



# FSC MADISON MEMBERSHIP HANDBOOK



Member of United States Figure Skating

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## Membership Handbook

### Membership Requirements

Skaters at Basic Skills Basic 2 or the equivalent are welcome to join the club. Individuals interested in joining must complete a membership application and pay the dues online. All applications must be approved by the Board of Directors. Membership applications are available on the club website.

In accordance with the club's annual USFS renewals, our membership year begins on July 1 each year and ends on June 30 the following year. Individuals are welcome to join at any time during the year and membership dues will be prorated. No refunds are given for early termination of your membership. Current Prices and membership descriptions can be found at [www.fscmadison.org](http://www.fscmadison.org) on the "Membership" link.

For each skater under the age of 18, one parent or guardian must create and maintain the Club Membership account, regardless of joint legal custody or similar status. Club Membership is a legal contract between the adult member and the Club. The adult member is solely responsible to the Club for the financial and other obligations of membership. This means that all membership dues, contracted ice charges, walk on charges, volunteer/monitoring hours (or buyout fees) are the responsibility of the person named in the account as the club member. The Club does not allow a "split" membership between parents or guardians and will not agree to divide fees, charges, credits, or other obligations between parents or guardians.

Late membership renewals (After June 30<sup>th</sup>) will become new memberships and all priority will be forfeited.

The success of the club is dependent on the commitment of our volunteers. All members are required to volunteer in some capacity to support the operation of the club.

The minimum volunteer time for a 1<sup>st</sup> Family membership is 15 hours (8 hours for Associate Family Membership). If the minimum volunteer time is not met, a prorated fee of \$225 for 1<sup>st</sup> Family Members (\$120 for Associate Family Members) will be added to your invoice in May.

The minimum number of monitoring sessions for a 1<sup>st</sup> Family membership is 10 Club ice sessions (0 ice sessions for Associate Family Membership). This time does not count as part of your 15 hour volunteer minimum. If the minimum number of monitoring Club ice sessions is not met, a fee of \$10 per missing session will be added to your invoice in May. Any session for which a member signs up to monitor during the contracting period, and does not fulfill (no-show), will incur an immediate \$10 charge on their account, which will still count towards their 10 monitoring sessions.

A no-show is defined as no signature, or a printed monitor name that has been crossed off and another name signed.

### Club Communications

The club tries to use the most cost efficient methods of communication with our members. Email and our website are our most effective means. Broadcast emails with club information are sent on a regular basis and the website contains valuable information about ice times, upcoming events and links to other figure skating resources. Members who need to communicate with the Board are encouraged to use the [FSCMPresident@gmail.com](mailto:FSCMPresident@gmail.com).

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Each club member also has a hanging folder located on the club cart. The cart is located in the club room when not out at the rink during club ice sessions. Inter-member correspondence and other club information will be periodically placed in your folder. Please check it on a regular basis to ensure you have the latest information.

### Parent Code of Conduct

Codes of Conduct give everyone a guide to what is expected of us if we are part of an organization, participating in a sport, or as spectators at an event. 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).

As parents, we set the most critical example of appropriate conduct. As a parent member of the FSCM, you are expected to:

1. Encourage good sportsmanship by demonstrating positive support for all skaters, coaches and officials at every practice session, competition and test session.
2. Place the emotional and physical well-being of your child ahead of your personal desire to win.
3. Encourage your child to skate in a safe and healthy environment.
4. Inform your child’s coach of any physical disability or ailment that may affect the safety of your child or the safety of others.
5. Teach your child that doing one’s best is more important than winning, so that your child will never feel defeated by the results of a competitive event.
6. Never ridicule or yell at your child or other participant or blame your child’s teammates for placement in a competition.
7. Do your best to make skating fun and remember that your child participates in sports for his/her own enjoyment and satisfaction, not yours.
8. Ask your child to treat other skaters, coaches, fans, and officials with respect, regardless of race, creed, color, sexual orientation or ability.
9. Applaud a good effort in both victory and defeat emphasizing the positive accomplishments and learning from the mistakes.
10. Teach your child to resolve conflicts without resorting to hostility, inappropriate behavior or violence.
11. Be a positive role model for your child and other skaters.
12. Demand a figure skating environment for your child that is free of drug or alcohol abuse and agree that you will not use or provide to a third party any drug prescribed by applicable federal, state, or municipal law.
13. Not assist or condone any competing athlete’s use of a drug banned 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.
14. Not provide alcohol to, or condone the use of alcohol by minors, abuse alcohol in the presence of athlete members, or at U.S. Figure Skating activities or, in the case of athletes, consume alcoholic beverages while a minor.
15. Encourage your child’s coach to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association and other accredited organizations.

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16. Respect your child's coach and refrain from coaching your child or other skaters during competitions and practices because it may conflict with the coach's plan or strategies.
17. Respect the decisions of officials and their authority during competitions and test sessions and teach your child to do likewise.
18. Show appreciation and recognize the importance of volunteers and club officials.
19. Study the rules of the USFS and the FSCM and teach your child accordingly so that you have an understanding and appreciation of the rules of competition and membership.
20. Support all the opponents in your child's competition and respect the rights of all skaters to participate.

### Ice Check in Policy

- All contracted skaters must place a check next to their name on the walk-on sheets in the book, on the cart for each session skated indicating that they attended the session.
- All Walk-on/Charge-On skaters must write their name and place a check next to their name on the walk-on sheets in the book, on the cart for each session skated indicating that they attended the session.
- Please keep the Walk-on/Charge-On sheets tidy – do not cross out names or draw pictures on the sheets.
- Only the Monitor shall cross off names using a single strikethrough line and their initials.

These walk-on sheets are what the club uses to bill skaters for time on the ice as well as to reimburse skaters for illnesses/injuries. If the books are not clear and accurate, we are unable to accurately charge for sessions skated or reimburse skaters as requested and approved. If a skater fails to sign in, the following actions will be taken:

- The first time per month that a skater is on the ice without their name being in the books and checked off, they will be asked to immediately leave the ice to update the book and then may return skating.
- The second time per month that a skater is on the ice without their name being in the books and checked off, they will be asked to immediately leave the ice for the remainder of the session without reimbursement.
- The third time per month that a skater is on the ice without their name being in the books and checked off, they will be asked to immediately leave the ice for the remainder of the session without reimbursement and will lose access to club ice for one week without reimbursement.
- The fourth time per month that a skater is on the ice without their name being in the books and checked off, they will be asked to immediately leave the ice for the remainder of the session without reimbursement and will lose access to club ice for one month without reimbursement.
- Repeat offenders may have their Club Membership revoked without reimbursement with a majority vote of the board.

### Music Playing

During a session with a larger number of skaters, the following

1. Each skater will have only one CD played during their turn and must wait for their turn again for a second CD to be played.
2. The skater whose CD is first in line should start their music approximately five minutes into the session or risk losing their turn.
3. CD's may be withheld for a lesson and played at the pro's request. Skaters are encouraged to do this if they know they will have a lesson.

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4. A pro request is honored once per freestyle session per skater, if a lesson is being given. However, if a skater did not choose to reserve their CD for a lesson, the request must be denied. If the CD was withheld for the lesson and not played, that skater's CD will go to the front of the line after the lesson.
5. If a skater is called for their program, and declines or is off the ice, they will lose their turn and their CD goes to the back of the line. They may play their CD only in a lesson or when their name is called when next up in line.
6. Any skater bumping or moving another skater's CD without permission from that skater will lose their CD playing privilege on that session.
7. It is the responsibility of the skater to know whom they follow in the CD line.
8. There are no "do-overs". If a skater's program is started and they stop, they may not start over. The CD will be placed at the end of the line to be played on their next turn.
9. If after there are three program refusals in a row the radio or a general music CD will be played. Any skater may go over and restart the program music line at that time.
10. It is the responsibility of the skater whose program just finished playing to call the next CD in line.
11. If a skater is not in a lesson, a maximum of 3 program run-throughs per session will be allowed. This number includes "just running a program section" and any "stopping and starting over". If a skater is in a lesson, the skater may run their program as many times as directed by the coach or choreographer.
12. Music with any type of offensive lyrics is not allowed to be played during club ice sessions, in the club room or during any club sponsored off-ice event. Any offensive music that is played will be confiscated by a club board member, ice monitor, coaching professional or designated representative of the club.
13. Excessively loud music playing is prohibited.

## Ice Sessions

The following rules apply to all Club Ice times. The purpose is to provide a smooth running skating session that allows skaters the opportunity to progress towards their individual skating goals. Under special circumstances, some deviation may occur upon agreement of the professionals and ice monitors in charge of a particular session.

1. All skaters will be expected to follow the rules at all times. Should a skater choose not to obey these guidelines, he/she will be told to leave the ice by the ice monitor for the remainder of the session with no refund. A warning may be given, but is not mandatory in all cases. If a skater is removed from the ice repeatedly, he/she can be taken before the board for further disciplinary action.
2. Skaters must check in with the ice monitor at the start of each session. If a skater is not checked in within 10 minutes after the session begins, **their slot may be resold to another skater.**
3. Only members and guests are permitted to skate during club sessions. All members and guests must check in or sign in with the ice monitor. Guests who are not FSC of Madison members must sign a liability waiver. Failure to sign in can be grounds for removal, without refund from the ice.
4. Skaters must obey the monitor in charge. The ice monitors and/or professionals have the authority to remove a skater from the ice.
5. Only choreography, dance patterns without a partner and moves in the field may be done during Moves in the Field (MIF) sessions. No jumps or spins will be allowed on MIF sessions.
6. Jumps, spins, choreography, programs, dance patterns without a partner may be done during a Freestyle session. Dance patterns with a partner are permitted only on specially designated sessions or at the discretion of the ice monitor with agreement from the professionals.

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7. Group programs will not be allowed during freestyle ice, except during designated sessions. A group consists of 2 or more skaters.
8. Continuous use of the same area of ice should be avoided especially in lutz corners.
9. Skaters are to keep moving while on the ice. If you need to talk, retie your skates, etc., you must leave the ice.
10. Skaters should not sit or stand around the boards.
11. Skater should keep his/her head up and be aware of surroundings at all times. Skaters performing their program to music must wear the safety vest or their turn may be forfeited. The skater wearing the vest has the right of way.
12. If you are performing your program while wearing the safety vest, it is requested that you say "music" politely to skaters in your path.
13. During a lesson or when entering the ice, skaters and pros should check for other skaters and not interrupt the flow.
14. Skaters or parents should not interrupt another skater's lesson.
15. Good attitude must be brought to every session. No rudeness, tempers, or disrespect will be tolerated. No foul or abusive language will be tolerated. Kicking the ice or dragging a toe pick on the ice is cause for removal from the ice. No fooling around.
16. All skaters must be appropriately dressed during ice sessions. No bare midriffs are allowed.
17. No eating, drinking (other than water) or chewing gum on the ice.
18. Please remove all personal property from the boards when the session has ended. Tissues and boxes should be kept off the ice at the ice entrance area. Used tissues should be disposed of properly after the session.
19. At the end of the session, skaters should leave the ice promptly and remove all of their personal items from the rink
20. NO handheld devices may rest on the boards under any circumstances. All devices should be stored inside a bag if kept rink-side.
21. Last skater off the ice should return the Club cart to the club room

### Photo/Video Policy

The Figure Skating Club of Madison cannot be held responsible for photos and videos taken at the rink or at special events. If you would prefer to not have your child in photos or videos, please do not register your child for the special event(s) hosted by the club.

### Accident/Injury Reporting

A FSCM accident report form is to be completed by a club officer, ice monitor or professional whenever an accident occurs during a Figure Skating Club of Madison sponsored event. The individual completing the report should seek information from as many witnesses as possible. Those witnesses should also sign the report form. A separate form should be completed for each individual that is injured or becomes ill. The form should be completed at the time of the accident.

The original report should be submitted as quickly as possible to the club president. Copies will be sent by the FSCM to the parties involved in the accident.

### Ice Monitor Responsibilities

Ice Monitors are one of our most valuable volunteers. Ice monitors complete the skater check-in at the beginning of a session, ensure skaters have properly paid, and maintain fairness in ice priority. Most importantly, ice monitors work in conjunction with our coaches to ensure ice session rules are properly followed and our ice sessions are safe. Please be courteous to and respectful of the ice monitor. They are present for the safety of our skaters and have the authority to remove skaters from the ice, without reimbursement, if a skater is creating an unsafe situation.

Anyone serving as the ice monitor should retrieve the monitor book, safety vests and cart from the club room and return it at the end of the sessions. If you have monitored a session, note your name at the top of the monitor sheet.

### Contracting Club Ice Time

One of the most important roles the club serves is to provide our members with the option to purchase practice ice time. In serving in this role, the club purchases ice from our home rinks, Madison and Hartmeyer Ice Arenas and resells it to our members. The Ice Management Committee works diligently to balance the ice time needs of our skaters with the availability of ice and fiscal impact on the club.

Contracting ice allows skaters to plan their practice times in advance and provides the payment convenience of paying for ice once per month instead of at each session. All skaters contracting ice must be in good standing with the club and have passed at a Basic 2 Skills class or higher.

On or about the 10<sup>th</sup> of the month, the ice schedule for the upcoming month is posted on the website. Sessions are identified by the day, start and end time, location and type. Each session is also given a corresponding number. Complete the online orders and total your session cost. Completed contract orders must be received by the specified deadline to ensure your request is processed.

Once all ice contracts for the month are processed, if a skater is waitlisted for any sessions, they will be notified via email and given an option to be reimbursed for the session(s), switch to a non-waitlisted session or maintain your place on the wait list. Waitlisted skaters are also shown on the monitor sheets in priority order so if a slot becomes available, it can be filled by the next skater in the priority list (see section on Ice Priority). Additional skaters who did not contract ice for the month may add their name to a waitlist for the day they are skating, not before. Non-contract skaters are prioritized in the order that they sign-on and all walk-on rules apply.

If you are unable to get on a session for which you are wait listed, you will be credited the price of that session. Credit summaries are distributed about the 15<sup>th</sup> of the following month so they can be applied to the next month's ice purchase.

Refunds for contracted ice time not skated may only be made, when the injury or illness results in missing over 50% of the contracted ice and/or has the approval of the Board of Directors. Skaters will be refunded 50% of the value of the missed ice.



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### Walk-On Skaters

Any skater who has not contracted for ice during a given month, and chooses to skate a club ice session when there are open spots available, is considered a “walk-on”. A “walk-on” must sign into the monitor book on an open slot of the requested session. When your name is written onto a session it is as binding as a contract and you will be charged whether you are there or not. Names may NOT be crossed off the books (if you do you will still be charged). There are two types of payment for walk-ons: “charging on” to an ice session (1<sup>st</sup> & 2<sup>nd</sup> club members only) and “payment in full” (non-members only) at the time of walking-on.

Only FSCM members are permitted to charge-on to a club ice session. All “charge ons” will be tallied for each month and billed to your club account for payment. As of January 1, 2020, FSCM first and second club members may ONLY use the “charge on” option for walks at any time during the month.

\*\*\*Non-members are NOT PERMITTED to charge-on to a club session. Non-members can prepay as a walk-on to walk-on to a session at the beginning of the session and must pay the non-member rate in full before entering the ice. Non-members signing-on in advance of a session will be crossed off the monitor sheet.

Any issues involving the club’s contracting, walk-on and charge-on policies should be brought to the board’s attention in writing and a decision to allow or disallow a skater’s request will be determined by a majority vote of the current FSCM Board of Directors.

Non-member skaters should place all cash monies from an ice session in an envelope (found on the bottom of the cart). Label the envelop with the date and time of the session as well as the skater’s name and place it in the zipper pouch in the front of the monitor book. Checks should have the session # and the name of the skater in the memo field, the check number should be written on the sheet next to the skater’s name and should also be placed in the zipper pouch in the front of the monitor book. Whenever possible, payments should be given to the ice monitor.

If your skater is a walk-on to an ice session and there is no ice monitor to handle your payment first, consider being the ice monitor. If not, mark the monitor book with your check number. Leave your check in the zipper pouch in the front of the monitor book.

### Ice Session Priority

In general, 21 skaters are allowed on the ice per session. Sometimes during the year, the club has more members interested in contracting ice time than is available. In order to provide a consistent method for allocating ice sessions to members, the club utilizes a priority system that rewards members for their length of club membership.

Priority during ice contracting is in this order:

- Eldest membership in the club (earliest club join date)
- Highest USFSA test levels (both Freeskate and Moves in the Field)
- Number of volunteer hours worked during the current fiscal year

Priorities for Walk-Ons are first come, first served.

### Financial Responsibilities

All club members are expected to be current with their club financial responsibilities. Members with past due balances over \$75.00 for 30 days past the billing date, will lose their ice contracting privileges and will no longer be a member in good standing until the balance is paid in full or other arrangements are made with the Board of Directors. Loss of good standing means that a skater loses club and US Figure Skating benefits until the problem is resolved. This means that a skater loses privileges including contracting for ice, charging-on or walking-on to club ice, participating in shows, tests and competitions, and changing clubs or joining another club as a second club member. While the board will make efforts to contact members in financial difficulty to arrange a payment plan, it is the responsibility of those members to resolve the situation. All fees incurred by the club as a result of NSF checks, will be charged back to the member.

The minimum volunteer time for a 1<sup>st</sup> Family membership is 15 hours (8 hours for Associate Family Membership). If the minimum volunteer time is not met, a prorated fee of \$225 for 1<sup>st</sup> Family Members (\$120 for Associate Family Members) will be added to your invoice in June.

The minimum number of monitoring sessions for a 1<sup>st</sup> Family membership is 10 sessions (0 sessions for Associate Family Membership). This time does not count as part of your 15 hour volunteer minimum. If the minimum number of monitoring sessions is not met, a fee of \$10 per missing session will be added to your invoice in June. Any session for which a member signs up during the contracting period, and does not fulfill (no-show), will incur an immediate \$10 charge on their account but, it will still count towards their 10 monitoring sessions.

### Selling Ice

The Figure Skating Club of Madison does not permit the selling of ice sessions.

### Club Room Privileges

Utilizing the club room is a member privilege. All members and their guests are expected to keep the room clean and organized at all times. Specifically,

1. Dispose of all trash in trash containers.
2. Personal belongings are to be kept together in a single location.
3. When going out on the ice, place your belongings in your skating bag and close it. Do not place your bag in the path of traffic or where it can block other skaters' use of the chairs.
4. Skating bags left overnight should be zipped closed and placed against the wall to allow for easy cleaning and vacuuming.
5. Respect other's property. Do not go into another skater's bag without permission.
6. Do not move the chairs.
7. Keep activity away from the door so people can enter and exit easily.
8. Loose items left in the clubroom will be placed in the Lost and Found for one month and donated at the first of each month.

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9. Any food brought into the club room must be in a sealed container or package. All food must be consumed at the rink lobby tables. No food is to be consumed in the club room. No food is to be left in the club room overnight.

Bulletin boards are available for club related postings. Please do not use the door. One copy of each item is permitted.

### Coaching Professional Requirements

All FSCM coaching professionals must:

1. Complete an interview with a FSCM board designated coaching professional and board member if requested by the FSCM Executive Board
2. Achieve at least the Intermediate USFS Freestyle test level in their own skating, or the minimum PSA coaching standards.
3. Be a member of the Professional Skater's Association,
4. Carry professional liability insurance
5. Maintain continuing education requirements per USFS
  - a. CER/Category A – for coaching skaters or teams in qualifying competitions
  - b. CER/Category B – for coaching skaters or teams in non-qualifying competitions
  - c. CER/Category C - for coaching skaters Basic Skills / entry level group instructions – NO COMPETITIONS

All FSCM teaching professionals, as members of Professional Skaters Association, must adhere to

- *PSA Code of Ethics and Professional Conduct* (as found at [www.skatepsa.com](http://www.skatepsa.com))
- *PSA Tenets of Professionalism* (as found at [www.skatepsa.com](http://www.skatepsa.com))

### Guest Professional Policy

A guest professional must submit to the ice monitor prior to teaching on FSCM ice sessions their name and a copy of their USFS membership card, their PSA membership card, and current liability insurance. In addition, guest professionals must sign a FSCM liability waiver. No professional will be allowed on the ice without proof of USFS and PSA membership and liability insurance.

A guest professional may teach two days in the fiscal year as a visiting professional. After two days of teaching during FSCM ice sessions, the guest professional must apply to become a FSCM full or associate professional member.

Professionals who are choreographers may continue to teach without becoming a member but may not teach freestyle, moves-in-the-field or ice dance. Choreographers must pay \$5 per day after the two day grace period.

The attendance of a guest professional must be noted on the corresponding ice session monitor sheet(s).

### Selecting a Coaching Professional

Selecting a coach is an individual choice by each skating family. Your child may respond to one coach's personality while another child may prefer someone different. Finding the right blend of the coach with the personality you prefer, the experience that is important to you and the goals that match your child's is not always an easy thing to do.

Below are some hints that may help you in this important decision:

1. Try a few trial lessons with several professionals. Some skaters work with only one coach, while others work with more than one. For example, primary coach for jumps, spins, moves in the field, footwork, etc. and secondary coach for choreography.
2. Ask the professional about his/her credentials.
3. Ask what his/her goals are as an active teaching professional.
4. Ask if he/she is a PSA member and if membership is currently active.
5. Ask what formal coaching and continuing coaching education they have had.
6. Ask what level they attained when they were active skaters. How will they help your skater if he/she progresses beyond this level?
7. Ask what experience they have had as teaching professionals.
8. Ask if they are currently active in the figure skating community and what some of their activities are.
9. Ask the coach's availability: do their available hours mesh with yours and do they have any openings around their current groups of skaters?
10. Ask the coach's methods, styles, philosophies and techniques.

### Skating Levels

A skater who learned to skate through the USFS Basic Skills Program may have progressed through Snowplow Sam 1 through 3, followed by Basic 1 through 6, Pre-Freestyle and finally, Freestyle 1 through 6. Skaters at Basic Level 2 or higher may become members of the FSCM

Just as skaters progress through the Basic Skills Program by taking tests, USFS skaters take tests to determine their skating level and thus, their competition level. USFS tests are judged by a panel of USFS judges at test sessions hosted by figure skating clubs. Rules regarding test levels are very complex. For a complete understanding of test levels and requirements, please refer to the USFS Rulebook.

Freestyle levels are: Pre-preliminary, Preliminary, Pre-juvenile, Juvenile, Intermediate, Novice, Junior, and Senior. Adult Freestyle levels are: Pre-Bronze, Bronze, Silver, and Gold. Moves-in-the-Field tests follow the same levels and are a prerequisite for the commensurate freestyle level. Pairs test levels are: Juvenile, Intermediate, Novice, Junior, and Senior. Dance levels are: Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver, Pre-Gold, Gold, and International.

### Ice Management

The FSCM purchases ice time for the re-purchase by its members. It is the challenging job of the Ice Management Committee and the Board of Directors to manage the needs of our skaters with the fiscal responsibility of the club. The purpose of purchasing club ice is to protect an adequate amount of ice time dedicated to figure skating. Without the purchase of club ice, the availability of freestyle ice time is uncertain.

The primary skating facilities of the FSCM are the Madison and Hartmeyer Ice Arenas. Ice is purchased at other area rinks by recommendation of the Ice Management Committee and approval of the FSCM Board of Directors.

Ice shall NEVER be purchased by an individual or members of the club representing the FSCM without authorization of the FSCM Board of Directors. Only authorized members of the Board of Directors or its designees may purchase ice for the FSCM.

If a member is interested in ice at another arena, a request should be made in writing with the appropriate information to the President. The request will be placed on the agenda of the next available board meeting. The Board of Directors will consider the request and vote accordingly.

Professionals and individual members may supplement FSCM ice as long as they do not solicit other members for use of non-FSCM ice offerings. Skaters and professionals may participate in other skating programs at other rinks but are encouraged to inform the Ice Management Committee as soon as possible so that scheduling arrangements or cancellations can be made, if necessary.

If a group of skaters choose to buy a significant quantity of ice outside of the FSCM, when they are able to procure an adequate amount from the FSCM, it could result in a financial loss, affect our ability to buy ice in the future and be detrimental to the solvency of the club. Any member conduct is subject to the by-laws of the FSCM and if their action is detrimental to the Club's well-being, the Board may act as it deems appropriate, including suspension of membership.

### Conflict Resolution Policy

Conflict is a natural part of life. Dealing with it in an effective and meaningful way is the main difference between a healthy organization and an unhealthy one. The FSCM Board of Directors is committed to establishing solid policies and procedures that can prevent conflicts, and tools to deal with conflict when it occurs. We believe that effective conflict resolution can help us learn to disagree respectfully, to understand each other better and to respect everyone in our organization.

The Figure Skating Club of Madison encourages open and direct communication among its leadership and membership including parents, skaters and coaches. We encourage direct communication when conflicts first arise and concerns should first be brought to the attention of the pertinent individual(s). It is both the right and the responsibility of individuals involved in a conflict situation to attempt to resolve conflict.

If any club member(s) has a complaint against another member(s) for an infraction of any bylaw or rule other than USFS rules, they may file such a complaint in writing to the club Board of Directors. Such complaints will be investigated as follows:

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1. The club president will convene a review panel consisting of a small group of objective, uninvolved people. The panel may include both Board member(s) and general member(s) as long as they are not directly involved with the conflict. The review panel will perform the tasks of gathering information and then ultimately seeing the resolution through with the involved parties.
2. The review panel will create a written report to document all that transpired throughout the process. The report will be kept on file for a period of 10 years. Follow-up meetings will be held with all involved to assess progress and verify that the conflict has been resolved.
3. In the event, that no solution can be reached among the conflicting parties, a non-involved board member will examine the conflict resolution along the following parameters:
  - Ensure only non-involved parties were involved in the resolution process. If so, all parties will attempt to work through the process again.
  - Verify that the people mediating are not part of the problem. Also, verify that all the people involved in the conflict are interviewed and part of the process.
  - Seek the advice of the USFS membership liaison in the Upper Great Lakes Region. As a last resort, consult the U.S. Figure Skating Grievance Committee chair.
4. Prior to any grievance being filed with USFS, conflict resolution within the FSCM must be attempted. A fee is required to file a grievance with USFS.

### Check Policy

The FSCM no longer accepts checks for membership, contracts, member walk-ons , or special events. Checks can only be written for Ice Session walk-ons by non-member skaters.

### Credit Policy

Credits will be provided in lieu of checks only for approved injured skater requests, Ice Sessions cancelled by the FSCM Board (typically for rink closures due to weather, bad ice, etc. and/or for scheduling conflicts with other MII user groups) and contract wait list refunds.

Ice credits should be used for ice purchases only and not for club hosted events.

Credits must be used within 12 months of issuance after which they will expire and the monetary value will revert back to the FSCM.

### Spring Show

The intention of the Spring Show is threefold:

1. Recognition of our graduating Seniors who are 1<sup>st</sup> Club members
  - a. Graduating Seniors will be given a solo in both shows (see soloist guidelines below for non-senior solos)
2. Team atmosphere opportunity for our skaters to show what they've accomplished over the year.
  - a. As such, in an effort to foster comradery with peer groups, the large group will be based primarily on age.

## Membership Handbook

3. Exhibition to advertise to Learn to Skate and non-members what private coaching can do for you and encourage membership.
  - a. To show case skating skills for year-end accomplishments and advertisement, the small groups will be based primarily on skating/testing levels.

### Soloist Guidelines:

- All soloists must be 1<sup>st</sup> Club members.
- Minimum skating level – Intermediate (IJS) or Novice (Test Track).
- Only Graduating High School Seniors are guaranteed a solo
- Other qualifying skaters are not guaranteed solos, it will depend on the number of skaters.
- Duets may be assigned depending on number of skaters.

The minimum levels required to qualify are subject to change dependent on the number of seniors for the year.

### Document Owner

*FSC Madison Board*

Revision History Table

Version	Date Updated	Updated By	Description
1.0	10/13/2014	Laura Franzen-Elmer	Original Document
1.1	7/13/2015	Kris Romain	Reviewed/Ratified by Board for 2015-16; published to website.
1.2	5/09/2016	Kris Romain	Reviewed/Ratified by Board for 2016-17; published to website.
1.3	6/1/2016	Kris Romain	Updated Membership Requirements; ratified by Exec Board.
1.4	5/8/2017	Kris Romain	Updated Handbook for review of Board.
1.5	8/13/2017	Laura Franzen-Elmer	Added Spring Show Information and Charge
1.6	7/11/18	Katrina Ladopoulos	Reviewed. Added Adult skating levels.
1.7	6/10/19	Katrina Ladopoulos	Updated handbook for review of FSCM Board.
1.8	1/2/2020	Katrina Ladopoulos	Revised Walk-On Skater and Check Policy sections.
1.9	7/13/2020	Katrina Ladopoulos	Revised Spring Show soloist requirements.

