



WAUPUN FIGURE SKATING CLUB HANDBOOK

2025 - 2026 SEASON

Parent Handbook

www.waupunfigureskating.com



Waupun Figure Skating Club
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INTRODUCTION:

Welcome Skaters and Parents!! We are happy to have you as a member of the Waupun Figure Skating Club (WFSC) for the 2025-2025 season. We hope this handbook will help answer many of the questions you have about the club's policies and functions. We suggest you keep this handbook in a convenient location, as you will want to refer back to it on occasion. If you should lose your handbook, please contact a member of the board of directors to obtain a replacement or look on our website. We welcome your comments and concerns as the year evolves. We are looking forward to a successful season. Please watch the bulletin boards, flyers, social media, emails, and website for upcoming events and due dates. Please access the website for additional information at: www.waupunfigureskating.com or check us out on Facebook at Waupun Figure Skating Club. Our email is waupunfigureskatingclub@gmail.com.

MISSION STATEMENT

WFSC is a family of skaters, coaches, and supporters who are dedicated to figure skating and providing an enjoyable and enriching opportunity for its members and community.

We are proud members of the U.S. Figure Skating (USFS).

As Board members, coaches, parents or players, we are committed, but not limited to...

- Putting our children's interest first!
- Providing a positive and proactive environment to learn figure skating.
- Promoting and developing mutual respect for our facility, for ourselves, our fellow skaters, our coaches and our competition.
- Providing and promoting a safe environment for everyone
- Developing life skills through building character, self-reliance, and the value of hard work and honesty
- Providing an environment where all members are welcome and encouraged to: ask questions, communicate concerns and offer suggestions.
- Striving for continuous improvement and forward thinking
- Remembering that we are only successful if our youth are having fun!

WFSC HANDBOOK

We provide this handbook to all WFSC members to help assist with frequently asked questions. This book is located on our website. While the policies in this book are both reviewed and revised on an annual basis, the WFSC still reserves the right to make changes or revisions after the handbook has been released. We will keep you informed of any changes or revisions that may occur.

BOARD OF DIRECTORS:

The Board of Directors is made up of volunteers elected by the parents at the end of year Figure Skating Banquet. At the first meeting following the banquet, club officers are nominated and voted on by the balance of the board. The executive committee consists of the president, vice president, treasurer, and secretary. The executive committee will assign board members to committees to either chair or assist. Each board member is expected to attend all board meetings and work positively to ensure each member of the club has a rewarding experience. We are always open for suggestions and any help that you, the parents and skaters, can offer.

If you have any interest in learning more about what is involved in being a board member, please contact a board member before the annual skater banquet. During the skating season, members of the Board of Directors will generally be available during regularly scheduled classes. You will find them in the office or around the rink to answer questions or address concerns you may have. We are here for you!

Andrea Brown	920-948-9161	jbsports73@yahoo.com
Pam Gremminger	920-344-9428	bpgrem@yahoo.com
Sue Procise	920-392-6046	Susan.Procise@gmail.com
Melinda Smith	920-251-7227	smithskate0021@gmail.com
Amy Heesen	414-403-1322	amyheesen@gmail.com
Megan Connor	608-513-1211	nifty50six@gmail.com
Holly Pluim	920-382-9361	hkvanburen13@gmail.com
Megan Williams	920-306-3054	megwill3096@gmail.com
Brooke Siewert	920-210-4690	brooklyn2426@gmail.com

Executive Board

President:	Andrea Brown
Vice President:	Pam Gremminger
Secretary:	Melinda Smith
Treasurer:	Amy Heesen

COMMUNICATION:

- Club communications are done through the WFSC website, the Crossbar app, the WFSC Facebook page, and / or through direct emails to Club Members.
- It is your responsibility to check the website / emails often in order to receive the most up to date information
- It is very important that you provide the club with a current email address and phone number - if you are not receiving emails, please contact a board member
- For the 2025-2026 season we are utilizing Crossbar. You will need to create an account if you are new to the club by clicking Sign Up on the WFSC website.

Cancellations / Weather Announcements - in case of inclement weather in which WFSC needs to cancel practices or programs, communication will be sent out as soon as the decision has been made via Facebook.

Use of Social Media (personal) - WFSC can not control the use of social media by its members, skaters, or parents. We strongly encourage that these resources be used in a positive manner.

Social Media policy - At registration a Social Media waiver is signed and good for the duration of the season. Please do not post pictures / videos of other skaters without their permission.

WORK HOURS POLICY

Waupun Figure Skating Mandatory Work Hours Policy

Work hours accumulate from May through March each season. Work hours not completed will be billed at \$50 per hour at the beginning of March and must be paid before the start of the ice show or your child will not be allowed to participate. Each family will have a total of 23 work hours to fulfill. Jump into Skating (first year only) will have a total of 12 hours to fulfill.

	Jump into Skating Hours	All Other Skaters Hours	Penalty for all levels per hour
Concessions	2	6.5	\$50
Public Skate/Skate Rental/Ticket Sales	0	2.5	\$50
Waupun Competition	0	4	\$50
Other Work Hours	10	10	\$50
Season Buyout if paid by November 1st, 2025	\$480	\$920	
Season Buyout if paid after November 1, 2025	\$600	\$1150	

Ice Show hours are counted separately and do not have a buyout option.

- **Concession Stand Work Hours: (6.5)** hours for each family. Any hours not covered by November 1st will be automatically assigned by the WFSC Board of Directors and each family is responsible for covering their assigned times. If a family is not able to work the assigned hours they are responsible for getting another family to cover their hours or switch times/dates with another family. Jump into Skating families are only required to work 2 hours.

- **Public Skate/Skate Rental/Ticket Sales: (2.5)** hours for each family. Any hours not covered by November 1st will be automatically assigned by the WFSC Board of Directors and each family is responsible for covering their assigned times. If a family is not able to work the assigned hours they are responsible for getting another family to cover their hours or switch times/dates with another family. Jump into Skating families are not required to work public skate, however you can choose to work them and it will count towards your Other Mandatory Work Hours.

- **Waupun Competition: (4)** hours for each family at our Waupun figure skating competition typically held in March. Families are required to work before, during or after the event. Jump into Skating families are not required to work this event, however you can choose to work and it will count towards your Other Mandatory Work Hours.

- **Other Work Hours: (10)** hours can be completed by doing any of the following: helping on a committee, working on ice show props, cleaning the rink, avenue of angels parade, cookie walk, zamboni, brat fry, bake sales, farmer's market, help with special events, rink setup, rink take down, ice painting, or other duties that come up during the year.

Recording of Work Hours

- Each family will have a log sheet to record their work hours. The family member working will be responsible to enter time worked onto the sheet and signed by the board member on duty. These sheets will be kept in a binder in the downstairs office.
- A work schedule for concessions will be posted in the office and in weekly email.
- When recording your hours, please print legibly. If the hours cannot be read, they will not be credited.

Buy Out Option:

You may buy out your hours at \$40 per hour, which must be paid by November 1st.

CONCESSION STAND INFORMATION

WFSC is proud to offer quality skating programs at a reasonable cost to the youth in our area. Our concession stand provides a valuable and cost-effective opportunity to contribute to the funding of these programs. As all skaters benefit from this resource, we require each skating family to contribute by assisting the association with the staffing of the concession stand throughout the season. Please reference concession stand work hours on the top of this page.

The concession stand schedule will be set up on Crossbar website. A copy will also be found in the office and online.

A WFSC Board Member (Rink Manager) will be there to unlock the stand for you. If you are the first person scheduled for the day, please do not hesitate to ask questions. When working the stand, please check the list of shift duties and/or closing procedures posted on the back of the door. The procedure for depositing money is posted by the cash drawer. There is NO free food, drinks, or IOU's.

If you cannot work your scheduled time, it is your responsibility to find a replacement. If you do not show up for your scheduled time the following will take place:

1. The Concession stand scheduler will confirm the "no show"
2. A fee of \$50/hour for hours missed will be billed.
3. You will be rescheduled as soon as possible.

Please be respectful of others time and be sure you are arriving on time for all shifts.

Note: For safety concerns, it is important that a parent be present for the entire shift. Children under the age of 14 will not be allowed in the stand.

*Please contact the Concession Stand Manager with any other questions.

If you have any questions regarding stand policies or procedures, please feel free to contact the board member/rink manager on duty.

HOLIDAY SKATING EXHIBITION: (AKA Cookie Walk) in which skaters get a chance to demonstrate what they have learned to parents and guests. All members of WFSC are encouraged to participate. If any skater or group of skaters wishes to perform please sign up in the rink office. A sign-up sheet will be posted around mid-November. No special costumes are required; however, we recommend dressing your child in Holiday attire. The exhibition is open to the public and we encourage everyone to invite family and friends for a great time. There is no admission charged. Each skater is required to bring two (2)-dozen cookies or bars to be sold as a fundraiser with a maximum of six-dozen per family. There will be a sign-in sheet for you to fill out when you drop off your items.

ICE SHOW VOLUNTEER HOURS - If your child elects to participate in the Ice Show, you will be required to work during two (2) shows. You are NOT allowed to work all of your regular volunteer hours at the ice show. Hours not worked will be billed at the rate of \$50 per hour. It will be your responsibility to find a replacement if you are not able to make it at the times selected. All instances where you do not show up for your scheduled time slot you will be charged at the rate listed above.

There is no buy-out option. Assigned cleaning of the rink after shows does not count towards show volunteer hours.

COMMITTEES – There is a list of Committees that need help throughout the year. We ask that each family sign up for a minimum of one (1) Committee. As this is a volunteer organization, it takes a village to make it succeed. We ask each family to participate to help make this easier. The committee list is available on the bulletin board at the rink and our website. It would be greatly appreciated if you would volunteer for a committee. Hours spent on committee work count towards your other required volunteer hours.

CLEANING THE RINK: WFSC is responsible to clean the rink from top to bottom 3-4 times throughout the season. On the day that your skater has classes, that is your assigned time to clean. Jobs include: sweeping, moping, bathrooms, cleaning stands, empty garbage, washing windows, cleaning locker rooms, and other duties assigned by the rink manager. Outside of these assigned weeks, if you see something that needs to be taken care of please help out the club by taking care of the issue.

FUNDRAISING

MANDATORY CHRISTMAS WREATH SALE: Each year WFSC sells fresh balsam and cedar Christmas wreaths as a major fundraiser. All of the proceeds go directly to the figure skating program. Each skating family is required to sell a minimum of three (3) wreaths per skater (six (6) wreaths per family of two (2) or more skaters). Checks or money orders should be made out to WFSC please write one (1) check per skater/family. Orders will not be placed if not paid in advance. Order forms will be available early fall. Wreath pick-up usually takes place the week of Thanksgiving. There is a buy-out option as follows: For one (1) skater \$50 and for two (2) or more skaters \$75. Buyout option must be paid by the wreath turn in date. If a family fails to sell three wreaths or do the buy out option they will be charged the buyout fee. Watch the website, Facebook, and emails for additional details.

Raise Right - Participating in Raise Right can help lower your registration fees. Please see the website for details.

ADDITIONAL FUNDRAISING ACTIVITIES: Additional fundraising activities will be available throughout the year to help offset skaters cost. If you have any ideas for fundraising projects, feel free to email the board at waupunfigureskatingclub@gmail.com. There is also a committee designated for ideas and planning of fundraisers.

COACHING

- Meet our coaches (pictures and Bios - see website)
 - Kate Grulke- Skating Director
Cell: 920-318-0001 Email: katie.grulke@gmail.com
 - Stephanie Fletcher – Instructor Coordinator
Cell: 414-313-0841 Email: fletchersn09@gmail.com
- Just as a skater deserves the respect of his / her coach, so does the coach deserve the respect of the skater. Never speak unkind words to or about a coach. Keep a positive attitude. Pay attention. Give your best effort.

MEMBERSHIP- A skater can join the WFSC as a home club member or an associate member. All skaters must be a USFS member and a WFSC member or associate member in order to receive lessons during the skating season.

Levels of Membership:

Full-time Member - A skater whose USFS number is registered with WFSC and attends at least one (1) class for the entire season with WFSC.

Associated Member - A skater whose USFS number is registered with another club but has also registered WFSC as the secondary club. The associate must be in good standing with their home club. See the Associated Member section of the handbook for additional details.

No Class Member - A skater whose USFS number is registered under WFSC and is at Freestyle 6 or higher that cannot attend our class times but wants to be eligible to skate in our ice show. There will be a flat rate fee of \$150 for this membership in addition to the cost of the USFS membership and WFSC Membership fee.

REGISTRATION & MISC FEES

FIGURE SKATING CLASSES/ FEES- Please refer to the WFSC website for a full class list, class descriptions, and the most current membership prices.

- All class fees are determined by the WFSC board and vary depending on the amount of ice time and coaches for each class. Fees are paid upon registration.
- A skater will not be allowed on the ice if fees have not been paid, or payment arrangements have not been made.
- Members must be in good standing with the club in order to be allowed on the ice

A USFS Membership fee - is required. USFS registered members receive a copy of the skating magazine and are issued a special number that will track their membership and testing progress. These fees are collected during registration.

WFSC Membership fee - is required. A \$40 annual fee is required at the beginning of each season to be paid for each skater. The Jump into Skating program is exempt from this fee for first year skaters.

PAYMENTS: Monies due for registration fees, fundraisers, show fees, etc. can be paid online or in the office in the form of check or cash. If by check please provide an explanation on the memo line. Registration fees can also be paid online when registering. There is a black locked box in the office or you may submit payment to a board member. There is also a black locked box at the shed for after hours payment. If you put payment at the shed please put in a zip lock bag and notify a board member. Please feel free to reach out to your board members with any questions or concerns.

NSF fee - If a personal check is returned for Non-Sufficient Funds, you will be charged a NSF of \$50 per check written.

DISCOUNTS: There is no discount on multiple family members if registration is received after the posted deadline.

LATE REGISTRATION: Any late registrations after the posted deadline will receive a \$10 late fee per registration/skater.

REFUNDS ON CLASSES: A full refund will be given if the club is notified BEFORE the first class has taken place. After that there is NO refund. Exceptions can be made due to injury or unforeseen circumstances if approved by the board.

PRIVATE INSTRUCTION: Private lessons or instruction are offered to any member of the WFSC on a first come/first serve basis. These lessons are an agreement made solely by the skater and the chosen instructor and are not the responsibility of the club. Each instructor sets their own fees, their own private lesson schedule, their own practice/performance policies and contracts directly with the skater's family. Skaters will be allowed to practice at any time, to ice capacity and at coaches discretion.

USFS TESTING: Members of our club have the opportunity to attend test sessions at nearby clubs. Progress in figure skating is measured by a series of tests, which are governed by USFS rules. USFS testing is an additional expense.

OPEN ICE:

Open ice is for figure skaters only (this is not the same as public skate). Any WFSC member (home club and associated memberships) are encouraged to use the ice at scheduled times for no additional cost. Private lessons also occur during open ice time. During class times, classes ALWAYS have priority of the ice. Coaches and/or board members have the discretion to pull any skater off the ice for any reason.

WALK ON ICE: Other USFS members can also use the open ice times. The cost is \$15 per hour and there must be a signed medical waiver on file. The waiver needs to be signed by a parent/guardian if the skater is under 18 and is then good for the entire season. Envelopes are available in the office. Please add the name of the skater, money and label "walk on ice". Skaters are required to sign-in with the rink manager and put envelope in black box in office. Alumni skaters that were part of WFSC are not charged a fee, however, a medical waiver still needs to be on file.

GUEST COACHES: Any non-WFSC coaches are required to pay a yearly fee of \$40 and provide proof of insurance. Once these steps are completed they would be able to coach skaters during open ice.

ASSOCIATE MEMBERSHIP: Available for skaters with USFS membership through a Club other than the Waupun Figure Skating Club for their home membership. The associate member must be in good standing with their home club.

The cost of an associate membership with WFSC is \$150 for the full season. The associate member will have use of all available open ice time. Use of music must be shared by all during open ice time. The associate member may skate in any class of their choosing for the regular class cost plus \$30.00 per class per season.

The associate member may participate in Exhibition/Cookie Walk.

The associate member will be allowed to participate in the annual ice show. The associate member will not be eligible for feature tryouts for the Annual Ice Show. All classes will include an additional \$10.00 fee as an out of club cost.

An associate member is not eligible for a Senior Solo. To be eligible, they would have to have their home membership through the Waupun Figure Skating Club. Recognition during the Annual Ice Show for seniors will be reserved for full club members.

There are no volunteer hours or fundraising obligations, except for the Annual Ice Show then. If your skater participates in the ice show we will require that a parent/guardian volunteer during two of the ice shows.

WFSC Ice Sculptures High School Team (New)

New for this season we are starting a high school team where high school students will have the opportunity to participate and earn a high school letter from their home school. The high school team is open to skaters from any club in the surrounding areas. If a skater is not a member of WFSC they will need to be an associated member with WFSC to participate on the team. Each high school needs to agree to participate and provide the letters for any skater on the team that attends their school. Separate fundraising will be required specifically for members of the high school team to help cover costs. See the High School Team tab on our website for additional information.

Waupun Ice Sculptures Solo Team

The solo team is open to any skater that is a member of the WFSC or is an associated member with WFSC. The team is for skaters that compete individually but also want to have the support of a team. A one hour class is included in the fee for joining this team. Separate fundraising will be required specifically for members of the solo team to help cover costs. See the Solo team tab on our website for additional information.

EQUIPMENT

- Skating attire - we recommend that skaters dress in layers (coat / sweatshirt / sweater, hat, mittens / gloves).
- Clothing should allow freedom of movement, be comfortable yet warm.
- Knit / cotton stretch pants - NO JEANS
- Hair should be up
- Skates - The quality of skates can help / hinder a skaters progress.
 - Skates should fit properly, have adequate support (no wobbling), and be comfortable.
 - Blades should be mounted properly and be sharpened (many new skates do not come sharpened) Blades should be sharpened periodically in order to maintain quality edges
 - New skates may hurt the first few times you wear them, but don't give up - they need to be broken in
 - Wear skate guards anytime you are not on the ice
 - Wipe your blades, and the mounting areas dry after each use with a soft cloth
 - Do not store your skates with plastic guards, store with soakers (cloth blade covers).
 - Avoid moisture / rust on blades
 - Wet skate guards can cause blades to rust.
 - Don't ever walk on concrete without your guards - you will ruin the blades
 - Guards should be washed periodically to remove dirt in the grooves.

Waupun Ice Sculptures Invitational

Each year WFSC hosts a skating competition. Any skater is able to compete in an event that matches their current skating level. Discuss any questions with your skaters coach if you are interested in having your skater compete. This competition is one of the club's biggest fundraisers and we need all parents to help keep this event a success.

ICE SHOW: Each year WFSC puts on a show at the conclusion of the skating season, allowing all the skaters to demonstrate the rewards of their time and efforts of a long season. The Ice Show is a great chance to promote our club to Waupun and area communities, not to mention the fun the skaters have. It takes many hours of preparation time from club members. There are several areas where we need assistance.

Tentative Timeline:

Feature Try-out - November
Ice Show Sign up - December
Costume Try-On - December/January
Group Photos - December/January
Ice Show Clothing Order - January/February
Ice Show Payment - Due before Feb. 1st
Ice Show Parent Meeting - Few weeks prior to the Ice Show
Ice Show Practice - Starts in March or when classes are done

If your child elects to participate in the Ice Show, you will be required to work during a minimum of two (2) Ice Shows. We need assistance with props, lights, raffles, room parents, etc. The committee lists are available at registration and the parent meeting, while the actual show sign up will be available in February. Skaters interested in participating in the Ice Show must be enrolled for the season in order to be eligible and all volunteer hours completed and all fees paid in full. Though participation in the show is not a requirement, we encourage it as a reward for a great season. Each skater is responsible for completing their own online show registration prior to the deadline. It is very important to register early as costumes are ordered by mid-November/December and/or picked out from the WFSC shed. A nominal show fee is assessed to each skater to help defray cost of costumes, props, lights, music, instructor fees, etc. Anyone involved in more than one act in the show will be assessed an additional fee based on the number of performances they are involved in. Rink cleaning after shows is required and is not included for the requirement of working 2 shows.

If a skater is unable to participate in the Ice Show, for whatever reason, after the registration has closed, there will not be a show fee refund.

A limited number of feature spots are available in the show. These include solos, duets, trios and small group numbers, other than the class number. If you wish to try out for a feature spot you may, provided you are currently in Freestyle 4 or above and are willing to hire, pay for and schedule a private instructor for the number. A sign-up will be posted online for those interested to sign up. Guidelines for Solos and Features are stated below. Feature Tryouts will be held on a Sunday near the end of November or the beginning of December. We will put out exact dates in the near future.

SOLO AND FEATURES GUIDELINES

SENIOR SOLOS During the annual ice show, WFSC highlights Senior skaters graduating from High School and their dedication to the sport. They are allowed to skate a solo or feature without being required to skate a tryout. This is not required of high school seniors but encouraged.

Skaters must be a member of a USFS registered club in good standing and have skated for at least 1 full season with WFSC during their High School Skating career prior to their senior year in high school.

Senior skater must be a member of the WFSC in good standing.

Skater must be skating at a minimum level of Freestyle 1 in the fall session of classes of their senior year.

Skater must request a solo or feature at the time of the Ice Show registration.

All Senior Skaters are required to complete SafeSport training video.

Skaters will be allowed to request the music they wish to skate to with the Skating Director/Board of Directors having the final decision.

FEATURES

Features will consist of one (1) or more skaters wishing to put on a demonstration of their acquired skills. Skaters must sign up for a feature audition when announced and posted.

Skaters must be skating at or above a skill level of Freeskate 4 by tryouts.

Skater must be a member of WFSC in good standing.

Skaters must participate in a feature audition, where they showcase their talents and abilities. No music or program is necessary. Skaters are encouraged to perform their best jumps, spins, and footwork, with the idea of an audience in mind. WFSC coaches will 'judge' and rate the skaters, and decisions will be made between the coaches and the feature committee.

Skaters will be placed with other skaters of comparable level and ability after auditions and assigned to the feature they are skating. The music committee will decide all music for the features, but features may be given an available list of music to choose from with recommendations for duet, trio, etc. to choose from for the ice show.

Other skaters may be added to a feature at the discretion of the Skating Director. It is at the discretion of the Skating Director who is awarded a solo or feature.

If you participate in a feature there may be additional fees outside of the cost of the ice show to cover coach and choreography fees.

All Solos/Features must be approved by a WFSC Instructor.

All requirements can be reviewed with a request of the skater and parent.

BANQUET: Each year WFSC holds an annual meeting/banquet, which is usually scheduled in late April. Resolutions are voted on and board member elections occur at the meeting. This is the last event of the skating season and an excellent chance to socialize and enjoy a great meal. If you or someone you know is interested in being on the Board, please contact a current Board member to get placed on the ballot.

Waupun Figure Skating Club Code of Conduct

A code of conduct is a set of standards describing the behavior we expect of our own members especially when serving in different capacities within the organization – skater, parent, coach, official, or board member. It is meant to clarify our mission, values and principles, and linking them with standards of conduct we expect from our members.

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

Violations of any tenets will be addressed at the time they occur by a member of the club board of directors following the procedures outlined in the conflict resolution process.

First offense:

Club member will be addressed verbally (in private) 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 in order.

Repeated offenses:

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

Must be signed and dated.

Waupun Figure Skating Club Code of Conduct Agreement Form

I, _____ [member's name printed], have read the Code of Conduct, and agree to uphold all guidelines and tenets of this document.

_____ Skater's signature if 18 years or older

_____ Parent's or Legal Guardian's signature if under 18
years of age

_____ Date

Waupun Figure Skating Club (WFSC) Skater Code of Conduct

As a member of our club, all skaters must adhere to this Code of Conduct at all times.

General Guidelines:

WFSC is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. This Skater Code of Conduct has been established to ensure the safety of all members using our ice to ensure quality practice time for all home club, associate, non-members and guests who purchase ice from the club and who participate in all club-related activities.

1. All skaters, regardless of whether they hold home club, associate, non-member or guest status, must follow and uphold the provisions in this Skater Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents/guardians of skaters, U.S. Figure Skating officials and guests.
2. WFSC is committed to promoting a positive and friendly environment for all skaters. Remember "The Golden Rule:" treat other people like you want to be treated — with respect.

Ice Etiquette and Safety:

1. While in lesson or practice, it is the skater's responsibility to always be conscientious and aware of other skaters around them.
2. Skaters must skate with the flow of other skaters and familiarize themselves with the most commonly used areas for jumps and spins.
3. The only time a skater has the SOLE right of way is when they are skating their program to music. When you hear another member's music, please extend that person the courtesy and move out of their path momentarily. This only takes a moment and you will enjoy the same courtesy while you are performing your program.
4. Advanced skaters are expected to exhibit patience toward beginner members of the club. Remember, you were an inexperienced skater once, and it takes time for our future generation to advance to the point where they are completely comfortable skating with all levels of skaters.

Unsafe or discourteous behavior of any kind will not be tolerated.

Signature

Printed name

Date

Waupun Figure Skating Club Parent/Guardian Code of Conduct

Waupun Figure Skating Club is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct.

By signing below I hereby agree that:

1. I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition, and test session.
2. I will place the emotional and physical well-being of my child and others ahead of my desire to win.
3. I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude towards others.
4. I will promptly inform my child's coach of any physical/mental disability or challenge affecting my child that may affect the safety of my child or others.
5. I will teach my child that doing his/her best is more important than winning.
6. I will not ridicule, bully, blame, or yell at my child or other skaters, coaches, officials, or volunteers in response to a poor performance or for any other reason.
7. I will do my best to make skating fun at all times and will remember that my child participates in sports for his/her own enjoyment and satisfaction.
8. I will teach my child to treat other skaters, coaches, fans, volunteers, officials, and rink staff with respect, regardless of race, creed, color, sexual orientation, gender identity, or ability. I will also take action and report any acts of bullying, harassment or abuse to the appropriate authorities.
9. I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
10. I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
11. I will be a positive role model for my child and others.
12. I will demand a figure skating environment for my child that is free of drug or alcohol abuse and agree that I will not use or provide to a third-party any illegal drug prohibited by applicable federal, state, or municipal law.
13. I will not assist or condone any athlete's use of a banned substance as described by the U.S. Anti-Doping Agency, the World Anti-Doping Agency, the International Olympic Committee, the International Skating Union, United States Olympic and Paralympic Committee, or U.S. Figure Skating, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.

14. I will expect my child's coach to be in compliance with all requirements of U.S. Figure Skating and the Professional Skaters Association, to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association and other accredited organizations.

15. I will respect my child's coach and refrain from "sideline" coaching my child or other skaters.

16. I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.

17. I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, competitions, and test sessions.

18. I agree to report to the appropriate entity/party any U.S. Figure Skating Code of Conduct, SkateSafe®, or U.S. Center for SafeSport Code violations that I observe or am otherwise made aware of.

19. I will become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.

20. I will support and respect all skaters and their right to participate.

Must be signed and dated.

Waupun Figure Skating Club Parent/Guardian Code of Conduct Agreement Form

I, _____ [parent/guardian name printed], have read the Code of Conduct, and agree to uphold all guidelines and tenets of this document.

_____ Parent's or Legal Guardian's signature

_____ Date

Waupun Figure Skating Club Coach Code of Conduct

Purpose: Waupun Figure Skating Club is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct and abuse. This information is intended to provide both the general principles and the decision rules to cover most situations encountered by coaches and instructors. It has, as its primary goal, the welfare and protection of the individuals and groups with whom coaches work.

It is the individual responsibility of each coach to aspire to the highest possible standards of conduct. Above all, coaches of young people can have great influence on developing athletes who are reliant on these coaches for the basic instruction and guidance necessary to reach the top levels. Coaches can have tremendous power over these athletes in their quest to the top. This power must not be abused. Therefore, we have set forth these codes of ethics and conduct to guide our coaches and protect our athletes for the mutual benefit of all concerned.

General Principles:

- **Competence:** Coaches must strive to maintain high standards of excellence in their work. They should recognize the boundaries of their particular competencies and the limitations of their expertise. They should provide only those services and use only those techniques for which they are qualified by education, training and/or experience. In those areas, where recognized professional standards do not yet exist, coaches must exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work. They shall maintain knowledge of relevant scientific and professional information related to the services they render, and they must recognize the need for ongoing education. Coaches should make appropriate use of scientific, professional, technical, and administrative resources.
- **Integrity:** Coaches should seek to promote integrity in their coaching profession. Coaches should always be honest, fair, and respectful of others. They must not make representations about their qualifications, services, products, or fees that are false, misleading, or deceptive. Coaches should strive to be aware of their own belief systems, values, needs and limitations and the effect of these on their work. To the extent feasible, they should attempt to clarify for relevant parties, the roles they are performing and to function appropriately in accordance with those roles. Coaches must avoid conflicts of interest.
- **Professional Responsibility:** Coaches must uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of different athletes. Coaches should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of their athletes, or other recipients of their services. Coaches should be concerned about the ethical compliance of their colleagues' conduct. When appropriate, they should consult with their colleagues in order to prevent or avoid unethical conduct.
- **Respect for Participants and Dignity:** Coaches shall respect the fundamental rights, dignity and worth of all participants. Coaches must be aware of cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socioeconomic status. Coaches must eliminate the effect on their work of biases based on those factors, and they do not knowingly participate in or condone unfair discriminatory practices.

- **Concern for Others Welfare:** In their actions, coaches must consider the welfare and rights of their athletes and other participants. When conflicts occur among coaches' obligations or concerns, they should attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches shall be sensitive to differences in power between themselves and others and should not exploit nor mislead other people during or after their relationship.

- **Responsible Coaching:** Coaches must be aware of their ethical responsibility to the community and the society in which they work and live. Coaches must comply with the law and encourage the development of law and policies that serve the interest of sport or activity. The coach shall strive to serve as a leader and model in the development of appropriate conduct for the athlete both within and beyond the U.S. Figure Skating setting. The coach shall strive to use strategies in practice and competition that are designed to encourage play within the letter and spirit of the rules. The coach shall strive to keep the concepts of winning and losing in proper perspective. The coach shall strive to enforce policies and rules with fairness, consistency, and an appreciation for individual differences.

Ethical Standards:

- **Compliance with Rule Requirements:** All coaches must complete all annual coaching member requirements set forth by U.S. Figure Skating Rules and the PSA that apply to them by the appropriate deadlines.

- **Competence:** Coaches should not undertake these duties until they have first obtained the proper training, study and advice that they are competent to do so.

- **Maintaining Expertise:** Coaches should maintain a level of expertise through continued education and experience and shall strive to acquire additional education and experience through sources available to them.

- **Respecting Others:** Coaches shall respect the rights of other's values, opinions, and beliefs even if they differ from their own.

- **Nondiscrimination:** Coaches must not engage in discrimination based upon age, gender, race, ethnicity, national origin, religion, sexual orientation, gender identity, disability, language, socioeconomic status, or any other basis as protected by applicable law.

- **Misconduct:** Coaches must not, under any circumstances, engage in any form of misconduct and will respond to complaints of such a nature to respondents with dignity and respect.

- **Personal Problems or Conflicts:** Coaches should have a responsibility to be aware if there are personal problems or conflicts which may affect their ability to work with athletes. They should also be able to identify problems affecting their athletes, which could potentially create situations that place their athletes in harm or danger of injury, and take the appropriate steps to remove the athlete from this environment.

Further, any person who makes groundless allegations or complaints of abuse or harassment may be subject to disciplinary action per Article XXV, Section 3B, of the U.S. Figure Skating bylaws.

Coaches Code of Conduct:

- Must obey and abide by all U.S. Figure Skating published rules, regulations, and procedures.
- Shall maintain exemplary standards of personal conduct.
- Must obey all state, national and international laws.
- May not be under the effects of alcohol, illegal drugs or any substance that can affect athlete safety and coaching judgment.
- Must refrain from using any profane or abusive language.
- Must not engage in any type of misconduct with any athlete.
- Must teach and support the athletes fairly and equitably.
- Must never discriminate against any athlete.

I understand that as a U.S. Figure Skating member coach, I have assumed certain responsibilities to prepare, develop and be an advocate and role model. I agree to the "Coaches Code of Conduct," have read the "Coaches Code of Conduct" and understand what is expected of me.

Refer to the U.S. Figure Skating Rulebook and SkateSafe® Handbook for more information.

Must be signed and dated.

Waupun Figure Skating Club Code of Conduct Agreement Form

I, _____ [coach's name printed], have read the Code of Conduct, and agree to uphold all guidelines and tenets of this document.

_____ Coach's signature

_____ Date

Additional Information and Policies:

- **Attendance Policy** - all skaters are encouraged to be at each practice. If unable to attend practice please contact the coach prior to the lesson time. If a skater misses too many practices they may be asked to forgo their opportunity to skate at an event / competition / exhibition.
- **Illness Policy** - if a skater is too ill to attend school; she / he is not permitted to attend their scheduled practice. Please notify your coach or a board member if your skater is ill and unable to attend practice.
- **Injury Policy** - it is extremely important that skaters communicate their injuries to their coaches. Any significant injuries should be reported and documented by the coach, witness, and board member on duty. An incident report must be completed by the coach and / or Board Member on duty.
- **Skatesafe Policy** - The WFSC follows the USFS Skatesafe guidelines, criteria, and handbook. The WFSC will not tolerate any form of harassment or abuse of any kind to any members including: athletes, coaches, officials, directors, parents, volunteers, or others while participating in a figure skating activity.

U.S. Figure Skating strives to provide a safe environment for its members that is free of misconduct and harassment. The association will not tolerate or condone any form of harassment or misconduct of any of its members including athletes, coaches, officials, directors, employees, parents, volunteers or any other persons while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating. All forms of misconduct are unacceptable and in direct conflict with U.S. Figure Skating rules.

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

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

All individuals, regardless of membership with U.S. Figure Skating, are encouraged to report suspected violations of SafeSport.

To make a report, email skatesafe@usfigureskating.org or call 719-635-5200.

- **Protective Head Gear:** The USFS highly recommends the use of a bicycle helmet or other protective headgear for any skater at the beginning level. Our club requires head gear through age 4. While it is not required by WFSC or USFS, any parent or skater who feels it necessary to have their skater wear protective headgear is welcome and recommended to do so.
- **LOCKER ROOM/CHANGING AREAS POLICY:** Only athletes participating at the figure skating event are allowed in the Locker Rooms/Changing Areas. An exception may be

allowed for an athlete age 11 years or younger to be accompanied by one parent of the same sex to assist their child immediately prior to and after their skating event(s).

All Locker Rooms/Changing Areas will be monitored. If any concerns arise, immediately contact the Locker Room/Changing Area Monitor.

If there are concerns regarding this policy, an athlete should change prior to arriving at the competition.

The use of any recording and photographic devices inside a Locker Room/Changing Area is strictly prohibited.

Any violation of this policy is punishable under the U.S. Figure Skating SkateSafe policy and U.S. Figure Skating Rulebook.

- **CLUB BEHAVIOR PROCEDURE:** If there would be a problem with a skater's behavior, either during class time, in lockers rooms, or at the rink in general, the following are the WFSC steps:
 1. Verbal warning from coach/board member.
 2. Email to parent and sit down with parent, skater, coach, and board member to sign code of conduct.
 3. Removed from the next class.
 4. Removed for the remainder of the session.

(At no time will a refund on class(es) be given due to behavior misses and/or being removed from class.)

- **Ice Etiquette**
 - Basic rules governing all behavior
 1. Please respect the rights of others.
 2. Please respect the arena's property and the property of others.
 - Specific rules governing free skating sessions
 - The maximum number of (depending on the size and level) skaters will be allowed on each session.
 - Sign in at the box office and pay for each session before stepping on the ice.
 - No breakable containers are allowed rink side. Drinks are allowed on or below the railing. Food is not permitted near the rail or on the ice.
 - Please pick up all belongings (including dirty tissues, water cups, bottles, etc.) at the end of each session.
 - Parents, skaters not in the session or other spectators should not loiter at the rail or benches. This is unsafe and interferes with a constructive training session.

- Coaching by parents from the bleachers, benches or railing is not allowed at any time. Parents will be asked to leave the arena if this happens.
- The benches by the ice are to be used by the skaters and coaches only.
- If skaters must talk to someone off the ice, even if for a brief time, they need to get off the ice to do so or the skater will be asked to leave the ice.
- It is important for everyone's safety that all skaters stay aware of other skaters on the ice. Try to anticipate their patterns as you decide your own pattern.
 - If you are a less experienced skater, please be extra careful to stay aware of other skaters and to look ahead of where you are skating to see what others are doing or are about to do.
 - If you are an experienced skater, please be patient with the less experienced skaters. Remember – you were new to freestyles at one time, too.
 - Please be understanding if someone gets in your way.
 - Remember to look both ways before leaving the railing or skating across the ice.
 - Keep moving while on the ice, as it is dangerous for both you and other skaters to stand still during a session. It is especially important not to stop in the middle of the ice or any of the jumping corners.
- Right of way
 - The skater doing a routine to music has the right of way. Orange vests and colorful belts are provided to help identify the skater whose music is being played. Please stay aware of which skater is doing their routine and do your best to stay clear of their pattern. Please wear the vest or belt when you play your music to help other skaters know you are skating your routine.
 - Skaters taking a lesson have the right of way over general skaters in the session.
 - Skaters on the harness also have the right of way. Please be careful of the harness area.
- Music
 - Program music will be played on a rotational basis. This will be done on the honor system, with the responsibility left to the skaters and coaches.
 - After a skater's music has been played, their music or another program may be put at the end of the line to reenter the rotation. Dance music can take the place of program music.
 - Not everyone will be able to play their music on full sessions due to lengths of programs.
 - Coaches may put the music of the student they are teaching ahead of other skaters. Everyone should appreciate this policy when they are in a lesson enjoying this privilege and graciously accept this policy when they are the ones being asked to wait in line.
 - Please do not stop and restart your music if others are waiting in line.
 - Please handle the music equipment with extreme care.

- Prohibited Behavior
 - Kicking, digging holes, scraping or stomping the ice with your blades and kicking the railings are prohibited. Any skater engaging in this behavior will be asked to leave the session immediately.
 - Being verbally abusive to anyone at the rink is prohibited and a violation of U.S. Figure Skating's SkateSafe® policies. Any skater engaging in this behavior will be asked to leave the session immediately and may be referred to the club's SkateSafe® Compliance Chair or U.S. Figure Skating's SkateSafe® Program.
 - Deliberately challenging, scaring or intentionally blocking another skater is prohibited. Bullying or harassment of any kind is a violation of U.S. Figure Skating's SkateSafe® policies. Any skater engaging in this behavior will be asked to leave the ice immediately for an indefinite period of time and may be referred to the club's SkateSafe® Compliance Chair or U.S. Figure Skating's SkateSafe® Program.
 - Videotaping anyone other than yourself or your own skater is strictly prohibited and will not be tolerated. Anyone engaging in this behavior will be asked to leave the arena for an indefinite period of time. Videotaping for the purpose of intimidating or otherwise harassing a skater/coach/parent may be referred to the club's SkateSafe® Compliance Chair or U.S. Figure Skating's SkateSafe® Program.
- Clearing the ice
 - When the ice-resurfacer horn sounds, all skaters and coaches must leave the ice immediately. If you are skating to your music, please stop skating immediately, turn off music, and clear the ice – no exceptions.

Complaints / Concerns - complaints or concerns regarding on ice classes should be communicated to the skating director at katie.grulke@gmail.com. Any complaint/concern regarding an instructor should be communicated to the instructor coordinator at fletchersn09@gmail.com.

- Please include
 - Subject, Name, Phone, email, date / time / location of incident, description of concern, name of those involved.
 - The skating director will review the complaint / concern and will involve appropriate parties as necessary to seek resolution.
 - Resolution will be communicated promptly with all parties involved

Parent / Skater Acknowledgement Form

- I have read the ENTIRE document entitled “Waupun Figure Skating Club Handbook” from cover to cover and understand and agree to the guidelines set forth. I also understand that policies and procedures may change throughout the year and will be communicated to our membership. Should I have any questions regarding any policies or procedures, I understand that I should contact a board member for appropriate answers.
- I understand that I must sign this to be able to be in good standing with the WFSC
- I understand that by signing this I am signing off that I understand all of the policies of the WFSC.

I, _____ [parent/guardian name printed], have read the Waupun Figure Skating Club Handbook, and agree to uphold all guidelines and tenets of this document.

_____ Parent's or Legal Guardian's signature if under 18
years of age

_____ Date