

Woodbury Figure Skating Club

Member Handbook Policies and Procedures



2025-2026

Woodbury Figure Skating Club
PO Box 251146
Woodbury, MN 55125
www.SkateWoodbury.org

Woodbury Figure Skating Club – Member Handbook

These policies and procedures are subject to change without prior notice at the discretion of the Board of Directors

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MISSION

Our mission is to encourage the instruction, practice and advancement of club members in any or all of the disciplines of figure skating; to encourage and cultivate a fraternal spirit among ice skaters; develop each skater's interest and potential within an environment of support with the highest standards of leadership, professionalism, and good sportsmanship; and to carry out the general policies and objectives of the U.S. Figure Skating Association.

INTRODUCTION

Welcome to the Woodbury Figure Skating Club (WFSC). The WFSC is a non-profit, 501c3 organization, formed in 1999 to promote figure skating. The headquarters and home arena is located at the M Health Fairview Sports Center, 4125 Radio Drive, Woodbury, MN 55125. The WFSC is a member of United States Figure Skating (USFS). USFS is the national governing body for the sport of figure skating in the United States.

BOARD OF DIRECTORS AND BOARD MEETINGS

The WFSC is governed by a board of directors (Board) that is elected each spring by the home club skating members. The Board consists of 9 members with staggered terms and is governed by the WFSC bylaws. The Board is responsible for setting all policies and procedures for the WFSC.

Board meetings typically occur at 6:30pm on the second Tuesday of each month at the M Health Fairview Sports Center or designated location. If you would like an item placed on the agenda for the Board to discuss, or would like to present to the Board, please notify the WFSC president 5 days in advance of the scheduled Board meeting.

Board members are required to read and sign the Board Member Code of Conduct form before taking office. This form is valid for the length of the individual's term and must be resigned when/if re-elected.

MEMBERSHIP

2025-2026 Woodbury Figure Skating Club Memberships & Requirements

WFSC Membership	Introductory	Full	Subsequent Family Member	Associate	Collegiate	Adult
Duration	1 year NON renewable	1 year renewable	1 year renewable	1 year renewable	4 years NON renewable	1 year renewable
Membership Cost	\$70	\$125	\$95	\$95	\$150	\$125
Contract Requirement	2 contracts per year	4 contracts per year	4 contracts per year	n/a	n/a	n/a
Volunteer Requirement	10 hours/skater Rink Monitoring inclusive	20 hours/skater Rink Monitoring inclusive	30 hours/family Rink Monitoring inclusive	10 hours/skater Rink Monitoring inclusive	n/a	n/a
Rink Monitor Requirement	1 hour per contract/season	1 hour per contract/season	1 hour per contract/season	1 hour per contract/season	n/a	n/a
Fundraising Requirement	\$100/family	\$200/family	n/a	\$100/family	n/a	n/a

VOLUNTEER POLICY

The WFSC is run entirely by volunteers. WFSC needs the support of our skating members and their parents to operate smoothly and successfully. Volunteer opportunities are available throughout the year and include required rink monitoring as set forth below, competition and ice show assistance, as well as many other opportunities.

Failure to meet the volunteer requirement (including rink monitoring) by May 31 each year will result in an automatic buy-out for hours not met. Volunteer hours = \$10 per hour.

RINK MONITOR REQUIREMENTS AND RESPONSIBILITIES

Having all ice sessions monitored is extremely critical to the safety and financial health of the WFSC to ensure that all skaters are checked in and all skaters buying on are recorded. The Rink Monitor also saves valuable time for the coaches and skaters by playing program music.

Detailed guidelines and expectations can be found on the WFSC website and are updated as needed to align with the needs of the skaters and the music systems available.

It is required that each skater's representative (typically a parent/guardian) rink monitor at least one ice session per registered contract during each contract season (fall, winter, spring, summer). The ice monitoring requirement is per *contract purchased*, not per *family*. Current Board Members are required to rink monitor one ice session per child registered as a home club member. Monitoring extra sessions is encouraged, as there are often more sessions than skaters. All rink monitoring hours are counted toward your overall volunteer requirement.

Failure to complete the required rink monitoring requirement will result in an automatic buy-out of \$50 per contract/season unfulfilled, billed quarterly.

Members canceling less than two days prior to their shift will need to find a replacement. No-showing a rink monitor shift may result in a \$25 fee.

FUNDRAISING POLICY

Each family will have the opportunity to meet fundraising requirements by participating in optional fundraisers throughout the year. **Failure to meet the fundraising requirements by May 31 each year will result in an automatic buy-out.**

Family optional fundraisers may include:

- RaiseRight (year-round) (Once the minimum fundraising amount is reached, additional rebates earned through RaiseRight will be applied to a skater's account.)
- Woodbury Days Trash Pick Up (August)
- Gertens Fall (September/October)
- Gertens Holiday (October/November)
- Gertens Spring (April/May)
- Optional fundraisers and timing may change due participation levels, new ideas, etc.

There is also a WFSC Silent Auction and Social event, which typically occurs in the Fall, and is a large fundraiser for WFSC. For this event, all member families are **required** to:

- Donate a silent auction item valued at \$25+ **OR**
- Provide \$25 gift card **OR**
- Agree to an automatic buyout of \$25 (you will be billed \$25 and then the planning committee will handle purchasing auction items and/or gift cards).

WFSC ICE

The WFSC contracts ice to its members. Unlike public skating sessions, only WFSC skaters may skate on contracted sessions and the number of skaters on the ice at any time is limited. The ice is purchased on a contract basis. WFSC members may choose which sessions of ice they wish to purchase. Please coordinate with your coach before contracting to ensure the coach's availability to coach on the sessions you have selected.

CONTRACT ICE POLICIES

All **Home Club Members (those purchasing a full or subsequent family membership)** are required to purchase four (4) contracts per year. Failure to meet this requirement will result in a \$200 fee per contract unfulfilled. Under certain circumstances (i.e., physician documented injury or illness, etc.), exceptions can be made with Board approval.

All **Introductory Members** are required to purchase two (2) contracts per year. Failure to meet this requirement will result in a \$200 fee per contract unfulfilled. Under certain circumstances (i.e., physician documented injury or illness, etc.), exceptions can be made with Board approval.

Make-Up Session Policy

If a skater misses a day during their regularly scheduled contract period, the skater can bank this time and make it up on another day if the contract is not full. The make-up session needs to take place at any time before the end of the current session. Make-up contracts will be for sixty (60) minutes only. Skaters cannot split make-up sessions into 2 thirty-minute sessions, or any other increment.

NOTE: Banked time cannot be carried over to the next ice contract period. For example, if a contract day is missed during the Summer Ice Contract, that missed day can only be banked and used in the remaining days of the Summer Ice Contract. It cannot be used in the Fall Ice Contract.

Injury or Illness Make-Up Session Policy

If a skater misses, or will miss, consecutive sessions during their regularly scheduled contract period due to an injury or illness, the skater can bank this time and make it up on another session during the same contract period. If the injury or illness is for an extended period of time, the skater may request a medical leave by providing a written note from a Doctor which explains the extent of the injury or illness and an estimated amount of time that the skater will be unable to train. Approval will be granted by the Board on a case by case basis.

Members are responsible for fulfilling all fundraising, volunteering and ice-monitoring requirements during an approved medical leave.

Ice Contract Cancellation and Refund Policy

If a skater registers and pays for an Ice Contract through the online registration process and wishes to cancel that registration at a later time, the skater must notify the WFSC President and Treasurer. To qualify for a refund, the cancellation request must be made prior to the first scheduled session of the contract period in which the skater was registered. If approved, a twenty-five-dollar (\$25.00) fee will be assessed and the refund will be processed by the Treasurer.

Split Contract Policy

Definition: A split contract spans the time allotted for two regular sixty-minute contracts and blends the second half of the first contract with the first half of the second contract.

	7:00	7:30	8:00	8:30	9:00
Contract	1st Contract		2nd Contract		
Split Contract		Split contract			

Because incorporating a split contract into the skating schedule affects the availability of ice on both the first and second contract, split contracts are only available on a case by case basis, for skaters who have a specific reason they need a split contract. All efforts must be made to avoid a split contract. Split contracts need to be approved by the Board, prior to registration closing. Upon approval, the two halves will be noted in the rink monitor book so that is clear to the current rink monitor.

Single split contract requests must be submitted to the president prior to the start of the first contract of the split.

Walk-On Policy

To allow flexibility in schedules, members may walk-on to WFSC contracted ice if space allows. Walk-ons may be used for make-ups or extra ice time and must be reserved ahead of time using the DIBS system on the club website. All walk-ons are for 60 minutes. Skaters who do not utilize the entire hour will still be charged for the entire hour. Walk-on billing will be reflected on quarterly statements.

Extreme Weather Policy

WFSC does not cancel any scheduled ice due to weather conditions unless the City of Woodbury closes the M Health Fairview Sports Center. We do not follow school closings. Often the schools will be closed, but the rink will be open. Please use your best judgment if deciding to travel in inclement weather for your safety and the safety of your skater. Should M Health Fairview Sports Center close, your canceled session will be treated the same as any other banked session and utilized on any other contract within the current session unless it occurs within the last two weeks of a contract in which case it can carry over as a banked session for the next contract.

Prop Usage Policy

No props are allowed on contract ice. This includes ribbons, balls or any object(s) used during a program. Skaters are allowed to bring props to the Practice Ice ONLY. This is the only WFSC ice where props are permitted. Skaters will be asked to use their props during the program run-through and promptly remove them from the ice so others can do the same.

Group/Ensemble Policy

Groups larger than two skaters are not allowed on contract ice. Groups can use Practice Ice or the group coach can make arrangements for other ice that may be available.

FINANCIAL LATE PAYMENT POLICY

Member account statements are sent quarterly (January, April, July, October) via email. Paying online at the WFSC Bill Pay System is preferred. There you will have the ability to link your bank account to initiate payments to your member account balance. If paying via credit card the member will be required to pay for any electronic payment fees. You may also mail a check payable to Woodbury Figure Skating Club to the acting treasurer's mailing address:

Woodbury Figure Skating Club (WFSC)
Tyler Eckberg
10136 Arrowwood Trail
Woodbury, MN 55129

Members can also submit payment in person to the WFSC mailbox located in the West rink at M Health Fairview Sports Center.

Payments 30 days late: The skater may not be allowed on club ice, to participate in any competition or test session.

Payments 60 days late: Skater may be removed from the club roster and registered as a member not in good standing with US Figure Skating. To be reinstated, you will need to resubmit your membership packet with a \$125 reinstatement fee.

If members have credit balances in excess of \$500, you will automatically be refunded. Balances under \$500 may be used to pay for membership registration, contracts, test sessions, camps or clinics. You cannot use your balance to partially pay invoices. You can request a code from the treasurer for these purchases. Any money remaining in your account at the end of the year may be used if you have any outstanding charges.

ICE RULES FOR SKATERS

- Good sportsmanship is expected of all skaters off and on the ice.
- There will be no rudeness to fellow skaters, coaches, rink monitors or parents. This includes name calling, inappropriate facial displays, swearing or yelling, kicking the ice, or unwillingness to support WFSC rules.
- All skaters must check in with the rink monitor and turn in their music if they wish to have it played. The skater must initial the book for attendance purposes.
- Any contract skater who has not checked in for a session by ten (10) minutes after the start of the session will forfeit his/her spot if other skaters wish to "buy on." Exceptions to this policy are skaters who have called to notify their coach or rink monitor that they will be late.
- The skater may not enter the ice until his/her skate bag and other personal effects are in the assigned locker room.
- The rink monitor is responsible for the safety of skaters on contract ice and the enforcement

of the WFSC ice rules. Skaters are expected to respect the authority of the rink monitor.

- Skaters will be invoiced for all buy-on sessions.
- Buy-on skaters are admitted according to registration. Skaters registered in dibs have 1st priority entry to the ice, followed by WFSC walk-ons and then USFS walk-ons. They must sign in as a walk-on skater with first and last name.
- Skaters will be alert for other skaters at all times. Skaters who are not alert pose a threat to others. A skater will receive only one warning by any coach, rink monitor or Board member before being asked to leave the ice for the remainder of the session. This will be enforced even if the skater is in a lesson.
- All those skating their programs must wear WFSC-approved safety garments (sash or vest). All skaters on deck need to be ready to begin when the other skater has finished.
- The skater wearing the vest or sash has the right of way. Please give them free maneuvering room and be alert to their direction changes.
- Games like follow the leader, tag and copycat are not permitted due their inherent danger. Synchro routines, Group/Ensemble (3 or more skaters) or team compulsory practice is not permitted.
- On ice discussions are not permitted. Conversations with other skaters should be held off the ice.
- Skaters are expected to wear appropriate skating attire: no jeans, baggy pants, long skirts or shorts. Skaters with long hair must have it tied up or back. Skaters are expected to reflect their serious purpose in their attire as well as their manner.
- Skaters may only receive instruction from certified insured personnel who have been accepted by the WFSC as coaches. In cases where skaters buy contract ice without receiving instruction, they must be able to skate autonomously, without help from parents or other uninsured non-recognized parties.

DIBS USAGE

DIBS is the tool found on the WFSC site for reserving “walk on” or rink monitoring sessions.

- When planning to use a contract session as a walk-on or as a make up for a previously missed session skaters should use DIBS to reserve a place for a specific contract ice session. This helps to ensure that the maximum number of skaters for any session is not exceeded.
- DIBS should be used to reserve practice ice.
- DIBS should be used to register for rink monitoring. Specific guidelines for using DIBS for rink monitoring can be found on the WFSC website.

TESTING

The test structure is the backbone of U.S. Figure Skating. Skaters advance to the next level by passing skill tests officiated by certified judges. Skaters test in skating skills, singles, pairs, and ice dance. As a skater advances, the tests become more difficult. The highest achievement in each discipline is the gold/senior test.

The level you enter in competitions is determined by your highest test passed. Some contract sessions are divided by the skaters' test levels and skaters registering for a camp or clinic are often divided by test level. Each U.S. Figure Skating test that you pass goes on your permanent record and is an achievement you always carry with you.

WFSC In-Person Test Policy:

- WFSC will host regular in-person test sessions during the membership year (June-May). These sessions are typically held in August, November, February, and May - pending club needs and ice availability. Upcoming test dates will be posted to the WFSC Testing Page.
- A skater who would like to register for a test must be in "good standing" with the WFSC.
- The fee for testing varies with the level of test. Test fees are used to cover USFS registration fees, ice costs, office/printing supplies, judge hospitality, and test recognition during the End of Season Banquet.
- Registration will be completed online. The link to the registration form will be available on the WFSC Testing Page once the registration window opens, typically 4-6 weeks prior to the test date.
- Registrations MUST be received by the posted deadline. A late fee of \$25 will be assessed for registrations received after the deadline, if accepted.
- Scheduling requests submitted through the registration form will be considered, but not guaranteed.
- Test Schedule will be distributed to judges, coaches, and skaters prior to the Test Date as well as posted on the WFSC Testing Page.
- The test chair reserves the right to cancel a test session due to low test participation or unavailability of judges.

WFSC Virtual Test Policy:

- Virtual test sessions are organized and conducted by U.S. Figure Skating member clubs. No virtual tests can be submitted directly to U.S. Figure Skating.
- WFSC will host virtual test sessions (in addition to in-person sessions) regularly throughout the membership year. Test dates will be posted in advance on the WFSC Testing Page. Registration will be online. Test Fees will be the same as in-person test fees.
- Once your registration & payment is received, you will receive a link where you can upload the required documents. Required documents include (1) Name & Likeness Consent Agreement (2) Affidavit of Performance (3) Video of the complete test. Copies of these forms as well as

‘Virtual Testing Video Requirements’ can be found on the WFSC Testing page. It is important to carefully review the video requirements, to avoid being rejected by the judges.

- The posted test date serves as the test submission deadline. Videos must be recorded within 14 days of the submission deadline. Uploads not received by the deadline will not be submitted for judging.
- After judging is complete, the test chair will send electronic copies of the completed test forms to both the skater/parent and their coach. Results will be returned within one week of the test date.
- Note: A performance may only be used once for test credit. If a video has been submitted for a virtual test session, it may not be submitted again. Videos of a performance at an in-person test session, if judged at an in-person test session, are not eligible to be submitted to a virtual test session. Videos from a competition, exhibition, or ice show may NOT be submitted to a virtual test session.
- The skater and coach are responsible for finding available ice to record virtual test sessions. That may include city ice, low attended contracts, open ice at other rinks, etc. The skater does NOT need to be alone on the ice when recording the test but must be clearly identifiable in the video and free from other skaters interfering with the test. No more than 8 skaters should be on the ice at the same time as the testing skater.
- To guarantee the integrity of the virtual test environment, candidates must confirm a proctor and a videographer for their performance:
 - a. The proctor must be an impartial person of authority (i.e., test chair, rink management, board member or local skating official) but may NOT be a coach/choreographer who has worked with the candidate, a training mate who takes lessons from the same coach, a personal friend of the candidate, a parent/ guardian of the candidate, or a parent/guardian of any training mates.
 - b. The videographer and coach can be the same person.
 - c. The videographer and proctor may be the same person if they meet the impartial party requirement (a).
 - d. Test Chair or Board members can be proctors as long as they meet the impartial party requirement (a).
 - e. Proctor and videographer do not need to be members of U.S. Figure Skating
 - f. Proctors must watch the test performance, verify that the full performance was completed on the date and time indicated in the athlete’s recording as a single continuous recording, and complete the performance affidavit.

WFSC members testing at another Club (in person OR virtually):

- Skaters who need different timing than what is offered by WFSC can look to test at another Club. Local Test Sessions can be found on the TCFSA website.
- Testing out of club requires approval from the WFSC Test Chair by submitting a “Permission to Test” form. The form can be found on the WFSC Testing Page.

- The Permission to Test form must be submitted to the WFSC Test Chair at least one week in advance of the test session date.
- There is a \$10 out-of-club testing fee for each test taken. This can be billed to the skaters account.
- The Test Chair will provide Permission to Test to the host club once the form and payment are verified.
- Coaches should provide the test chair with the results of the test session (photos of the judge forms). This will ensure the skaters are properly recognized at the Banquet.

SAFE SPORT

USFS 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 USFS.

What is SafeSport?

SafeSport is the Olympic community's initiative to recognize, reduce and respond to misconduct in sport. The six primary types of misconduct are:

- Bullying
- Harassment
- Hazing
- Emotional Misconduct
- Physical Misconduct, and
- Sexual Misconduct, including
- Child Sexual Abuse

Why SafeSport?

Sport provides athletes with an opportunity to perform – on and off the field. Unfortunately, sport can also be a high-risk environment for misconduct and abuse. For example, studies indicate that as many as 1 in 8 athletes will be sexually abused within their sport. Misconduct is a critical issue in sport, and one which we all need a game plan to prevent.

Who is affected by SafeSport?

We all play a role in reducing misconduct and abuse in sport. SafeSport provides resources for all members of the sport community – organizations, coaches, parents and athletes – to identify misconduct, implement ways to reduce it and enact plans to respond to it.

What tools are available from SafeSport?

The SafeSport tools include written materials to help the community prevent misconduct in sport. For example, this USFS adapted SafeSport Handbook, provides a starting place for all member clubs and programs to develop a SafeSport strategy and includes sample guidelines, forms and documents. The tools also include the SafeSport Training, a video-based online training for coaches, staff and volunteers that addresses the six types of misconduct and provides an in-depth look at how to recognize, reduce and respond to child sexual abuse.

For more information:

Online – www.usfigureskating.org/safesport

Online – www.eicfsc.com/content.aspx?page_id=22&club_id=172573&module_id=254647

Contact – safesport@usfigureskating.org

GRIEVANCE AND CONFLICT POLICY AND PROCEDURE

Most of the time when conflict arises, miscommunication is to blame. The Board is committed to helping with conflict and has a dedicated, trained representative to help with conflict and move toward resolution quickly.

Following USFS Code of Conduct, all skaters/parents and coaches have agreed and signed a contract at the time of annual enrollment to be respectful, professional and supportive of all members/families involved with WFSC. When a situation arises, the parties involved work together to resolve the problem directly affecting them. Most situations should easily be rectified with good open communication.

If a skater, coach, parent or other party feels they are unable to resolve a conflict, a written incident report may be submitted to the Safe Sport Representative, who will address the grievance, and, if necessary, meet with the parties involved and offer unbiased resolution for all parties involved quickly, with the best interest of the WFSC in mind.

The WFSC Incident Form can be found under the Safesport tab of the “For Members” section of www.skatewoodbury.org.

SOCIAL MEDIA POLICY

All WFSC members must adhere to the social media policy when participating in social media. This policy provides guidance for skaters’ use of social media, which should be broadly understood for purposes of this policy to include Facebook, Twitter, Instagram, Snapchat, Pinterest, Tumblr, Vine, other social networking sites, blogs, wikis, message boards, chat rooms, online forums, and other sites and services that permit users to share information on the internet and in group chats.

Skaters should be aware of the effect their actions may have on their images, as well as the image of the WFSC.

Skaters should be aware that the WFSC may observe content and information made available through social media. Skaters should use their best judgment in posting material that is neither inappropriate nor harmful to the WFSC, any skater, coach or volunteer.

Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, proprietary, harassing, libelous, or that can create a hostile environment.

Be safe. Be aware of who you add as a friend to your social media accounts. Set your security settings so that only your friends can view your profile.

Be smart. Think twice before posting. If you wouldn't want your parents, coaches or future employer to see your post, don't post it.

Be respectful. Remember that you are representing the WFSC and the sport of figure skating, even when you participate in social media. Do not say anything negative about any of your fellow skaters, coaches, competitors or judges.

Be in the right state of mind. Don't post when you're angry or upset. If you have to think twice about whether or not you should post something, do not post it!

Be aware. Information published online is essentially on the internet permanently, even if you try to delete a comment or post once it has been posted.

Be kind. Treat social media conversations like you would treat an in-person conversation. Incorporate a positive and considerate approach in each interaction you have.

Be cautious. Never post your email, home address, telephone number(s), number, social security number or any other personal information as it could lead to unwanted attention, stalking, identity theft, etc. Never share bank account information or information about medical conditions. Remember, information you post online is essentially permanent.

Be inclusive. WFSC does not currently sponsor group messaging platforms. If they are used independently, WFSC members are encouraged to foster an inclusive and respectful environment not only on social media but also in group messaging platforms. Ensure that all applicable members are included in group chats to promote transparency and inclusiveness. When creating group messages, take care to include all intended participants. Do not intentionally omit or delete members of a group chat.

If a skater should encounter a situation while using social media that threatens to become antagonistic, the skater should disengage from the dialogue in a polite manner and seek the advice of parent, coach or Safe Sport Representative.

VARSIY LETTER AWARD POLICY

To be eligible to receive a varsity chenille letter, the student participant must be a home club WFSC member and meet the following criteria:

1. The skater must be in at least the 7th grade when applying for a Varsity Letter Award.
2. The skater must skate a minimum of 96 hours, which must be skated on WFSC contract ice during the current skating year. The 96 required hours may consist of any combination of WFSC club ice. This includes contract ice attendance, any billable classes or camp, and billable contract buy-ons (please be

reminded that WFSC has a generous make-up policy and any banked contract hours will be applied before buy-ons are charged to the skater account. See Contract Ice Policies). In order to claim the hours on the Varsity Letter application, the following must be met:

- a. The skater must have signed-in with the rink monitor for hours to count toward the Varsity Letter Award.
 - b. Skating outside of WFSC verified ice will not count toward the 96 required hours.
 - c. WFSC summer camp or other ad hoc WFSC clinics or classes can count toward hours skated, and the allotted hours will be determined by the board at that time. The Board of Directors will make no attempt to allot camp or clinic hours in this document.
 - d. It is incumbent upon the skater and family to account for any time spent skating on buy-on ice, class, clinic or camp in their application.
3. The skater must attempt at least one USFS official test per skating season (June 1-May 31), except for a skater who has passed their Gold Skating Skills and/or Gold Singles skating tests.
 4. The skater must pass one of the following minimum threshold requirements to receive a letter:
 - a. Bronze Skating Skills
 - b. Pre-Silver Dances
 5. The skater must participate in at least 3 “public” events per skating season. Test sessions are not considered public events and therefore cannot be used to satisfy this requirement.
 - a. One event must be a USFS or ISI sanctioned competition (individual or team).
 - b. The remaining events are the choice of the skater.
 6. A Board representative will collect and verify the appropriate information each year. The Board will then approve the list proposed and may also grant letters to skaters at its discretion if certain of the above criteria are not met due to special circumstances. The Board will make no attempt to define “special circumstances” in this policy. The Board will have the authority to determine what these are on a case by case basis.
 7. Upon confirmation of the above information, the Board representative will purchase the appropriate varsity chenille letter for the skater using WFSC funds. The presentation of the letter will take place at the annual WFSC Banquet. Purchase of the letter jacket itself and the attachment of the letter and emblem are the financial responsibility of the skater and her/his family.

ACADEMIC AWARD POLICY

To be eligible to receive an academic award, the student participant must meet the following criteria:

- Must be in at least 7th grade.
- Must maintain A/B grade average to be confirmed by parent/guardian.
- The presentation of the award will take place at the annual WFSC Banquet.

WFSC SKATING APPAREL

Skaters can wear skating dresses, skating pants, close fitting shorts, tights, skating skirts, leggings, vests, mittens, gloves, close fitting sweaters or jackets. No jeans. Clothing should allow for ease of movement.

WFSC apparel for Introductory Members and above is generally ordered two times per year, usually in June and November. The type of club wear that is ordered varies from year to year.

The WFSC does not have a required uniform for members, however, the designated WFSC club jackets with official crest logo and back embroidery are reserved for club members only. They are an optional, additional purchase. Spirit wear is also available periodically for club members and families. All WFSC branded apparel is authorized for wear casually, at the ice show, practice and competitions.

Anyone wearing WFSC apparel is representing our club and is expected to conduct themselves in the manner outlined in the Code of Conduct aligning with their role(s) in the club.

ANNUAL BANQUET

A banquet is held every spring for skaters and their families. A video and slideshow to music reminisces on the events of the past year and features WFSC skaters. Skaters are recognized for the tests they have passed, as well as academic and varsity lettering achievements. Graduating seniors are honored.

ANNUAL MEETING

Each spring the club will hold an annual meeting. All home club members are encouraged to attend. At this meeting, the WFSC will elect new Board members, vote on changes to the by-laws (if needed), review the previous years' achievements and disclose financial information. The by-laws for the WFSC can be found on the website: www.skatewoodbury.org

PARENT CODE OF CONDUCT

WFSC 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. Parent Code of Conduct is as follows:

- 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 do my best not to 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 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 USFS, 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 USFS and the Professional Skaters Association, and to continue their education and training through programs offered by USFS, the Professional Skaters Association and other accredited organizations.
- I will respect my child's coach and refrain from "sideline" 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 WFSC officials. I will fulfill my responsibility to help WFSC with membership, special projects, competitions and test

sessions.

- I will become familiar with the rules of the USFS and teach my child accordingly.
- I will support and respect all skaters, and their right to participate.
- I will respect the decisions of the Board and will address any concerns in a professional manner.