



# WILLISTON FIGURE SKATING CLUB

## MEMBERSHIP HANDBOOK

Updated June 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 Club is to encourage and foster the love of figure skating through education, training, and advancement of its members, and to provide a safe, inclusive, and committed environment that allows figure skaters of all ages and skill levels to pursue recreational and competitive figure skating.

### 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](http://www.willistonfsc.com), the club's Facebook page, and direct emails and text messages from the club phone number (737) 339-7851 to club members. General inquiries may be directed to [memberservices@willistonfsc.com](mailto:memberservices@willistonfsc.com).

## MEMBER COMMUNICATION & SAFETY

All WFSC members, coaches, volunteers, parents, and participants are required to comply with applicable U.S. Figure Skating, SafeSport, and SkateSafe requirements.

Board meetings are generally open to WFSC members in good standing unless the Board enters executive session or otherwise restricts attendance for a specific matter. Skaters under the age of eighteen (18) may attend Board meetings only with prior Board approval or when specifically invited by the Board.

Questions regarding Club programs, operations, policies, governance, or member concerns should be directed to the appropriate Board member, officer, committee chair, or designated Club representative.

## 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](http://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.

## MEMBERSHIP CATEGORIES

### Introductory Membership

- Learn to Skate Development Membership
- Group lessons

- No private lessons
- Not eligible to compete with Compete USA

### **Intermediate Membership**

- Competitive Development Membership
- Eligible for private lessons
- Eligible for testing and approved competitions

### **Advanced U.S. Figure Skating Membership**

- Home Club Membership
- Eligible for private lessons
- Eligible for testing and qualifying competitions

### **Associate Membership**

- Non-home club membership
- Individual U.S. Figure Skating membership purchased elsewhere
- Participation as approved

### **WBSC Affiliate Membership**

- Hockey skills programming
- Private lesson eligibility
- No testing or competition eligibility through WFSC

## **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:** Oversees the official club roster and manages administrative membership records.
- **Test/Competition Chair & Committee:** Manages all U.S. Figure Skating testing sessions, event sanctions, and judging requirements.
- **Fundraising Chair & Committee:** Coordinates seasonal club fundraisers and ensures compliance with member buy-out obligations.

- **Ice Show Chair & Committee:** Directs the Annual Spring Ice Show and manages the supporting committee to ensure a professional production.
- **Marketing Chair & Committee:** Leads club promotion, manages corporate sponsorships, and oversees the selection of official WFSC apparel.
- **Sponsorship/Grant Chair & Committee:** Identifies sponsorship, donation, and grant opportunities

## 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 (3-5)
- 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

**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 [headcoach@willistonfsc.com](mailto:headcoach@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](http://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 the 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.

Families assume full responsibility for registration deadlines, as late entries are typically not permitted by host organizations.

#### **The Role of the Coach:**

- Evaluate and confirm a skater's competitive readiness.
- Identify appropriate competition levels and specific events.
- Facilitate athlete preparation through targeted instruction and training.
- Offer guidance and professional support throughout the event.

Staff recommendations are rooted in professional experience and prioritize the athlete's long-term development; as such, they should be strictly followed.

#### **Expectations for Competition Participation:**

- Maintain consistent attendance at all designated practices and events.
- Arrive at the facility punctually and fully prepared to take the ice.
- Adhere to the official event schedule provided by the organizers.

Late arrivals or absences often result in event disqualification, and registration fees are generally non-refundable.

#### **Utilizing Practice Ice:**

- While not mandatory, securing additional ice time is highly encouraged for skill refinement.
- Available sessions are typically restricted and allocated on a first-come, first-served basis.
- It is the family's responsibility to manage the advance purchase of practice sessions.

Coaching staff can provide insight into the necessary volume of practice ice required for a specific event.

#### **Summary of Financial Obligations:**

- Official entry and registration fees.
- Professional coaching fees, including reimbursement for travel, lodging, and per diem when applicable.
- Costs for practice sessions and associated ice time.
- Necessary costumes, technical equipment, and maintenance supplies.

All professional instruction fees must be settled directly with the primary coach.

#### **Standard of Conduct and Representation:**

- Act as a positive ambassador for WFSC through respectful behavior.
- Exemplify the highest standards of sportsmanship in all interactions.
- Comply with all U.S. Figure Skating regulations and specific host club policies.

Any behavior that fails to meet these standards may result in formal disciplinary action by the Board.

**Parental Support Standards:**

- Maintain an encouraging and constructive presence for the athlete.
- Respect the coach's authority regarding all training and technical decisions.
- Refrain from providing instruction from the sidelines or disrupting the professional coach-skater bond.

## **PRIVATE LESSONS, COACHING & SKATER DEVELOPMENT**

### **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.

## **MEMBERSHIP ELIGIBILITY AND COACHING**

Williston Figure Skating Club (WFSC) recognizes multiple membership categories with varying eligibility for private instruction.

## Eligibility for Private Lessons

The following membership categories are eligible to receive private lessons from WFSC coaches:

- Intermediate Membership
- Advanced U.S. Figure Skating Membership
- Associate Membership (subject to approval)
- WBSC Affiliate Membership

Introductory Membership participants are not eligible for private lessons unless specifically approved by the Board of Directors.

## Associate Membership and Coaching

Associate Members are skaters whose designated U.S. Figure Skating home club is another club but who participate in approved WFSC programs, ice sessions, or coaching opportunities.

Associate Members may receive private instruction from WFSC coaches provided that:

- The skater maintains active U.S. Figure Skating membership.
- The skater remains in good standing with both WFSC and their home club.
- The skater complies with all applicable SafeSport requirements.
- Any required permissions under U.S. Figure Skating rules are obtained.

Associate Members continue to represent their designated home club for testing and competition purposes unless an official home club transfer occurs.

## WBSC Affiliate Coaching Access

WBSC Affiliate Members may participate in approved hockey skills programming and may receive private instruction from WFSC coaches when appropriate.

WBSC Affiliate Membership does not provide eligibility for U.S. Figure Skating testing, competitions, or representation of WFSC in any sanctioned event.

## Coach Responsibilities

All coaches providing instruction through WFSC must:

- Maintain all required coaching credentials, insurance, memberships, and SafeSport compliance.
- Follow all WFSC policies and procedures.
- Conduct instruction in a professional manner consistent with U.S. Figure Skating standards.

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, camps, and similar activities are permitted provided they do not conflict with WFSC programming, responsibilities, or scheduling.

## Compliance

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

## Coach-Skater Relationship

A WFSC coach may decline or discontinue instruction with any skater when, in the coach's professional judgment, the coaching relationship is not an appropriate fit.

Such decisions must be handled professionally, respectfully, and in accordance with SafeSport standards. While coaches are encouraged to assist with a smooth transition when appropriate, they are

not required to secure a replacement coach or continue instruction beyond the termination of the coaching relationship.

## **Member Responsibilities**

Members receiving private instruction must:

- Maintain good standing with WFSC.
- Remain current on all membership, ice, lesson, and program fees.
- Follow all club policies, facility rules, and SafeSport requirements.
- Treat coaches, volunteers, officials, and fellow participants with respect.

## **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.

All members receiving private instruction must remain in good standing with WFSC. Failure to satisfy financial obligations or comply with club policies may result in suspension of coaching, ice privileges, or membership benefits.

## **Enforcement**

Violations of this policy may result in corrective action under the WFSC Complaint & Reporting Procedure Policy, Disciplinary Procedure Policy, Code of Conduct & Ethics Policy, and other applicable WFSC governance documents.

Members, coaches, parents, and volunteers are subject to the WFSC Complaint & Reporting Procedure Policy, Disciplinary Procedure Policy, Conflict of Interest Policy, Code of Conduct & Ethics Policy, SafeSport requirements, and all applicable U.S. Figure Skating rules and standards.

## **NON-SOLICITATION AND CLUB SUPPORT POLICY**

WFSC invests significant time, financial resources, volunteer effort, coaching development, and organizational resources into building skating opportunities for its members. All members, coaches, volunteers, contractors, Board members, and participants are expected to support the mission and interests of WFSC.

While participating in WFSC programs, individuals shall not:

- Actively recruit or solicit WFSC members, skaters, families, coaches, volunteers, or participants to leave WFSC for the purpose of joining another skating club, program, organization, or competing skating business.
- Use WFSC membership lists, contact information, registration records, billing information, volunteer records, or other confidential club information for personal benefit or for the benefit of another organization.
- Intentionally interfere with WFSC programs, events, fundraising activities, partnerships, sponsorships, coaching relationships, contracts, or operations.
- Make knowingly false, misleading, malicious, or defamatory statements regarding WFSC, its members, coaches, volunteers, Board members, or programs.

Nothing in this policy prohibits:

- Truthful communication.
- Reporting concerns through SafeSport, U.S. Figure Skating, law enforcement, or governmental agencies.
- Families selecting another club or coach.
- Participation in multiple skating organizations when permitted by U.S. Figure Skating rules.

Violations may result in disciplinary action, loss of membership privileges, suspension from programs, or other action deemed appropriate by the Board of Directors.

## **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 3 and 4 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

#### First Family Introductory Membership

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

- Non-competitive / no private lessons: 12 volunteer hours total per family, with 2 mandatory hours through WBSC hockey concessions.

#### First Family Intermediate Membership

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

- Competitive skaters and/or private lessons: 20 volunteer hours total per family, with 4 mandatory hours through WBSC hockey concessions.

#### First Family Advanced Membership (Aspire, Pre-Preliminary - Gold):

- 25 volunteer hours total per family, with 5 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 membership in the household.

*Example: If a family has one Learn to Skate skater and one Advanced skater, the requirement is 25 volunteer hours with 5 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 start of the following season.
- 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.

### **Procedural Handling of Policy Violations:**

Disciplinary infractions are managed immediately upon occurrence by the Board of Directors. The response is commensurate with the severity of the misconduct and adheres to the official conflict resolution and grievance protocols established by the club.

#### **Initial Infraction:**

The member will receive a private verbal counseling regarding the specific policy violation.

#### **Secondary Infraction:**

Subsequent violations result in immediate removal from the current activity and the issuance of a formal written warning. A mandatory in-person meeting with the member and their parent or legal guardian may be convened.

#### **Persistent Misconduct:**

The Board views continual breaches of the Code of Conduct with extreme gravity. Disciplinary measures for habitual offenses may involve the long-term suspension of club privileges or the permanent termination of membership.

Coaching staff maintain the authority to oversee rink safety; any failure to comply with these regulations may result in the forfeiture of scheduled 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.

## **FACILITY AND LOCKER ROOM CONDUCT**

The Williston Figure Skating Club strives to maintain a safe, welcoming, and respectful environment for all skaters, families, coaches, volunteers, and facility users. As guests of the Agri Sports Complex, we are grateful to the Hockey Club for allowing us to use the rink and shared facilities. All members,

families, and guests are expected to respect the facility, follow rink rules, and demonstrate consideration for others.

### **Supervision of Children**

Parents and guardians are responsible for supervising their children at all times when they are not actively participating in on-ice activities. Children who are not on the ice should remain with their parent, guardian, or another designated responsible adult.

To ensure the safety and comfort of everyone using the facility:

- Running, roughhousing, horseplay, and disruptive behavior are not permitted in any area of the rink.
- Children should use appropriate indoor voices while inside the facility.
- Bleachers, hallways, stairways, locker rooms, and upstairs viewing areas are not to be used as play areas.
- Members and guests must follow all facility rules and directions provided by rink staff.

The Club understands that infants and young children may occasionally cry or become upset. Families are simply asked to be mindful of excessive noise and disruptive behavior in shared spaces.

### **Locker Rooms and Spectator Areas**

Locker Rooms 1 and 3 should be used for skaters to prepare for lessons and skating activities.

The lobby and spectator viewing areas are intended primarily for viewing activities on the ice. Members and guests are expected to keep these areas clean and organized. Members should use the restroom facilities located within the locker room areas whenever available rather than the main lobby restrooms.

### **Food and Cleanliness**

Families are encouraged to ensure skaters have eaten prior to arriving at the rink whenever possible. Food and beverages are permitted only in the lobby area. Any member or guest who brings food into the facility is responsible for cleaning up all trash, spills, and other messes.

### **Facility Care**

Members should help keep the facility clean and safe by:

- Removing excess mud, snow, water, and debris from footwear before entering the building.
- Avoiding the tracking of mud, water, or snow throughout the facility.
- Disposing of trash properly.
- Leaving all areas in the same or better condition than they were found.

Members will have volunteer opportunities to assist with general facility upkeep during club activities. Participation in approved cleaning and maintenance activities counts toward volunteer hour requirements as determined by the Board of Directors. Volunteer opportunities can be found on the Williston Figure Skating Club website under Resources and then Volunteer Opportunities.

### **Respect for Shared Facilities**

The Club's use of the rink is a privilege, and we are grateful for the opportunity to share the facility with other user groups. All members, families, and guests are expected to demonstrate courtesy, respect, and consideration toward other rink users, staff, coaches, volunteers, and fellow members at all times. Failure to follow facility conduct expectations may result in corrective action as outlined in Club policies.

## SOCIAL MEDIA & ELECTRONIC COMMUNICATION

### Social Media & Online Usage

The Williston Figure Skating Club acknowledges that digital tools, including social media, text messaging, and club websites, are essential for modern communication and club promotion. All members, families, and staff are expected to engage with these platforms in a professional manner that upholds the integrity and mission of WFSC.

#### Member Expectations:

- Maintain professionalism and respect in all digital interactions.
- Ensure all shared information is truthful and accurate.
- Support a healthy and encouraging skating culture online.
- Protect the privacy and personal reputation of all club participants and officials.
- Adhere to all U.S. Figure Skating, SafeSport, and WFSC compliance standards.

### Prohibited Digital Conduct

The following behaviors are strictly prohibited on both club-managed platforms and personal social media accounts:

- Bullying, intimidation, harassment, or any form of retaliatory behavior.
- Posting abusive or discriminatory material.
- Disclosing internal or confidential club matters.
- Spreading malicious or false statements regarding WFSC members, board, or sponsors.
- Sharing content that damages club reputation or interferes with operations.
- Falsely claiming to represent club views or impersonating others.
- Using club trademarks, logos, or membership data without formal consent.
- Distributing unauthorized recordings of board meetings, executive sessions, or private disputes.

### Safeguarding Minor Athletes

All electronic engagement with minor skaters must be conducted in strict accordance with U.S. Figure Skating and SafeSport mandates. These guidelines do not replace or alter mandatory reporting requirements.

### Management of Club Platforms

WFSC retains full authority to monitor and remove content from its official digital channels. The club may restrict access or delete posts that violate policy or disrupt the training environment.

### Policy Violations

Failure to adhere to these digital standards may result in disciplinary action. Consequences are governed by WFSC bylaws and may include loss of club privileges, suspension, or formal removal from the organization.

## PARENT AND COACH STANDARDS

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

WFSC is dedicated to maintaining a secure and encouraging atmosphere for the social, emotional, and physical growth of its members, ensuring a training space that is free from any misconduct.

#### Preamble:

The core of character-building and athletic ethics is found in true sportsmanship and six fundamental pillars: responsibility, respect, caring, fairness, good citizenship, and trustworthiness. The full potential of any sport is reached only when competition is a reflection of these values.

WFSC parents commit to fostering sportsmanship by showing positive encouragement for all skaters, officials, and coaches during every test session, competition, and practice. Families will prioritize the physical and emotional welfare of all children over the competitive drive to win, supporting a healthy and respectful environment.

It is expected that parents share vital information with coaching staff, including any mental or physical conditions that could impact safety. They will highlight personal advancement and effort rather than winning and will avoid any inappropriate or negative behavior toward participants.

Parents support their child's love of skating by modeling positive conduct and encouraging respect for others at all times. They will comply with all WFSC policies and U.S. Figure Skating regulations while showing respect for volunteers, officials, and coaches who support club activities.

### **Parent Responsibilities and Support**

Parents must remember that every skater is a person first. As skaters develop emotionally and physically, parental support should reflect their evolving needs. A balanced life—including school, social time, and personal interests—is essential and should not be sacrificed for time on the ice.

Families are vital partners in helping athletes set and reach milestones. While goals should be led by the skater, parents provide the necessary encouragement and guidance. Parents are invited to learn about the sport to better appreciate the challenges involved, as open communication ensures a rewarding experience.

Backing the coach is critical for success. Parents ensure that skaters arrive prepared and on time, notify staff of schedule changes, support training initiatives, and fulfill all financial commitments. Parents should remain involved in the process; the rink is not a childcare facility, and regular observation helps provide support without creating undue pressure during events.

### **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.

## **GRIEVANCES, COMPLAINTS & CONFLICT RESOLUTION**

### **Purpose**

The Williston Figure Skating Club promotes the professional and respectful handling of all disagreements as they arise. We advocate for members to pursue informal solutions and open communication before initiating a formal administrative review.

### **Informal Resolution**

When suitable, individuals should attempt to resolve matters directly with those involved. This collaborative approach applies to:

- issues involving skaters or parents.
- Volunteer and staffing concerns.
- Communication with coaching staff.
- General inquiries regarding programming.

Most club misunderstandings can be settled successfully through courtesy and direct dialogue.

### **Formal Complaints**

If informal efforts are not productive or are deemed inappropriate for the situation, members may submit a formal report under the WFSC Complaint & Reporting Procedure Policy. Such reports may address:

- Breaches of club policy or ethical standards.
- Financial management or governance disputes.
- Instances of bullying, harassment, or misconduct.
- Conduct concerns related to Board members, coaches, or volunteers.

All formal documentation must be provided in writing to the Club President, Secretary, or an authorized representative.

### **SafeSport Matters**

Matters involving athlete safety—including emotional, physical, or sexual misconduct and harassment—fall under SafeSport jurisdiction. These allegations must be directed through official SafeSport reporting channels and may be managed independently of local club procedures.

### **Review Process**

The investigation and resolution of complaints will adhere to the following standards:

- WFSC Bylaws and Disciplinary Procedure Policies.
- U.S. Figure Skating and SafeSport mandates.

The Board reserves the right to conduct relevant reviews within executive sessions to maintain confidentiality.

### **Non-Retaliation**

WFSC strictly prohibits retaliatory actions against any member who provides a good-faith report, cooperates with an investigation, or participates in a formal review process.

## **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:**

- President
- Vice President
- Secretary
- Treasurer

**Board Chair Positions Include:**

- Membership Chair (Non Voting)
- SkateSafe Compliance Chair (Non-Voting)
- USFS Test/Competition Chair (Non-Voting)
- Marketing Chair- (Voting)
- Fundraising Chair (Voting)
- Sponsorship Chair
- Ice Show Chair (Non Voting)
- Scheduler (Non-Voting)

**Coordinator Positions Include:**

- 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 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.

## **MEMBERSHIP DISCIPLINE, SUSPENSION & EXPULSION**

### **Purpose**

The Williston Figure Skating Club is dedicated to fostering an environment that is secure, respectful, and encouraging for every participant. All members are expected to uphold the club's bylaws, official policies, behavioral codes, SafeSport mandates, and the professional standards established by U.S. Figure Skating.

### **Grounds for Discipline**

Corrective actions may be initiated for the following reasons:

- Failure to comply with club-specific bylaws or regulations.
- Violations of the Skater Code of Conduct.
- Engaging in harassment, bullying, retaliatory acts, or general misconduct.
- Delinquent financial accounts that impact a member's good standing.
- Compromising confidential club information.
- Interfering with any club activities or organizational operations.
- Behavior that negatively impacts the club's reputation, programs, or members.
- Non-compliance with SafeSport or U.S. Figure Skating mandates.

### **Progressive Discipline**

Corrective measures are implemented based on the severity of the offense and may include:

- Informal verbal counseling
- Formal written warning
- Development of a corrective plan
- Completion of required educational training
- Disciplinary probation
- Limitation of club privileges
- Temporary suspension from specific activities
- Full suspension of club membership
- Permanent expulsion from the club

The Board reserves the authority to bypass progressive steps and take immediate action if the situation warrants.

### **Suspension**

The Board of Directors may suspend any member who fails to meet the club's requirements or violates behavioral standards, policies, or bylaws.

During a period of suspension, a member's access to the following may be restricted:

- All club ice sessions
- Official club events and functions

- Testing opportunities
- Participation in competitions
- Membership voting rights
- Volunteer assignments
- Service on the Board or committees

The Board shall determine the specific scope and length of any suspension.

## **Expulsion**

Expulsion is a final measure utilized for repeated infractions or the most serious violations.

Prior to reaching a decision on expulsion:

- The member will be provided with formal written notice.
- An opportunity to respond to the concerns will be granted.
- The matter will be reviewed in strict adherence to club governing documents.

Any expulsion requires the approval of two-thirds (2/3) of the full Board of Directors.

## **Due Process**

Disciplinary actions will include the following elements of fair review, unless immediate intervention is required for safety, legal, or SafeSport reasons:

- Notification regarding the specific concerns.
- A chance for the member to provide their response.
- A fair and impartial review process.
- Documentation of all related proceedings.
- A formal written determination of the outcome.

All disciplinary matters are conducted in good faith and in alignment with WFSC bylaws and established policies.

## **Governing Documents**

The information provided in this handbook serves as a summary. Formal disciplinary actions are governed by the following official documents:

- WFSC Amended and Restated Bylaws
- WFSC Complaint & Reporting Procedure Policy (WFSC-GOV-010)
- WFSC Disciplinary Procedure Policy (WFSC-GOV-011)
- U.S. Figure Skating and SafeSport Requirements

In any case of conflict, the provisions within the governing documents listed above shall take precedence.

## **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.

## **Handbook Administration**

**Purpose:** Explains who can update the handbook and what happens when policies change.

Example:

### **Handbook Administration**

This handbook is intended to provide guidance regarding the programs, expectations, policies, and procedures of the Williston Figure Skating Club.

The WFSC Board of Directors reserves the right to amend, revise, suspend, or repeal any portion of this handbook as necessary to support Club operations, comply with U.S. Figure Skating requirements, maintain SafeSport compliance, or address changing organizational needs.

Members are responsible for complying with the most current version of all Club policies, procedures, and governing documents.

In the event of a conflict between this handbook and the WFSC Articles of Incorporation, Bylaws, Board-adopted policies, U.S. Figure Skating requirements, or SafeSport requirements, those governing documents shall control.

### **Governing Document Hierarchy**

1. Federal and State Law
2. U.S. Figure Skating & SafeSport Requirements
3. WFSC Articles of Incorporation
4. WFSC Bylaws
5. Board-Adopted Governance Policies

6. Membership Handbook
7. Committee Procedures and Administrative Guidelines

**Contact Information**

Williston Figure Skating Club

Website: [www.willistonfsc.com](http://www.willistonfsc.com)

Email: [memberservices@willistonfsc.com](mailto:memberservices@willistonfsc.com)

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**Adopted by the WFSC Board of Directors:**

**Effective Date:** Jul 1, 2026

**Version:** 2026–2027 Membership Handbook