



## Winter Wonderland Figure Skating Club 2018-2019 Handbook

**Welcome** to the Winter Wonderland Figure Skating Club! We are looking forward to another fun and exciting year. This handbook outlines the expectations of the skating program; **please fill out the registration forms** that gathers the information necessary for WWFSC board members to get your skater on the ice. We appreciate your cooperation to complete and submit all forms before your skater is allowed on the ice. If you would like to review our club by-laws, please contact a board member.

**Communication:** There will be additional information provided to you throughout the year, via e-mail, our facebook page, and/or the Remind App. **If you do not have access to email or to this App, please notify a board member.** Also, the board members will have paper copies of newsletters and other items on the Winter Wonderland Figure Skating Club bulletin board.

**Testing:** When your child starts the program, he/she will be tested and the coaches will determine what level they should begin at. The level he/she will start is determined by skill, not by age. The first level is Snowplow followed by 6 Basic Skill Levels. After Basic is Pre-free Skate and then Free Skate 1-6. Skaters will pass levels when they can demonstrate all elements required for the level. Once your child passes the Free Skate Levels, testing is completed at an alternate location as determined.

**Registration:** Please review the handbook and complete the registration forms regarding the skating program. In order for the skater to participate in WWFSC Lessons, they must first be registered as a member of the Learn to Skate USA. If the skater has previously been enrolled in the United States Figure Skating Association, you may use their USFSA membership number. If you have questions on how to obtain this number, please see a board member.

**WWFSC dues shall be paid on time in order for your child to continue to be on the ice and to participate in the Learn to Skate USA program.**

**Fundraising:** Fundraising throughout the year is a necessity in order for the program to be successful. The money we raise by fundraising goes to pay for our coaches, ice time and the start-up costs for the end of the season ice show. We strive to keep tuition prices down. **All families are REQUIRED to participate in a mandatory raffle sale, in which each family must sell 10 raffle tickets at \$10 each(\$100).** All families are also required to participate in the fundraising activities or a buyout fee is required **(\$200.00 per family).** Therefore, we will have fundraising opportunities to meet the \$200 requirement, or the buy-out option is available. Any funds earned beyond the families fundraising fee will be credited towards the skaters account.

**Private Lessons / Competitions:** Private Lessons are an opportunity for skaters to work one-on-one with a coach, aside from their regular group lessons. The time can be used to work on USFSA testing, competition programs, or personal advancement. All private lesson coaching fees are a separate cost from club tuition. Ice time for the lessons will be billed by the club on your skater's monthly statement. Competition opportunities and requirements will be published at a later date.

**Skating Show:** Each year the club has a show at the end of the season. This is a wonderful opportunity for the skaters to show off the skills they have acquired and to have a great time. **In order for the show to be a success, all parents are required to volunteer for two ice show committees.** There will be a list of the various committees posted, along with a signup sheet. **Each skating family is also required to purchase ten show**

**tickets prior to the show. You are asked to then pre-sell these tickets.** Parents need to have tickets to get into the show unless you are working at the performance. There will be three show times, Saturday afternoon, Saturday evening and Sunday afternoon.

As part of the show, the skaters will have to purchase costumes for at least one performance, as well as provide a 'homemade' costume. **The level the skater will perform in the show will be determined during the last week of October lessons.** Costumes tend to run \$40 and up, including tights. A \$50.00 deposit *per* costume is due with registration and the rest is due before costumes are distributed.

- (2) Costume Minimal: Free Skate 6 or higher / Graduating Senior (Solo & Group Performance)
- (2) Costume Minimal: Free Skate 5 (Feature & Group Performance)
- (2) Costume Minimal: Free Skate 3 & 4 (Duet or Trio & Group Performance)
- (2) Costume Minimal: Pre-Free Skate, 1 & 2 (Opening Act & Group Performance)
- (1) Costume Minimal: Snowplow thru Basic 6

**WWFSC Board of Directors:** The program is governed by the Executive Board, attached is a list of all current members and their phone numbers. The board is made up of parent volunteers and you are encouraged to be involved with the board of directors. The coaches are contracted and their job is to coach the skaters on the ice. The Executive Board manages the funds and is responsible for making club decisions. Therefore, if you have questions, concerns, or would like to provide input into the program, please contact a board member, or plan to attend the board meetings. These are typically held at 5:00pm on the first Sunday of the month, unless otherwise noted.

There is a financial commitment involved in being part of the club. If you need to work out a different payment plan, feel free to contact the treasurer, so that we can work with you on this.

We are excited about your interest in the 'Winter Wonderland Figure Skating Club'. We look forward to a fun and exciting year!

Winter Wonderland Figure Skating Club  
PO Box 464 Little Falls, MN 563454

WWFSC Email Address: [wwfskate@yahoo.com](mailto:wwfskate@yahoo.com)  
WWFSC Website: [www.winterwonderlandfsc.com](http://www.winterwonderlandfsc.com)

### **WWFSC Executive Board of Directors**

<b>President:</b> Kari Meek 320.420.1765	<b>Vice President:</b> Lhonda Shequen 218.371.5855	<b>Treasurer:</b> Jennifer Mrosla 320.260.4694	<b>Co-Treasurer:</b> Jennifer Hagen	<b>Secretary:</b> Deanna Thompson 320.492.0783
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<b>Sanctions &amp; Test Chair(s):</b> Jackie Rutten 320.360.1217 Chanda Egge 320.360.7997	<b>Advertising Chair:</b> Greg Rutten	<b>Volunteer Chair:</b> Kathy Marshik 320.630.4236	<b>Props Chair:</b> Kim Olson
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<b>Media &amp; Communications Chair:</b> Mandi McGinnis 763.464.7521	<b>Events &amp; Fundraising Chair (s):</b> Chelsi Kloss & Sarah Rosvold 320.232.0351      320.266.2353
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### **WWFSC Coaches**

<b><u>Head Coach:</u></b> <i>Lisa Stang</i> 320.293.6014	<b><u>Assistant Head Coaches:</u></b> <i>Jody Cox</i> 320.224.033	<i>Ashley Parker</i> 320.224.9049
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**Private Lessons additional Coaches:**    *Debbie Timm*                      *Lauren Peterson*

**Junior Coaches:** Kaitlyn Cox, Brianna Marshik, Renee Stalmer

### **WWFSC Membership Agreement**

I hereby release and hold harmless the Little Falls Exchange Arena, the WWFSC Board of Directors, its coaches and volunteers from injury occurring during practice, competitions and/or exhibitions. The undersigned also agrees to be responsible and pay promptly for all tuition and fees in order to remain in good standing. The club reserves the right to turn delinquent accounts over to a collection agency. The parent/skater agree to abide by the rules and regulations of the WWFSC, the latest edition of the US Figure Skating rulebook, and the Learn to Skate program. The WWFSC has permission to call for medical assistance in case of an emergency.

### **WWFSC Parent Responsibilities and Code of Conduct**

WWFSC is committed to creating a safe and positive environment for members' physical, emotional and social development. Ensuring it promotes an environment free of misconduct.

- Parents will encourage good sportsmanship by their actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition and test session.
- Parents will place the emotional and physical well-being of their child and others ahead of the desire to win.
- Parents will encourage their child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
- Parents will promptly inform their child's coach of any physical/mental disability or challenge affecting their child that may affect the safety of their child or others.
- Parents will teach their child that doing his/her best is more important than winning.
- Parents will not ridicule, bully, blame, or yell at their child or other skaters, coaches, officials or volunteers in response to a poor performance or for any other reason.
- Parents will make skating fun at all times and will remember that their child participates in sports for his/her own enjoyment and satisfaction.
- Parents will teach their child to treat other skaters, coaches, fans, volunteers, officials, and rink staff with respect, regardless of race, creed, color, sexual orientation or ability. They will also take action and report any acts of bullying, harassment or abuse to the appropriate authorities. See Code of Conduct and Grievance Procedures for further information.
- Parents will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
- Parents will teach their child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
- Parents will be positive role models for their child and others.

- Parents will assist in seeing that proper care of all equipment and facilities are maintained. All facilities should be left in a clean and orderly manner.
- Parents will agree to pay for any damages assessed to WWFSC by any facility if their skater/skaters are found responsible for causing the damage.
- Parents will pay fees required by WWFSC prior to the deadline dates to ensure ensure skaters may participate in the skating programs. Skaters with unpaid fees will not be able to participate in WWFSC programs or events until those fees are paid or arrangements have been made with the treasurer. It is the parent's responsibility to know when payments are due.
- Parents will provide whatever reasonable assistance may be asked of them. WWFSC is a volunteer organization, and as such, many volunteers are needed to run the organization.

### **WWFSC Skater Code of Conduct**

As a member of our club, all skaters must adhere to this Code of Conduct at all times. The WWFSC 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. The Skater Code of Conduct has been established to ensure the safety of all members using our ice. Ensuring quality practice time for all home club, associate, non-members and guests who purchase ice from the club. Additionally, including those who participate in all club-related activities and events.

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 members of the club. 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, foul language, bullying, or harassment of any kind will not be tolerated. See Code of Conduct and Grievance Procedures for further information.

### **Winter Wonderland Figure Skating Club SafeSport Statement**

Winter Wonderland Figure Skating club is committed to creating a safe and positive environment for members' physical, emotional and social development. Ensuring that it promotes an environment free of misconduct.

The following code of conduct applies to all participants in activities hosted, supported, sponsored or engaged in by U.S. Figure Skating and Winter Wonderland Figure Skating Club. Including but not limited to competitions, exhibitions, training camps and local rink activities.

I recognize my participation or my child's in all the activities associated with U.S. Figure Skating and Winter Wonderland Figure Skating Club, is an honor and privilege. This carries certain responsibilities. I agree to fully abide by the rules and guidelines set forth by U.S. Figure Skating, or its properly designated agents.

#### U.S. Figure Skating Member Code of Conduct GR 1.02

I recognize my participation in all activities hosted, supported, sponsored or engaged in by U.S. Figure Skating, including but not limited to competitions, exhibitions and training camps, is an honor and privilege that carries certain responsibilities. I agree to fully abide by the rules and guidelines set forth by U.S. Figure Skating or its properly designated agents. As a precondition to participation in activities hosted, supported, sponsored or engaged in by U.S. Figure Skating, I will adhere to the following tenets in good faith:

- A. I will exhibit the highest standards of fairness, ethical behavior and genuine good sportsmanship in all of my relations with others.
- B. I will not damage public or private property. I understand I may be held financially responsible for damage deemed to be wantonly or willfully executed on my part. I may be subject to disciplinary action by U.S. Figure Skating.
- C. I will not use or possess illegal drugs, and I will not engage in criminal activity. I understand, if I am found to use or possess illegal drugs, or if I am found to engage in any criminal activity during any activity hosted, supported, sponsored or engaged in by U.S. Figure Skating; I may be subject to criminal penalties as well as penalties imposed by U.S. Figure Skating.
- D. I will adhere to the rules of U.S. Figure Skating and the host organization at all activities hosted, supported, sponsored or engaged in by U.S. Figure Skating.
- E. I will comply with all applicable anti-doping rules including, but not limited to, ISU and USADA anti-doping rules.
- F. I will conduct myself in a manner not detrimental to the welfare of figure skating. I understand my actions reflect on U.S. Figure Skating and the sport of figure skating both positively and negatively. I understand that if my acts, statements, or conduct are considered detrimental to the welfare of figure skating by the appropriate authority, I may be subject to penalties imposed by U.S. Figure Skating pursuant to GR 1.04.
- G. I understand the penalties that may be imposed may include, but are not limited to, loss of future international selections, loss of financial support from U.S. Figure Skating and its Memorial Fund, and loss of participation in activities hosted, supported, sponsored or engaged in by U.S. Figure Skating.
- H. I understand all disciplinary proceedings will be conducted pursuant to Article XXV, Section 3, of the U.S. Figure Skating bylaws, and that my rights and remedies are derived therefrom.

#### **Consent for Medical Attention or Treatment**

I certify I, the member the parent/guardian of said participant(s), give my consent to the Winter Wonderland Figure Skating Club, the facility the activities are taking place in, their staff and members of the Winter Wonderland Figure Skating Club, the Board of Directors and volunteers to obtain medical care from any licensed physician, hospital or clinic, including transportation and emergency medical services, for the said participant for any injury that could arise from participation in these activities.

This consent for medical attention shall be binding and effective for the 2016-2017 membership year of the Winter Wonderland Figure Skating Club.

#### **Media Release Terms**

Media Release Form for 2016-2017 Photo Release. This release covers interview, photography, videotaping, and web page use for the Winter Wonderland Figure Skating Club.

I give my permission for my child, to be interviewed, photographed or videotaped for the use in the Winter Wonderland Figure Skating Club productions and for use by general news media for print and/or broadcast purposes. Your child cannot appear in our annual Ice Show without your permission.

### **Winter Wonderland Figure Skating Club Waiver and Release of Liability**

#### **Assumption of Risk and Indemnity Agreement**

In consideration of participating in Winter Wonderland Skating Club activities, I represent that I understand the nature of figure skating activities and I am qualified, in good health and in proper physical condition to participate in such "activity". I acknowledge if I believe event conditions are unsafe, I will immediately discontinue participation in the "activity".

I fully understand skating involves risks of serious bodily injury, including permanent disability, paralysis and death. These items may be caused by my own actions, or inactions, those of others participating, the conditions in which skating takes place, or the negligence of the participants named below; and that there may be other risks either not known to me or not readily foreseeable at this time' and I fully accept and assume all such risks and all responsibility for losses, costs, and damaged I incur, as a result of my participation in the, Winter Wonderland Figure Skating Club.

I hereby release, discharge and covenant not to sue the Winter Wonderland Figure Skating Club, United States Figure Skating, it's directors, officers, administrators, sponsors, volunteers, agents, employees, staff, instructors, trainers, other participants and if applicable, owners and lessors of premises on which skating activities take place. Each considered on the "releases" herein, from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the "releases or otherwise, including negligent rescue operations. I further agree that if, despite this release, waiver of liability, and assumption of risk. I, or anyone on my behalf, makes a claim against any of the Releases. I will indemnify, save, and hold harmless each of the releases from any loss, liability, damage, or cost which any may incur as the result of such claim.

The Winter Wonderland Figure Skating Club has the right, but not the obligation, to provide rules, regulations and /or ice monitors for Club ice. We hereby acknowledge the Winter Wonderland Figure Skating Club shall not be responsible for the supervision of the members on Club ice.

I have read and RELEASE AND WAIVER LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, understand I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature. I intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law. I agree that if any portion of this agreement is held to be invalid, the balance notwithstanding, shall continue in full force and effect.

### **Winter Wonderland Figure Skating Club Waiver and Release**

#### **Parental Consent & Indemnification Agreement**

I, the minor's parent and/or legal guardian, understand the nature of the above referenced activities and the minor's experience and capabilities. I believe the minor to be qualified to participate in such "activity". I hereby release, discharge, covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releases from all liability, claims, demands, losses, or damages. These are on the minor's account caused or alleges to have been caused in whole or in part by the negligence of the Releases. Otherwise, including negligent rescue operations, and further agree if, despite this release, I, the minor, or anyone on the minor's behalf

makes a claim against any of the above Releases, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each of the Releasees from litigation expenses, attorney fees, loss liability, damage, or cost any Releases may incur as the result of such claim.

### **Winter Wonderland Figure Skating Club Grievance Procedure**

Section 1. MEMBERS. Any person who may have a complaint against a person associated with the Winter Wonderland Figure Skating Club, is required by this policy to adhere to the following procedure:

- A. Any complaint toward a club member for the misconduct is to be directed to a Board Member. The three (3) member Grievance Committee will convene to discuss the complaint.
- B. The Grievance Committee will make a decision as to whether the complaint should be carried to the person against whom the complaint is filed or whether the President should handle the complaint.
- C. In all cases in which the President decides to carry the complaint on to the person against whom the complaint is filed. The President will set up a conference and take part in it along with the complainant and the person against whom the complaint is filed to resolve the matter.
- D. Any person not satisfied with the Grievance Committees decision may take the complaint to the Board of Directors by filing a written application for time on their agenda for that purpose.

Section 2. NECESSITY OF GRIEVANCE PROCEDURE. The Grievance Procedure is necessary in order to assure complaints are properly addressed and to further assure coaches are not distracted from their teaching duties. Therefore, the above procedure must be followed. If it is not, the following consequences will be applied by the President and/or the Board of Directors:

- A. The first time a complaint is brought forward, dependent on the severity, will result in a written warning. The individual will be considered on probation. The probation will extend throughout the remaining program of Winter Wonderland Figure Skating. Parents will be notified of the complaint in a timely manner.
- B. If an individual is already on probation and receives a second complaint, or is further involved in unsportsmanlike conduct without following Club policy. The skater will be suspended from the Winter Wonderland Figure Skating Club program for a period of two (2) weeks. Club for dues and fees still must be paid.
- C. A third violation of the Club policy regarding complaints will result in the individual being removed from the program for the rest of that Fall or Winter skating session. Club for dues and fees incurred prior to the removal still must be paid.

Section 3. PARENTS AND GUARDIANS. All parents, guardians and skaters will be required to sign a copy of this policy indicating they have read and understand the above policy before their child will be allowed to skate in Winter Wonderland Skating Club programming.

**Winter Wonderland Figure Skating Club  
Pricing & Payment Options**

**Snowplow, Basic 1-6, \$275.00**

Payment options:

- \$275 paid in full by October 8, 2018
- Half of the tuition payment of \$137.50 due by October 8, 2018 and half of the tuition payment of \$137.50 due by December 3, 2018
- Monthly payments of \$55, due on the 1<sup>st</sup> of each month October-February  
**(skaters will not be allowed on the ice if payment is more than 10 days past due)**
- Raffle ticket money/stubs and fundraising monies are due on the dates discussed at the parent meeting

**Pre-Free Skate and Free Skate 1-6 \$350.00**

Payment Options:

- \$350 paid in full by October 7, 2018
- Half of the tuition payment of \$175 due by October 7, 2018 and half of the tuition payment of \$175 due by December 2, 2018
- Monthly payments of \$70, due on the 1<sup>st</sup> of each month October-February  
**(skaters will not be allowed on the ice if payment is more than 10 days past due)**
- Raffle ticket money/stubs and fundraising monies are due on the dates discussed at the parent meeting

\*\*\*\* A Family discount of \$25 for each additional skater will be applied to the first payment\*\*\*\*

**Note:** If you chose the monthly payment option, payments are due on the first day of skating each month. All outstanding payments must be paid in full on the WWSFC picture day. We will provide monthly statements at the arena. Each family will have a file, and this will be made available during the last lesson of the month in the front lobby. We will have a board member present to answer questions and collect payments. Payments can also be mailed to WWFSC | PO Box 464 | Little Falls, MN 56345; or placed in the coaches office payment box. Please explain payment in the memo area of checks, or attach a note with payment. Place payments in an envelope when possible to avoid getting lost or mixed with others.



**Winter Wonderland Figure Skating Club  
Projected Expenses**

<b>Expense 6</b>	<b>Snowplow - Basic 6</b>	<b>Pre Free-Free skate 1-3</b>	<b>Free Skate 4-</b>
Tuition	\$275.00	\$350.00	\$350.00
<u>Approximate</u> Costume Cost	\$60.00	\$80.00	\$150.00 **2 costumes
Show Shirts	OPTIONAL	\$15 (approximate)	\$15(approximate)
10 Ice Show Tickets Per Family	\$60.00	\$60.00	\$60.00
<b>Total</b>	<b>\$395.00</b>	<b>\$490.00</b>	<b>\$560.00</b>

**Fundraising Expenses (opportunities listed below you can sell, not necessarily deemed out-of-pocket expense)**

Mandatory Raffle Ticket Sales	\$100.00	\$100.00	\$100.00
Mandatory Fundraising per Family	\$200.00	\$200.00	\$200.00

After you have sold your first set of raffle tickets and raised \$200.00 for the club, you will be able to fundraise towards your tuition!

Family Discount <small>*for each additional skater</small>	(-\$25.00)	(-\$25.00)	(-\$25.00)
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**Optional expenses during the season**

Pictures	Varies	Varies	Varies
Happy Ad	\$15.00	\$15.00	\$15.00
Clothing	Varies	Varies	Varies

**Fundraising Opportunities Available:**

Raffle Tickets	Candy Bars
Heggie's Pizza	Pampered Chef
Butter Braids	Reality Roasters Coffee