

Pilgrim Skating Club Member Handbook 2016-2017



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Welcome to the Pilgrim Skating Club!!

Pilgrim Skating Club (PSC) is a non-profit organization incorporated under the laws of the Commonwealth of Massachusetts. PSC encourages athletic activities that foster and promote physical fitness, competitive spirit, loyalty and sportsmanship among our members by providing figure skating opportunities in freestyle and synchronized skating as well as group lessons.

PSC makes available to members the opportunity to participate in test sessions on “home” ice, competitions, summer/winter exhibitions, the spring “Icycles” show, instructional programs, and various social events. The Club acquires ice time and provides a professional staff to generally further the purpose of PSC. Your PSC membership entitles you to use of the club ice, which the Board of Directors negotiates and secures for you, at the most reasonable price possible.

PSC is a member of the United States Figure Skating Association (USFSA) and the New England Interclub Council (NEICC). This council is set up to coordinate activities of area clubs. Interclub competitions are held by different skating clubs at various times of the year. Copies of competition forms are kept in the clubroom for members’ use. For more information about US Figure Skating or the Councils please refer to their websites <http://www.usfsa.org> and <http://www.NEICC.org>.

It is the responsibility of the Club’s Board of Directors to handle the clerical work involved in maintaining your membership with the US Figure Skating, securing sanctions when necessary, reporting test results to the US Figure Skating and providing members with as much ice as is supportable by its members.

PSC has a “Club News” bulletin board inside the clubroom which is updated frequently with any information we think is helpful to members and their parents. All upcoming club news and important information will be posted on the bulletin board as well. Please be sure to refer to this board frequently. You will also find important announcements/ acknowledgements in our display cases. Most club information will be emailed, so be sure PSC has a current email address on file. Remember, it is up to you to keep informed! Additionally, PSC has a “Mailbox” system. A file folder has been set up for members. Each member has a file. This folder will hold papers specifically for each member. This should also be checked regularly. You will also find important information on our website <http://www.pilgrimskatingclub.com>.

General Rules:

These rules are applicable for all Pilgrim Skating Club ice sessions.

1. Skaters and parents are advised that any abuse of the rules and regulations of Pilgrim Skating Club may result in the skater being excused from the ice for a period of time to be determined by the Board of Directors.
2. Courtesy is expected at all times on the ice. There will be no profanity of any type or ice kicking. Discourteous comments regarding any skaters, professionals or parents will not be tolerated. Any person aware of a violation should submit a written complaint to the Board of Directors.
3. No food is allowed on the ice. For safety reasons, there will be no eating, gum chewing or any other activity that could cause a choking problem. Water only will be allowed at rink side as long as skaters are courteous, use discretion, and drink at the barriers. The drinking of hot drinks by coaches is the only exception to this policy with the stipulation that the cup be covered and kept by the boards.
4. No items of any sort that could end up on the ice surface should be worn or brought on the ice. Beads, hair accessories, coins or any other item lying free on the ice can pose a serious safety risk. Clothing and hair accessory items should be well secured to the skater; money and other items should be left safely away from the boards and ice.
5. Skaters/members may not sit or congregate in the team bench area or penalty box. Neither should skaters sit or tie their skates in the gates to these areas.
6. Skaters or professionals should not sit on the barriers at any time. The safety issues associated with skate blades dangling off the ice necessitate strict enforcement of this rule. Coaches may coach from off the ice if their feet are cold.
7. For safety reasons, the Board of Directors have the authority to remove a skater from the ice if their behavior or ability places the skater or other skaters at risk, regardless of level.
8. Ice Holds – It is the responsibility of the skaters to be on time for sessions in order for the Ice Monitor to be allowed enough time for checking in skaters, organizing the music to be played (if applicable) and informing walk-on skaters of their status for the session. In the event that a skater is late for their session: a) Ice will NOT be held for more than ten (10) minutes after the start of the session, regardless of your membership type.
9. Skaters should refrain from talking or standing in groups in the corners or middle of the ice. **Skaters should generally keep moving when they are on the ice. If they need a break, they should leave the ice.**

10. Before moving away from the barrier or when stepping onto the ice surface, the skater should make sure he or she is not in the path of another skater. "Heads Up" at all times.

11. All skaters are expected to get up immediately after a fall unless stunned or injured.

MEMBERSHIPS

PSC offers several types of memberships tailored to meet the needs of various skaters and the amount they skate per week. For more information, please refer to the current contract.

PROFESSIONAL STAFF

List of the PSC Professionals available to coach on PSC ice is posted in the clubroom. The PSC Professional Ice Contract allows a coach to teach on PSC ice once the Board of Directors has approved the submitted resume and application and the fees have been paid. All coaches are required to pay the professional membership fees outlined by U.S. Figure Skating and be a registered coach with U.S. Figure Skating. Visiting Professionals must provide their USFS membership, proof of insurance and pay a \$10 walk on fee. Memberships are annual, and submitted to the Board of Directors for renewal/ approval.

FREESTYLE

All walk-on skaters must be members of the USFS. **Non-members must produce their USFS membership card upon the monitor's request.**

The minimum test requirement for Club and non-club walk-ons to open ice sessions is USFS Basic 6.

Priority is given to our members based on longevity and membership type. The ice buying order of priority is as follows:

1. Full Club Members
2. Junior Club Member
3. Limited Representing
4. Beginner
5. Adult/ College
6. Associate Member
7. Non-Member

Walk-on ice is available for purchase through the club. By Cash or Check only. All members must pay daily, either by walk-on rate or with a coupon. Anyone may purchase a coupon book (minimum of ten ice sessions) through the Ice Chairperson or President. Cash or Check (Different rates may apply based on membership type) Non-members may also purchase a coupon book, 10 Ice sessions for \$200. All skaters must pay with either a coupon or walk-on rate. **No one will be permitted to skate till payment is received.**

2016-2017 Pilgrim Club Membership Types and Descriptions

1. FULL CLUB MEMBERSHIP

1. \$230 per year
2. USFS membership through PSC (additional fee)
3. Represents PSC
4. Required to contract 2 hours per week
5. All members will use flex coupons per skating session
6. Includes participation in Icycles group and solo/medalist if qualified
7. Includes participation in exhibitions
8. May purchase walk-on flex coupons once contracted ice is full-filled.
9. May vote in club elections
10. Parent/guardian/skater over 18 years may serve on the Board of Directors
11. Must volunteer 15 hours per year per family
12. Membership includes banquet for skater

2. JUNIOR CLUB

1. \$100 per year
2. Membership at this level limited to testing at no-test F/S and/or Preliminary MITF
3. Represents PSC
4. USFS membership required through PSC (additional fee)
5. Must contract 1 hour per week
6. All members are eligible for the student flex coupon membership
7. May participate in Icycles, Junior Club group only (additional fee)
8. May participate in exhibitions (additional fee)
9. May not vote in club elections
10. May serve on the BOD (pending approval) only after being members for 1 year may serve on board, but not as Officers)
11. Must volunteer 15 hours per family per year
12. Membership includes banquet for skater (additional fee)

3. LIMITED REPRESENTING

1. \$100 per year
2. USFS membership through PSC (additional fee)
3. Represents PSC
4. May purchase walk-on coupon books
5. May not vote in club elections
6. May not serve on BOD
7. May participate in Icycles in a group number only for a fee.
8. Must Volunteer 5 hours
9. Associate members attending banquet are required to pay banquet fee (TBD) representing members will receive USFSA test pins if qualify

4. ASSOCIATE

1. \$100 per year
2. Represents another USFS club, or USFS Individual Member
3. Must have a USFS membership (individual or alternate USFSA Club)
4. May not contract ice (at full and junior club member rates)
5. May purchase walk-on coupon books
6. May not vote in club elections
7. May not serve on BOD
8. May participate in Icycles in group number only for a fee (tbd)
9. Must Volunteer 5 hours
10. Associate members may attend banquet additional fee (TBD) only representing members will receive USFSA test pins if qualify

5. COLLEGE/ADULT

1. \$50 per year
2. Represents PSC
3. USFS membership required through PSC (additional fee)
4. May purchase coupon books
5. May participate in Icycles group number/exhibitions for a fee
6. May not vote in club elections
7. May not serve on the BOD
8. Encouraged to volunteer

6. PARENT MEMBERSHIP

1. \$25 per year
2. These memberships provide a larger number count for PSC within USFS, allowing us a certain number of delegates at USFS Governing Council meeting

7. TEAM MEMBERSHIP (see separate contract)

1. \$50 per year (members of PSC Theatre on Ice (New England Ice Theatre) who do not hold any of the other membership types)
2. May or may not represent PSC
3. USFS Membership required
4. May not purchase walk-on coupons
5. May not pay member rates for ice sessions
6. Team only memberships may participate in Icycles Show/Exhibitions with that TEAM only
7. May not vote in club elections
8. May not serve on the BOD
9. Encouraged to volunteer 5 hours

8. BEGINNER / LEARN TO SKATE (see separate contract)

1. \$25 per year
2. Membership at this level limited to 1 year
3. Must be enrolled in LTS classes at PSC ONLY (no exceptions)
4. USFSA is through PSC
5. May walk-on and pay \$8.00 for 30 minutes. Must be with a coach for duration of lesson
6. May participate in PSC Icycles Show in LTS group & exhibitions for a fee
7. May not serve on Board of Directors (BOD)

Free Style Rules:

1. If you are skating your program wear the belt so others know who you are.
2. "Right of Way" must be given to the skater doing his or her program at all times.
3. Second priority of right of way goes to students in lesson with a coach. All other skaters must give right of way to these skaters.
4. Skaters "on harness" also have the right of way over session skaters but not over the skater doing their program.
5. A skater who has already started entry to a jump should be given the right of way.
NOTE: This does not mean that if a skater is spinning or doing footwork that they have to defer to the jumper. This means if one person is skating and not in a specific move and sees another entering a jump, the skater starting the jump should have the right of way as a matter of safety.
6. CORNERS - Many skaters set up their jumps in the CORNERS of the rink especially The Lutz jump. The approach is long and blind, so please limit your activity in these corners. Please be aware of this when you are practicing and please allow them "the right of way" when they are doing their programs.
7. Center of the Rink - Most skaters programs are patterned so that they are frequently passing through the middle of the ice surface when doing their programs. Please be aware of this and do not practice entirely in the center of the rink. Try to vary your practice areas.
8. Equal Ice - Remember that all skaters have paid the same price to be skating for the session. However, please be aware of others around you, and please try to be cognizant of someone doing their program or having a lesson. Programs have the right of way

9. There will be no group performances choreographed, practice or skated during a club freestyle session. In this instance, a group is defined as more than three skaters. A maximum of three skaters are allowed to skate together if they are having a semi private lesson, and/or are skating a show or exhibition program only.

PAYMENTS/ COUPONS

Renewal Memberships and USFS Dues are due by June 20, 2016. Ice Payments are due the 1st of August, September, October, November, December, January, February, March, and April. Fees are paid by check or money order to Pilgrim Skating Club. No Cash. Payments may be mailed to the P.O. Box or placed in the blue box in the clubroom. A fee of \$10 will be added to accounts past due. There will be a \$25 fee for all returned checks.

All balances must be current or Test/Competition forms will not be signed.

USFS will be notified that a member is not in good standing if balances are 45 days overdue. Any member **past due 45 days**, will not be allowed to skate and lose all ice privileges till balance is paid to a **current** status. All balances must be current or skaters will not be able to participate in club exhibitions/shows. Walk on fees must be paid prior to entering the ice. If you do not have a coupon than you must pay the walk-on fee. Skaters terminating their club membership are responsible for all contracted ice until the club receives written notice

Membership Coupons are available to all Full / Junior / Limited Representing / Beginner Club members with signed ice contract and payments. **Coupons must be paid for in advance.**

Walk-on Flex Coupon books (10 hour sessions) may be purchased (\$150 for Full and Junior Members, \$80 for ½ hour LTS Beginner, \$170 for Limited Representing/ Associates and \$200 for non-members)

LIABILITY

PSC provides ice time for the benefit of figure skaters and coaches and cannot be held liable for any injury sustained during PSC sponsored time. All coaches must carry liability insurance.

INJURY POLICY

If you are off the ice due to a medical condition or injury causing long-term absence for a minimum of two weeks, payment reimbursement may be arranged pending Board approval. The skater is liable for ice until a dated doctor's note is submitted and approved by the President of the Board of Directors.

ICE MONITOR

The term “Ice Monitor” used in these rules refers to those individuals who check-in skaters, collect walk-on fees. It is understood that these people are representing of PSC. These volunteers are responsible for enforcing all PSC rules. Any parent of a PSC member is encouraged to volunteer to be an Ice Monitor in the event an ice monitor is absent.

RIGHT of WAY

The skater performing his/her program has the right of way. Coaches and skaters must be aware of this and properly yield to these skaters. There should be no socializing on the ice. These safety procedures must be adhered to.

MUSIC

Miscellaneous music will be played at the beginning of each session to allow skaters opportunity to warm up. Music will then be played according to the following rotating order:

1. Music (single cut only) should be passed in when signing in for session and placed in either the “on lesson” or “skaters” box. Skaters who do not wish to have their program played on a session do not need to pass their program music in.
2. Music will be played in the order skaters sign in for the designated session. Skaters who wave off their music **OR** are not on the ice when their music is called will be skipped over and must wait until the 2nd rotation comes back around to their name on the sign up sheet.
3. Requests by a professional for the Ice Monitor to play music of a skater on lesson take precedence over the freestyle sign in list order. After a skater on lesson has had their program played once on the session, they may have it played again only after everyone on the skating session who has passed their music in and hasn't waived it off has gotten their program played once. The ice monitor will announce that they have completed one full music rotation when they have reached the bottom of the sign in sheet. Those skaters on lessons can then have their coach request their program for a second time.
4. If a “skater A” is on lesson and has already received their program once and the end of the first music rotation is announced, but another coach has requested the music of “skater B” who has not gotten their program played yet on the session, “skater B's” music will be played ahead of “skater A”
5. For skaters Intermediate Level and above who have a short and long program, the program of their choosing is played in its rotation spot (sign in sheet location), and their second program may be played after a full music rotation is completed.

6. Coaches giving lessons may use a “boom box” on ice to choreograph, but the volume must be kept low enough for Ice Monitors and skaters to hear music being played for the skaters program.

7. Each skater is personally responsible for checking in with the Ice Monitor for each and every session skated. At check in, the skater is also responsible for passing their music in on time. The skaters cannot pass their music in late after the rotation has started and choose where they would like their music played. They will have to wait for their name in the 2nd rotation of the sign in sheet if they pass their music in after their sign in spot.

8. Skaters should check with their professional to see if they are “on lesson”. If so, skaters should then place their music in the “on lesson” box. A Skater who has their music played in rotation and then have second lesson on a session, will have to wait to request their program until a full music rotation is completed.

9. Skaters, parents and coaches will be respectful of the ice monitor.....this is a volunteer position & we are all human.

These rules have been established to accommodate the skaters and to make the best use of each session fairly.

TEST SESSIONS

Tests are scheduled throughout the year as needed. Prior to the posted deadline, Full Club members have first priority to test, then priority is given to Associate Club members and other Non-Club members. After the posted deadline, applications will be accepted on a first come first serve basis. PSC and the Test Chairperson have the right to cancel a scheduled test at their discretion. You must be a member in good standing to test.

Tests will be posted several weeks in advance. A skater’s coach should advise the skater as to whether or not he/she is ready to test. The coach should add the skater’s name to the posted list. The coach or skater should get the test application and fill it out in a timely manner, as there will be a posted deadline date. If you are planning to test away from your home club, remember to have the test chairperson sign your application so you can get it to the testing club on schedule, normally a USPS dated envelope.

Deadlines:

1. The test application form must be returned to the test Chairperson by the date indicated on the form with payment.
2. The skater has up to two weeks before the test date to cancel. If the skater cancels less than two weeks before the test date, no refund will be given.
3. If a skater withdraws more than two weeks prior to the test, then spaces will be given out to those skaters on the waiting list on a first come first/serve

basis. The Test Chairperson will hold waiting list checks until the test date. If a test slot opens up prior to the test, the skater will be called. If the test remains full, the skaters test fee will be returned.

4. Testing is an expensive proposition for the club and judge's expenses must be paid for that day. The Club is obligated to feed the judges during the test session. A hospitality fee is included in the test fee to cover these expenses.

The Test:

A few days before the test session, a schedule will be posted in the clubroom and on the website. These test times will be approximate times. A skater should be at the rink one hour prior to his/her scheduled time. There will be a ½ hour of practice ice prior to the test session if possible.

After the skater has tested, the judges will complete their test sheets and give them to the Test Chairperson who will check them for details. A copy of the results will be made and given to the skater and his/her coach. PSC Test Chairperson will give badges for passed tests to the skater the day of the test. Certificates and pins from the USFS will be distributed at the Annual Meeting and Spring Banquet.

COMPETITIONS

Competitions on every level are a principal incentive for figure skaters to train, develop and improve their proficiency. By ascending the competition ladder, competitors gain entry into international events. All competitions in amateur figure skating on ice in the USA, especially regional, sectional and national championships are sanctioned by the U.S.F.S. and are conducted by U.S. Figure Skating member clubs.

Competitions can be separated into two types: qualifying and non-qualifying. Qualifying competitions are regionals, sectionals and nationals. PSC full club representing competitors in a qualifying competition will receive two free walk-ons the week prior to the competition. Please visit the USFS website for further info on qualifying competitions.

Non-qualifying open competitions are open to any skater usually from the Beginner level up. These events are often divided into flights by test and age. Competition forms should be read carefully for qualifying criteria. There are also Basic Skills Competitions for skaters who have not yet tested.

Competition forms may ONLY be signed by one of the following PSC Board of Directors (President, Vice President, Treasurer, Membership or Test Chair).

Competition forms will be posted in the Clubroom and application forms will be placed in the box adjacent to the bulletin board. Please feel free to take one if you need it. Many competitions are listed on NEICC.org and can be downloaded directly.

ANNUAL “ICYCLES” SHOW

All Full, Junior, Limited Representing or Non-Representing members may participate in our Annual Ice Show “Icicles” which is held during April Vacation. Junior, Limited Representing, Associate and Non-Members are invited to participate in a group number for an **additional fee**.

Non-representing members may **only** perform in their respective group number. All participants will be assessed a “costume fee”. Group numbers are based on tested level as of January 1st of that year. NO EXCEPTIONS will be made. In the event a skater is the only one participating at his/her tested level, the skater will be placed in another group based on the discretion of our professional staff.

To be a “Medallist”, “Featured” or “Solo” skater in the show, a skater must be a representing full club member, be tested at or above the pre-preliminary freestyle level or at or above the adult pre-bronze freestyle level and meet the following qualifications:

Solo: A PSC representing full member skater may perform a solo in the Icicles show if:

1. The skater is tested Intermediate or above in Freestyle.
2. The skater has received a gold medal in an Open, NEICC, Bay State Games, or State Games (USFS freestyle or short event only) competition in an unrestricted/well balanced program at the level of Pre-Preliminary or above.

A skater will skate in a Medallist group if:

The skater has received a Silver or Bronze Freestyle medals in an Open, NEICC, Bay State Games, or State Games competition at PRE-Preliminary or above in well-balanced.

An Open Competition may be an Invitational, or Regional competition, but may not be a Basic Skills Competition. Any exceptions to the above criteria must be voted upon and approved by the Board of Directors.

Featured: Any representing member skater who has passed his/her Juvenile Freestyle test by January 31 of the current year and does not have a solo will be featured in the Juvenile group number. Each skater will skate a one-minute or less mini-solo during the group number. The coach choreographing the number will decide the timing and placement of these mini-solos.

Graduates: Skaters who are graduating from high school and are a full club, representing member will be recognized for his/her accomplishments. These skaters will wear a cap and gown and will be featured in the “Graduate” number with a mini solo. The mini solos are limited to one minute. In the event of only one graduate that year, he/she will have a solo of approximately 2 minutes.

BANQUET

An annual club member banquet is held in the spring of each year. Pilgrim Skating Club coaches recognize achievements of skaters for the year and Board of Directors recognizes for achievements of US Figure Skating testing and competitions.

FUNDRAISING GUIDELINES

Pilgrim Skating Club is a non-profit organization. This has many benefits to club members including providing tax-exempt donations from outside business, individuals, etc. Some of these donations may be considered “sponsorship” in the form of goods, services, or funding. If a sponsor donates funds in exchange for a tax-exempt receipt from PSC then the funds must be allocated for entire membership and deposited into operating account. For “team only” sponsorship the organization can provide services/goods only. If the sponsorship is a monetary donation then separate channels of tax-exempt donation must be used such as the New England Amateur Skating Foundation in Providence, Rhode Island. These funds received for “team only” purpose must either be allocated in a separate account or tracked as a separate line item in the financials.

ANNUAL MEETING

The Club shall hold an annual meeting of its members for the purpose of electing Directors and for the transaction of such other business as may come before the meeting at a time, date and place stated in or fixed in accordance with a resolution of the Board of Directors. If no place is stated, the meeting shall be held at the Club’s principal office. Failure to hold an annual meeting shall not work a forfeiture or dissolution of the Club or invalidate any action taken by the Board of Directors or Officers of the Club.

BOARD OF DIRECTORS

The Board of Directors consists of **VOLUNTEER** parents of Representing Full or Junior club members. We work hard to achieve the dreams of our young skaters in a safe and friendly environment. The Board of Directors appreciates the dedication of our skaters, coaches and parents. If you have any questions or comments, please feel free to contact a board member or attend our monthly Board of Directors meeting. Members of the Board of Directors are voted on annually (in the spring) and welcome any interested parent to run for a seat. If you have an interest, please ask how you can become a board member and get involved in the future of PSC.

“SAFE SPORT”

U.S. Figure Skating strives to provide a safe environment for its members and to protect the opportunity of its members to participate in the 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 athletes, coaches, officials, directors, employees, parents, and volunteers or any other persons while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating.

There are many positive reasons to participate in figure skating, but like all sports, it can also be a high-risk environment for misconduct: emotional, physical, sexual, bullying, harassment and hazing. All forms of misconduct are unacceptable and in direct conflict with U.S. Figure Skating values and ideals.

Misconduct may damage an athlete’s psychological well-being. Athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, and loss of self-esteem, misconduct also may have a negative impact on family, friends and the sport. Misconduct often hurts an athlete’s competitive performance and may cause him or her to drop out of sport entirely.

This SafeSport Handbook, originally created by the U.S. Olympic Committee, <http://www.safesport.org>, and adapted by U.S. Figure Skating, includes various guidelines that apply to all U.S. Figure Skating clubs, programs, events and activities. It further includes the available and required training of coaches and select U.S. Figure Skating volunteers, officials and staff members on recognizing and reducing circumstances for potential abuse to occur; information on U.S. Figure Skating’s required screening and background check program; the availability and procedures for any person to report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting); the procedures and means by which U.S. Figure Skating and its member clubs and programs should respond to allegations of abuse and misconduct; and how U.S. Figure Skating and its member clubs and programs will monitor and supervise this program to help ensure its effectiveness.

As described more fully within this Handbook, each U.S. Figure Skating member club shall designate a club board member to hold the title of Club SafeSport Compliance Chair beginning July 1, 2015. The specific duties of the Club SafeSport Compliance Chair will include monitoring the SafeSport policies and procedures of the club, verifying coach compliance and being the initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information, and when appropriate, reporting such information to U.S. Figure Skating. Also, each club should have at least three members who have completed the SafeSport Program training course.

Through the U.S. Figure Skating SafeSport Program, U.S. Figure Skating is committed to providing the safest possible environment for all participants.

It is every member's responsibility to read, understand and be responsible for the rules and regulations of the U.S. Figure Skating SafeSport Handbook.

<http://www.safesport.org>,

And also the Pilgrim Skating Club Member Handbook.

I _____, have read and will abide

by the Rules and Regulations

as stated in the Pilgrim Skating Club Member Handbook and

the U.S. Figure Skating SafeSport Handbook.

Skaters Name: _____

Skaters Signature _____

Parents Signature (if under 18) _____

Board of Director _____

Date: _____