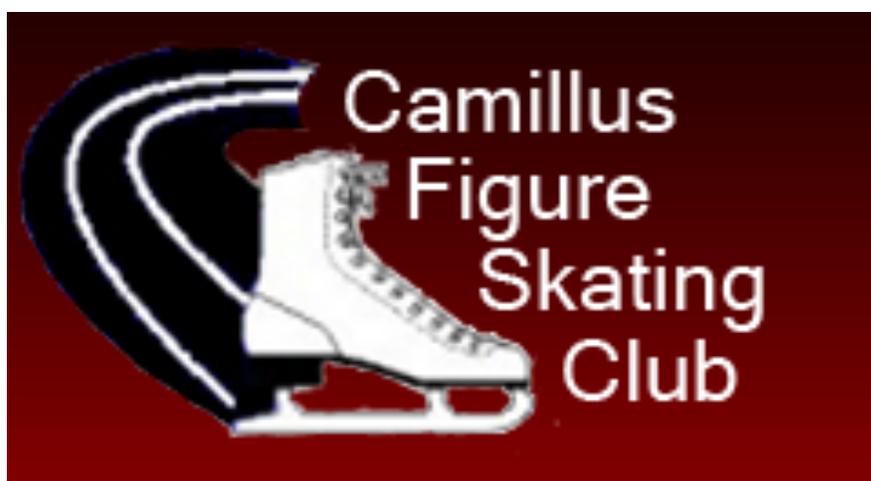


# PARENT/Skater HANDBOOK

for



Website:

[www.camillusfigureskatingclub.com](http://www.camillusfigureskatingclub.com)

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[cpscboard@gmail.com](mailto:cpscboard@gmail.com)

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## Welcome to the Camillus Figure Skating Club (CFSC)

The CFSC's Board of Directors would like to welcome you to the current skating season! We are continually trying to improve/grow our club and make it the best it can be. If you ever need anything, have any questions/concerns, or simply have suggestions, we would love to hear them. Stop by the information table, send an email or leave a suggestion in our suggestion box. We hope you will enjoy your skating experience with us and come to consider CFSC your second family.

### Mission Statement

CFSC is a non-profit, private organization committed to providing the resources necessary to help figure skaters of all ages and abilities achieve their goals. We strive to provide a welcoming, family-friendly environment that encourages skaters to develop their individual potential with coaching and leadership in a supportive atmosphere.

### Getting Started

**Skates:** For beginners, it is very important to find skates that provide good ankle support. As your child moves up in the figure skating levels and starts jumps, they will need a stiffer boot that will provide more support than a beginner skate. Skates with double blades are not allowed to be worn. It is very important to keep the blade sharpened and to tie skates tightly. Keep in mind, skaters should only walk on areas of the rink that have padded flooring while wearing skates. You may want to consider purchasing skate guards for blade protection. When storing your skates, it is important to dry the blades completely with a towel and remove any hard skate guards so that the blades don't rust. Soft skate guards are a better option for your skates in between use. The club has a used equipment sale at the annual open house and this may be a great place to find your child a nice pair of used skates.

For skate sharpening, there are many local places to sharpen skates. (M&M Skatewear, McKies, Sports Outfit, etc.) Personal preferences and prices vary from location to location.

**Attire:** For group lessons, please have your child dress in comfortable warm clothing. For beginners, your child may feel more comfortable wearing snow pants and a helmet while learning new skills. Jeans and other non-stretchy clothes are not recommended. Skaters should be able to move around freely with no constraints. Please note, gently used skating clothing (including skating costumes/dresses, etc.) are sometimes available for purchase at the annual open house.

**Information Table:** During club ice time, CFSC volunteers will set up an information table at the entrance to the rink where skaters sign in and members of the board of directors will be available to assist you with any questions that you may have. Many of the club volunteers have children of their own that have been skating with the club for many years and can provide you with valuable information relating to CFSC and/or figure skating, in general. We encourage you to stop and chat with us to get any of your questions answered, make recommendations or suggestions (either verbally or in our suggestion box), or just to say hi. We ask that you please be patient with us during our "busy times". The first couple of weeks can be a bit chaotic while we

are focusing on our first priority of getting skaters placed in appropriate groups and work out the registration process with different families. In addition to the beginning of the season, the few weeks leading up to the show is also a very busy time at the information table. During the last few weeks of the season we are working on last minute costume issues, selling tickets for the show and banquet, selling show program squares, answering general show & banquet questions, etc.

**Year Round Skating:** CFSC is a seasonal club that runs from October to March. Many of our “home club” skaters elect to skate year round by purchasing ice packages with other area skating clubs. When a skater decides to skate year-round (through the summer season), skaters must renew their USFSA membership before June 30<sup>th</sup> since USFSA membership runs from July 1 – June 30.

**Costumes:** When a skater is signed up for Basic Skills or Free Skate lessons, the costume that your child will be measured for and wear in the show for their level, is included in the cost of registration.

**Picture Day:** On an annual basis (after costumes have arrived), the club will host a picture day so that families can purchase individual and group photos to make the memories of the skating year last forever. The basic skills and freestyle group photos, small group and soloist photos will be used in the show program. Typically, picture day is held on a Saturday during the month of January. More information will be provided as the details of picture day are confirmed.

**Show:** Show time is a very exciting time for skaters, families, coaches, and the volunteers of CFSC. By March, all of our skaters and coaches have worked very hard for several months so skaters can shine on show day! Every year, the board votes on a show theme and many of the songs you will hear and the decorations that you will see at the show will tie into the selected theme. The show routines are fun and should display many of the skater’s new skills. Skaters should encourage their families and friends to attend CFSC’s annual show. This is our largest fundraiser of the season with raffle baskets, a bake sale and flower sale.

## **Ice Time**

CFSC has available ice time on designated sessions on Thursday evenings, Saturday mornings, Sunday evenings, school and holiday breaks. This ice time is reserved for CFSC members and other registered USFSA members when purchasing ice as a “walk on”. All skaters, regardless of club designation, should skate during appropriate ice time (see further explanation below). An exception applies if the skater is in a private lesson. Ice schedules are posted in the lobby of Shove Park by the club’s trophy case and on the club’s website calendar. Limited copies are also available at the information table.

**Low open sessions** are reserved for those skaters who have not passed the Preliminary Moves in the Field test and skaters in private lessons.

**High open sessions** are reserved for skaters who have passed the Preliminary Moves in the Field test and skaters in private lessons.

Occasionally, there will be ice sessions that are designated as “open” or “mixed” sessions. These

sessions are available to all club/USFSA members regardless of test level.

When there is low attendance on a specific low/high open session, a determination may be made by a board member to change the ice session from a low or high open to a general open or mixed session.

## Skating Levels

As you will notice, individual skaters start and finish the skating season on different levels. Below are reference guides to let you know what your skater will be working on from week to week. If you have questions relating to skating levels and elements, you can talk to your skater's group lesson and/or private coach.

**Basic Skills: The "basic skills" are the fundamentals of figure skating. Upon completion of the basic skills levels 1-6, skaters will confidently advance to more specialized areas of skating. Skaters will progress at their own rate and advance after skill mastery is determined.**

<p><u>Basic 1:</u>            A. Sit on ice and stand up            B. March forward across the ice            C. Forward two-foot glide            D. Dip            E. Forward swizzles — 6–8 in a row            F. Backward wiggles — 6–8 in a row            G. Beginning snowplow stop on two feet or one foot            Bonus skill: Two-foot hop in place</p>	<p><u>Basic 4:</u>            A. Forward outside edge on a circle — R and L            B. Forward inside edge on a circle — R and L            C. Forward crossovers — clockwise and counterclockwise            D. Backward half swizzle pumps on a circle — clockwise and counterclockwise            E. Backward one-foot glides — R and L            F. Beginning two-foot spin — Up to two revolutions            Bonus skill: Forward lunges — both legs</p>
<p><u>Basic 2:</u>            A. Scooter pushes — R and L            B. Forward one-foot glides — R and L            C. Backward two-foot glide — Glide the length of skater's height            D. Rocking Horse (one forward swizzle, one backward swizzle) — Repeat twice            E. Backward swizzles — 6–8 in a row            F. Two-foot turns from forward to backward in place — clockwise and counterclockwise            G. Moving snowplow stop            Bonus skill: Curves</p>	<p><u>Basic 5:</u>            A. Backward outside edge on a circle — R and L            B. Backward inside edge on a circle — R and L            C. Backward crossovers — clockwise and counterclockwise            D. Forward outside three-turn — R and L            E. Advanced two-foot spin — 4–6            F. Hockey stop — both directions            Bonus skill: Side toe hop — R and L</p>
<p><u>Basic 3:</u>            A. Beginning forward stroking showing correct use of blade            B. Forward half swizzle pumps on a circle — 6–8 consecutive clockwise and counterclockwise            C. Moving forward to backward two foot turns on a circle — clockwise and counterclockwise            D. Beginning backward one-foot glides — focus on balance            E. Backward snowplow stop — R and L            F. Forward slalom            Bonus skill: Forward pivots - clockwise and counterclockwise</p>	<p><u>Basic 6:</u>            A. Forward inside three-turn — R and L            B. Moving backward to forward two foot turn on a circle — clockwise and counterclockwise            C. Backward stroking            D. Beginning one-foot spin — 2–4 revolutions, optional free leg position and entry            E. T-stops — R and L            F. Bunny hop            G. Forward spiral on a straight line — R or L            Bonus skill: Shoot the duck — R or L</p>

**Free Skate:** Each free skate level is comprised of a variety of progressive skating skills, transitions, spins and jumps – all of which build on the previous skill, providing skaters a strong foundation of all elements. Focus will be on quality and mastery of each skill.

<p><b>Pre-Free Skate:</b>  A. Forward inside open mohawk from a standstill position (R to L and L to R)  B. Backward crossovers to a backward outside edge glides (landing position), clockwise and counterclockwise  C. Backward outside edge to a forward outside edge transition, clockwise and counterclockwise  D. Two forward crossovers into a forward inside mohawk, step down and cross behind, step into one backward crossover and step to a forward inside edge, clockwise and counterclockwise  <b>Spins:</b>  E. One-foot upright spin, optional entry and free-foot position (minimum three revolutions)  <b>Jumps:</b>  F. Mazurka (R and L)  G. Waltz jump  Bonus Skill: Backward inside pivots, clockwise and counterclockwise</p>	<p><b>Free Skate 4:</b>  A. Forward power three-turns (R and L), 3 sets each  B. Waltz eight, clockwise and counterclockwise  <b>Spins:</b>  C. Forward upright spin to backward upright spin (3 revs., each foot)  D. Sit spin (minimum three revolutions)  <b>Jumps:</b>  E. Half loop  F. Flip  Bonus Skill: Split jump, stag jump or split falling leaf</p>
<p><b>Free Skate 1:</b>  A. Forward power stroking, clockwise and counterclockwise  B. Basic forward outside and forward inside consecutive edges (four to six consecutive edges)  C. Backward outside three-turns (R and L)  <b>Spin:</b>  D. Upright spin, entry from back crossovers (min. four to six revolutions)  <b>Jumps:</b>  E. Half flip  F. Toe loop  Bonus Skill: Waltz jump-side toe hop-waltz jump sequence, or waltz jump-ballet jump-toe loop sequence</p>	<p><b>Free Skate 5:</b>  A. Backward outside three-turn, mohawk (backward power three-turns), clockwise and counterclockwise  B. Five-step mohawk sequence, clockwise and counterclockwise  <b>Spins:</b>  C. Camel spin (minimum three revolutions)  <b>Jumps:</b>  D. Waltz jump-loop jump combination  E. Lutz jump  Bonus Skill: Loop-loop combination</p>
<p><b>Free Skate 2:</b>  A. Alternating forward outside and inside spirals on a continuous axis (two sets)  B. Basic backward outside and backward inside consecutive edges (four to six consecutive edges)  C. Backward inside three-turns (R and L)  <b>Spin:</b>  D. Beginning back spin (up to two revolutions)  <b>Jumps:</b>  E. Half Lutz  F. Salchow  Bonus Skill: Variation of a forward spiral, skater's choice</p>	<p><b>Free Skate 6:</b>  A. Forward power pulls (R and L)  B. Creative step sequence, skater's choice, using a variety of three-turns, mohawks and toe steps  <b>Spins:</b>  C. Camel-sit spin combination (minimum two revolutions each position)  D. Layback or attitude spin or cross-foot spin (three revolutions)  <b>Jumps:</b>  E. Waltz jump-half loop-Salchow jump sequence  F. Axel  Bonus Skill: Backward outside pivot, entry optional</p>
<p><b>Free Skate 3:</b>  A. Alternating backward crossovers to back outside edges – Four sets  B. Alternating mohawk/crossover sequence (R to L and L to R)  C. Waltz three-turns (forward outside three turn, backward outside edge glide), clockwise and counterclockwise  <b>Spin:</b>  D. Advanced back spin with free foot in crossed leg position (min. three revolutions)  <b>Jumps:</b>  E. Loop jump  F. Waltz jump-toe loop or Salchow-toe loop combination  Bonus Skill: Toe step sequence, skater's choice, using a variety of toe steps</p>	

## Synchronized Skating

CFSC has a growing, competitive synchronized skating program, The Cutting Edge. By participating in synchronized skating, it allows skaters to compete as a team and make many lasting friendships. Placement on a team is done on a try-out basis and tryouts are held each spring once the regular season has commenced. More information on synchronized skating try-outs will be provided towards the end of the regular season. Teams start at a very basic level and go up to the adult level. All of the CFSC Cutting Edge teams attend competitions. If your skater is interested in participating in this program, please reach out to any board member or one of the synchronized skating coaches, Nicole Morgan or Lindsay Brown, for more details.

## Private Coaching

Your child may begin taking private lessons at any time. Private coaching selection is the responsibility of the skater and skater's family. The Board cannot recommend a coach but can assist families with pro contact information. The Board recommends asking your child who they may like to have as a private coach. The private coaching fees vary from coach to coach. Once you have decided on a private coach, you can work with the coach directly regarding the frequency and lesson times.

The main reasons for taking private lessons are:

- To help your child progress at a faster rate
- To receive the benefits from individualized instruction geared to your child's learning style and personality
- If you think your child would like to compete in skating competitions
- If you think your child would like to test different levels of skating (ie. free skate, moves in the field, ice dance)
- Advanced levels of synchronized skating require this

## U.S. Figure Skating Test Structure

Skaters who have started taking lessons might have heard from other skaters or their private coach about the U.S. Figure Skating Test Structure. This is an area that is above and beyond the regular CFSC group lessons and annual show. Skaters who would like to start testing, should work with a private coach. The test structure can be confusing to new skaters, but if your skater decides to take their first test, the terminology will soon become an integral part of your skating language. Testing is an important part of figure skating and is often called the "backbone of figure skating". The US Figure Skating test structure can be compared to karate and the process of an athlete earning belts until they achieve their black belt. In the figure skating disciplines (which are outlined below), there are either six or eight test levels in each track, with the highest one being either "senior" or "gold". When an athlete passes their senior or gold test, the athlete earns the title "U. S. Figure Skating Gold Medalist". This is a huge accomplishment and looks great on a skating resume, college application or even a job application.

U.S. Figure Skating tests are offered in the following tracks:

- 1) **Moves in the Field:** Pre-preliminary, Preliminary, Pre-Juvenile, Juvenile, Intermediate, Novice, Junior, and Senior

- 2) **Free Skate:** Pre-preliminary, Preliminary, Pre-Juvenile, Juvenile, Intermediate, Novice, Junior, and Senior
- 3) **Pattern Dance or Solo Pattern Dance:** Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver, Pre-Gold, Gold, and International
- 4) **Free Dance or Solo Free Dance:** Juvenile, Intermediate, Novice, Junior, and Senior
- 5) **Pairs:** Pre-Juvenile, Juvenile, Intermediate, Novice, Junior, Senior

Many skaters start with the Moves in the Field track. The Moves in the Field track is a “pre-requisite” or baseline test series. This means that in order to pass a discipline specific test, like free skating or pairs, the skater must first pass the equivalent Moves in the Field test. Each test that a skater passes is entered into the skater’s permanent record with U.S. Figure Skating.

Under the Pattern Dance or Solo Pattern Dance Discipline, skaters become Gold Medalists at the Gold Test level but may move on to complete the international test level.

## Competing

Competing in the sport of figure skating is a great way to develop competitive skills in a fun environment while building confidence. Skating competitions offer events at all levels, from basic to advanced. The level a skater enters in competitions is based on the skater’s highest test passed. There are several local and regional competitions that skaters may enter. When a skater is interested in competing they should talk to their private coach or stop by the information table for additional guidance.

When competing, it is appropriate for your child to wear a skating dress. Club skaters are constantly growing out of their old dresses and may be willing to sell them. The club has a used equipment/clothing sale at the annual open house and this may be the perfect place to find a dress for skating.

## CFSC Board of Directors

CFSC is governed by, an elected, volunteer Board of Directors. The Board of Directors manages the CFSC rules, events, shows and other business throughout the year. The board has regular meetings throughout the season and off-season.

If you are interested in joining the board, there may be positions available. Please inquire with a current board member. Board member terms are 3 years.

### **Job Responsibilities of the Board of Directors include, but are not limited to, the following:**

- Be a member of CFSC and USFSA.
- Attend all board and committee meetings. Notify the president if unable to attend.
- Help to formulate policies and enforce them.
- Accountable for club expenditures, assist in setting up budgets and approving them.
- Regularly examine club programs to ensure that they are in agreement with the objectives of the club.
- Volunteer for committee work assignments and keep the president informed of ongoing developments between board meetings.

- Participate in recruitment and public relations for CFSC during their term.
- Involvement with club events to include registration, open house, test sessions, competitions, and annual show.
- Project a positive attitude about CFSC at all times.
- Help select president, vice president, secretary and treasurer.
- Continually look for fundraising activities.
- Employ necessary staff to determine successful operation of the club and determine compensation of staff.
- Provide information to all club members and maintain a high level of communication between the members, coaches, and board members.

## **Rules of Etiquette and Safety for Parents and Skaters**

CFSC is committed to providing our skaters with a safe and positive environment where they can develop physically, emotionally and socially. The following rules of etiquette will help to ensure our skater's safety as well as promote an environment of sportsmanship.

### **Basic Rules**

- No IPODS, cell phones, radios, headphones, food or gum is allowed on the ice.
- No stopping to socialize on the ice as this can be hazardous to other skaters.
- Skaters must sign in at the table prior to getting on the ice.

### **Skating Right of Way Protocols**

Always yield to a skater in higher priority than yourself. This means watch for these skaters, let them always have the right of way and be sure to get out of their way. The priorities are listed below:

1st Priority: Skaters in a lesson who are having their music played

2nd Priority: Skaters in a lesson

3rd Priority: Skaters having their program/dance music played

### **Where to do Jumps and Spins**

Jumps: Jumps are to be performed in the corners of the rink.

Spins: Spins are generally practiced in the center circle of the rink.

The exception to these rules is program practices, where jumps and spins are skated as choreographed.

## **Code of Conduct**

Each skater, parents, and guardians are required to encourage good sportsmanship by their actions; demonstrating positive support for all skaters, coaches and officials and maintaining a respectful and courteous attitude to others regardless of race, sex, creed, or ability. There will be a zero tolerance for bullying of any type, including social media.

Any violation of the rules of etiquette and safety above will result in, but is not limited to one of the following actions:

- Verbal warning
- 1 week suspension from the club
- Removal from club with no refund of club fees

Please report any problems or complaints to a board member so an incident report can be filled out. Each incident will be reviewed by the board and disciplinary actions will be determined accordingly.

**CFSC Skater Code of Conduct:** CFSC is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. This Skater Code of Conduct has been established to ensure the safety of all members using our ice. It's also to ensure quality practice time for all home club, associate, non-members and guests who purchase ice from the club and who participate in all club-related activities.

- All skaters, regardless of whether they hold home club, associate, non-member or guest status must follow and uphold the tenets in this Skater Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents of skaters, U.S. Figure Skating officials and guests.
- Our club is committed to promoting a positive and friendly environment for all skaters. Remember 'The Golden Rule' —treat other people like you want to be treated—with respect.

**Ice Etiquette and Safety:**

- While in lesson or practice, it is the skater's responsibility to always be conscientious and aware of other skaters around them.
- Skaters must skate with the flow of other skaters and familiarize themselves with the most commonly used areas for jumps and spins.
- The only time a skater has the SOLE right of way is when they are skating their program to music. When you hear another member's music, please extend that person the courtesy and move out of their path momentarily. This only takes a moment and you will enjoy the same courtesy while you are performing your program.
- Advanced skaters are expected to exhibit patience toward beginner skaters. Remember, you were an inexperienced skater once, and it takes time for our future generation to advance to the point where they are completely comfortable skating with all levels of skaters.
- Unsafe or discourteous behavior of any kind will not be tolerated.

**CFSC Parent Code of Conduct:** CFSC is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct.

Preamble: The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: respect, responsibility, fairness, caring, trustworthiness and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character" (Arizona Sports Summit Accord).

I hereby agree that:

- I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition and test session.
- I will place the emotional and physical well-being of my child and others ahead of my desire to win.
- I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
- I will promptly inform my child's coach of any physical/mental disability or challenge affecting my child that may affect the safety of my child or others.
- I will teach my child that doing his/her best is more important than winning.
- I will not ridicule, bully, blame, or yell at my child or other skaters, coaches, officials or volunteers in response to a poor performance or for any other reason.
- I will do my best to make skating fun at all times and will remember that my child participates in sports for his/her own enjoyment and satisfaction.
- I will teach my child to treat other skaters, coaches, fans, volunteers, officials, and rink staff with respect, regardless of age, race, creed, color, sexual orientation or ability. I will also take action and report any acts of bullying, harassment or abuse to the appropriate authorities.
- I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
- I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
- I will be a positive role model for my child and others.
- I will demand a figure skating environment for my child that is free of drug or alcohol abuse and agree that I will not use or provide to a third-party any illegal drug prohibited by applicable federal, state, or municipal law.
- I will not assist or condone any athlete's use of a banned substance as described by the International Olympic Committee, International Skating Union, United States Olympic Committee, or U.S. Figure Skating, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.
- I will expect my child's coach to be in compliance with all requirements of U.S. Figure Skating and the Professional Skaters Association, to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association and other accredited organizations.
- I will respect my child's coach and refrain from "side line" coaching my child or other skaters.
- I agree to educate myself regarding the proper procedures to follow when establishing or terminating a coaching relationship.
- I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.
- I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, competitions and test sessions.
- I will become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.
- I will support and respect all skaters and their right to participate.

## References

Camillus Figure Skating Club Website: [www.camillusfigureskatingclub.com](http://www.camillusfigureskatingclub.com)

U.S. Figure Skating Website: [www.usfsa.org](http://www.usfsa.org)

Picking a Private Coach: <http://www.usfsa.org/Content/Hiring%20a%20Private%20Coach.pdf>