WILLISTON FIGURE SKATING CLUB

MEMBERSHIP HANDBOOK

Updated April 2026

WELCOME

Welcome to the Williston Figure Skating Club (WFSC). WFSC is a nonprofit organization sanctioned under U.S. Figure Skating and dedicated to providing a fun, safe, and development-focused experience for skaters and families. The club offers skating opportunities for all levels of figure skaters, including private lessons, test sessions, competitions, on-ice and off-ice instruction, exhibitions, and the Annual Ice Show.

WFSC has helped members of all ages and abilities develop as both recreational and competitive skaters. Competitive members of the organization have trained locally and participated in local, state, regional, and international competitions.

WFSC membership carries with it the responsibility to comply with club bylaws, rules, and regulations. Membership also includes participation expectations related to volunteering, fundraising, concessions, test sessions, and other club activities. A parent or adult over the age of 18 must assume these responsibilities on behalf of minor skaters. All coaches used by club members on WFSC ice must be approved by WFSC.

MISSION STATEMENT

The mission of the WFSC is to provide a fun and committed environment that allows figure skaters of all ages and abilities to practice, improve, and display their skills.

HOME CLUB RINK

WFSC's home ice rink is the Agri Sports Complex, located at 53rd St E Fairgrounds Rd., Williston, North Dakota 58801.

CLUB COMMUNICATIONS

Club communications are distributed through www.willistonfsc.com, the club's Facebook page, and direct emails to club members. General inquiries may be directed to admin@willistonfsc.com.

CLUB DETAILS

WFSC is composed of dedicated parents, guardians, volunteers, skaters, and experienced coaches who support a family-oriented environment and strong fellowship within the club and the surrounding community. Current Board Members are listed on the club website.

CLUB MANAGEMENT

WFSC is governed by a Board of Directors that includes a President, Vice President, Secretary, Treasurer, and members at large. Elections are held in the spring of each year and Board members serve three-year terms. The Board establishes club policy and protocols and updates them as needed. Board meetings are generally held monthly, typically the last Wednesday of each month, and general members are welcome to attend. WFSC is governed by official bylaws posted on the club website.

ELECTIONS

Any parent of a WFSC skater and any WFSC adult skater who is interested in serving on the Board of Directors should make that interest known to an existing board member or officer. Board members are volunteers who donate many hours of time to the club, and members who are unable to serve are encouraged to support those who do. The nominating committee is chosen by the Board.

CLUB MEMBERSHIP BENEFITS

A skater may join WFSC as a home club member. Membership runs annually from July 1 through June 30. Registration is completed at www.willistonfsc.com.

- Reduced pricing for club ice time.
- Participation in the Spring Annual Ice Show and other club exhibitions.
- U.S. Figure Skating testing opportunities.
- Participation in figure skating competitions.
- Opportunity to order WFSC club merchandise.

Members are responsible for keeping their contact information current in their Crossbar account. Please refer to the club website for current membership prices and billing requirements.

COMPETITIONS

Each year, WFSC participates in the Capital City Championships in Bismarck, the Border Blades Holiday Classic in Grand Forks, and the Magic City International Competition in Minot. These are non-qualifying competitions sanctioned by U.S. Figure Skating. Competition details are generally made available to club

members approximately 12 weeks prior to each event. Additional competitions may also be available throughout the season.

SCHOOL ABSENCES

When skaters attend competitions and miss school, the absence will generally be marked as an absence. Figure skating is not currently a sanctioned school sport in North Dakota, and unless the event appears on an official school calendar, the absence is not considered excused. Families should plan accordingly when traveling for competition.

COMMITTEES

Various committees operate throughout the year, and volunteer participation allows WFSC to remain strong and continue to grow. Members interested in serving are encouraged to contact a current board member.

- Membership Chair & Committee - maintains a current membership list and tracks membership actions.
- Test/Competition Chair & Committee - coordinates test dates, sanctioning, judging, and competition logistics.
- Fundraising Chair & Committee - organizes fundraising projects and monitors fundraising requirements and buy-out options.
- Ice Show Chair & Committee - organizes the Ice Show and works with the committee to ensure event success.
- Marketing Chair & Committee - oversees advertising, promotion, sponsorship outreach, and club apparel.

WFSC SKATER DEVELOPMENT PATHWAY

1. Learn to Skate (Basic Skills Program)

Who it's for: Beginners through early intermediate skaters

Program Overview: This program builds the foundation of all skating skills in a fun, group-based environment and follows the U.S. Figure Skating Learn to Skate USA progression.

Levels Include:

- Snowplow Sam (young beginners)
- Basic 1-6
- Freeskate 1-6 (introduction to figure skating skills)

What Skaters Learn:

- Balance and coordination
- Forward and backward skating

- Stops, turns, and edges
- Introduction to jumps and spins (Freeskate levels)

Goal: Develop strong fundamental skills and confidence on the ice

Testing & Progression:

- Tests are conducted by the Head Coach or instructor at the end of each session.
- Program fees include test costs and badges.
- Skaters receive embroidered badges upon successful completion of each level.

Additional Information:

The Learn to Skate program is the recommended starting point for all skaters. The Freeskate levels introduce more advanced figure skating elements and begin preparing skaters for independent practice and skill development. As skaters progress, private lessons may be added to supplement group instruction. Once a skater completes Freeskate 6 or demonstrates readiness, they may transition into Advanced Ice. Participants in Learn to Skate are invited to perform in the WFSC Annual Spring Ice Show.

2. Aspire Program (Competitive)

Who it's for: Skaters who have completed Basic 6

Program Overview: The Aspire Program bridges the gap between group lessons and full competitive figure skating.

Focus Areas:

- Introduction to structured practice (freestyle sessions)
- Program development (music and choreography)
- Skill refinement (jumps, spins, and footwork)
- Introductory competitions (Aspire events)

Goal: Prepare skaters for independent training and entry-level competition in a supportive environment

3. Advanced / Freestyle

Who it's for: Skaters pursuing higher-level skating and competitive opportunities

Program Overview: This stage follows the official U.S. Figure Skating testing structure and focuses on advanced skill development.

Includes:

- Moves in the Field (Skating Skills tests)
- Free Skate tests

- Private coaching
- Competitive programs

Focus Areas:

- Advanced jump progression (Axel and beyond)
- Spin variations and combinations
- Complex footwork and artistry
- Competition readiness

Goal: Develop high-level skills, performance ability, and competitive experience

Additional Information:

Before members can skate in the Advanced Program, they must express interest by contacting the Head Coach. The Head Coach will schedule ice time with one of the available coaches. In a typical 45-minute session, a coach may work with skaters in 15-minute increments. Costs for the Advanced Program include the annual member fee, program registration, and coaching fees charged by the primary coach. Additional optional costs may include testing fees, competition fees, outfits, skates, and accessories. For more information on Advanced Ice, contact coachkaycee@willistonfsc.com.

TESTING AND COMPETITION

U.S. Figure Skating Testing

A vital part of U.S. Figure Skating is its series of proficiency tests. These tests are designed as a progression of skills in which each level builds on the previous one. A skater must demonstrate mastery of required skills before advancing to the next test level. A skater's test level also determines the events for which they are eligible in competition. Additional parent resources are available at www.usfigureskating.org.

How Testing Works:

- A skater's coach will recommend when the skater is ready to test.
- Tests are evaluated by a panel of U.S. Figure Skating judges, typically three.
- Skaters must receive passing scores from at least two of the three judges.
- Required scores increase as test levels advance.

After the Test:

- Skaters receive copies of judges' score sheets with marks and comments.
- Official results are recorded with U.S. Figure Skating headquarters.

Test Sessions

- Tests are hosted and sanctioned by figure skating clubs following U.S. Figure Skating rules.

- WFSC's Test Chair coordinates all test sessions.
- Test dates are scheduled in coordination with coaches.
- Sessions are announced in advance to allow time for preparation.

Coaches Typically:

- Attend test sessions.
- Assist with warm-up.
- Provide guidance and support.

Test Costs

Testing fees vary depending on the test level and the hosting club. Current pricing will be communicated prior to each test session.

Competition Expectations

Participation in competitions is an important part of a skater's development and requires commitment from both the skater and the family.

Skater & Family Responsibilities:

- Communicate regularly with the coach regarding competition plans.
- Register before posted deadlines, typically 6-8 weeks prior.
- Complete all required paperwork and online registrations accurately.
- Ensure all fees, including competition, coaching, and practice ice, are paid on time.

Late registrations may not be accepted and remain the responsibility of the family.

Coach Role:

- Determine if a skater is ready to compete.
- Select appropriate events and levels.
- Prepare the skater through lessons and training.
- Provide support at the competition.

Coach recommendations should be taken seriously, as they are based on experience and the skater's best interest.

Competition Commitment:

- Attend all scheduled events and practices.
- Arrive on time and prepared.
- Follow the competition schedule as assigned.

Missed events or late arrivals may result in forfeiture and are not refundable.

Practice Ice:

- Additional practice ice is optional but recommended.
- Sessions are often limited and sold first-come, first-served.
- Families are responsible for purchasing practice ice in advance.

Coaches can advise on appropriate practice ice needs.

Financial Responsibility:

- Entry fees.
- Coaching fees, including travel, lodging, and meals when applicable.
- Practice ice fees.
- Costumes, equipment, and other related expenses.

All coaching fees are paid directly to the coach.

Conduct & Representation:

- Represent WFSC in a positive and respectful manner.
- Demonstrate good sportsmanship at all times.
- Follow all U.S. Figure Skating and host club rules.

Unsportsmanlike behavior may result in disciplinary action.

Parent Expectations:

- Support the skater in a positive and constructive manner.
- Allow the coach to lead training and competition decisions.
- Avoid sideline coaching or interfering with the coach-skater relationship.

PRIVATE LESSONS AND COACHING

Private Lesson Coach - What to Expect

A figure skating coach serves as a skater's personal instructor and primary contact at the rink. The coach-skater relationship is an important part of a skater's development and should begin with a discussion of goals and expectations. Working together, the skater and coach will develop a plan to achieve those goals. Coaches are responsible for designing lesson plans and determining the order in which skills are taught. Skaters and parents are encouraged to communicate openly, but should trust the coach's experience and avoid micromanaging the training process.

Training and Lesson Structure:

- A general guideline is 30 minutes of practice time for every 15 minutes of lesson time.

- Younger or less experienced skaters may require more lesson guidance.
- Lesson lengths typically range from 15 to 30 minutes, depending on the skater's needs and ice availability.

Testing and Competition Preparation:

- Recommend when a skater is ready to test or compete.
- Select appropriate test levels and competition events.
- Assist with music selection, with final decision resting with the coach.
- Edit music to meet U.S. Figure Skating requirements.
- Choreograph programs or refer to a choreographer when needed.

At test sessions and competitions, coaches typically assist with warm-ups, provide guidance and support, and help prepare the skater both physically and mentally.

Professional Expectations:

Skaters can expect to be treated with respect and professionalism at all times. Coaches will challenge skaters to improve but should never demean or ridicule them. Coaches may need to physically guide or position a skater to demonstrate proper technique. Skaters are expected to work hard, stay focused, and follow instruction.

Fees and Billing:

- Coaches set their own rates based on experience and qualifications.
- Payment is made directly to the coach.
- Billing is typically done on a regular schedule determined by the coach.

Additional Fees May Include:

- Music editing.
- Test session coaching fees.
- Competition coaching fees, including travel, lodging, and meals when applicable.

For out-of-town competitions, coaches may divide expenses among participating skaters or charge a flat coaching fee.

What Coaches Expect

The coach-skater relationship is a two-way commitment built on respect, communication, and trust. Just as skaters expect professionalism from their coach, coaches expect the same level of respect and effort from skaters and their families.

Respect and Attitude:

- Show respect to the coach both on and off the ice.

- Speak positively about the coach and avoid negative or disrespectful behavior.
- Maintain a positive attitude, even when training becomes challenging.
- Come to the ice ready to focus and work.

Skaters should leave distractions and personal issues off the ice to allow for productive training.

Effort and Focus:

- Full attention during lessons.
- Consistent effort and willingness to learn.
- A commitment to improvement over time.

Lack of effort or focus wastes valuable lesson time and impacts both the skater's progress and the value of instruction.

Trust in the Coaching Process:

- Coaches may introduce skills in a specific order for long-term development.
- Some elements may be delayed until foundational skills are mastered.
- Not all training decisions will be immediately understood by the skater.

Trusting the process is essential for long-term success.

Attendance and Communication:

- Notify the coach as early as possible if a skater is unable to attend a lesson.
- Missed lessons without proper notice may still be charged.
- Consistent attendance is important for progress.

Coaching is a professional service, and clear communication is expected.

Payments:

- Coaching fees must be paid directly to the coach.
- Payments are expected to be made on time according to the coach's billing schedule.

Failure to make timely payments may impact lesson availability.

Coach Changes

The relationship between a skater and coach may have challenges, and both parties are expected to make reasonable efforts to work through concerns. If a coaching change becomes necessary, the transition should be handled respectfully and professionally. All outstanding fees must be paid in full before beginning with a new coach, and skaters and families should avoid negative comments or gossip. Families may refer to U.S. Figure Skating parent resources for additional guidance.

Failure to Meet Expectations

Failure to meet the expectations outlined in this section may result in action by the coach and/or the WFSC Board. This may include verbal or written communication addressing the concern, adjustment or limitation of lesson availability, suspension of private lessons at the discretion of the coach, restriction from participation in WFSC programs or activities, and loss of Good Standing status if financial obligations are not met. Repeated issues related to attitude, attendance, communication, or payment may result in further disciplinary action as determined by the Board. WFSC reserves the right to enforce all policies necessary to maintain a respectful, productive, and safe training environment.

ASSOCIATE MEMBERSHIP & COACHING POLICY

WFSC recognizes two types of membership: Regular Home Club Members and Associate Members. Associate Members are skaters whose primary U.S. Figure Skating home club is another club but who participate in WFSC programs, ice sessions, or coaching.

Associate Members may participate in WFSC programming provided they maintain active U.S. Figure Skating membership, remain in good standing with both their home club and WFSC, and comply with all WFSC policies, procedures, and SafeSport requirements. Participation may include freestyle sessions, group classes where appropriate, and private lessons subject to approval.

Prior Board approval is required for any WFSC coach wishing to provide private instruction to an Associate Member. In addition, WFSC coaches must obtain written permission from the skater's designated home club before providing any private instruction, lesson, or coaching service.

All required permissions must be documented and approved before instruction begins. Private coaching may not occur without completed approvals on file.

WFSC coaches may not serve as a primary coach, program director, or contracted staff member for another Learn to Skate USA or U.S. Figure Skating member club during their contracted season with WFSC without prior approval of the Board of Directors.

Occasional guest coaching, clinics, seminars, or camps for other organizations are permitted, provided such activities do not conflict with WFSC programming, responsibilities, or scheduling

Associate Members represent their home club for all U.S. Figure Skating testing and competition entries and may not represent WFSC unless they officially transfer home club membership. Testing at WFSC may occur only in accordance with U.S. Figure Skating rules and with appropriate coordination between clubs.

A WFSC coach may terminate private instruction with a skater at any time if, in the coach's professional judgment, the relationship is not a good fit. Termination must be handled professionally and in accordance with SafeSport standards. When appropriate, the coach should support a respectful transition through clear communication and reasonable guidance, but is not required to secure a replacement coach or continue instruction beyond termination.

Failure to obtain required approvals or comply with this policy may result in disciplinary action, including suspension of coaching privileges, removal from WFSC ice sessions, or termination of participation.

Associate Members must remain in good standing with WFSC. Failure to meet financial obligations or comply with club policies may result in loss of participation privileges.

HOCKEY SKILLS PROGRAM POLICY

1. Purpose

The Hockey Skills Program provides specialized training for skaters focused on hockey development. This program operates within the WFSC framework and maintains strict adherence to Learn to Skate USA (LTS) advancement standards.

2. Program Placement Criteria

WFSC utilizes a specific development pathway to ensure participants establish strong skating fundamentals before beginning hockey-centric instruction:

- Basic Skills (Snowplow Sam through Basic 3): Skaters at these introductory levels are required to register for the Learn to Skate (LTS) Program.
- Hockey Skills Eligibility: To enroll in the Hockey Skills Program, skaters must meet the following prerequisites:
    - Successful completion of Basic 3.
    - Current placement in Basic 4 or higher.
    - Typically aligned with Blue Mites levels and above.

This requirement ensures all participants possess the necessary edge control and stability for safe, effective training.

3. Program Focus

The Hockey Skills Program concentrates on:

- Advanced edge work and fundamental hockey skating.
- Enhancing power, agility, and overall speed.
- Specialized movement patterns and techniques for hockey.

This curriculum serves as a supplement to, rather than a replacement for, core skating skill development.

4. Volunteer Participation Exemption

Participants in the Hockey Skills Program are currently exempt from WFSC volunteer requirements.

- Families in this program are not required to fulfill the volunteer hours mandated in the general Volunteer Participation Policy.
- This policy accounts for specific program scheduling and alignment with other non-competitive categories.

5. Board Discretion

The Board of Directors maintains the authority to:

- Revise eligibility and prerequisite standards.
- Change the program's organizational structure.

- Provide exceptions based on operational requirements or individual skater needs.

EQUIPMENT AND CLOTHING

Skates

- Skates should be purchased from a reputable, trained skate technician. Recommended brands include Edea, Riedell, or Jackson.
- Proper care of figure skating blades is essential. Blades are designed for use on ice only and should never be walked on without protection.
- When entering or exiting the ice, skaters must step over the metal threshold at the rink door to avoid blade damage.
- Skaters must wear rubber skate guards when walking off the ice and should never walk on concrete with unprotected blades.
- To prevent rust, skates should be dried immediately after skating, including blades, mounting plates, and screws. Cloth soakers should be used for storage, not hard guards.
- Skaters should regularly check blade screws and tighten them as needed. Stripped or damaged screws must be repaired or replaced.
- Skates should only be sharpened by a qualified skate technician. Contact a WFSC coach for local recommendations.

Clothing

- Skaters should wear clothing that allows freedom of movement and provides warmth.
- Thin socks or tights are recommended. Thick socks can cause slipping and excess moisture.
- Acceptable practice attire includes tights and skating dresses or tights with leggings and athletic wear.
- Oversized clothing, jeans, and bare legs are prohibited for safety reasons.
- Most skaters wear a jacket, sweatshirt, or sweater. Gloves or mittens are optional.
- WFSC offers club apparel and merchandise, and ordering information is available on the club website.
- All clothing must be appropriate, athletic in nature, and suitable for a training environment.
- Hair must be secured and pulled back away from the face to ensure visibility while skating.

WFSC ANNUAL ICE SHOW

Overview: WFSC holds its Annual Ice Show each spring, typically in April. The Ice Show is open to all current WFSC members and provides skaters with the opportunity to perform and showcase their skills.

Learn to Skate (LTS) Skaters

Eligibility Requirements:

- Snow Plow Sam skaters must be registered for Session 2 classes in order to participate in the Ice Show.

Registration:

- Ice Show registration opens in late fall or early winter.
- Registration closes on January 25th.

Late Registration:

- Late registrations may be accepted at the discretion of the Ice Show Chair and Ice Show Committee.
- A $50 late fee will be applied to cover rush costume shipping.

Advanced Skaters

Specialty Numbers:

Advanced skaters may be eligible to participate in specialty numbers within the Ice Show.

Requirements:

- Qualification requirements will be communicated to members at the beginning of the season.
- Criteria may include hours skated during the season, competition participation, skill level, and performance ability.

FUNDRAISING AND VOLUNTEER REQUIREMENTS

Overview: WFSC relies on both fundraising and volunteer participation to support club operations, maintain affordable program costs, and fulfill community partnerships. All members are required to participate in fundraising activities and volunteer hours as a condition of membership.

Fundraising Requirements

Annual Expectations:

- The WFSC Board of Directors establishes fundraising requirements annually.
- Minimum participation requirements will be communicated at the start of each fundraiser.

Buy-Out Option:

- A buy-out option will be available for each fundraiser as determined by the Board.
- This option allows families to opt out of fundraising participation while still contributing financially.

Unmet Requirements:

- Members who do not meet fundraising requirements will be assessed a pro-rated portion of the buy-out fee.

Payment Terms:

- All fundraising balances must be paid within 30 days of invoice.
- Unpaid balances will be subject to WFSC billing and Good Standing policies.

Volunteer Hour Requirements

Introductory Membership

Learn to Skate (Snowplow, Basic 1-6):

- Non-competitive / no private lessons: 8 volunteer hours per family, with an additional 4 mandatory hours through WBSC hockey concessions.
- Competitive and/or private lessons: must follow Freeskate/Aspire requirements below.

Freeskate & Aspire:

- Non-competitive (Freeskate) skaters: 12 volunteer hours per family, with an additional 8 mandatory hours through WBSC hockey concessions.
- Competitive skaters (Aspire) and/or private lessons: 15 volunteer hours per family, with an additional 10 mandatory hours through WBSC hockey concessions.

Advanced Skaters (Pre-Preliminary - Gold):

- 15 volunteer hours per family, with an additional 10 mandatory hours through WBSC hockey concessions.

Family Requirement Policy:

- Volunteer hours are assigned per family, not per skater.
- Families with multiple skaters complete one set of hours.
- Requirements are based on the highest-level skater in the household.

Example: If a family has one Learn to Skate skater and one Advanced skater, the requirement is 20 volunteer hours and 5 additional mandatory hockey concession hours.

Mid-Season Registration Policy

Members who register after the start of the WFSC season will have volunteer and fundraising requirements prorated based on the remaining portion of the season.
Proration will be determined by the WFSC Board of Directors and may include reduction of total volunteer hour requirements, adjustment of required hockey concession hours, and adjustment of fundraising expectations.
Members registering after January 1 may have requirements reduced at the discretion of the Board. All prorated requirements will be communicated at the time of registration.
Volunteer hours must still be completed by May 1 unless otherwise approved by the Board.

Failure to complete prorated volunteer hours will result in charges of $30 per uncompleted hour, consistent with WFSC policy.

Why These Requirements Exist:

WFSC maintains a partnership with the Williston Basin Hockey Club (WBSC), which provides reduced ice fees in exchange for volunteer support at concessions, tournaments, and related activities. These cost savings are passed directly to WFSC members. Skaters in higher-level programs, competitions, or private lessons utilize more club resources, so increased requirements ensure fairness and equal contribution across all families.

Deadlines & Buy-Out Fees:

- All volunteer hours must be completed by May 1st.
- Uncompleted hours will be billed at $30 per hour.
- Fundraising shortfalls will be billed based on buy-out requirements.

Good Standing Requirement:

- All balances must be paid prior to the annual meeting.
- Members with unpaid balances will be considered Not in Good Standing and may not register for programs, participate in ice sessions, compete or test, perform in the Ice Show, or represent WFSC in any capacity.

WFSC Fundraising & Volunteer Agreement

By registering with WFSC, families acknowledge and agree to fulfill all fundraising and volunteer requirements as outlined in this handbook. Fundraising and volunteer expectations are assigned per family, not per skater, and requirements are based on the highest-level skater in the household. A buy-out option may be offered for each fundraiser, with amounts and due dates communicated at the start of each fundraiser. Members who do not meet fundraising requirements will be assessed the full buy-out amount or a pro-rated portion, as applicable.

Families agree to complete all required volunteer hours, including mandatory hockey concession hours where applicable. Any volunteer hours not completed by May 1st will be billed at $30 per hour. Any unpaid fundraising or volunteer balance will be invoiced according to WFSC billing policies. Members who are not in compliance with fundraising, volunteer, or payment requirements will be considered Not in Good Standing and may be restricted from participation in programs, competitions, testing, voting, office, and club events. By participating in WFSC, families acknowledge that they have read, understand, and agree to comply with these requirements.

Annual Ice Show Volunteer Requirements

WFSC produces an Annual Ice Show each season and conducts related fundraising activities to support club operations. Participation in both Ice Show volunteering and Ice Show fundraising is required for applicable members. These requirements are in addition to standard annual volunteer and fundraising obligations.

Families of skaters participating in the Ice Show are required to complete a minimum of two (2) volunteer hours during one of the two event days. Volunteer roles may include locker room monitors, spotlight operators, program distribution, ticket sales and other general event support.

Gun Raffle Fundraiser

As part of fundraising efforts, WFSC conducts a Winter Gun Raffle. The raffle drawing takes place during the Annual Ice Show. Advanced-level members are required to sell a minimum of $200 in raffle tickets, and Learn to Skate members are required to sell a minimum of $100 in raffle tickets. A buy-out option is available in lieu of selling raffle tickets, and buy-out amounts and due dates will be communicated prior to the fundraiser. Members who do not meet raffle requirements will be assessed the full buy-out amount or a pro-rated portion, as applicable. Prizes will be awarded to the top three sellers.

Skate-a-Thon Fundraiser

As part of WFSC's seasonal fundraising efforts, the Club conducts a Spring Skate-a-Thon to support the Annual Ice Show and help offset production costs associated with this major club event. All funds raised through the Skate-a-Thon are applied directly to Ice Show expenses. The Skate-a-Thon provides skaters with an opportunity to challenge themselves, showcase their skills, and contribute to the success of the Annual Ice Show in a fun and engaging environment. The fundraising period runs for approximately three weeks, during which skaters are encouraged to seek donations and sponsorships from family, friends, and community supporters.

While there is no minimum fundraising requirement, participation in the Skate-a-Thon is required for skaters who wish to participate in the Annual Ice Show. Members who choose not to participate may elect a $150 buy-out option to remain eligible for Ice Show participation. Members who neither participate in the fundraiser nor complete the buy-out option will not be eligible to perform in the Annual Ice Show.
The fundraiser concludes with a dedicated Skate-a-Thon performance event, where participating skaters demonstrate their skills in a celebratory showcase. This event includes a potluck, games, and activities for skaters, families, and guests. Family members, friends, sponsors, and donors are encouraged to attend and support the skaters. A grand prize will be awarded to the top overall fundraiser in recognition of outstanding fundraising efforts.

SKATER CONDUCT AND ETIQUETTE

Skater Code of Conduct

The Williston Figure Skating Club is committed to creating a safe and positive environment for members' physical, emotional, and social development and to promoting an environment free of misconduct. This Skater Code of Conduct is established to ensure the safety of all individuals using WFSC ice and to ensure quality practice time for home club members, associate members, non-members, and guests who purchase ice or participate in WFSC activities.

All skaters, regardless of membership status, must follow and uphold the tenets of this Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward fellow skaters, coaches, parents, U.S. Figure Skating officials, and guests.

To ensure the safety and training success of all skaters, WFSC has established rules governing both on- and off-ice activities in conjunction with rink policies. Coaches will hold yearly sessions with skaters to review these rules.

Violations and the manner in which they will be dealt with:

Violations will be addressed at the time they occur, depending upon the seriousness of the offense, by a member of the Board following the procedures outlined in the conflict resolution or grievance process.

First offense:

Club members will be addressed verbally and privately regarding the violation.

Second offense:

If there is a second violation, the member will be removed from the activity and given a written warning. A face-to-face meeting with the member and/or member's parent or legal guardian may be required.

Repeated offenses:

If a member continually violates any tenet of the Code of Conduct, repeat offenses will be taken very seriously by the Board. Discipline may include loss of club privileges for extended periods and/or revocation of club membership.

Coaches have authority to enforce rink rules, and violation of any of the following rules by a skater may result in forfeiture of ice time.

On Ice Etiquette and Safety

- While in lessons or practice, it is the skater's responsibility to always be conscientious and aware of other skaters around them.
- Skaters must skate with the flow of other skaters and familiarize themselves with the most commonly used areas for jumps and spins.
- The only time a skater has the sole right of way is when skating a program to music. Coaches and other skaters are expected to move out of the skater's way.
- Skaters in lessons, including skaters using the jump harness, have the right of way.
- Advanced skaters are expected to exhibit patience toward beginner members of the club.
- Spins are to be practiced toward the center of the ice.
- Skaters must learn how to merge into the flow of the session with heads up and eyes open.
- Skaters who are not moving should remain at the boards. Standing or chatting in the middle of the ice will not be tolerated.
- Skaters should not cut off other skaters by darting across the middle of the rink.
- A skater doing a program or setting up for a jump should be given plenty of room.
- Skaters must remain respectful and aware of other skaters at all times and strive to avoid collisions.
- A skater who falls should get up quickly. Skaters should learn how to fall properly by protecting the head, staying loose, and keeping fingers away from skate blades.
- If a skater sees another skater fall and suspects serious injury, they should protect the area, get a qualified adult, help keep the skater warm, and assist in contacting a parent or calling 911.

- The lutz jump is most commonly performed in the corners of the rink. Skaters should avoid long-term practice in these corners and remain aware that the approach is long and blind.
- Elements such as camel spins and back spirals require additional awareness because of exposed blades and limited visibility.
- As a matter of safety, no skater or coach is to be on the ice when the Zamboni enters.
- Skaters should be courteous, respectful, and encouraging to coaches and other skaters.
- Skaters should dress appropriately. Clothing that exposes legs should never be worn.
- Skaters should work independently on sessions and are not allowed to stand and visit along the boards.
- Skaters should refrain from kicking ice, sitting on the ice, and playing tag.
- Skaters should not show signs of frustration if another skater or coach gets in the way.
- Any skater who becomes emotionally upset, including crying, will be required to leave the ice immediately and may return once they have regained composure.
- Skaters are expected to set goals and work hard during sessions.
- Skaters should not interrupt coaches giving lessons.
- No food, gum, or beverages except water are allowed on the ice.
- Friends, parents, and skaters are not allowed to sit in the hockey boxes during sessions.
- A skater on an ice session is expected to skate the entire session. Breaks should be approved by the coach.
- Skaters should clean up after themselves and dispose of trash properly.
- No cell phone usage or headphones are allowed while skating on the ice.

Off Ice Etiquette

- Skaters should not gossip.
- Skaters should be positive role models.
- Skaters should be kind and supportive of others.
- Skaters should clean up after themselves.
- Skaters should respect others' belongings.
- Skaters should secure money and valuables.
- Skaters should engage in constructive off-ice activity.
- Skaters should keep conversations appropriate.
- No cell phone usage is allowed in the locker room.

Music Etiquette

- Skater music will be uploaded by the coach.
- Coach lesson music has priority and coaches will inform skaters if music is bumped.
- Coaches may play music once per lesson, or more if the session allows.
- Prior to events, a sign-up system may be used for music rotation.

PARENT AND COACH STANDARDS

U.S. Figure Skating Parent Code of Conduct

WFSC is committed to creating a safe and positive environment for members' physical, emotional, and social development and to promoting an environment free of misconduct.

Preamble:

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

WFSC parents agree to promote good sportsmanship by demonstrating positive support for all skaters, coaches, and officials at every practice, competition, and test session. Parents will place the emotional and physical well-being of their child and others ahead of the desire to win and will support a safe, respectful, and healthy skating environment.

Parents are expected to communicate important information to coaches, including any physical or mental conditions that may affect safety. They will emphasize effort and personal growth over winning and will refrain from negative or inappropriate behavior toward any participant.

Parents will support their child's enjoyment of the sport, encourage respect for others, and model positive behavior at all times. They will respect coaches, officials, and volunteers, support club activities, and comply with all U.S. Figure Skating rules and WFSC policies.

Parent Responsibilities and Support

Parents should remember that their child is a person first and a skater second. Skaters are still developing physically and emotionally, and parents should provide support that reflects this. A skater's life should remain balanced. Time should be allowed for school, social development, and personal growth. Skating should not come at the expense of overall development.

Parents play an important role in helping skaters set and achieve goals. While goals should be driven by the skater, parents can provide guidance and encouragement. Parents are encouraged to learn about the sport to better understand progress and challenges, and open communication helps create a positive experience.

Supporting the coach is essential. Parents should ensure skaters arrive on time, communicate schedule changes, support training plans, encourage follow-through, and meet financial obligations. Parents should remain engaged. The rink should not be used as childcare, and regular observation supports development and avoids unnecessary pressure during competitions.

Coaches Code of Ethics, Standards, and Conduct

WFSC is committed to maintaining a safe and positive environment for all members. Coaches play a critical role in athlete development and must uphold the highest standards of professionalism and conduct. All WFSC coaches must provide proof of compliance with U.S. Figure Skating requirements by July 1st of each season.

Coaches are expected to maintain high standards of competence, integrity, and professional responsibility. They must operate within their qualifications, pursue continued education, prioritize athlete well-being, and treat all participants with respect and dignity. Coaches must not engage in discrimination or misconduct and must recognize the influence they have in creating a safe and positive environment.

Coaches Code of Conduct

Coaches must follow all U.S. Figure Skating rules, maintain professional conduct, and comply with all laws. Coaches must not use substances that impair judgment, must avoid inappropriate language or behavior, and must treat all athletes fairly and equitably. Coaches must not engage in harassment or misconduct of any kind and must maintain appropriate professional boundaries at all times.

Practice Ice and General Procedures

Coaches are responsible for enforcing all WFSC policies and rink rules and for supporting all club programs and activities. Coaches must help supervise sessions, manage equipment responsibly, and ensure safety during ice resurfacing and rink operations.

Coaches must communicate clearly with skaters and families regarding schedules, progress, and events. Coaches may not provide instruction to another coach's student without permission and must avoid conflicts of interest. Coaches may skate during gaps in their schedule but must yield to skaters at all times.

GOVERNANCE ROLES AND BOARD STANDARDS

Board, Chair, and Coordinator Roles

WFSC maintains a clear separation between governance roles and operational roles. Voting authority is reserved for non-conflicted volunteers serving in governance capacities, while paid or contracted operational roles, including coaches, do not hold voting authority on the Board of Directors. Governance roles are responsible for policy, budget approval, oversight, and acting in the best interest of the club. Coaches are responsible for operations, including instruction, athlete development, and implementing policies approved by the Board.

Executive Board Positions Include:

- Founder
- President
- Vice President
- Secretary
- Treasurer

Board Chair Positions Include:

- SkateSafe Compliance Chair (Non-Voting)

- USFS Test/Competition Chair (Non-Voting)
- Marketing Chair- (Voting)
- Ice Show Chair (Voting)

Coordinator Positions Include:

- Scheduling Coordinator
- Fundraising Chair
- Apparel Coordinator
- Communications Coordinator
- Volunteer Coordinator
- Website Administrator

Board and Chair positions require U.S. Figure Skating membership in good standing and WFSC home club membership. Coordinator positions do not require U.S. Figure Skating membership.

U.S. Figure Skating Club Board Member Agreement

As a board member of WFSC, each director is expected to uphold the mission of the club, remain fiscally responsible, understand the legal responsibilities of board service, oversee policies and programs, participate in fundraising, promote the club positively, treat board members and club members with respect, attend board meetings, and serve on at least one club committee. Board members are also subject to a strict confidentiality expectation regarding board discussions and deliberations and may be subject to disciplinary action or removal for violation of that expectation.

FINANCIAL POLICIES AND ADMINISTRATIVE PROCEDURES

WFSC Finances / Accounts

Skaters must be registered for WFSC ice time, including Advanced Ice or Learn to Skate classes, through Club Website prior to the first day of the session. If a skater is not registered, the walk-on fee will be charged for the ice time used. For Advanced Ice sessions, members may pay in installments. Installments are due on the first of each month through the session, and missed installments may be auto-charged on the third.

WFSC shall not allow skaters from delinquent accounts to skate, participate in off-ice training, test, compete, perform in the Ice Show, or represent WFSC in any on-ice event until the account is current. Catch-up payment plans are not allowed. Accounts are considered delinquent when payment requirements are not met and the family's skater or skaters will not be allowed to participate as outlined above.

The WFSC Board requires all family accounts to remain current. Basic Skills and Advanced Skills skaters must be paid in full for the current month and all prior sessions before being allowed to participate. Any other fees, invoices, or miscellaneous charges owed to WFSC must also be paid within 30 days of invoice.

Payments made on accounts with multiple program balances shall be applied to the oldest outstanding charges first. This policy is enforced by the WFSC Treasurer, Head Coach and President, who also have authority to remove a skater from club ice sessions, events, and related activities when accounts are delinquent.

Refunds for missed sessions may be granted only on a limited basis. A doctor's note is required for injury or illness, and prior approval from the Program Director must be received. WFSC does not issue financial credits toward accounts.

Notification of delinquent accounts occurs in two steps. First, the family receives an email notification from the Treasurer through WFSC Billing with delivery and read receipt. Second, if the account is not made current within one week, the family receives an invoice by certified mail. Once the email notification is sent, the skater or skaters may no longer participate on club ice or represent WFSC.

A family with a delinquent account is considered Not in Good Standing with WFSC. Members not in good standing may not hold board positions, vote, or serve in chair positions on subcommittees and may be removed immediately from those roles. If such removal reduces the Board below seven members, an emergency meeting must be called to elect replacements who are members in good standing. Voting members must remain in good standing at all times. Any delinquent member may also be reported to U.S. Figure Skating in accordance with MR 8.07, with outstanding financial obligation serving as the only valid reason for such reporting.

Requests for reimbursement for eligible expenses by WFSC members must be submitted within one month of the date of expense or the Board reserves the right to deny reimbursement.

WFSC Communication

All board meetings are closed to skaters under the age of 18 unless pre-approved by the Board. All WFSC members are required to adhere to U.S. Figure Skating SkateSafe guidelines.

WFSC Coach / Staff Education Expenses

Certain coach and staff education expenses may be reimbursed by WFSC at a 50/50 match. These may include online training and exams, PSA conference fees, and U.S. Figure Skating membership fees. Other training or certification requests are reviewed by the Board on a case-by-case basis, and travel costs related to these expenses are the responsibility of the coach or staff member.

Certain testing expenses, such as PSA Ratings Exams, may be reimbursed at a 100 percent rate. Travel costs remain the responsibility of the coach or staff member.

All reimbursement requests must include proof of passing the exam or attending the full training or conference. Reimbursements are not made until the event has been completed successfully. The Board may also request a short presentation summarizing what was learned and how it will benefit WFSC.

WFSC maintains a payback policy to protect its investment in training and education. To qualify for reimbursement, a coach or staff member must have worked with WFSC for at least six months. After reimbursement is made, that individual must continue working with WFSC for an additional six months from the date of completion or, in the case of memberships, until the membership expires. If the individual leaves WFSC before that time, whether voluntarily or involuntarily, all reimbursed expenses must be repaid.

A separate budget line item is maintained to track coach and staff education expenses and to help the Board communicate budget availability in advance.

Seminar & Guest Coaches

Prior approval from the WFSC Board of Directors is required, with adequate advance notice, before guest coaches may be brought in so that proper advertising and schedule planning can take place.

ADOPTED SUPPORTING POLICIES

Volunteer Participation Policy

The WFSC Board formally adopted the Volunteer Participation Policy effective February 1, 2026. The policy confirms that volunteer service helps keep program costs affordable, supports events and operations, sustains partnerships, and expands opportunities for skaters. The adopted policy also states that volunteer hours must be documented and that a program support contribution option of $30 per uncompleted hour may apply when hours are not fulfilled. The Board reserves authority to interpret and adjust requirements based on operational needs.

BOARD GOVERNANCE & NOMINATION POLICIES

Board Member Onboarding & Offboarding Policy

WFSC maintains a structured onboarding and offboarding process to ensure continuity of leadership, preservation of institutional knowledge, and alignment with governance standards. Board members must complete orientation, review governing documents, and transfer responsibilities appropriately during transitions. Non-participation, resignation, and removal procedures are governed by Board oversight and bylaws compliance.

Volunteer Obligation Adjustment Upon Board Resignation

Any Board member who voluntarily resigns or is removed prior to completing their elected or appointed term shall forfeit full Board-service volunteer fulfillment status. In such cases, only 50% of the family's total annual WFSC volunteer hour requirement will be considered fulfilled through that Board service, regardless of hours previously credited through the Board role. The remaining 50% of the family's required volunteer hours must be completed in accordance with standard WFSC volunteer requirements and deadlines applicable to their membership level. Any unmet volunteer, fundraising, financial, credential, or governance obligations remain enforceable under WFSC Good Standing and Offboarding policies.

Board Candidate Eligibility & Conflict of Interest Policy

Board candidates must be members in good standing and disclose any conflicts of interest. WFSC prioritizes independence, ethical conduct, and alignment with the club's mission. A 12-month cooling-off period applies to individuals in compensated or operational roles before Board eligibility.

Nominating Committee Policy

The Nominating Committee is responsible for identifying and recommending qualified Board candidates. The committee operates independently, maintains confidentiality, and ensures fairness, transparency, and alignment with WFSC governance standards.