying camel or death drop but without the spin afterwards. It is usually done in a series of two or three.

Axel jump: The only jump with a forward takeoff, from a left front outside edge. The skater must step 180 degrees around to face a forward line of direction to launch into the jump. Because the skater must land gliding backwards, axel jumps are really 1.5 rotations for a single, 2.5 for a double, and 3.5 for a triple.

Back spin: A spin performed in the same rotation sense as a forward spin but on the opposite foot. Most right-handed skaters spin counterclockwise, doing a forward spin on the left foot and a backspin on the right foot.

Biellmann spin: A spin in which the skater arches back and pulls the free leg high over the head. The spin is named after Denise Biellmann.

Blur spin: An upright spin in which the skater spins faster and faster by bringing the legs and arms in tight against the body to achieve the maximum speed of rotation.

Bracket: A turn that allows the skater to change direction by going from a forward outside edge on one skate to a backward inside edge on the same foot or a forward inside edge to a backward outside edge.

Camel spin: A spin performed in the "airplane" position, e.g., the torso and free leg in a horizontal position.

Choctaw: A two-foot, front-to-back or back-to-front turn. A choctaw involves a change of edge.

Choreographer: An individual who helps set the program design and works on the presentation and performance elements of the program.

Compulsory dances: Two selected dances with prescribed rhythms and specific steps that must be done in an exact manner with exact placement on the ice. Compulsory dances are performed by all ice dancing teams and are each worth 10 percent of the total score in competition.

Combination jump: Two jumps linked immediately in succession without a change of edge or a change of skating foot.

Combination spin: The combination of several spins during which the skater changes feet and positions while maintaining speed.

Competition: A sanctioned USFS event that involves skaters of various ages and levels. Skaters compete with other skaters of the same age and/or level.

Counter: A turn that allows the skater to change direction by going from a forward outside edge to a backward outside edge (or inside to inside) on the same foot. The turn is made "against" the curve of the skating blade.

Crossovers: A method of gaining speed and turning corners in which the skater crosses one foot over the other. Crossovers can be executed in both forward and backward directions.

Death drop: A flying spin similar to a flying camel but where the skater immediately drops into a back sit spin. The element is officially known as an "open axel sit spin."

Death spiral: A pairs move in which the male spins in a pivot position while holding one hand of his partner, who spins in a horizontal position with her body low and parallel to the ice.

Double jump: Any jump of two or more, but less than three, revolutions.

Draw: The process used to determine the starting or skating order for a competition event. The competition referee conducts the process in the presence of other judges (closed draw) or in an open setting where the athletes participate and actually draw numbers from a pouch (open draw).

Edge jump: A jump in which the skater takes off from the entry edge of the skating foot without bringing the free foot in contact with the ice to assist take-off. Edge jumps include axel, salchow, and loop.

Edges: The two sides of the skating blade, on either side of the grooved center. "Inside edge" refers to the edge on the inner side of the leg; "outside edge" refers to the edge on the outer side of the leg.

Eligible: A term used to define skaters or competitions that meet the requirements and follow the rules of USFS and/or the International Skating Union (ISU).

Flip jump: The flip jump is a toe-assisted jump which has the same take-off and landing edge. The skater picks with the same foot he/she lands on.

Flutz: A flubbed/fudged/flipped lutz. The skater prepares to lutz on the outside edge, but in the split-second before takeoff, the edge regains its upward stance and the lean is on the inside instead.

Flying camel spin: A backspin in the camel position entered by means of a jump with a forward takeoff similar to that of an axel.

Footwork: A skating term covering, but not limited to, the following: stroking, crossovers, three-turns, mohawks, choctaws, counters, rockers, brackets, step sequences, spirals, and spiral sequences.

Free dance: A relatively unrestricted dance for which skaters select the mood and tempo. The free dance is worth 50 percent of a dance team's total score in competition.

Freestyle: Skating moves (including jumps, spins, connecting steps, and other linking movements) which are choreographed and performed to music of the skater's choice. A freestyle program is from 1.0 to 4.5 minutes in length, depending on test level.

Group lessons/skating school/learn-to-skate program: A series of group lessons for skaters who are just beginning and are interested in learning the basics of figure skating.

Half jump: Any jump with a half revolution (180 degrees) in the air.

Hamill camel spin: A transition from a back camel spin to a back sit spin with the skater first bending the knee of the skating leg and then turning out the free hip to "flip over" into the sitting position. The move is named after Dorothy Hamill.

Hand-to-hand loop lift: A pairs move in which the male raises his partner, who is in front of him and facing the same direction, above his head.

Hollow: The half moon area found between the edges of the skating blade.

Hydrant lift: A pairs move in which the male throws his partner over his head while skating backwards, rotates a half turn, then catches his partner facing him.

Ice dancing: A discipline of skating in which a couple skates a set pattern using edges and smooth transitions in the tradition of ballroom dance steps. Jumps are illegal in ice dancing.

Illusion (windmill) spin: A spin similar to a camel spin with the distinction that the skater bobs his/her torso and free leg up and down in phase with the spin. The move resembles the action of a windmill.

Ina bauer: A spread eagle variant in which one knee is deeply bent while the other leg is stretched behind the body. The move is typically executed with an arched back.

ISU: International Skating Union

Jump sequence: A series of jumps that contains a change of foot or step(s) between jumps.

Jump series: A succession of jumps that are linked with changes of edge or foot. A standard example of a jump series is a jump combination gone bad; the first jump is landed shakily, and before the skater can take off for the second jump, he/she makes a turn on the ice.

Jump: A skating element that includes three parts: (1) preparation/takeoff, (2) rotation in the air, and (3) landing. Jumps are distinguished from one another by preparation and takeoff. Rotation refers to the skater actually spinning in the air; the direction of rotation may be clockwise (turn to the right) or counterclockwise (turn to the left). In order for a jump to be considered valid, it must be landed on one foot, cleanly - on balance, going backwards, and controlled.

Layback spin: A spin with a backward or sideways lean of the torso. A skater performing a layback puts the arms in a circle in front of the body, then arches the back and looks at the ceiling while spinning. The layback is one of the most beautiful spins.

Lift: A pairs move in which the male lifts his partner above his head with arms fully extended.

Long program: A slang term for the freeskating portion of singles and pairs competition.

Loop jump: An edge jump with takeoff from a right back outside edge. Usually, a skater approaches this jump by skating backwards on two feet. The skater crosses one leg over the other and rotates. The takeoff does not include a toe-pick assist.

Lutz corners: The 10:00 and 4:00 corners of the rink, which are the corners where the lutz jump is most often executed. The corners can often be identified by the unusually large concentration of divots in the ice.

Lutz jump: A toe-assisted jump from the left back outside edge and the right toe pick. The approach curve has the opposite "direction" of the landing curve. The lutz jump often has an extended setup, a long one-footed glide into the corner of the rink. The skater tilts or leans the gliding boot onto an emphasized outside edge immediately before the other foot's toe-pick. This outward lean makes the lutz more difficult than the flip (which is done on an inside edge). **Mohawk:** A two-foot, front-to-back or back-to-front turn done on inside-to-inside or outside-to-outside edges. Mohawks are commonly used as simple turns in freeskating programs and step sequences.

Moves in the field (MIF); Footwork patterns incorporating edges and turns and set up in levels that coincide with the USFS freestyle tests.

Ordinal: The rankings of skaters by individual judges.

Original dance: The second competition phase in ice dancing. It is worth 30% of the dance team's total score.

Overhead lifts: A group of lifts (pairs) characterized by one or both of the male's arms being fully extended as he holds his partner overhead.

Pairs skating: The skating discipline in which two people (one male and one female) perform lifts, jumps, and spins in unison to music.

Platter lift: A pairs move in which the male raises his partner overhead with his hands resting on her hips.

Popping a jump: Aborting a jump by opening up and failing to complete the planned number of rotations.

Pro/coach: An individual who teaches the various elements of figure skating.

PSA: Professional Skaters Association

Quadruple jump: Any jump of four or more, but less than five, revolutions.

Referee: The official at a competition who has full authority over all aspects of the event and is the chairperson for the panel of judges. It is the referee's responsibility to ensure that all USFS and international rules are observed, that a high standard of judging is maintained, and that all technical aspects of the competition are satisfactory.

Regionals: The first of two qualifying competitions en route to the United States Figure Skating Championships. The top four finishers advance to sectionals.

Rocker: A turn similar to a counter but made "with" the curve of the skating blade rather than "against."

Salchow jump: An edge jump for which the takeoff is from a left back inside edge and the typical approach is from a three-turn. The right leg swings to the front with a scooping motion just prior to takeoff to assist the rotation. The jump is named after Ulrich Salchow, who dominated skating in the early 1900s.

Sanction: Permission or approval given by USFS or the International Skating Union (ISU) to member clubs, competition organizers, individuals, and national federations allowing them to conduct competitions, shows, and/or events featuring eligible athletes.

Scratch spin: A fast upright spin done on the forward part of the blade so that the toe pick scratches the ice slightly.

Shadow skating: Any movement in pairs skating that is performed by both partners simultaneously while in close proximity.

Short program: In singles and pairs, the official name for a two-minute, 40-second program that consists of eight required elements and is set to music of the skater's/skaters' choice.

Single jump: Any jump of one or more, but less than two, revolutions.

Sit spin: A spin which is done in a "sitting" position. The body is low to the ice with the skating knee bent and the non-skating leg extended beside it.

Spiral sequence: A sequence of steps which incorporates various spirals in a pattern across the ice. Spirals may be done going forward, backward, in a straight line, or on a curve. Spirals may also be done on an inside or an outside edge.

Spiral: An edge skated with the free leg extended and held higher than hip level. The spiral is a relatively easy move but is very effective when done with good stretch and speed.

Split jump: A jump with the same takeoff as that of a flip jump but which is landed facing forward on the left toe pick and right inside edge. If the skater does a full rotation and lands backward in the usual way, the jump is called a "split flip." The jump can also be done from a lutz takeoff or from a loop takeoff

(called a "falling leaf"). Another variation is the "stag jump," in which the left leg is tucked up instead of extended.

Spread eagle: Is a gliding move in which the skater spreads his legs in an "upside-down V" shape, with toes pointing "out" (heels pointing at each other, but spread apart), then glides "sideways". The skater faces perpendicular to the direction of travel.

Star lift: A pairs move in which the male raises his partner, by her hip, from his side, into the air.

Starting order: The result of the "draw," a listing of skaters in the order in which they will compete, with dividing lines to indicate warm-up groups.

Step sequence: A sequence of steps in immediate succession executed in time to the music and choreographically related to each other.

Stroking: The fluid movement in which a skater pushes off back and forth from the inside edge of one skate to the inside edge of the other skate. Stroking is used to generate speed.

Synchronized skating: A team event in which 8 to 24 skaters perform complicated routines to music. Prior to 1999, this type of skating was termed "precision skating."

Team teaching: An arrangement in which two or more professionals/coaches work together and jointly teach students.

Technical program: An outdated term for "short program."

Technique mark: The first of two marks awarded when judging the compulsory dances, based on conformity of the dance steps, accuracy, style, form, and carriage.

Test: One of a series of USFS proficiency exams administered by USFS-certified judges and intended to measure the progress of the skater and determine what event(s) he/she may enter in competition.

Three-turn: The common one-foot turn, done on a circle with the cusp of the turn pointing inward. (The tracing is like a numeral 3.) Other one-foot turns include bracket, rocker, and counter. Turns are mostly used in step sequences and ice dancing.

Throw jump: A pairs move in which the male partner assists the female into the air, at which time the female executes one, two, or three revolutions and lands skating backwards.

Toe jump: A jump in which the toe pick is used to vault the skater off the ice and into the air.

Toe loop jump: A jump in which the skater approaches on a right back outside edge, reaches back with the opposite foot he/she lands on, jabs the toe pick into the ice (outside the curve of the jump) to provide assistance for takeoff, and turns toward the picking foot as he/she jumps. The toe loop is considered by many to be the easiest multi-rotation jump. It is regularly done as the second jump of a jump combination.

Toe overhead lift: A pairs move in which the male swings his female partner from one side of his body, around behind his head, and into a raised position.

Toe walley jump: A toe jump that takes off from the inside edge of the skate, in contrast to the toe loop, which takes off from the outside edge.

Toe pick: The rough part of the front of the skate blade. The toe "picks" into the ice like a pickaxe.

Triple jump: Any jump of three or more, but less than four, revolutions.

Twist lifts: In pairs skating, the group of lifts characterized by both partners skating backwards, with the male lifting his partner over his head and tossing her in the air.

Upright spins: A group of spins characterized by the skater assuming a basically upright position while spinning. Upright spins are the easiest to execute and, therefore, the easiest to learn. The "scratch spin" and the "back scratch spin" are variants of the upright spin. The "scratch spin" is done on the left foot; the "back scratch spin" is done on the right.

USFS: United Skates Figure Skating

Waltz jump: A half-revolution jump in which the skater takes off in a forward direction (like the axel) and lands backward with a half turn in between. Considered the easiest of all jumps and sometimes called the "three jump," the waltz jump is the "stretch-out" jump often used by skaters in warm-up. While in the air, the skater's right leg is extended up and forward while the body remains upright. A really good jumper will get the leg parallel to the ice and will travel forward while in the air.

DFSC VOLUNTEER HOURS TRACKING FORM

Each DFSC skater/skater's family is required to volunteer during the skating year. The Duluth Figure Skating Club is non-profit organization, which ran totally by volunteers. During the skating year (July 1 – June 30), each skater's family is required to volunteer time listed below.

Type of membership	Northland Hours Requirement	Event/Committee Hours Requirement	Total Hours	Credit Received upon completion
Home Club Individual	15	10	25	\$50
Home Club Family	25	10	35	\$50
Associate Individual	10	5	15	\$25
Associate Family	10	5	15	\$25

After you have completed your time – send this form or a similar record of your time to Cindy Sund, 4386 Normanna Road, Duluth, MN 55803.

SKATER/FAMILY:

Date of Volunteering	Type of volunteer work completed	Hours	Person volunteering
TOTAL			

SAMPLE

Duluth Figure Skating Club Test Application

This completed application along with test fees and the permission to test from the home club test chair must be postmarked two weeks prior to test date. Priority will be given to the higher tests, in the event of more applications than time allows. A test schedule will be mailed to out of town skaters one week prior to the test date. There will be **no refunds of test fees** for any reason including medical after the closing date or if skater is unable to take a free style test because they did not pass a MIF test.

Name: _____ **USFS #** _____

Address: _____ **City/State/Zip:** _____

Home Phone # (_____) _____ **Home Club:** _____

Indicate Test Level Desired: (Please check the box for the appropriate test level and fee) moves in the Field	DFSC/SFSC*	Non-Member
Test Level	Member Fee	Fee
Pre-Preliminary	\$25.00	\$50.00
Preliminary	\$25.00	\$50.00
Pre-Juvenile	\$30.00	\$55.00
Juvenile	\$30.00	\$55.00
Intermediate	\$30.00	\$55.00
Novice	\$35.00	\$60.00
Junior	\$40.00	\$65.00
Senior	\$45.00	\$70.00

Freestyle	DFSC/SFSC*	Non-Member
Test Level	Member Fee	Fee
Pre-Preliminary	\$25.00	\$50.00
Preliminary	\$25.00	\$50.00
Pre-Juvenile	\$30.00	\$55.00
Juvenile	\$30.00	\$55.00
Intermediate	\$30.00	\$55.00
Novice	\$35.00	\$60.00
Junior	\$40.00	\$65.00
Senior	\$45.00	\$70.00

Adult Freestyle	DFSC/SFSC*	Non-Member
Test Level	Member Fee	Fee
Pre-Bronze	\$25.00	\$50.00
Bronze	\$25.00	\$50.00
Silver	\$30.00	\$55.00
Gold	\$30.00	\$55.00

Total Test Fees	\$	\$
Refreshment Fee**	\$5.00	\$5.00
Total Due:	\$	\$

* Discounted fees for DFSC Home and Associate Club Members and for Superior Home Club Members.

** Each skater pays \$3 fee for Judges refreshments.

Signature of Coach:

Signature of Parent/ Guardian (if skater is under age 18):

Permission Form

If you are a USFS member with a CLUB OTHER THAN the Duluth Figure Skating Club, you must provide a permission slip from your home club's duly authorized representative as stated in TR 3.08 of USFS Rulebook by completing the information below:

_____ USFS # _____ has my permission to test with the Duluth Figure Skating Club on _____. The information on the test form is correct and the skater is a member in good standing of the _____ Club.

Signature of Home Club Test Chair or Officer and Title

Date: _____

PLEASE BE AT THE RINK AND READY AT LEAST 45 MINUTES BEFORE YOUR SCHEDULED TEST TIME.

Make checks payable to

Duluth Figure Skating Club or DFSC

Send application and check to

Kim Kaz

10 E. Hayes Court

Superior, WI 54880

715-394-2014

kdkaz57@hotmail.com

USFS PERIODIZATION FOR SKATERS

General Concepts for Periodization of Training

Periodization is a training principle to plan for peak performance at critical times in an athlete's yearly competitive schedule. By looking ahead to the entire year, a master calendar of times to obtain certain goals and anticipated competitions can be set. Periodization involves modifying different training variables and components to enhance performance and prevent over training. Training variables which can be modified in a given cycle would include:

Off-Ice

1. Choice of exercise, i.e. back squats, push press
2. Volume – sets X repetitions or total number or repetitions performed per exercise, i.e. 3 sets of 10 reps = 30 total repetitions.
3. Intensity or load – amount of weight lifted to perform a certain number of repetitions, i.e. 45 lbs on Back Squat at 3 x 10 = 1,350 lbs total load lifted
4. Frequency – number of training sessions per day, per week, per month, etc.
5. Duration – total time of the actual training sessions, based on the total number of exercises.
6. Rest Periods – recovery between training sets, exercises, sessions or days of training

On-Ice

1. Choice of Exercise or Skill Work – endurance stroking or jumps, lifts, other related elements.
2. Volume – intervals of stroking, total repetitions of jumps or lifts
3. Intensity – heart rate zone of endurance stroking (aerobic and anaerobic) magnitude of jumps, i.e. doubles, triples, quads, pairs and dance lifts
4. Frequency – number of freestyle endurance sessions per day, per week, per month, etc.
5. Duration – total time of endurance stroking sessions, duration of freestyle.
6. Rest Periods – rest or recovery between on-ice stroking endurance intervals, jumps on-ice, pairs/dance lifts, freestyle sessions.

The different components of your figure skating on-ice training could include:

Off-Ice

1. Strength training
2. Jump/Plyometric training
3. Endurance Conditioning (off-ice and on-ice)
4. Developing new sport psychology skill
5. Improving nutrition/eating habits

On-Ice

1. Endurance Conditioning – stroke
2. Jumps, Pairs/Dance lifts, program run-throughs
3. Learning new elements
4. Passing a test

5. Having choreography set,
Off-ice training components include implementing different phases of your strength training, plyometrics, aerobic and anaerobic conditioning, or developing new sport psychology skills or improving nutrition eating habits.

How does the Figure Skater and Coach plan for the year?

Question: What is the most important competition or competition period of the year? In order to get a better understanding of periodization training and planning we must first break down the skater's competitive year into different cycles.. As an example in setting a master calendar, we will choose a skater who just finished competing at Sectionals with a goal to qualify and compete in Nationals next year. The first non-qualifying competition to have a new program set and ready will be between June and August. The following is a guideline for the breakdown of this skater's training and competitive season (phases) including duration and calendar months involved. Figure skaters should have the following Seasons or training phases: Off-Season (early an late), Pre-Season, In-Season, Transition or Active Rest.

Transition/Active Rest:

Skaters should have complete rest after Nationals so their body can recover from a long season. How long a skater should rest is dependent on the skater's individual physical and psychological condition. It may range from several days to weeks.

Following the rest component, it is recommended that skaters engage in fun, cross training, recreational activities to maintain fitness levels.

Early/Late Off-Season Program:

Should be preceded by a sport specific fitness evaluation to provide guidelines for off-season and pre-season training.

The training program should emphasize building a good aerobic base and developing muscular strength and flexibility.

Pre-Season Program:

Starts two to three months before the first major competitions.

Training focuses on sport specific activities that develop anaerobic capacity (high intensity interval training), muscular power (plyometric training); while maintaining the aerobic, strength and flexibility achieved in the off-season.

In-Season:

Training emphasis is on maintaining the sport specific fitness developed in the pre-season.

For approximately two weeks prior to a competitive event, the off-ice training should be tapered back while the skater concentrates on program work, and psychological skills.

How Do I Find a Certified Conditioning Specialist?

To contact a certified conditioning specialist in your area, you may want to contact a certifying agency such as:

American College of Sports Medicine at 1-800-486-5643

American Council on Exercise at 1-800-825-3636

National Strength & Conditioning Association (NSCA) at 1-719-632-6722

Be sure that the specialist that you choose is knowledgeable about working with young athletes and has an understanding of the requirements of skating.

Sample – One Year Periodization Training Schedule

TRANSITION OR ACTIVE REST (2-4 weeks) (January to February – depending on Nationals date)

Purpose: to recover physiologically and psychologically from the in-season competitive phase (overuse of skating related injuries to include muscle fatigue, psychological fatigue, etc)

Flexibility: Several times daily, pre-practice warm-up, post-practice cool-down (additional ballet classes, etc.)

Aerobic Conditioning: utilize cross-training emphasizing physical activity in other sports.

Anaerobic Conditioning: none

Strength Conditioning: 2 times per week

Plyometrics: none

Other: skate 2-5 times per week to maintain abilities as desired, review past season and develop goals for next season, search for new music.

EARLY OFF-SEASON (6-8 weeks) (February to early April)

Purpose: to develop strength and aerobic base

Flexibility: Several times daily, pre-practice warm-up, post-practice cool-down (additional ballet classes, etc.)

Aerobic Conditioning: continuous activity 70-85% MAX HR, 3-5 times/week for 30 minutes

Anaerobic Conditioning: none

Strength Conditioning: 3 times per week

Plyometrics: none

Other: set future goals and master calendar, begin to learn new moves, choose final music, off-ice dance classes to improve presentation, increase knowledge of nutrition

LATE OFF-SEASON (10 weeks) (April to early June)

Purpose: to increase strength, begin power base, power and aerobic conditioning, begin anaerobic training

Flexibility: several times daily, pre-practice warm-up, post-practice cool-down (additional ballet classes, etc.)

Aerobic Conditioning: 1-2 times per week at 70-85% MAX HR for 30 minutes

Anaerobic Conditioning: 2-3 times per week

Strength Training: 2-3 times per week

Plyometrics: 2 times per week

Other: further develop and improve new moves, begin to set program to music, continue dance presentation, incorporate sport psychology skills into practice sessions.

PRE-SEASON (8-10 weeks) (July to Mid-September)

Purpose: emphasis on sport specific training, peak levels in skills training, strength, power, endurance conditioning

Flexibility: several times daily, pre-practice warm-up, post-practice cool-down (additional ballet classes, etc.)

Aerobic Conditioning: 1 time per week

Anaerobic Conditioning: 2-3 times per week at 95% MAX HR, see Interval Training Schedule.

Strength Training: 1-2 times per week

Plyometrics: 1-2 times per week

Other: refine choreograph on-ice, design costume, begin to run through complete program, sport psychology skills applied to completing program each time.

IN-SEASON (12-18 weeks) (Mid-September to late January/February)

Purpose: to maintain strength, power, aerobic, anaerobic conditioning throughout season

Flexibility: several times daily, pre-practice warm-up, post-practice cool-down (additional ballet classes, etc.)

Aerobic Conditioning: none

Anaerobic Conditioning: 2-3 times per week at 95% MAX HR, see Interval Training Schedule. This conditioning can be down on-ice with program run-throughs.

Strength Training: 2 times per week

Plyometrics: 1 time per week

Other: constantly refine and improve program choreography and additional new moves, develop nutritional knowledge for meals while traveling and pre-competition, improve sport psychology skills for focus and program performance.

For complete periodization booklets contact the PSA office

PS Magazine November/December 2000

UNITED STATES FIGURE SKATING POLICY STATEMENT ON HARASSMENT AND ABUSE

The United States Figure Skating Association (USFSA) strives to provide a safe environment for its members and to protect the opportunity of its members to participate in our sport in an atmosphere that is free of harassment and abusive practices. The Association will not tolerate or condone any form of harassment or abuse of any of its members including coaches, officials, directors, employees, parents, athletes, and volunteers – or any other person – while they are participating in or preparing for a figure skating activity or event conducted under the auspices of the USFSA.

DEFINITIONS

1. Harassment

Harassment is defined in various sources such as case law. State legislation, sports organization and professional association codes of conduct and training manuals, corporation and workplace documents, and human rights commission materials. The USFSA has not adopted any specific definition of harassment, choosing instead to defer to such general sources and definitions for reference and application, depending upon the circumstances. The following, however, presents a general overview.

- Behavior: Any improper or inappropriate comment, action, or gesture directed toward a person or group that is related to race, ethnicity, national origin, religion, age, gender, sexual orientation, disability, or other personal characteristics.
- Environment: Creation of an environment through behavior or course of conduct that is insulting, intimidating, humiliating, demeaning, or offensive.
- Harassment usually occurs when one person engages in abusive behavior or asserts unwarranted power or authority over another, whether intended or not. It includes, for example, name-calling, taunts, threats, belittling, unwelcome advances and requests for sexual favors, as well as undue pressure to perform or succeed. Harassment includes child abuse.

2. Child Abuse

A legal definition of child abuse exists in each state, which the USFSA will adopt for purposes of enforcing this policy. A child is someone under the age of 18 or who has not attained the age of legal majority in the state in which he or she resides.

It can include physical conduct – or the threat of it – that intentionally causes bodily harm or injury to a child. This includes, for example hitting, shaking, kicking, shoving a skater into a barrier, etc., as well as forcing an individual to skate when he or she is injured, or mandating excessive exercise as a form of punishment.

It can include touching for the purpose of causing sexual arousal or gratification that involves a child, or forcing a child to pose for or watch pornographic materials. This includes, for example, rape, incest, fondling, exhibitionism, and sexual exploitation.

It can include chronic attacks on a child's self-esteem. This includes, for example, such psychologically destructive behavior as ridiculing, screaming at or swearing at, racism, threatening, stalking, hazing, and isolating.

It can include chronic inattention to a child's basic needs by someone responsible for the child's welfare. This includes, for example, improper supervision, not providing adequate food or rest, inadequate medical or dental care, and unsafe equipment of facilities.

PROCEDURES FOR REPORTING CHILD ABUSE

1. Contact a Local Child Protection Agency
Mandated Reporters: A key legal protection for children and youth across the United States is the requirement that, following special training in the identification and reporting of child abuse, people involved in certain occupations must report suspected child abuse to a local law enforcement agency or local public child welfare agency or both, depending on state law. These mandatory reporter occupations include health practitioners, teachers, social workers, psychologists, clergy, firefighters, police officers, day camp administrators and youth organization and youth recreation program employees and coaches, among others, as prescribed by state law.

Therefore, if mandated reporters observe abuse or suspect abuse of a young skater, they are required by law to report it immediately. Mandated reporters may be USFSA team physicians, sport psychologists, or certain rink employees. They are not required to disclose the fact that they made such a report to the parent or guardian, nor are they supposed to investigate the situation. They will obtain only enough information to report a "reasonable suspicion." The reporters' identity is confidential and will only be disclosed between cross-reporting child protection agencies.

FIGURE SKATING WEB SITES

The Internet has a wealth of information on figure skating. Listed below are just a few sites that may prove helpful.

- Duluth Figure Skating Club – www.duluthfsc.org
- Golden Skate – www.goldenskate.com
- Twin Cities Figure Skating Association – www.tcfsa.org
- United States Figure Skating – www.usfsa.org

The listed sites all provide links to additional resources.

Complete list of USFS Forms in PDF format regarding all things SKATING: www.usfsa.org

The Duluth Figure Skating Club,
Incorporated

Member Club of
The United States Figure Skating Association

Adopted: April 1997

ARTICLE I
NAME AND CORPORATION

Section 1. NAME: The Organization shall be known as the Duluth Figure Skating Club (hereinafter Club).

Section 2. INCORPORATION: The Club was incorporated under the Laws of the State of Minnesota on June 5, 1941.

Section 3. OFFICERS OF INCORPORATION: The four officers of the Club are the four officers of incorporation.

ARTICLE II
PURPOSE

Section 1. PURPOSE: The purpose of the Club is: to encourage in the instruction, practice and advancement of the members in any or all of the disciplines of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; and to carry out the general policies and objectives of the United States Figure Skating Association.

Section 2. RELATIONSHIP WITH USFSA: The Club is a permanent member club of the United States Figure Skating Association (hereinafter **USFSA**). Which is the national governing body in the sport of amateur figure skating on ice and which is itself a charitable, educational and qualified amateur sports organization under Section 501©(3) of the Internal Revenue Code of 1954. The Club shall therefore promoted figure skating on ice on an amateur basis for the good of the sport and shall conduct its affairs in full accord with the bylaws, rules and policies of the USFSA; provided, however, that if any of the bylaws, rules and regulations of the USFSA should be or become inconsistent with, or contrary to, the laws of the United States of the State of Minnesota, as applied to the Club as a not-for-profit tax-exempt organization, then the affairs of the Club shall be conducted in accordance with applicable federal and state law.

ARTICLE III
OFFICERS

Section 1. OFFICERS: The officers shall be president, vice-president, secretary and treasurer. The offices of secretary and treasurer may be combined. All officers must be registered members of the USFSA who

have designated the corporation as their home club.

Section 2. TERM OF OFFICE: Each officer shall serve a term of one year.

Section 3. METHOD OF ELECTION: See Article V, Sections 4 and 5.

ARTICLE IV DUTIES OF OFFICERS

Section 1. DUTIES OF PRESIDENT: It shall be the duty of the president to take charge of the Club, to preside at all meetings of the Club and of the board of directors. The president shall have the entire supervision and management of the Club and it's property, pending the action of the board of directors: the power to suspend any member for violating the bylaws or regulations of the Club, pending the approval of the board: with the power to call special meetings and Club meetings. The president shall act as the spokesperson and representative of the Club in all dealings with other persons, firms and organizations unless the president or the board of directors expressly authorizes some other person to act in that capacity.

The president, together with another designated board member, shall sign all agreements and contracts made by the Club, upon the approval of the board of directors. The president shall countersign all checks issued by the Club.

Section 2. DUTIES OF VICE-PRESIDENT: The vice president shall assume and perform the duties of the president in his or her absence and shall possess such other powers and perform such other duties as the board of directors may direct.

Section 3. DUTIES OF THE TREASURER: The treasurer shall have charge of the funds of the Club, shall keep a record of all receipts and disbursements, and shall render a written report when requested by the president or board of directors. Disbursement shall be made only upon vouchers approved by the board of directors. The board of directors has the power, whenever it deems necessary, to appoint an acting treasurer. The funds shall be deposited in the name of the Club in a bank approved by the board of directors or in securities approved by the board of directors. All disbursements by check shall be signed by the treasurer and the president or another designated officer or member of the board of directors.

Section 4. DUTIES OF SECRETARY: The secretary shall keep an accurate record of all transactions and activities of the Club, shall prepare and maintain minuets of meetings of the board of directors and the membership, shall safeguard and keep the corporate records and correspondence of the Club, and shall perform such other duties as may be prescribed from time to time by the board of directors. The secretary shall be responsible for the giving of all notices required by these bylaws, and together with the president, shall execute all contracts and other legal documents to which the Club is party.

ARTICLE V BOARD OF DIRECTORS

Section 1. QUALIFICATION: Directors must be voting members of the corporation who have designated the corporation as their home club

under the applicable rules of the United States Figure Skating Association, except that one director may be an associate member who, in addition to regular director duties, also serves as a liaison between the Club and another figure skating club.

Section 2. NUMBER OF MEMBERS: There shall be a board of directors composed of twelve voting members of the Club. The president shall be elected by the board.

Section 3. TERM OF OFFICE: One third of the board shall be elected each year at the regular meeting of the membership, and the directors shall serve for a period of three years.

Section 4. NOMINATIONS: The candidates for the board shall be nominated by a nominating committee elected by the board of directors and elected by nomination in a regular meeting of the membership. If a directorship becomes vacant, the board shall appoint a Club member as a director for the balance of the year. At the next regular meeting of the membership, a director shall be elected for the unexpired term, if any.

Section 5. ELECTON BY BOARD: The Vice-president, secretary and treasurer (which offices may be combined at the board's discretion) shall be elected by the board of directors by ballot at their first regular meeting and shall hold office for one year or until their successors are chosen. The board may elect members of the board to fill any or all offices or may elect a member who is not on the board, in which case such officer will become a member of the board ex-officio with the right to attend and take part in all board meetings, but with no right to vote. The board may appoint an assistant secretary-treasurer (one office), either from the Club membership or outside of the Club membership, on such terms as the board may consider advisable, to assist the secretary and treasurer in their duties.

Section 6. ELECTIN AT ANNUAL MEETING: PRESIDENT: The president shall be elected at a board meeting of the Club and shall hold office for one year, following the annual meeting of the Club.

BOARD OF DIRECTORS: Four (4) members of the board of directors shall be elected at the annual meeting of the Club and shall hold office for three years, beginning with the next regular board meeting, or until their successors are elected.

METHOD OF VOTING: Vote shall be by ballot, and the one receiving the greatest number shall be elected.

Section 7. RSIGNATION: A director may resign by written notice to the president.

Section 8. REMOVAL FOR CAUSE: If any director be declared of unsound mind by a final order of court, be convicted of a felony, or be absent from three (3) or more meetings in any 12-month period, the board may declare the office of the director vacant.

ARTICLE VI POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. DUTIES & POWERS: The business and affairs of the corporation shall be managed by the board of directors which shall have all such powers of the corporation and shall do all such lawful

acts and things as are permitted by law.

Section 2. BOARD MEETINGS: The board of directors shall meet regularly at such times as may be necessary in order to ensure the orderly transaction of the business of the Club, with no less than nine (9) meetings during the calendar year. The date of such meetings shall be stated by the president or, in the president's absence, by the vice-president. Notice of regular board meetings shall be given to each directors at least forty-eight (48) hours prior to the time of the meeting.

Any four (4) members of the board may call a special board meeting upon written notice to all the members of the board of directors at least forty-eight (48) hours prior to the meeting. The notice shall state the date of the meeting, the purpose of which the meeting is called, and the names of the four (4) members requesting the meeting.

Section 3. QUORUM: One half of the board shall constitute a quorum.

Section 4. AUTHORITY: The board shall have the entire authority in the management of affairs and finances of the Club and shall have general control of all of the Club's property. All rights and powers connected therein shall be vested in the board.

Section 5. RULES: The board shall make such rules as it deems proper respecting the use of the Club's property: prescribe rules for the admission of strangers; fix penalties for offenses against the rules; and make rules for it's own government and for the government of the committees appointed by the board.

Section 6. APPROPRIATIONS: All appropriations from the funds of the Club shall be made by the board of directors.

Section 7. AUDITS: The board shall audit records of the secretary and of the committees. It shall appoint or secure the services of a qualified individual to audit the books and records of the treasurer.

Section 8. INDEBTEDNESS: The board shall have power to limit the indebtedness to the Club by a member of the Club.

Section 9. SUSPEND OR EXPEL: The board shall have the power to suspend or expel any member of the Club for violations of the constitution and bylaws or for conduct which the board shall deem improper, but no member shall be expelled or suspended without the right to a hearing.

Section 10. READMIT TO MEMBERSHIP: The board may, at a regular meeting, readmit to membership, without the payment of a second initiation fee, any former member whose resignation has been fully accepted. Such readmission must be by ballot, and two negative votes shall reject. No rejected candidate shall be again proposed for reinstatement within six (6) months after rejection.

Section 11. DROP AND REINSTATE TO MEMBERSHIP: The board may, as hereinafter provided, drop from the roll any delinquent member and, also, may reinstate such member as hereinafter provided.

Section 12. STANDING COMMITTEES: The board shall appoint all standing

committees with full authority over them, except as hereinafter provided, and shall appoint such other committees as it deems necessary.

Section 13. USFSA DELEGATE: The board shall appoint from among its registered eligible members, a number of delegates in proportion to the total number of registered members of the Club during the preceding fiscal year (as specified in the USFSA Bylaws, Article XV). The delegates shall be representatives between the Club and the USFSA and shall attend the USFSA Governing Council meeting, either in person or by proxy.

Section 14. CLERICAL ASSISTANCE: The board, in its discretion, shall have authority to make appropriations for clerical assistance to the secretary and/or treasurer.

Section 15. EXPENDITURES AND REVENUE: The board shall prepare and submit to the stated annual meeting a program of anticipated expenditures for the coming year, together with proposals of sources of revenue to meet same.

ARTICLE VII MEMBERSHIP

Section 1. CLASSES FOR MEMBERSHIP: The corporation shall have such classes of membership as are established from time to time by: the board of directors. Classes of membership may include, but not be limited to the following:

- (i) Individual Memberships: Individual members of the Club shall consist of amateur figure skaters and reinstated amateur figure skaters who actively participate in the on-ice activities of the Club. The board of directors, at its discretion, may create special categories of individual membership for persons who desire to participate in only some of the Club's skating activities or in all activities but on a limited basis. All individual members shall be current members in good standing of the USFSA.
- (ii) Family Memberships: Family members of the Club shall consist of the parents and/or legal guardians and all unmarried children less than 19 years of age, residing at the same residence, at least one of whom is an amateur figure skater or a reinstated amateur figure skater who actively participates in the on-ice activities of the Club. At least one family member shall be a current member in good standing of the USFSA.
- (iii) Associate Memberships: Associate members of the Club shall consist of persons, 18 years of age or older, or amateur figure skaters who participate actively in the activities of the Club but have not designated the Club as their home club. All associate members shall be current members in good standing of the USFSA.
- (iv) Professional Memberships: Professional members of the Club shall consist of Professionals in Skating, as defined by USFSA Rules. Professional members shall be current members in good standing of the USFSA. Professional members shall have the right to participate in all skating an off-ice activities of the Club to the extent permitted by USFSA Rules, but they shall not be entitled to vote at meetings of the membership and shall not be entitled to serve as an officer or member of the board of

directors of the club.

- (v) Sponsoring Memberships: Sponsoring members of the Club shall consist of persons, firms or corporations which support the objects, purposes and activities of the Club by financial or other means but, which do not participate actively in any of the Club's on-ice or off-ice activities. Sponsoring members shall not have the right to participate actively in any Club activities, to vote at meetings of the membership, or to serve as directors, officers or officials of the Club. Although sponsoring members shall not have a right to any particular recognition, privilege or benefit by virtue of their status, the board of directors may at its sole discretion confer recognition, privileges or benefits upon Sponsoring Members.

- (vi) Precision Memberships: Precision members shall consist of amateur figure skaters who actively participate only in precision skating activities of the Club, who actively promote the purposes of the Club, and who are current members in good standing of the USFSA. Precision members are not entitled to vote at meetings of the membership.

Section 2. ARREARS FOR DUES: any member in arrears for dues or other indebtedness shall be notified by mail at their last known address. If the amount is not paid in full within one month thereafter, the name of the delinquent member shall be reported by the secretary to the board of directors at the board's next meeting. The board of directors may drop from the roll the name of any such delinquent member. A member dropped from the roll for non-payment of dues or other indebtedness may, upon payment of same and at the discretion of the board of directors, be reinstated to full membership.

Section 3. ARREARS FOR DUES RESTRICTIONS: No member in arrears for dues or other indebtedness shall be eligible to hold office, be entitled to vote, or be permitted to enter in any club tests or competition.

Section 4. RESIGNATION: Any member not in arrears for dues or other indebtedness may tender a written resignation of his or her membership to the secretary, who shall report the same to the board of directors at its next meeting for action by the board.

Section 5. HONORARY MEMBERS: Honorary members may be elected at any meeting of the Club after recommendations by the board of directors by 2/3 majority. An honorary member shall be free from initiation fees, dues and/or assessments. An honorary member may represent the Club in exhibitions and may attend ice skating sessions under the same rules governing active members. An honorary member shall not be nominated or elected to office or to serve on the board of directors, but may be appointed by the board to fill a vacancy, and in that limited circumstance the honorary member shall have a vote. Honorary members have no vote unless otherwise provided. They shall have no claim on the assets or property of the Club. They shall not represent the Club in competitions.

Section 6. RESPONSIBILITIES FOR GUESTS: A member shall be responsible for the conduct and indebtedness of all persons admitted to Club activities at the request of the member.

Section 7. BOARD APPROVAL FOR COMPETITION AND EXHIBITION: No member or members of the Club shall make entry in the name of the Club in competition or exhibition except with approval of the board of directors, or someone given this authority by them.

Section 8. TERMINATION AND SUSPENSION OF MEMBERSHIP: Membership may be terminated or suspended by the board of directors for failing to pay dues, or other indebtedness to the corporation for violating the articles of incorporation, bylaws or rules and regulations of the Club. Termination and/or suspension of membership does not relieve the terminated or suspended member from any obligation to pay dues, fees or any other indebtedness to the Club. Involuntary termination and/or suspension of membership shall occur only after following procedures set forth in Article IX, Discipline.

Section 9. VOTING RIGHTS: The board of directors shall determine the classes of membership, the criteria for voting membership, and the rights, privileges, preferences, restrictions and conditions applicable to each class of membership. There is no requirement that each class of membership have the same rights, privileges, preferences, restrictions or conditions. Voting by proxy shall not be permitted. Individual members may cast one vote at meetings of the membership. However, a member under the age of 18 may only vote through a parent or legal guardian. Associate members may cast one vote and family members may cast two votes at meetings of the membership.

ARTICLE VIII CLUB MEETINGS

Section 1. TIME: There shall be at least one annual club membership meeting each year. A stated meeting shall be held in April or May of each year at a time and place selected by the board.

Section 2. SPECIAL MEETINGS: The secretary shall call special meetings at the direction of the president or upon the written request of ten (10) Club members in good standing.

Section 3. QUORUM: Twenty percent (20%) of all members who are entitled to vote and are in good standing shall constitute a quorum for the transaction of business.

Section 4. NOTICES: Notices of annual and special meetings shall be mailed by the secretary to every member at least ten (ten) days in advance thereof and/or shall be posted by the secretary for the same length of time on the Club bulletin board.

Section 5. SPECIAL MEETING LIMITATION: No business shall be transacted at a special meeting except that of which notice was given.

ARTICLE IX DISCIPLINE

Section 1. TERMINATION: The board of directors shall have the power to terminate or suspend membership in the Club in accord with policy and procedures set forth in the bylaws.

Section 2. COMPLAINTS: Any member or members having complaint against another member for the infraction of any law or rule or for conduct injurious to the Club may report the same, in writing, to the board of directors. Such complaint shall set forth the facts of the case, together with the names of witnesses, if any. After receiving such complaint, a meeting of the board of directors shall be held as soon as practicable to investigate the same. The complainant(s) and the member complained against shall be given copies of any written statements regarding the complaint, and shall be notified at least seven (7) days prior to a hearing date.

Section 3. HEARING: The board of directors shall set a hearing date and give all parties at least seven (7) days written notice prior to such date. The board of directors shall establish rules of procedure for such hearing, which will be provided to all parties at least five (5) days prior to the hearing. Both the complainant and the person complained against will have the right to present evidence. The board of directors shall vote within twenty-four (24) hours of such hearing on any action to be taken. The decision of the board shall be reduced to writing and shall provide reasons for the decision. The decision of the board will be final.

Section 4. NOTICE: Any notice required by this section shall be given by any method reasonably calculated to provide actual notice, provided that in the event any notice is given by mail, it is given to the member by first class or registered mail to the last known address of the member of the Club according to corporate records.

ARTICLE X FEES, DUES AND ASSESSMENTS

Section 1. FEES: The annual dues payable to the Club shall be in such amount as determined from time to time by the board of directors.

Section 2. PROSPECTIVE MEMBERS: A prospective member may be admitted to three Club sessions per season, provided the skater is accompanied in person by a Club member who introduces the skater to the chair of the membership committee or, in the absence of the chair, to one of the committee members or board members, at each session attended.

Section 3. GUESTS: A visiting skater from an out-of-town USFSA member club or a USFSA individual member may make arrangements to skate on Club ice while visiting.

ARTICLE XI RULES OF ORDER

Section 1. ORDER OF MOTIONS: When a question is before the meeting, no motion shall be entertained except:

- a. To adjourn
- b. To table
- c. To call the previous question
- d. To postpone
- e. To commit
- f. To amend

Motions shall have precedence in the order above given, and the first three shall be decided without debate.

Section 2. YEAS AND NAYS: If any two members shall so request, the yeas and nays shall be called upon any question, whereupon each member present shall vote as his or her name is called, without debate, unless the member abstains from voting. The vote so taken shall be recorded in the minutes.

Section 3. TO RECONSIDER: A motion to reconsider must be made at the same or succeeding meeting by a member who voted with the majority.

Section 4. MAJORITY VOTE: Except as otherwise provided, all questions shall be determined by a majority vote. The chair may vote only in case of a tie or when the yeas and nays are ordered. If the result of the vote is a tie, the motion shall be declared lost.

Section 5. ROBERT'S RULES OF ORDER NEWLY REVISED: All questions of parliamentary practice not herein provided for shall be determined in accordance with Robert's Rules of Order Newly Revised.

ARTICLE XII ADOPTION OF CONSTITUTION AND BYLAWS

Section 1. PROCEDURE: The president shall call the Club together and request the adoption of the embodied constitution and bylaws.

ARTICLE XIII AMENDMENTS TO BYLAWS

Section 1. These bylaws may be amended by a majority vote of the voting members of the Club, in person, at a regularly called meeting of the Club.

ARTICLE XIV ORDER OF BUSINESS

Section 1. SEQUENCE: At stated and special meetings, the following order of business shall be observed:

- a. Roll Call
- b. Reading of the minutes of previous meetings
- c. Reports of officers
- d. Reports of committees
- e. Election of officers
- f. Unfinished business
- g. New business
- h. Adjournment

