



## NESC Membership Guide

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This guide has been prepared by the board of the New England Skating Club to provide information about the Club, about its traditions and operations, and about the obligations of its members.

Please be aware that the Club's rules are changed from time to time, as needed. If a conflict should appear between this guide and the rules, the latter will prevail.

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# NESC Membership Guide

This guide has been prepared by the board of the New England Skating Club to provide information about the Club, about its traditions and operations, and about the obligations of its members.

Please be aware that the Club's rules are changed from time to time, as needed. If a conflict should appear between this guide and the rules the latter will prevail.

## Club Introduction

### *Who is the New England Skating Club?*

- A not-for-profit corporation
- Dedicated to the advancement of amateur figure skaters of all ages and abilities
- Offers opportunities for instruction, practice and advancement through private lessons, group lessons, synchronized skating, Pairs Skating, Ice Dancing
- Supports its members in the realization of their individual skating goals while promoting a positive and supportive environment
- Functions as a member of U.S. Figure Skating
- Carries out the goals and objectives of U.S. Figure Skating by holding, conducting and sponsoring test sessions, competitions, ice shows
- Endorses the objectives of U.S. Figure Skating
- Follows U.S. Figure skating rules, procedures and general policies

### *History of the New England Skating Club?*

NESC was established in 2014 after operating as a Basic Skills program; New England Skating School from 2005-2014. In 2014 NESC was formed and given provisional membership through US Figure Skating. In 2015, NESC was granted permission to operate as a full US Figure Skating Club with the rights to host test sessions, competitions and ice shows.

## Membership Procedures

### *What membership options are available?*

#### *Home Club Options*

1. Home Club Membership - \$175.00 (Full): Membership for individual skaters who test and/or compete at any and all USFS levels. Full membership voting rights.
2. Family Membership - \$175.00 (full) first family member, additional siblings \$75.00 ea.
3. Professional Membership - \$175.00 (Full): Membership for coaches; requires USFS clearance and compliance. Full membership voting rights.
4. Parent/Guardian Membership - \$75.00 each (Full): Membership for parent(s)/guardian(s) of a Home Club or Second Club member skater. Parent/guardian can be a skater or a non-skater. Includes full membership voting rights. Ideal for either a parent/guardian & child member whom both skate, or for parent(s)/guardian(s) of a member skater who wish to be members to support our Club and US Figure Skating.
5. Collegiate Membership- \$70 fee to US Figure Skating/4 Years, \$25 fee to NESC per Year.
6. Basic Skills Membership - \$55 each (Basic Skills) Does not include voting rights. Applies only to basic skills activities/tests.

### ***Non NESC Home Club Options***

1. Associate Club Membership - \$115.00: \*Membership for individual skaters who test and/or compete at any and all USFS levels and belong to a home club other than NESC. Includes club privileges other than home club status.
2. Associate Professional Membership- \$75.00: \* Full membership is held at another club

\*Does not include additional SKATING Magazine subscription. Your subscription is included in membership with your home club.

### ***What are the privileges of the Club?***

Your "home club" is the club which registered you with US Figure Skating. You may join other clubs as an "associate" member. If club sponsored events, such as test sessions, are over-subscribed, home club members would have higher priority. You must be a NESC club member (home or associate) if you wish to skate at member rates for skating sessions and events sponsored by the NESC.

Every level of NESC FULL membership includes:

- Membership in NESC and a privilege to skate on Club Ice sessions at Club rates, in exhibitions, special events and participate in any USFS Competition
- Participation in any Club social functions
- Subscription to SKATING Magazine (one per family)
- Coverage under USFS sports accident insurance policy

### ***What do I need to do to join the Club?***

In order to join NESC, please fill out a membership application, include appropriate fee, as defined above and submit to the membership chair for processing. NESC follows the rules of USFSA regarding membership including no pro-rating of fees.

### ***Volunteering and your membership***

Each Club member is responsible for **seven** hours of volunteering in the area of their choice. A list of volunteer opportunities is included in the appendix of this document and is posted on the Club website. Please note that volunteer hours only count when done for the New England Skating Club - volunteer opportunities done for Norfolk Frost sponsored activities (for example, Theater on Ice) do not count as the groups are not affiliated.

Families can choose not to volunteer but will incur an additional cost to their membership of \$100. Please note, record of volunteering will be evaluated and a fee will be requested from those not honoring their commitment. Volunteering must be completed by June 30 in order for membership to be considered in good standing and membership to be renewed.

### ***What is the New Member Orientation session?***

New member orientations are quarterly informational sessions provided to educate new members about the history of the club, highlight club activities and opportunities for involvement, and review critical club rules. All new members must complete a new member orientation, which will be offered each quarter.

## Additional Financial Considerations

### *In addition to the New England Skating Club membership fees, what other costs is a member responsible for?*

Coaching fees for a skater's individual coach are not included in your membership fees and are not regulated by NESC. Coaches establish their own rates.

Skating apparel - stockings, tights, skates, skate guards, skating bag - are also not included with membership. The Norfolk Frost pro-shop at the Norfolk Arena has a variety of items available for skaters.

Skaters will also need their skates sharpened periodically and should discuss specifics with their coach. While the Norfolk Frost pro-shop at the Norfolk Arena can sharpen skates, they do not have the machine to do upper end figure skates and skaters will need to pursue other locations for this service. Please consult with coaches for suggested providers.

Individual participation in competitions is not included with membership. If a skater is participating in Ice Skating Institute (ISI) skating competitions they will also need to have an ISI membership which is also not included with their Club membership.

Skaters are responsible for ice time.

### *Must required charges be paid in advance?*

Membership fees are due at the time of enrollment to the club. Ice is prepaid prior to the session or passes are available for purchase. Payments to coaches are handled directly with the coach.

### *Who must be a US Figure Skating member?*

**What is US Figure Skating?** US Figure Skating is the official governing body for the sport of figure skating in the United States, recognized by both the United States Olympic Committee (USOC) and the International Skating Union (ISU). As the governing body, US Figure Skating's mission is to provide programs to encourage participation and achievement in the sport of figure skating. As the governing body it regulates and governs the sport in the United States, creates rules for the holding of tests, competitions and other activities, and organizes and sponsors competitions.

**What are the benefits to joining US Figure Skating?** By joining U.S. Figure Skating through a club, such as NESC, members have the ability to do the following: 1) Test at U.S. Figure Skating-sponsored test sessions 2) Compete at U.S. Figure Skating-sanctioned events 3) Participate in U.S. Figure Skating qualifying events 4) Represent your club at regional, sectional and national events. Members also receive the following benefits: 1) Certificates of accomplishment for passing proficiency tests and placing at U.S. Figure Skating qualifying events (athletes) 2) Subscription to SKATING magazine 3) Individually numbered membership card 4) Coverage under U.S. Figure Skating's sports accident insurance policy and 5) Special offers and discounts from U.S. Figure Skating corporate partners.

**Why should I join the New England Skating Club?** US Figure Skating is made up of local clubs, of which there are several in the Boston area alone. When you apply to be a NESC "home club" member, we will submit your information to the national organization, and you will receive a membership card and number from US Figure Skating headquarters in Colorado showing that you registered through NESC. Your US Figure Skating number is used to track your participation in US Figure Skating sanctioned testing and competitions, no matter what club you belong to in the future.

## ***What is the Club's fiscal year? What is the Club season?***

All US Figure Skating and New England Skating Club memberships renew on July 1st and runs through June 30th.

## **Ice Time**

### ***Hours and costs***

Current club ice times and costs can be found posted on the club whiteboard, on the Club's website, and also published in the Club's monthly newsletter.

### ***What are the rules & etiquette for ice use?***

It is the responsibility of all skaters, parents and Coaching Staff members to familiarize themselves with these rules to insure the safety and enjoyment of all skaters.

#### **Skating Etiquette**

- All skaters must be kind and courteous.
- Skaters may not kick the ice or boards.
- Only water is permitted on the ice.
- No food, gum or candy on the ice.
- Skaters that bring water or kiss & cry bags onto the ice must leave them on the wall.
- Skaters wishing to chat with each other must do so off the ice.
- Skaters should be skating when on the ice.
- Hockey lessons are not permitted on NESC Club Freestyle Ice.\*

#### **Music Etiquette**

The purpose of the Music Rules is to ensure the appropriateness of any music that is played at the Club and improve the probability that each skater will have his or her program played during busy free skating sessions.

- Ensure there are no other skaters in line ahead of you before playing your music.
- A coach may bump the line a maximum of two times in a 50-minute session.
- As a courtesy to all, skaters may practice their routine with music a maximum of two times during a 50-minute ice session. This includes the time while in a lesson with a coach.
- Skaters competing at Regionals or Sectionals may get one chance to skate a program on clear ice at the end of the session.\*
- All skaters must wear a vest when practicing their routine.
- Skaters wearing the vest have the right of way and other skaters should use caution.

#### **Teaching Tools**

The following are **not** permitted on freestyle ice:

- No full-size hockey sticks.
- No pucks.
- No water bottles used as weights.
- No hula hoops.

Teaching tools that are allowed:

- Modified hockey sticks.

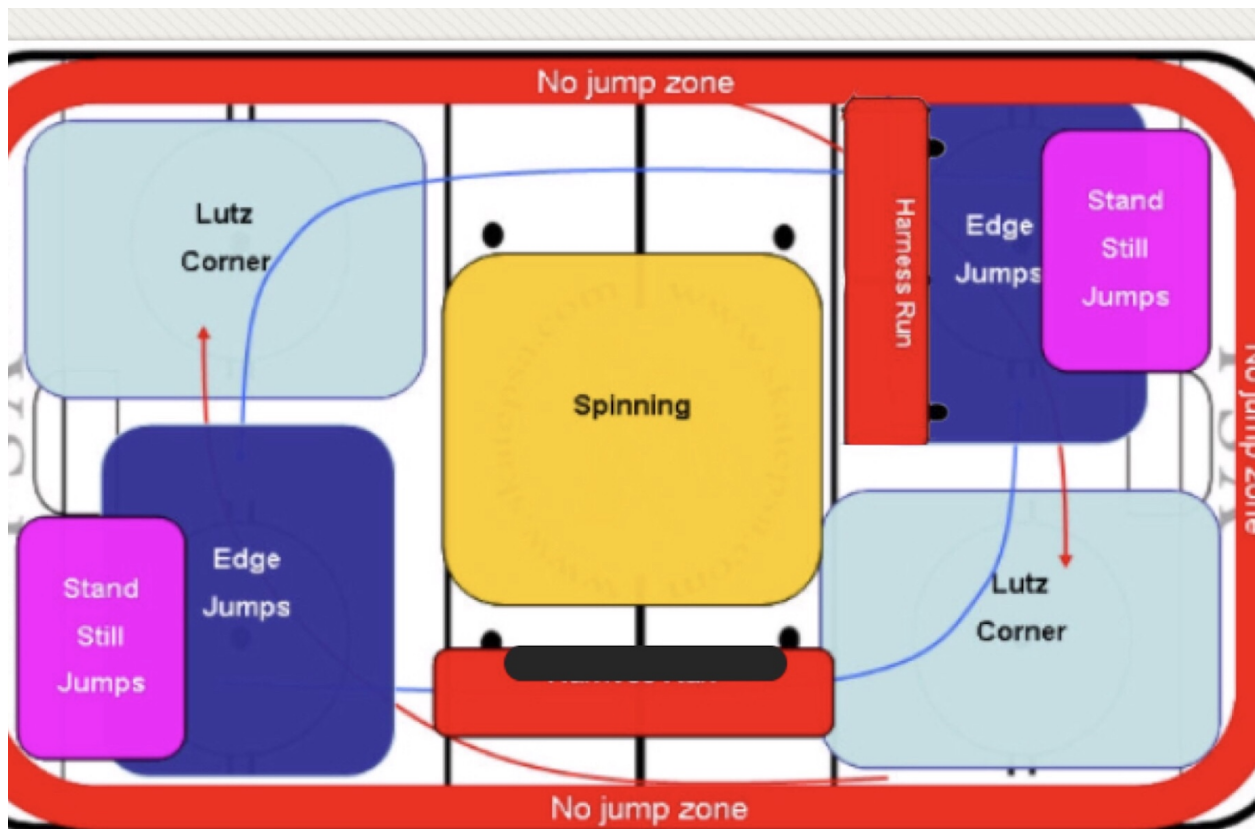
- Velcro wrist weights.
- Rubber bands.
- Squeakers and posture vests are permitted.

#### **Pole harness training**

- Permitted by a trained coach.

#### **Safe Use of Ice**

- Lutz jumps should be done in the corners.
- Edge jumps should be done around circles.
- Spins in the middle.
- Traffic pattern on ice is counter-clockwise.



**These rules also apply to Norfolk Arena Freestyle Ice with the following exceptions:**

- 1) clear-ice skate for Regional/Sectional competitors – not permitted
- 2) hockey lessons – are permitted

#### **Non-member Skaters**

Complete guidelines for non-member skaters are detailed in the Club's Ice Rules. Club members have first right to the ice and nonmember skaters are welcomed space permitting. Fees for non-member skaters are higher per session and processes are specified on the Club's website.

### ***What is the expected behavior of skaters?***

Skaters must abide by the dress code (as stated in the US Figure Skating Rulebook). No food, drink or chewing gum is allowed on the ice. Sweaters, water bottles and other personal items should be placed on rinkside hockey boxes and are not permitted to be on the outside walls. Skate guards can be left on the outside boards as skaters enter the ice. Sitting on the barrier is prohibited.

It is expected that skaters are respectful and tolerant of each other at all times, both on- and off-ice. Bullying, fighting and foul language will not be tolerated.

### ***What is the expected behavior of parents, caretakers or other chaperones?***

Parents, guardians and caretakers are also expected to be respectful and tolerant of each other, skaters and the Club's staff at all times. Bullying, fighting and foul language will not be tolerated. In addition, parent, guardian or caretaker's coaching from rinkside is not permitted, as this is distracting and potentially dangerous to other skaters.

Parent viewing during synchronized team practices, clinics, and test sessions are specified elsewhere in this handbook.

## **Training**

### ***What group lessons are available for children/adults?***

US Figure Skating Basic Skills program is open to members and non-members. This "Learn-To-Skate" program is sponsored by our home rink, the Norfolk Arena, and consists of a comprehensive lesson and test structure that is rewarding, safe and fun. Sessions dates and times can be found on the Norfolk Arena website.

### ***How do I find out about coach availability?***

New England Skating Club maintains a staff featuring some of the finest coaches in the area. A list of these coaches is available in on the Club website.

### ***How do I select a coach?***

After obtaining a list of staff coaches, one should review each coach's profile for a description reflecting the desired discipline and qualities. A contact number is listed for each coach and private lessons are available at a variety of times at the Norfolk Arena.

### ***Can I arrange for a non-Club coach to do supplementary training?***

Yes, non-Club coaches are required to provide evidence of liability insurance and additional information to the Club office and must pay the coach's fee(s) before taking the ice. Non-club coaches should submit their information and a copy of their insurance via email to [neskatingclub@gmail.com](mailto:neskatingclub@gmail.com) at least 24 hours in advance. A copy can also be submitted at the sign-in desk.

### ***What additional on-ice trainings are offered?***

NESC offers a variety of clinics and camps throughout the course of the year. Clinic offerings are run by NESC coaches as well as outside experts in the sport. Clinics will be announced in the NESC newsletter, email, or flyers at the rink.

### ***What off-ice training is offered?***

Periodically, the Club sponsors various seminars that deal with training issues. These experts enable the Club, parents, and skaters to stay atop current trends and to offer programs that are relevant and beneficial to our members.

Specific off-ice trainings are also offered by individual coaches.

## **Synchronized Skating Program**

NESC's synchronized skating program's mission is to promote synchronized skating and prepare synchronized skating teams for competition, encourage teamwork and sportsmanship, and support individual skaters as they seek to attain their unique potential, and teams as they seek to achieve their full potential as a team.

Please note that detailed information about each synchronized team is supplied in your skater's contract. Copies of the current season's contracts can be found as an appendix to this handbook.

### ***When are tryouts held?***

Tryouts are typically held in the spring to qualify for the team(s). However, the coaching staff welcomes skaters throughout the summer and early fall for individual auditions. Different levels such as Beginner, Preliminary, and Juvenile offered. For further information, please refer to our website or email inquiries to [neskatingclub@gmail.com](mailto:neskatingclub@gmail.com).

### ***Team Placement***

Please note that testing at the appropriate level is not a "guarantee" of placement on a particular team, but rather it is one of the requirements. Overall skating ability, stamina, strength, maturity, and age are also factors taken into consideration in selection of team members.

All placements will be made by the Coach and Director. The Director will have final approval on all team placements.

### ***How often do the teams meet to practice?***

Each level meets a different amount. Here is the breakdown:

- **Introduction Team** 1x a week
- **Developmental teams** meet 1x a week for 2hrs
- **Travel teams** 1-2x a week approx 2.5 hrs

### ***How long is the season?***

The typical season is late-August thru the second week of February

### ***How many competitions?***

Each team will do between 4-5. Introduction team will do 1.



### ***What is the cost?***

Each team varies but the 2019-2020 tuition is estimated at

- Introduction team \$900
- Developmental team \$2,000
- Travel Team \$2,400

NESC accepts cash or check. Payments can be made in a lump sum for the season or be paid out a few times throughout the year paid on a set schedule through the season. Tuition payments are required to be paid in full by March 1 of each synchro season.

### ***What is not included in the tuition?***

- Club membership is not included,
- Warm-up jacket, pants and backpacks are not included,
- Competition costumes/practice attire and make up are not included
- **Individual weekly** lessons with a coach are required of each synchro skater - cost not included.

### ***What happens if my child starts then wants to quit?***

The fees to participate in the NESC Synchronized Program for 2018/19 are listed below. Once teams are determined, work begins immediately to prepare for the upcoming season. Team expenses are incurred and paid well in advance of the actual season start. As such, your child's fees are payable in full in accordance with this contract and are non-refundable.

### ***Extenuating Circumstances***

Athletes with extenuating circumstances may petition the NESC Board for release from the team, with abbreviated payment. All requests must be submitted in writing to the Board.

The date of receipt will be the date used for the purpose of assessing the refund/release from the team. Each situation is determined on a case by case basis. Verbal commitment from individual persons, including the coach or team management, regarding any refund is not binding. Any decisions will be put in writing and mailed to the skater and parents/guardians.

In general, the following extenuating circumstances will be considered:

- A season-ending injury, as documented by a physician
- an unforeseen move from the area
- an unforeseen family emergency.

In ALL cases, athletes will be required to reimburse the team for any expenses already incurred on their behalf.

Please be advised that non-payment of tuition will be reported to USFS. This may have an adverse impact on a skater's current and/or future status with USFS and may impact their ability to participate in future USFS sponsored activities.

### ***Can I purchase team clothing second hand?***

Yes, if a former teammate has one for purchase, that can be arranged.

### ***How many additional days is my child required to skate?***

Each team has different requirements based on their level

- **Introduction Team:** Group or private lesson plus team
- **Developmental Team:** One 25 minute private lesson plus an additional 50 minutes of practice time plus team time
- **Travel teams:** Two 25 minute private lessons weekly, 2 hours of practice time weekly focusing on moves in the field or ice dance plus the team time

Please note that skaters use a personal coach of their choosing but they must be in compliance with the US Figure Skating Association (USFSA) rules and guidelines.

### ***Do I have to practice at Norfolk Arena?***

While it is strongly encouraged to skate at the home rink, it is not mandatory at this time.

### ***What is the attire for team practices?***

Skaters are required to wear black skating pants, solid black top, and NESC Team jacket with their hair in a neat bun

### ***Can parents view practices?***

Parents may view synchro practices under the following conditions:

1. Parents may only view if they are seated in the far bleachers
2. Parents may not approach the coaches/ assistant coaches for a “practice critique” after practice
3. Parents may not offer choreography ideas to coaches

Parents may cheer on the teams and support them in the stands

A music parent is welcome each week to play music for the teams. This time counts toward your club volunteer hours.

### ***2018-2019 Parent viewing sessions***

Open Juvenile

BEGINNER 1,2

11/3/18 at each teams respective practice time

PREJUVENILE

11/7/18

at each teams respective practice time

Open Juvenile

BEGINNER 1,2

12/1/18 at each teams respective practice time

PREJUVENILE

12/5/18

at each teams respective practice time

Open Juvenile

BEGINNER 1,2

1/12/19 at each teams respective practice time

PREJUVENILE

1/16/19

at each teams respective practice time

EASTERNS SENDOFF TENTATIVE DATE 1/23/19

Open Juvenile

BEGINNER 1,2

2/2/19 at each teams respective practice time

PREJUVENILE

2/6/19

at each teams respective practice time

### ***What is the attire for competitions?***

Skaters are required to wear their NESC warm up jacket while at the arena during competitions. Skaters are also asked to look neat in appearance. Jewelry and nail polish are not to be worn during competitions. Hair and makeup must be consistent for each team member during the entire event and will be specified by the team coach. As with all skating events, no bobby pins are to be used in skater's hair, only snapping barrettes to ensure the safety of skaters.

### ***What is competition day like?***

Coaches will inform families of specific details, however a typical competition day flows as follows: Skaters should arrive promptly at their specified time with hair and make-up done to their team's specifications. When it comes time to gather in the locker rooms, coaches and team parent will lead the team to their designated room – parents are not permitted in the locker room or practice areas.

Parents can view the competition from the stands. Once the team is finished, the coaches or team parent will lead the team to the stands to meet their families where they will wait as a team for their results. Skaters should check-out with their coach or team parent before leaving.

If the team places in the top four, skaters are highly encouraged to remain at the rink for the award ceremony.

### ***Expectations***

Skaters are required to be at ALL scheduled competitions and practices. This includes all off-ice practice, on-ice practices, team lunches and dinners, and the competition itself.

Skaters are asked to cheer on all other NESC teams performing in a competition when no other scheduling conflict exists. The support of our teams is crucial to team spirit and motivation, and we ask that you do the best you can to make it to the arena to cheer on others from NESC. Skaters are asked to display good sportsmanship at all times. Synchronized skating is about teamwork and cooperation. Be encouraging to fellow competitors and support all who are in attendance.

## ***Absences***

Both Skills and Team Practice will occur weekly and attendance will be recorded. Skaters will be permitted four (4) excused absences from the combined practice during the competitive season. SKATERS MISSING A PRACTICE DIRECTLY BEFORE A COMPETITION MAY NOT BE ALLOWED TO SKATE.

## ***Team Eligibility***

All participants must be eligible and registered USFS skaters. They must comply with USFS Eligible Skater Status rules. All team members must be members of the New England Skating Club but need not be home club members.

## ***Introductory Teams***

### **Lollipops**

The Lollipops are the youngest of the NESC Synchro teams. The age limit for Introduction is defined as a majority of skaters under 6 years old as of the preceding July 1 and there is no maximum age.

## ***Developmental Teams***

### **Popsicles, Basic 1**

The age limit for Beginner 1 is defined as a majority of skaters under 9 years old as of the preceding July 1, and there is no maximum age limit.

### **Icicles, Basic 2**

The age limit for Beginner 2 is defined as a majority of skaters are 9 to 11 years old as of the preceding July 1.

## ***Travel Teams***

### **Starlings, Pre-juvenile**

The age limit for Pre-Juvenile is defined as a majority of skaters under 11 years old as of the preceding July 1, and there is no maximum age limit.

The Moves in the Field test level requirement for Pre-Juvenile it is Preliminary MIF or above.

### **Open Juvenile**

The age limit for Open Juvenile is defined as a majority of skaters under age 19 years old as of the preceding July 1.

The Moves in the Field test level requirement for Open Juvenile is Preliminary according to US Figure Skating, however, NESC asks the majority of skaters selected be working towards Juvenile MIF and above. Skaters placed on the OJ team are at the discretion of the Director and all teams members must place an emphasis on taking Dance Tests, and Moves in the Field tests.

# Testing

If you or your child recently started taking private lessons in figure skating you may have heard from your coach, or other skaters about the test structure, or been told to start working on “moves in the field” or “pre-preliminary” or your “first test”. The test structure can be confusing to new skaters, but it is one of the most important parts of figure skating, and will soon become an integral part of your skating language!

## General Testing Information

### *What is the test structure and why does it matter?*

The test structure is often called the “backbone of U.S. Figure Skating.” Starting with the first test you take, through your entire career, it is the national standard that you are measured against. When you fill out applications for just about everything in figure skating, the first question will be “What is the highest U.S. Figure Skating Test passed?”

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

1. Moves in the Field
2. Free Skate
3. Pattern Dance or Solo Pattern Dance
4. Free Dance or Solo Free Dance
5. Pair

### TEST STRUCTURE: The backbone of figure skating

Skaters start with the **Moves in the Field** structure. MITF is a basic skating skills progression. Each test level has several set patterns of turns, edges, spirals, etc., that get progressively more difficult.

The **Free Skating & Pairs** structure requires skaters to perform a program with jumps, spins & step sequences. Skaters must pass the corresponding MITF test first.

The **Dance** & Solo Dance structure requires skaters to perform 3-4 set pattern dances per level. **Free Dance & Solo Free Dance** track requires a free dance.

Moves in the Field	Free Skating	Pairs	Free Dance	Dance
Pre-preliminary	Pre-preliminary			Preliminary
Preliminary	Preliminary			Pre-Bronze
Pre-Juvenile	Pre-Juvenile	Pre-Juvenile		Bronze
Juvenile	Juvenile	Juvenile	Juvenile	Pre-Silver
Intermediate	Intermediate	Intermediate	Intermediate	Silver
Novice	Novice	Novice	Novice	Pre-Gold
Junior	Junior	Junior	Junior	Gold
Senior	Senior	Senior	Senior	International

### ***Testing is the backbone of skating***

The level you enter in competitions is determined by your highest test passed, often sessions at rinks are divided by the skaters' test levels, and skaters registering for a camp or clinic are 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. In fact, your tests passed and your placement at qualifying competitions are the ONLY things on your U.S. Figure Skating record.

U.S. Figure Skating's test structure can be compared to karate, and the process of an athlete earning belts until they achieve their black belt. Another comparison in the Boy Scout program, where boys advance through levels and ultimately strive to become Eagle Scouts. In each figure skating discipline, there are either six or eight test levels, with the highest one being either "Senior" or "Gold".

A thorough description of tests offered, and their levels can be found in the appendix of this handbook in the document entitled "All About U.S. Figure Skating Tests".

### ***NESC Test Sessions***

#### ***Who is responsible for test sessions at the Club?***

The Test Session Committee is responsible for organizing and administering test sessions.

#### ***Can I get a copy of my test sheet?***

Official test sheets are retained by the test chairperson and copies may be requested from the Club. Skater test sheets are maintained by the club for two years.

A copy of skater results will be given the day of the test to the skater's coach and the coach will share with the skater.

#### ***When will I get my test certificate?***

All tests are conducted in accordance with US Figure Skating rules. Test certificates are issued by US Figure Skating one to two months following a test. Test certificates will be distributed at the club banquet in the spring.

#### ***When are testing sessions scheduled?***

Upcoming test dates are posted on the club whiteboard, on the Club's website, and are also published in the Club's monthly newsletter.

#### ***How do I apply for a test session?***

Applications are available from the Club office and must be filled out completely and correctly prior to submission. Please be aware of the following rules:

- If the test candidate is a non-member, written permission to test from the skater's home club is required. NESC home club members in good standing are approved by committee chair.
- NESC skaters testing at other rinks should submit their form in full – with coach and parental signatures - to the following NESC representative for approval: test chair, president, membership chair.
- Applications are due two weeks (14 days) before the test date.
- Priority for test sessions are: Club members in good standing, followed by non Club members.

- An application is considered submitted only when accompanied by the applicable test fees and completely filled out.
- Late entries will be evaluated on a case by case basis, subject to an open slot, and only when received in writing. Accepted late applications are subject to a \$25 late fee.
- Test fees can be deferred to the subsequent test sessions.
- Withdrawal from a test session after the application deadline has passed will result in forfeiture of a skater's application fee.
- Requests for cancellation must be submitted, in writing, to the appropriate test chairperson. Approved cancellations will have their test fee returned, less a \$10 cancellation fee at the discretion of the chairperson. In the event of an injury, cancellation requests should be accompanied by a doctor's note.
- In the unlikely event that a test session needs to be postponed, the participants are notified and their test fees will be forwarded to the next scheduled test date at the Club.

### ***Who judges the tests?***

Judges are selected from the official list of US Figure Skating judges, by the test chairperson. They are selected on an 'as-available' basis and according to the test levels required. Typically, NESC is able to secure a gold panel of judges.

### ***When should I arrive?***

NESC requires arrival at least one hour before test schedules change and may be called to skate earlier. Skaters should be at the rink one hour prior to their test time. Practice time is in 15 minute increments prior to the test and split into high and low based on tests at the session.

### ***What should I wear to the test?***

A neat and groomed appearance is essential when testing. Skates should be clean and polished. Skaters will be directed by their coach as to appropriate testing attire. Hair should be neat and tied back.

### ***Who can be in the rink during the test session?***

Parents are not permitted into the arena at the time of the test session. Parents can remain in the lobby. Videotaping is highly discouraged by judges and must be cleared by the judging panel in advance.

Only USFSA coaches in good standing are permitted into the rink.

### ***How do I know when I am ready to test?***

Skaters will work in coordination with their head coach to determine testing readiness. Coaches are professional skaters and are best versed in when and where skaters should test. For detailed information on the various levels see Appendix 1.

### ***Testing resources***

In addition to your head coach, the USFSA website and Moves in the Field test booklet can be valuable resources as skaters prepare to test.

# Participation in Individual Competitions

## ***How to find competitions and register***

Most likely, your head coach will know about the competitions in the area, and will advise you as to which ones your skater should enter. Your head coach best knows your skater's abilities, and knows the general range of abilities expected at the various competitions held in your area.

Application forms are usually included in the competition announcement packet. This packet will list all events, the eligibility requirements, and often the required elements for programs. You may enter more than one event if you wish, and in general, "additional" events are cheaper than the "first" event. Your head coach will work with you to determine the best event options for your skater.

There will be an entry deadline listed in the packet -- make sure you get your form in on time! Usually the form will require a signature by a club officer or your test chairman to attest to your eligibility. Don't wait til the last minute to get this signature -- sometimes people go out of town, or don't show up at the rink on that one day you left to try to find them. Sometimes they require a signature from head coach to attest to your readiness.

## ***When do I find out my event schedule?***

Usually, you or your head coach will receive a notice from the host club about 10-14 days before the competition (this will vary by competition). This notice will list your event day and times, and will provide a map to the rink, parking instructions, and other necessary information. In general, it won't help to call earlier than that, since they can't make up a firm schedule until they have all the entries and go through a huge scheduling effort to make it all work.

## ***Who will you compete against?***

Skaters will compete against other of approximately similar experience. Skaters may or may not be competing against skaters of similar age. The basic separation is by test level (or coach discretion if no test has been taken). This means skaters will be competing against others who have tested "no further" than they have. Many competitions allow skaters to "skate up" one level (skate in a level that is one test more difficult than they have actually passed), but no competition will let skaters skate in a level below where they have passed. Of course, even within a test level, you will find people of widely varying experience and ability.

Generally, you will skate in a group of no more than 8 - 10 skaters. Most competitions try to schedule so that this can happen. If there are substantially more than 10 people entered in a single event, they will often break up the group into separate "flights", which will then be considered completely separate events. Usually if this is done, the flights are grouped according to the skater's ages.

## ***Competition dress***

Appropriate dress for skaters varies according to their age and level. Your head coach will work with you on finding a costume that is appropriate.

At higher levels, competitors will often have special custom skating outfits for each event.

At beginning levels, boys may be very appropriately dressed in dark pants, shirt, and turtleneck or sweater. Girls may be in a simple skating dress or skirt. Warm-up suits should not be worn during a



competition program. Gloves or mittens may be worn during warmups, but usually are not worn during a competition.

Skates should be cleaned and polished for every competition. Make sure your laces are in good shape before you get to the rink -- old laces tend to break at the most inconvenient times!

Hair should be done tidily and securely. Bobby pins are not usually permitted as they can cause a hazard to skaters if they fall out; instead, clipping barrets are recommended. Any other hair accessories - scrunchies, rubber bands, etc, if used should be very securely placed. These items, too, present a hazard to skaters if they should fall off and land on the ice.

Competition outfits at all levels are required by USFSA rules to be modest, and appropriate to athletic competition. Except for "Artistic Showcase" type events, they should not be theatrical in nature.

Many experienced skaters bring a "backup" outfit to every competition. Emergencies do happen and it's pretty nice to have an option available. If you don't bring a spare outfit, girls should at least bring a few spare pairs of tights, and all skaters should have spare laces available.

Makeup is typically worn and will vary by age. Your head coach will work with you to develop an appropriate makeup plan.

### ***Competition checklist***

The following is a suggested checklist of things you will need to have with you at the rink the day of competition. It is by no means exhaustive and will vary based on event, costume, and head coach instructions.

- Your skates (BOTH of them!)
- Your dress / tights (or pants and shirt if male)
- A spare set of tights
- Extra hair ties, snapping barrets, etc
- Any makeup you will require
- Comb, brush, hairspray
- Club warm up jacket
- Your music CD (labeled and tested)
- A backup CD (labeled and tested)
- Guards and soakers
- Extra skate laces
- Your "emergency bag" (this should contain spare screws for your blades, a screwdriver, spare laces, band-aids, aspirin, etc)
- Your USFSA/ISI number just in case
- Know your event number(s) and time
- Directions to the rink

### ***What can I expect at competition?***

#### ***Arriving at the competition***

Typically, your head coach will review with you and your skater the schedule for the competition and the particulars about what they would like skaters and their families to do. Always check-in with your head coach for details. What follows is a rough flow of a competition day and not specific to a coach.

You can safely plan to arrive at least one hour before the scheduled event. Check-in at the registration table, turn in your music with the proper label - containing name, skating club/program, event name and group number. Always have a backup copy available (either with a coach or guardian).

Find your coach to let them know you have arrived and where you will be unless your coach has given you instructions in advance. Sometimes rinks will have assigned locker rooms for skaters to get ready and leave their belongings.

### *Off ice preparation*

Skaters should be fully dressed and ready to begin their off-ice warm-up routine at least 30 minutes before their scheduled event. Skaters should put their skates and hard guards on, walk through your routine rink side or in the lobby if you can find a quiet spot and start mentally preparing for their performance. It is important to stay warm at this point in time so wear the team jacket and gloves.

### *Warm-up time on ice*

When it is the skater's turn they will walk over to the monitor with their coach and check in. They will be told where they need to wait and how long before it is their warm-up time. If you are in a compulsory program event then go to the side of the rink that the event is being held on and check in with that monitor.

Your head coach will work with the skater to figure out an on-ice warm-up routine (stroke around, how many of each jump, which spins to practice and if you want to do a run through of all or part of your program). There is normally not enough time for substantial coaching during the 3-5 minute warm-up period so unless there is a serious problem, skaters will simply run their warm-up. The skater will review program points and receive reminders from their coach after the warm-up.

### *Time to skate!*

When it is the skater's turn to compete, they will step out onto the ice after their name is announced. Their coach will be with them rink side so guardians can view the routine from the stands. Remember, your job as guardian is not to coach on these days but rather to remind your skater to have confidence in themselves, try their best, take each element one at a time (one element is not your entire routine) and most importantly have fun and smile to the judges and audience.

### *After the performance*

After your skater's performance, remind them to be proud of themselves and stay to cheer on the others in their flight. You can learn a lot by watching the other competitors. After the conclusion of the event, the accountant will tally the scores from the judges and the final standings will be posted over the starting order sheet, usually, in the lobby (this will vary by competition venue).

At many competitions, Keep your skates on since the award ceremony should follow shortly after the posting of the results. No matter what the final outcome is, remind your skater that they should always be a good sport. Congratulate the winner and congratulate the others for good efforts. There is only one winner per event and everyone will have their good days and could be better days. This is the nature of figure skating so skaters should always be proud of their performance and learn from each experience.

### *Support your club skaters*

Remember, your skater is a member of the New England Skating Club and has hopefully created friendships and bonds with the other members. If you have the time to cheer on other skaters from the club at competition we encourage you to do so; there is nothing better than hearing people cheer for you!

### *Photography/Videography*

For the safety of the skaters, NO FLASH PHOTOGRAPHY is permitted during competition events at any Figure Skating Competition. Still photos may be taken with available light. Video taping is usually permitted as long as courtesy is observed.

At most competitions a professional videographer is available to take videos and stills for a fee. Their professional equipment and operators get better pictures than you can, and you can spend the time watching your skater perform.

### *Before you leave the rink*

Make sure that you pick up your music CD

## **Safe Sport Compliance**

NESC and U.S. Figure Skating strive to provide a safe environment for its members that is free of misconduct and harassment. Neither organization will tolerate or condone any form of harassment or misconduct of any of its members including athletes, coaches, officials, directors, employees, parents, volunteers or any other persons while they are participating in or preparing for a figure skating activity or event. All forms of misconduct are unacceptable and in direct conflict with NESC and U.S. Figure Skating rules.

### *What is Safe Sport?*

The SafeSport Program includes policies and guidelines that apply to all U.S. Figure Skating members, clubs, programs, events and activities and involves several key components:



## Topics covered by Safe Sport

The U.S. Figure Skating SafeSport Program addresses the following types of misconduct:

- Sexual misconduct
- Physical misconduct
- Emotional misconduct
- Bullying, threats and harassment
- Hazing
- Willfully tolerating misconduct

## Safe Sport and NESC

### Who is required to complete a background check?

The individuals listed in the chart below are required to complete a background check via U.S. Figure Skating's partnership with NCSI. Please see the chart below:

<b>ADULTS REQUIRED TO COMPLETE SAFESPORT TRAINING AND BACKGROUND CHECKS</b> <i>(Must be 18 years or older as of July 1, 2018)</i>		
ASSOCIATED WITH ACTIVITIES OVERSEEN BY U.S. FIGURE SKATING	ASSOCIATED WITH ACTIVITIES OVERSEEN BY MEMBER CLUBS	COACHES AND OTHER INDIVIDUAL PROFESSIONALS
<ul style="list-style-type: none"> <li>• U.S. Figure Skating staff.</li> <li>• U.S. Figure Skating-hired independent contractors and/or vendors who come into frequent contact with athletes.</li> <li>• U.S. Figure Skating Board Members.</li> <li>• U.S. Figure Skating Committee Chairs.</li> <li>• U.S. Figure Skating Officials.</li> <li>• Members appointed to travel with Team USA:               <ul style="list-style-type: none"> <li>- Team Leaders</li> <li>- Team Support Staff</li> <li>- Team Physicians</li> </ul> </li> <li>• Faculty, staff, chaperones and lead volunteers for U.S. Figure Skating training camps.</li> <li>• Volunteer medical staff supporting U.S. Figure Skating national or international events.</li> <li>• S.T.A.R.S. anchors.</li> </ul> <p><i>*U.S. Figure Skating responsible for cost of background checks</i></p>	<ul style="list-style-type: none"> <li>• All volunteers in any sanctioned events or club activities who come in close contact with athletes.</li> <li>• Team Managers / Team Service personnel for synchronized skating and theatre on ice teams.</li> <li>• Locker room volunteers for all competitions, ice shows, club events, programs, etc.</li> <li>• Club SafeSport Compliance Chairs.</li> </ul> <p><i>*U.S. Figure Skating is responsible for the cost of background checks for one SafeSport Compliance Chair per club. The club/individual is responsible for the cost of all others in this category.</i></p>	<ul style="list-style-type: none"> <li>• All U.S. Figure Skating member coaches.</li> <li>• Partners assisting in pair or dance tests with minor athletes.</li> <li>• All registered Learn to Skate USA instructors, coaches and directors.</li> <li>• Any professional service provider (i.e., sport psychologist, nutritionist, choreographer, etc.,) wishing to obtain a credential for a U.S. Figure Skating sanctioned event.</li> </ul> <p><i>*Coaches, individual professionals responsible for cost of background checks.</i></p>

### How do I report a suspected issue to NESC?

All individuals, regardless of membership with NESC or U.S. Figure Skating, are encouraged to report suspected violations of SafeSport. To make a report, email the NESC Safe Sport compliance chair, Jessica Flaherty, at [flahertyj5@yahoo.com](mailto:flahertyj5@yahoo.com).

# Governing Bodies

## *What is the Board of Directors and what does it do?*

As defined in the Club's By-Laws, the Board of Directors of the New England Skating Club is an elected group of Club members who have the responsibility and the authority to manage the affairs of the Club. The group is elected at the annual meeting which is held in April of each year. Newly-elected Board members take office in July of each year. The Board usually meets monthly to make decisions relating to the issues of the Club.

By-laws are posted to the Club's website for member review.

## *2018-2019 Season Board of Directors*

President, **Pat Jaworski**

Vice President & Parent Liaison, **Christina Gasbarro**

Treasurer, **Stacy McGhehey**

Secretary & Coach Liaison, **Candice Gemski**

Membership Chair, **Debbie DeToma**

Webmaster, Club Sanctions Chair & Safe Sport Liaison, **Jess Flaherty**

Test Chair, **Joanna Zehme**

Assistant Test Chair, **Erinn Byrne**

General Director & Newsletter Editor, **Victoria Ward**

## *How can members make their views known to the Board?*

Members may write letters/emails to the Board regarding any concerns or suggestions they may have, addressing the correspondence to the Parent Liaison. Alternatively, members may approach Board members directly to discuss informally any issues and to request their consideration at a subsequent meeting. Also, members may request to address the Board in its entirety at a meeting, by prior arrangement.

It is requested that members bring club concerns directly to the appropriate board member.

## *Club Committees*

### *How are committees formed?*

The Board has the authority to establish and maintain the existence of such Standing Committees from time to time as it deems appropriate. The Board shall appoint a Chair of each committee, who shall select the members of the committee, subject to the approval of the Board. The Board shall assess such duties, responsibilities and reporting requirements to each committee as it deems appropriate. The term of each committee shall be set by the Board. The establishment and existence of all committees, and members of each committee, shall be posted in the NESC bulletin board and on the website. Only members who have designated NESC their home Club may serve on committees. The Board may remove a member of any committee, or disband a committee, at any time in its sole discretion.

Current committees are: public relations, fundraising, and sponsorship. We are always looking for volunteers for these committees, if you are interested please email the Club at

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

### ***What is the Junior Board?***

The Junior Board was established during the 2017/18 skating season and consists of nine members. Their role is to support the Senior Board, assist with skating and community events, marketing and advertising fundraising activities, welcome new and potential skaters while maintaining positive, inclusive relationships with existing skaters. Members are high school age.

## **Miscellaneous**

### ***How can I stay informed about Club events, policies, etc.?***

This Member Handbook contains the basics of what skaters should understand about being an NESC Club member. The Club also publishes a monthly newsletter which is emailed to each member. In addition, new and announcements are posted on the Club's website, Facebook page, as well as on the Club white board.

### ***Does the Club have a website?***

Yes. The website address is [www.newenglandskatingclub.net](http://www.newenglandskatingclub.net)

### ***Who has access to the Club office?***

The Club does not have a designated office space but occasional work is done out of the coach's room at the rink. Only the coaches, officers, and certain committee chairs or their delegates are permitted in the coaches' room. The Club has a display table at the rink where you'll find the latest information on Club activities.

### ***May I use the rink's telephones?***

Members are asked to use their personal cell phones if they need to make a call. Telephones in the office and engine room are to be used only for Club business or emergencies.

### ***Where is the 'lost-and-found'?***

Located near the bleachers, there is a large, plastic storage bin where miscellaneous misplaced goods are stored. Unclaimed articles are, periodically, sent to local charities.

### ***What is the Annual Banquet?***

The Club ends the competitive season each year with an Annual Banquet. This event is a fantastic way for the NESC skating community to gather to celebrate the achievements of the Club's skaters throughout the season as well as to have lots of fun! This event is typically held in the Spring and there are many volunteer opportunities available for this event. Voting for new Board Members takes place at the Annual Banquet as well.

### ***What is the Annual Meeting?***

The Annual Meeting is held each year in the Spring at which time the NESC Board presents a review of accomplishments of the past season, new plans for the upcoming season including a financial review of both. All members are encouraged to attend to be aware of the Club's progress and to ensure your ideas for the future success of our Club are heard.

## ***NESC Grievance Policy***

NESC has adopted an official grievance procedure. The procedure and necessary forms can be found on our website and in the appendix of this handbook.

## **Parent's Corner**

The following points are from the USFSA and are points for parents to consider as they support their skater. USFSA has a wide variety of resources for parents available on their website; we encourage parents to learn more by visiting that webpage at <http://www.usfsa.org/story?id=84093>

### ***Your responsibilities as a skating parent***

As a parent of a skater or skaters, you want the best for your child. This page should help you do much more than survive your child's skating experience. It should equip you to enjoy it to the fullest and help you make it fun and valuable for your child. To do that, you first need to understand your responsibilities as a skating parent:

1. Encourage your child to skate but don't pressure. Let your child choose to skate if he or she wants to.
2. Understand what your child wants from skating and provide a supportive atmosphere for achieving these goals.
3. Put your child's participation in perspective. Don't make skating everything in your child's life; make it a part of life.
4. Make sure the coach is qualified to guide your child through the skating experience.
5. Keep winning in perspective and help your child do the same.
6. Help your child set challenging but realistic performance goals rather than focusing only on "winning."
7. Help your child understand the valuable lessons skating can teach.
8. Help your child meet responsibilities to the coach.
9. Discipline your child when necessary.
10. Turn your child over to the coach at practices and competitions - don't meddle or coach from the sidelines.

### ***Helping your child to enjoy skating***

You can help your child enjoy skating by doing the following:

- Developing a winning perspective - Every decision parents make in guiding their children should be based first on what is best for the child and second on what may help the child to win.
- Building your child's self-esteem - Building self-esteem in your child is one of your most important parenting duties. It is not easy, and it is made even more difficult in sports by the prevailing attitude of "Winning is everything." Athletes who find their self-worth through winning will go through tough times when they lose.
- Emphasizing fun, skill development and striving to win - The reason you should emphasize fun is quite simple: without it, your child may not want to keep skating. Children don't have fun when they feel pressure to win and don't improve or learn new skills. Conversely, they do have fun when skating lessons are well organized, when they develop new skills and when the focus is on striving to improve.

- Helping your child set performance goals - Performance goals, which emphasize individual skill improvement, are much better than the outcome goal of winning because they are in the athlete's control and help the athlete improve.

### ***Being a good role model***

Children learn behavior from many different people - coaches, teachers, other adults and peers - but the people they learn the most from are their parents. Your child not only soaks up what you say; he or she soaks up what you don't say. Non-verbal messages often speak louder than words. Your attitudes toward your child and other people are not as easily hidden as you may think. Telling your child to respect others is great, but the message is lost if you don't model that respect. You'll have many opportunities as your child skates to model good behavior and attitudes. By putting your child's development and welfare ahead of winning, you'll be better able to display a healthy attitude toward sports and life - as will your child.

### ***Modeling good sportsmanship***

It's especially critical that you model good sportsmanship for your child. "Being a good sport" is much easier said than done - just look at the examples of certain professional and collegiate coaches and athletes who do the opposite. It's crucial that you maintain a cool head and a healthy attitude toward sport if you expect your child to do the same. Here are ways to model appropriate attitudes and behavior when you are at your child's practices and competitions:

- Encourage all skaters
- Control your emotions in frustrating situations
- Respect and accept judges' decisions
- Congratulate other skaters when they win

### ***Checklist for success***

- Can you share your son or daughter? This means trusting the coach to guide your child's skating experiences. You must be able to accept the coach's authority and the fact that he or she may gain some of the admiration that once was directed solely toward you.
- Can you admit your shortcomings? Sometimes we slip up as parents, or experience emotions causing us to speak before we think. We judge our children too hastily, perhaps only to learn later that their actions were justified. It takes character for parents to admit when they make a mistake and discuss it with their children.
- Can you accept your child's disappointments? Sometimes being a parent means being a target for your child's anger and frustration. Accepting your child's disappointment also means watching your child skate poorly during a competition when all of his or her friends succeed, or not being embarrassed into anger when your 10-year-old breaks into tears after a disappointing performance. Keeping your frustrations in check will help guide your daughter or son through disappointments.
- Can you accept your child's triumphs? This sounds much easier than it often is. Some parents, not realizing it, may become competitive with their son or daughter, especially if the youngster receives considerable recognition. When a child skates well, parents may dwell on minor mistakes.



- Can you give your child some time? Some parents are very busy, even though they are interested in their child's participation and want to encourage it. Probably the best solution is never to promise more than you can deliver. Ask about your child's skating experiences and make every effort to watch at least some practices.
- Can you let your child make his or her own decisions? Decision making is an essential part of any young person's development, and it is a real challenge to parents. It means offering suggestions and guidance but ultimately, within reasonable limits, letting the child go his or her own way. All parents have ambitions for their children, but parents must accept the fact that they cannot mold their children's lives. Youth sports offer parents a minor initiation into the major process of letting go.

### ***Values kids learn from skating***

Your child can benefit greatly by participating in skating, but those benefits are not guaranteed. They are the result of a cooperative effort among local skating clubs, coaches, officials and parents. Those benefits come more readily when adults put the interests of children first and leave their own egos and desires about winning at home. Through skating your child can:

- Acquire an appreciation for an active lifestyle
- Develop self-esteem, self-confidence, self-discipline and self-reliance by mastering and performing skating skills
- Learn to manage stress, perform under pressure, and test emotional and physical balance
- Develop social skills with other children and adults
- Learn about managing success

# Appendix

## All About US Figure Skating Tests

### All About U.S. Figure Skating Tests



If you or your child recently started taking private lessons in figure skating you may have heard from your coach, or other skaters about the test structure, or been told to start working on "moves in the field" or "pre-preliminary" or your "first test". The test structure can be confusing to new skaters, but it is one of the most important parts of figure skating, and will soon become an integral part of your skating language!

#### WHAT IS THE TEST STRUCTURE AND WHY DOES IT MATTER?

The test structure is often called the "backbone of U.S. Figure Skating." Starting with the first test you take, through your entire career, it is the national standard that you are measured against. When you fill out applications for just about everything in figure skating, the first question will be "What is the highest U.S. Figure Skating Test passed?"

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

1. Moves in the Field
2. Free Skate
3. Pattern Dance or Solo Pattern Dance
4. Free Dance or Solo Free Dance
5. Pairs

The level you enter in competitions is determined by your highest test passed, often sessions at rinks are divided by the skaters' test levels, and skaters registering for a camp or clinic are 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. In fact, your tests passed and your placement at qualifying competitions are the ONLY things on your U.S. Figure Skating record.

U.S. Figure Skating's test structure can be compared to karate, and the process of an athlete earning belts until they achieve their black belt. Another comparison in the Boy Scout program, where boys advance through levels and ultimately strive to become Eagle Scouts. In each figure skating discipline, there are either six or eight test levels, with the highest one being either "Senior" or "Gold".

When an athlete passes their senior or gold test, it is a huge accomplishment, marking many years of dedication to the sport, and their mastery of that discipline. The athlete earns the title, "U.S. Figure Skating Gold Medalist," they receive a gold pin from U.S. Figure Skating, may purchase a Gold Medalist jacket, and most importantly they may put the accomplishment on a skating resume, college application or even a job application. A skater passing a senior or gold test in two disciplines becomes a "U.S. Figure Skating Double Gold Medalist." The amount of time it takes to achieve the senior or gold test varies, but on average, it is around five years (5) years from when a skater passes their first test (pre-preliminary moves in the field) until they pass the senior moves in the field test. Then, expect an additional several years to pass a second gold test. Most U.S. Figure Skating Double Gold Medalists have been skating for approximately 12 years. The most common age to earn that accomplishment is 17 years, regardless of when the athlete started, or how quickly they went through the earlier tests.

In a typical calendar year, approximately 30,000 U.S. Figure Skating tests are passed by members. Of those, approximately 1,000 are senior tests in Moves in the Field, 250 are senior tests in Free Skating, 80 are gold Dance tests and 20 are gold Pair tests.

Earning a gold test is something that every young skater can and should strive for, and it is a wonderful goal for one's skating career. It is also achievable and realistic. With perseverance, dedication, and many years of hard work, every figure skating athlete has the potential to become a U.S. Figure Skating Gold Medalist, or even double or triple gold medalist.



All About U.S. Figure Skating Tests

## TYPES OF TESTS

**MOVES IN THE FIELD** Athletes typically begin their testing with the Moves in the Field track. This is because Moves in the Field is considered a "prerequisite" or baseline test series. This means that in order to take a discipline specific test, like free skating or pairs, the skater must first pass the equivalent Moves in the Field test.

Moves in the Field tests the skater's ability in skating skills. They help athletes to learn skating skills and turns that are necessary to be successful in any discipline of figure skating, focusing on accuracy, posture and carriage, bilateral movement, strength, power, extension, edge quality, continuous flow, quickness and turn execution. It is impossible to become a high level skater in any area or discipline of skating without mastering these skills. Doing so would be similar to attempting to read without understanding the alphabet.

Each level in Moves in the Field consists of four – six set patterns that must be performed by the skater. Each level requires that skaters perform skills in both clockwise and counterclockwise directions, on both the right and left feet, and on both inside and outside edges.

Each level in the series builds upon the one before it. Skaters at the lowest level begin learning stroking technique, basic consecutive edges, spirals, and a "waltz eight" pattern with two easy turns. With each progressive test new skills are layered on. Skaters never stop practicing what they learned in the beginning, it just becomes more challenging and intricate as they move up. The senior test, in a way, is a summary of every turn, edge and skill they learned over the years and it is expected to be performed at a superior level.

The patterns required at each level are found in the U.S. Figure Skating Tests Book. The Tests Book describes the pattern in detail, provides a diagram of what it looks like on the ice, and even designates a specific focus for that pattern (For example: "Power and Extension" or "Edge Quality," etc.)

The **MOVES IN THE FIELD** tests progress through the following levels:

1. Pre-Preliminary
2. Preliminary
3. Pre-Juvenile
4. Juvenile
5. Intermediate
6. Novice
7. Junior
8. Senior

Athletes move at their own pace through the Moves in the Field tests, some preferring to spend a lot of time working their way up, and other athletes choosing to devote a lot of their skating time to them early, thus progressing more quickly. There is no "right or wrong" amount of time that it takes to advance to the next level, nor is there a perfect amount of time each week to practice them. Skaters and their parents should discuss their goals, desired time commitment and budget with their coach to develop a plan that works for the skater.

Generally, the higher a skater gets, the more time it takes to complete a level, and the more likely they are to have to "retry" a test. For example, at the pre-preliminary level, the middle range of skaters take approximately six months to pass the test, and spend 1 hour – 1 ½ hours per week working on it. Nearly all skaters will pass on their first try. By the time a skater reaches the novice or junior level, the middle range of skaters spend about three hours per week working on Moves in the Field, it will typically take between eight months and one year to pass, with the average skater taking about two attempts to pass.

If a skater does not pass, they will be asked to "retry" the test. While disappointment is natural, this is absolutely nothing to be ashamed, embarrassed or upset over. It does not in any way mean a skater is untalented or that they will be unsuccessful in the sport. It has happened to nearly every skater who has reached the top!



All About U.S. Figure Skating Tests \_\_\_\_\_

## TYPES OF TESTS

**FREE SKATE** tests are the next most common type of test to take, although it is perfectly acceptable to move directly to dance, or simply focus on Moves in the Field.

The levels in free skate tests mirror Moves in the Field, and a skater may not attempt a free skate test until they have passed at least the corresponding Moves in the Field test. (A skater may test as high as they want to in Moves in the Field without taking any other tests, though).

If a skater wants to compete in a free skate or short program event in a competition, the highest free skate test that they have passed determines the level that they are required to enter. For example, a skater who has passed the juvenile free skate test will enter the Juvenile Girls Free Skate event. Once that skater has passed a test, they may never again enter a competition at a lower level. (Some competitions do, however, allow a skater to "skate up" one level. For example, the same skater who have passed Juvenile Free Skate could be permitted to enter the Intermediate Ladies' Free Skate event).

The Free Skate series of tests begins with pre-preliminary. This test consists only of five basic jumps (Waltz jump, Salchow, toe-loop, ½ flip, ½ Lutz) and a one foot spin. The skater is required to simply demonstrate that they can successfully complete these technical elements.

Beginning with the Preliminary test, each level consists of required jumps, spins and steps. (Steps are either specific 'step sequences', spiral step sequences or moves that connect elements to one another). Instead of the skater to simply demonstrating the elements, they must perform all of the elements in a program choreographed to music at a prescribed length.

As the levels increase, the length of the program increases, as do the number of required elements. As with Moves in the Field, more challenging and intricate skills are layered on as the level gets higher. In addition, the skater is judged not just on the technical elements, but also on presentation, which also must show improvement as the level increases. It is interesting to note that many elements found on multiple test levels. It is expected that the element will be performed with higher and higher quality at each successive level.

The requirements for all free skate tests are found in the U.S. Figure Skating Rulebook, found at [www.usfigureskating.org](http://www.usfigureskating.org). It is a good idea for skaters to "look ahead" and understand not only what is required of them now, but what they should be reaching for in the future.

The **FREE SKATE** tests progress through the following levels:

1. Pre-Preliminary
2. Preliminary
3. Pre-Juvenile
4. Juvenile
5. Intermediate
6. Novice
7. Junior
8. Senior

One thing that is often confusing is that skills performed by skaters in competitions often exceed what is required for the equivalent test level. The U.S. Figure Skating system recognizes all levels of achievement and goals. It is important that test levels are realistic and achievable to most skaters. In addition, as skaters reach higher levels in the sport, the gap between the test requirements and what skaters are doing at competitions narrows.

In addition, the majority of competitions offer both "Well Balanced Program" events and "Test Track" events. Skaters choosing to enter "Well Balanced Program" events may choose to perform elements from a higher test level in their competition program, whereas athletes choosing to enter "Test Track" events may not. Athletes may choose either event and they may switch between the two as often as they like.



All About U.S. Figure Skating Tests \_\_\_\_\_



## TYPES OF TESTS

**PATTERN DANCE AND SOLO PATTERN DANCE** tests are offered as a fun way to participate in ice dancing, even if the skater doesn't have a partner to compete with. Approximately 3,000 pattern dance tests are passed by U.S. Figure Skating members each year.

Pattern dances consist of required steps to music, skated in a particular tempo that cover the ice surface. There are either 3 or 4 dances per level. Like moves in the field and free skate, the patterns becoming more challenging and intricate as the level increases.

Skaters can select to learn to skate with a partner, or to test in the solo track. In many cases, skaters wishing to dance with a partner will do so with a coach. Since there are many more girls than boys, it is common for male dance coaches to partner their students on dance tests. In addition, executing the steps properly on your own is extremely important, and in the standard track, once a skater reaches the silver level, they must perform the dance with their partner, and then repeat it solo during a test session.

Illustrations and detailed requirements for each pattern dance are found in the U.S. Figure Skating Rulebook, found online at: [www.usfigureskating.org](http://www.usfigureskating.org)

The **PATTERN DANCE** and **SOLO PATTERN DANCE** tests progress through the following levels:

- |                    |   |
|--------------------|---|
| 1. Preliminary:    | Dutch Waltz, Cansta Tango, Rhythm Blues   |
| 2. Pre-Bronze:     | Swing Dance, Cha Cha, Fiesta Tango  |
| 3. Bronze:         | Hickory Hoedown, Willow Waltz, Ten-Fox  |
| 4. Pre-Silver:     | Fourteenstep, European Waltz, Foxtrot   |
| 5. Silver:         | American Waltz, Tango, Rocker Foxtrot   |
| 6. Pre-Gold:       | Killian, Blues, Paso Doble, Starlight Waltz   |
| 7. Gold*:          | Viennese Waltz, Westminster Waltz, Quickstep, Argentine Tango   |
| 8. International*: | Austrian Waltz, Cha Cha Congelado*, Finnstep, Golden Waltz, Midnight Blues, Ravensburger Waltz, Rhumba*, Silver Samba*, Tango Romantica*, Yankee Polka* |

*\* When a skater has passed their gold test, they become a U.S. Figure Skating gold medalist. The international dances are offered as an additional challenge for those who wish to keep going after achieving the gold level. In addition, only those marked with an \* are able to be skated solo.*

In addition to having an "extra" level beyond gold, pattern dance tests are unique in that skaters may test each dance in a level at their own pace. They may test the dances within a level in any order, and they can choose to do them all at one test session, or spread them over several test sessions. They can work on one dance at a time if they like, or many. The only important note is that a skater is not considered to have passed a level until they have completed ALL dances in that level.

Pattern dance is very self-paced, and therefore it is difficult to determine the average amount of time a skater spends at a level. This is because skaters testing in this track have very different goals. For example, an athlete that wants to focus primarily on dance, and spends the majority of their practice time on dance will progress quickly. On the other hand, many athletes appreciate the skills dance provides, and will do it as a supplement to another discipline. In this case, they may set aside a limited amount of time to practice dance, take each pattern dance test one-at-a-time, and spend a year or more at each level.

If a skater starts in the standard pattern dance track, they may switch to the solo dance track at any time and begin at the next highest level that they completed in the standard track. However, it does not go the other way, and a skater passing only solo pattern dance tests that wants to move to the standard pattern dance track must start at the beginning.



All About U.S. Figure Skating Tests \_\_\_\_\_

## TYPES OF TESTS

**FREE DANCE AND SOLO FREE DANCE** Skaters wishing to compete in competitive ice dance events that lead to the U.S. Figure Skating Championships, must first pass free dance tests with their partner. Free dance tests are programs to music, much like free skate tests. Each test consists of lifts, spins, step sequences and synchronized twizzles, increasing in difficulty throughout the levels.

Solo free dance tests are relatively new, being implemented September 2, 2012. These tests mimic the standard free dance test, but allow dancers without a partner to participate. The required elements at each level consist of short and long edge elements (replacing the lift), spins, step sequences and twizzles (replacing the synchronized twizzle element).

The **FREE DANCE AND SOLO FREE DANCE** tests progress through the following levels:

1. Juvenile
2. Intermediate
3. Novice
4. Junior
5. Senior

Free dance is very self-paced, and in most cases the reason for taking the tests is to fulfill a requirement for competition. Therefore, the average amount of time a couple spends practicing for a test is not terribly relevant, as it is a very small portion of their overall training. It depends the most on how long a couple chooses to compete at a given competitive level. For example, a couple may choose to compete at the novice level for two seasons, for their competitive development, choosing wait on taking the junior free dance test, and leaving a gap of several years between passing tests.

The solo free dance track is very new, and therefore, not enough skaters have participated to determine average training times for this test program.

If a skater starts in the standard free dance track, they may switch to the solo free dance track at any time and begin at the next highest level that they completed in the standard track. However, it does not go the other way, and a skater passing only the solo free dance tests that wants to move to the standard free dance track must start at the beginning.

**PAIRS** test are taken most often by teams wishing to compete in the qualifying competition system. However, they may also be taken by any individual who wishes to learn and practice pairs skating. Skaters in the later situation often test with their coach.

The **PAIRS** tests progress through the following levels:

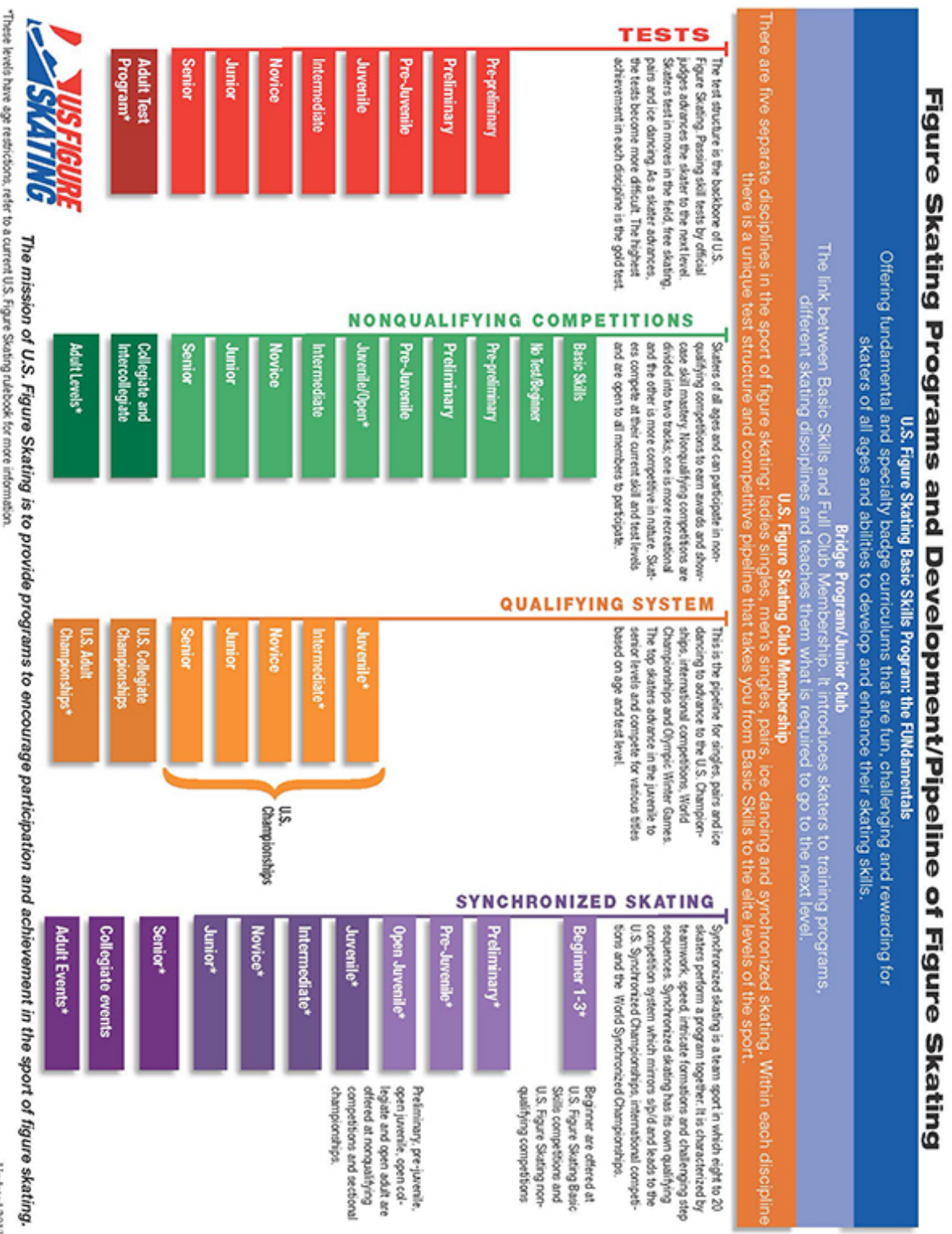
1. Pre-Juvenile
2. Juvenile
3. Intermediate
4. Novice
5. Junior
6. Senior

The pairs test structure is uniquely self-paced. In addition to skaters starting at the beginning and working their way through over many years, it is common that high-level singles skaters will make the choice to skate pairs, and move through tests very quickly. For example, a singles skater at the junior or senior level who finds a partner and wants to compete at the junior level in pairs may be able to progress through all of the required tests in a few months, whereas a true juvenile level skater would take several years.



All About U.S. Figure Skating Tests \_\_\_\_\_

## Figure Skating Programs and Developmental Pipeline





## US Figure Skating Member Code of Conduct



### Member Code of Conduct

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

##### GR 1.02 Code of Conduct

The following code of conduct applies to all participants in activities hosted, supported, sponsored or engaged in by U.S. Figure Skating including but not limited to competitions, exhibitions and training camps:

I recognize that 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 that I may be held financially responsible for damage deemed to be wantonly or willfully executed on my part, and that 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 that, 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 anti-doping rules.
- F. I will conduct myself in a manner not detrimental to the welfare of figure skating. I understand that 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 that 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 that 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.

GR 1.03 U.S. Figure Skating will not tolerate or condone any form of harassment (including sexual harassment), misconduct, (including sexual, physical and emotional misconduct), bullying or hazing of any of its members including coaches, officials, directors, employees, parents, athletes and volunteers — or any other persons — while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating.



## ***Finding a Coach - What Every Parent Should Know***

### Finding a Coach - What Every Parent Should Know

*by Juliet Newcomer*

*Reprinted with permission from the April 2005 issue of U.S. Figure Skating's, SKATING magazine*

Finding a coach can be an overwhelming and intimidating experience, especially for parents who are new to the sport. These feelings are certainly understandable. A coach is, after all, a person who will spend hours training and interacting with your child - a person who will help shape their attitude about skating and competition in general for years to come.

Truth be told, hiring a coach can be a daunting task for even the most experienced of skating parents. The key to overcoming the fear associated with hiring the "right" coach for your child, however, is to approach it like you would any other major purchase or decision you would make, with research and patience.

#### Determine Your Needs and Wants

Before you can find a great coach for your child, you have to determine what makes your child tick. While a coach might have performed miracles with other skaters, your child might not respond to his or her coaching style. Think about the types of people who work well with your child and the ways in which he or she is best motivated. Does the child have any favorite teachers? And if so, why is that teacher a favorite? Are there certain adult family members with whom the child interacts particularly well? Does he or she feel more comfortable with older or younger adults, males or females?

Not all athletes respond the same to all types of coaches. Some need disciplinarians, while others might respond better to coaches who are very reserved. Determining your child's unique predispositions will go a long way toward choosing a coach who is a good fit. Once you have identified what type of coach would work best with your child, spend time watching a variety of coaches' work with other students. Are the coaches positive and encouraging? Are they professional? Are they punctual and do they come to their lessons prepared?

#### Compare Options

Before long you will have developed a list of coaches who you feel are worth closer inspection. At this point you should begin setting up meetings. A meeting gives you a chance to ask important questions and provides an opportunity to find out how you, and your child, interact on a personal level with the prospective coach. Come prepared with some issues you would like to discuss. A few questions we recommend asking include:

What is your coaching philosophy?

How long have you been coaching? (Keep in mind, however, just because a coach is new that doesn't mean you shouldn't hire them. Still, you should at least be familiar with the coach's experience.)

What are your greatest coaching accomplishments?

What is your skating background? Do you specialize in coaching certain disciplines (singles, pairs, dance, synchronized skating)? What levels have you passed? Did you skate competitively?

Are you a member of U.S. Figure Skating and the Professional Skaters Association (PSA)?

Are you PSA rated or ranked?

How do you stay current with the sport and the profession of coaching?

What are your rates for lessons, competitions, cutting program music, etc.? How often do you bill for charges? When do you expect to be paid?

What is your policy if we have to cancel a planned lesson?

Are there any other policies that we should be aware of in advance?

### Review and Research

Even if your child only skates a few days a week, your skater's coach will have a significant influence over his or her life. Therefore, it is important that you and your child are comfortable with the person you choose. Take as much time and talk to as many people as necessary until you are satisfied that you are making a good choice. Subjects that are unfamiliar to you may arise during a meeting. The intricacies of the sport can be overwhelming, and it takes time to develop a complete grasp of every type of rating, competition, level, etc. If, during your meeting, unfamiliar subjects are raised, do some research after the meeting. For example, if you don't know the different figure skating levels or competitions, you can learn more on the "About Us" page at [www.usfigureskating.org](http://www.usfigureskating.org). PSA rankings and ratings can be researched on the PSA website at [www.skatepsa.com](http://www.skatepsa.com). If you want to verify a prospective coach's claims, you can contact the U.S. Figure Skating and PSA offices.

### Follow Up

OK, you have determined your child's needs, interviewed coaches and selected one you believe will take your child to the next level. You have verified all of their credentials and worked out a payment plan. But you're not finished.

The point of all of this preliminary work was to build up your knowledge base so you can make the best decision possible, much like you might do if buying a car or some other big-ticket item. Of course, you wouldn't spend weeks researching an automobile purchase, buy the car, and then leave it sitting in your garage, never to be driven.

In a similar vein, after you have selected a coach, you should observe some of the lessons (take the coach out for a test spin, as it were). It is important to make sure that the coach/skater relationship you have invested in is what you want it to be.

If after observing a few sessions you have questions or concerns, set up a meeting with the coach. A respectful and open dialogue can prevent problems down the road. If you have a situation that you feel warrants attention, take it privately to the board of directors of the club or management of the rink and allow them to handle it appropriately. Never badmouth a coach to other parents or skaters. Most coaches are independent contractors and are dependent on their clients to earn a living.

Figure skating is a wonderful sport that can breed self-confidence, self-reliance, self-discipline, good health,

lifelong friendships and a lot of fun. A skater's coach plays a large role in all of this, so take the time to find the coach that is right for your child.

## ***NESC Off Ice Training Weather Guidelines***

### **NESC Weather Guidelines**

During the Synchro season, skating practice may take place outdoors. NESC coaches will observe the following protocols during NESC-controlled events to ensure the safety of all skaters:

#### **Hot Weather Conditions:**

- a) Practice may be held outside in the shaded area in front of the Norfolk Arena when the heat index (temperature/humidity combined) at the rink is 89 degrees and below.
- b) All skaters will have a filled water bottle (supplied by parents/guardians).
- c) All skaters will be dressed in shorts/tee shirts (supplied by parents/guardians).
- d) Practice will be limited to 20 minutes and will not include strenuous activity if heat index is in the 85 to 89-degree range. More strenuous activity can be incorporated when heat index is under 85 degrees.

#### **Winter Weather Conditions:**

- a) Practice may be held outside on Norfolk Arena grounds when the wind chill at the rink is 20 degrees and higher.
- b) All skaters will have a filled water bottle (supplied by parents/guardians).
- c) All skaters will be dressed in long pants and long sleeve jackets with gloves, hat and jacket (supplied by parents/guardians).
- d) Practice will be limited to 20 minutes maximum.

#### **Practice Cancellation due to Inclement Weather:**

- a) Synchro practice may be cancelled due to unsafe road conditions under the following conditions:
  - i) Blizzard warning: strong winds with blinding snow, drifts and life-threatening wind chills.
  - ii) Winter storm warning: severe winter conditions have already begun in the area.
  - iii) Winter weather advisory: conditions are expected to cause significant inconvenience and may be hazardous within the time period of scheduled practice.
- b) Cancellation notice to parents/guardians will be sent via email and posted on the NESC Facebook page at least 3 hours in advance.

#### **Competitions in Inclement Weather:**

Skating competitions are typically not cancelled or postponed unless a State of Emergency is issued by the Governor's office.

In the event of bad weather related to a Synchro Competition, skaters and their parents/guardians should adjust their travel schedules and attempt to arrive early for their event and stay later to accommodate poor driving conditions. Any costs associated with an early arrival/late departure will be at parents/guardians' expense.

Ultimately, it is the parents/guardians' decision on road safety.

## Summary

The accompanying weather chart explains weather terms, heat index, wind chill advisories. Coaches will utilize this chart and weather reports from Boston's WCVB weather team to make their decisions on outdoor activities and cancellations. This NESC Weather Guidelines document provides our coaches with factual information to make the best decision for our skaters. If at any time you as a parent or guardian have concerns, you are invited to bring them to the attention of your coach in accordance with the USFS Parents Code of Conduct, which can be found on NESC Website.

### Understand the Weather

#### Wind-Chill



- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- 20° to 0° is **bitter cold** with significant risk of **frostbite**
- 20° to -60° is **extreme cold** and **frostbite** is likely
- 60° is **frigid** and exposed **skin will freeze** in 1 minute

#### Heat Index



- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit

## Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature	Wind Speed in mph									
	CALM	5	10	15	20	25	30	35	40	
50	50	48	40	36	32	30	28	27	26	
40	40	37	28	22	18	16	13	11	10	
30	30	27	16	9	4	0	-2	-4	-6	
20	20	16	4	-5	-10	-15	-18	-20	-21	
10	10	6	-9	-18	-25	-29	-33	-35	-37	
0	0	-5	-21	-36	-39	-44	-48	-49	-53	
-10	-10	-15	-33	-45	-53	-59	-63	-67	-69	
-20	-20	-26	-46	-58	-67	-74	-79	-82	-85	
-30	-30	-36	-58	-72	-82	-87	-94	-98	-102	

Comfortable for out door play

Caution

Danger

Heat Index Chart (in Fahrenheit)																	
Temperature (°F)	Relative Humidity (Percent)																
	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	
110	108	112	117	123	130	137	143	150									
105	102	105	109	113	118	123	129	135	142	149							
100	97	99	101	104	107	110	115	120	126	132	138	144					
95	91	93	94	96	98	101	104	107	110	114	119	124	130	136			
90	86	87	88	90	91	93	95	96	98	100	102	106	109	113	117	122	
85	81	82	83	84	85	86	87	88	89	90	91	93	95	97	99	102	
80	76	77	77	78	79	79	80	81	81	82	83	85	86	86	87	88	
75	71	72	72	73	73	74	74	75	75	76	76	77	77	78	78	79	

## Child Care Weather Watch

Watching the weather is just part of the job for child care providers. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to attend to the health and safety of children in their care. What clothing, beverages, and sun screen are appropriate? Dress children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). Drinking beverages helps the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high sugar content beverages and soda pop. Sunscreen may be used year around. Use a sunscreen labeled as SPF-15 or higher. Apply sunscreen generously and frequently. Read the label of the sunscreen product. You can also use sunscreen to block harmful rays from the sun. Look for sunscreen with UVB and UVA ray protection. Have children play in shaded areas or create shade in the play area.



Condition **GREEN** - Most children may play outdoors and be comfortable. Child care providers should watch for the child that becomes uncomfortable while playing outdoors.

**INFANTS AND TODDLERS** Infants/toddlers are unable to tell the child care provider if they are too hot or cold. The infant/toddler may become fussy when uncomfortable. Infants/toddlers tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by using sunscreen and playing in shaded areas. Give beverages while playing outdoors.

**YOUNG CHILDREN** Use precautions regarding clothing, sunscreen, and beverages. Young children need to be reminded to stop play and drink a beverage and apply more sunscreen.

**OLDER CHILDREN** Use precautions for clothing, beverages, and sunscreen. The older child needs a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). Apply sunscreen and give beverages while outdoors.



Condition **YELLOW** means the child care provider must use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

**INFANTS AND TODDLERS** Child care providers should use the precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

**YOUNG CHILDREN** Use the precautions regarding clothing, sunscreen, and beverages. Younger children may insist they are *not* too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.

**OLDER CHILDREN** Use precautions for clothing, sunscreen, and beverages. Use a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids remain important while playing outdoors.



During condition **RED** most children should not play outdoors due to the health risk.

**INFANTS/TODDLERS** should play indoors and have ample space for large motor play.

**YOUNG CHILDREN** may ask to play outside and do not understand the potential danger of weather conditions.

**OLDER CHILDREN** may play outdoors for very short periods of time. Child care providers must be vigilant about proper clothing, beverages, and use of sunscreen

Child Care Weather Watch was produced by the Iowa Department of Public Health, Healthy Child Care Iowa. This guide was produced through federal grant (MCJ19T029 & MCJ19KCG7) funds from the US Department of Health & Human Services, Health Resources & Services Administration, Maternal & Child Health Bureau. For questions about health and safety in child care contact the Iowa Healthy Families line telephone 1-800-369-2229. Wind-Chill and Heat Index information is from the National Weather Service.

## Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words used by your weather forecaster.

- **Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life-threatening wind chills. Seek shelter immediately.
- **Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.
- **Relative Humidity:** The percent of moisture in the air.
- **Temperature:** The temperature of the air in degrees Fahrenheit.
- **Wind:** The speed of the wind in miles per hour.
- **Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets & livestock.
- **Winter Weather Advisory:** Winter weather conditions are expected to cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.
- **Winter Storm Warning:** Severe winter conditions have begun in your area.
- **Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.



## ***Grievance Procedure***

The New England Skating Club supports a zero-tolerance policy for unsportsmanlike behavior. Its members including skaters, coaches, officials, board members, parents and supporters should continually raise the standard of behavior both on and off the ice. Membership in NESC is a privilege and should carry a sense of pride. Participation in programs offered will require that all members accept certain responsibilities.

### **MEMBER/COACH/BOARD MEMBER RESPONSIBILITIES:**

I will not verbally or physically abuse any of my fellow members, other USFS members, USFS officials, Club Board Members, volunteers, or coaches.

I understand that poor sportsmanship, on or off the ice, will not be tolerated.

I will continually strive to maintain a positive environment at NESC.

I will abide by this Code of Conduct Policy as provided by NESC.

I will abide by USFS Code of Conduct and Code of Ethics at all times.

### **PARENT/GUARDIAN RESPONSIBILITIES:**

I will model and encourage sportsmanship by showing positive support for all members, coaches, board members, club officers, and other officials during all on and off ice sessions.

I will encourage my child to treat all other members, coaches, officials, board members, club officers and other member's parents with respect.

I will refrain from coaching my child or directing other skaters during any on- and off-ice sessions (excluding parents who are staff or guest coaches at NESC).

I will not verbally, mentally, or physically abuse any club members (including my own child), coaches, club officers, officials, or other club volunteers.

I will represent myself positively and not undermine the authority of coaches, club board members or officers, officials or other club volunteers.

I will also read and follow the Bylaws of NESC, and all other club policies and directives.

### **COURSE OF ACTION:**

Should a parent or member not adhere to the above Code of Conduct, NESC holds the member, coach, and/or parent accountable and the Board of Directors is empowered to take necessary action. Actions could be as simple as a verbal or written warning up to suspension or expulsion from NESC. All decisions of the Board of Directors are final and binding.

### **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 NESC Board of Directors is committed to establishing solid policies and procedures that can prevent conflicts, and tools to deal with a conflict when it occurs. We believe that effective conflict resolution can help us learn to disagree respectfully, and understand each other better, and to respect everyone in our organization.

## **ATTEMPT AT RESOLUTION PRIOR TO THE FILING OF THE WRITTEN COMPLAINT**

The New England Skating Club encourages all club members to make every reasonable effort to address their concerns and resolve their issues(s) with another club member informally before filing a formal written complaint. It is in the best interest of all involved with NESC if we are able to resolve our differences on our own, without the need for a formal complaint. Also, please remember the Code of Conduct in addressing these issues privately. NESC recommends that the matter be addressed either outside of the ice rink or in a setting outside of the view and hearing of others.

If you are unable to resolve your conflict informally and wish to have intervention by the New England Skating Club, then you must file a formal, written complaint. A conflict is defined as an allegation by a club member or a group of club members that there has been a claimed breach or misapplication of club policy or procedure; or a claim of misconduct on the part of another member, a board member, a parent or a coach. This applies to the NESC Code of Conduct, USFS Code of Conduct and Code of Ethics, USFS SafeSport Initiative, NESC Bylaws, and Norfolk Arena facility rules. The procedure for filing a written complaint is as follows:

### **Step 1 – Filing of the Written Complaint\***

1. Your written complaint must be filed within 14 days of the event in question.
2. The written complaint is considered filed when it is submitted to the President of the New England Skating Club. The form to complete to file a written complaint is attached to this document.
3. The President of the NESC will acknowledge receipt of the written complaint to the individual(s) filing the complaint.
4. The President of NESC or a designee will speak with the individual(s) raising the complaint and attempt to resolve the issue prior to the process described in Step 2. If the complaint and/or dispute is able to be resolved to the satisfaction of the individual(s) raising the complaint and the individual(s) raising the complaint has agreed not to proceed to Step 2 of the Conflict Resolution Policy, then the President will report the fact that a complaint was filed and the complaint was resolved, to the Board of Directors at the next scheduled meeting.

\*If the complaint is being filed against the President or the individual filing the grievance is not comfortable with the President handling the issue, another member of the board or a club member will be assigned to handle the issue. The member of the board or club member will be appointed at the sole discretion of the NESC Board of Directors.

### **Step 2 – Distribution of the Formal Written Complaint**

The formal written complaint will be the attached form, "Conflict Resolution Form." Within 20 days of the date that the written complaint is filed, the President will:

1. Provide a copy of the written complaint to the individual(s) whom the conflict addresses.
2. Submit the written complaint to the Conflict Resolution committee, or Safesport committee.
3. The designated Committee will then have 20 days to discuss the matter as a Committee and determine next steps in the resolution process. The resolution process should provide all parties



adequate time to submit a written response and/or preparation time in case a formal hearing is part of the resolution process.

### Step 3 – Determination of the Committee

The Designated Committee will report its findings to the Board of Directors. If warranted, any Disciplinary action will be determined by the Board of Directors on a case-by-case basis.

## **DISCIPLINARY ACTIONS**

The New England Skating Club values its members and believes that immediate termination of membership/contract is appropriate only in serious cases of misconduct. Consistent with this belief, it is the NESC's general policy to correct misconduct before it rises to a level requiring discharge. Accordingly, the NESC has the option of using the following progressive discipline process:

Step 1: Verbal Warning

Step 2: Written Reprimand

Step 3: Suspension and/or Termination of Membership

Because some misconduct warrants skipping steps in the process, the NESC Board of Directors, following the guidelines stated in the next section, reserves the right to immediately terminate a membership/contract or skip any step(s) in the progressive discipline process. The decision of the NESC Board of Directors in this process will be final and binding.

## **ADDITIONAL GUIDELINES**

The President of the NESC will ensure that only non-involved, objective parties are mediating the problem. In certain cases, to avoid a conflict of interests, the president may substitute one or more members of the designated committee with temporary member/s selected from the board or general membership. Similarly, one or more board members may be requested to not participate in the final voting process. To seek guidance, the President may involve the Coach Liaison, the Membership Chair, the Parent Liaison, the Safe Sport Liaison or other Subject Matter Experts.

The NESC protects the rights of all parties. This includes but not limited to: non-retaliation to member/s submitting a complaint and the presumption of innocence of the member/s receiving the complaint. Please consider all facts before filing a complaint; a history of submitting non-substantial complaints based on rumors or falsified information may lead to disciplinary actions.

Prior to any grievance being filed with US Figure Skating, conflict resolution within the NESC as defined above must be attempted.

## Conflict Resolution Form

Please refer to the "Code of Conduct" attached above for a description of the New England Skating Club's policies regarding member, coach, board member and parent/guardian responsibilities, course of action, implementation, and disciplinary actions. This entire document is also on the club's website at <http://www.newenglandskatingclub.net>.

### Instructions:

Submit this form to the President of the New England Skating Club. A copy of this form can be found on the New England Skating Club's website , <http://www.newenglandskatingclub.net> in the forms section. Only members of the New England Skating Club are allowed to submit a written complaint.

If a board member is notified of an allegation, he/she must refer the allegor to the President of New England Skating Club as soon as possible and no later than five days after becoming aware of the allegation.

### Select Your Position in this Complaint:

- ☐ I am the person alleging the misconduct, harassment, discrimination, or abuse. OR:  
☐ I am referring the complaint on behalf of the person alleging misconduct, harassment, discrimination, or abuse. Name:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Signature:

I am a: ☐ Club Member ☐ Coach/Program Director/Board Member ☐ Skater  
☐ Parent ☐ Board Member ☐ Other:

Phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Address: \_\_\_\_\_

Person against whom allegation of harassment, discrimination, or abuse is being made:

Name:

He/She is a: ☐ Club Member ☐ Coach/Program Director ☐ Skater ☐ Parent  
☐ Board Member ☐ Other:

Using the space below and/or additional attachments, describe the events and/or behaviors that are the subject of the complaint. Include any individuals you have talked to within the club, names of witnesses, as well as dates, times, and locations. Also include references to NESC or

USFSA bylaws or Code of Conduct or Code of Ethics, SafeSport rules, Massachusetts State Law, or other rules that you claim have been violated.

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