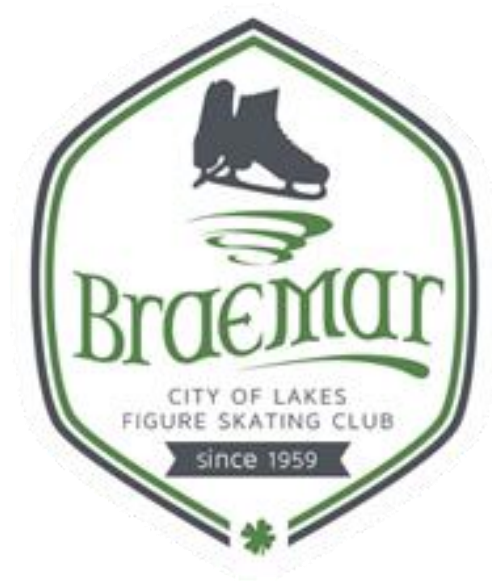


Braemar City of Lakes Figure Skating Club



Policies & Procedures

Last Revised 12/28/2019 - Please check website, www.braemarpsc.org for most current version

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1 General Statement of Policies and Procedures.

These policies and procedures are published to communicate to all members information about the operation of the Braemar-City of Lakes Figure Skating Club (“BCLFSC” or “Club”). The Club believes that open communication is important to the vitality and spirit of the club. The Board of Directors of the Club (“Board”) encourages all members to contact the Board with any questions or comments that will help the member to better understand and participate in the Club. These policies and procedures are periodically updated so always check the Club website at www.braemarfsc.org for the most current version and other helpful information.

2 Ice.

The Club requires each skating member to purchase two sessions per week. This is done by contracting thru an online site.

2.1 Contracts

2.1.1 Memberships.

Skaters must be a USFS and Club member to contract for ice during the school year contract periods.

2.1.2 Contracting Periods.

Contracts for ice are available at the discretion of the board. Currently, there are 5 contract periods a year:

- a. **Summer:** Summer, usually after end of Edina school year till August.
- b. **Fall 1:** September, after Labor Day till the end of MEA weekend, usually 2nd or 3rd weekend of October.
- c. **Fall 2:** Week following MEA to the end of the calendar year.
- d. **Winter:** January till end of prime hockey season usually mid-March
- e. **Spring:** Mid-March till end of Edina school year.

Skaters may add ice to their contract at any time.

2.1.3 Distribution of Contracts.

Contracts will be available, before each contracting period. Contracts must be completed online by the date specified by the Ice Coordinator.

2.1.4 Sessions.

The right to skate on an ice session is determined by skill level for that session. Sessions identified as:

- a. **Test Levels** are used to identify sessions. Only those individuals with the test level may skate on that session.
- b. **Junior Club** members may skate only on ice specifically designated by the Club as available for Junior Club members.
- c. **Open** is available for all levels of skaters.

2.1.5 Ice Workout Sessions

- a. Sessions marked **>=JF** are reserved for skaters who have passed the USFS Juvenile free skate test.
- b. Sessions marked **>=PJF** are reserved for skaters who have passed the Pre-Juvenile free skate test
- c. Sessions marked **>=PF** are reserved for skaters who have passed the Preliminary free skate test.
- d. Sessions marked **>=NM** are reserved for skaters who have passed the Novice moves test.
- e. Sessions marked **>=IM** are reserved for skaters who have passed the Intermediate moves test.
- f. Sessions marked **>=JM** are reserved for skaters who have passed the Juvenile moves test.
- g. Sessions marked **>=PJM** are reserved for skaters who have passed the Juvenile moves test.
- h. Sessions marked **>=PPF** are reserved for skaters who have passed the Pre-Preliminary free skate test.
- i. Sessions marked **>=PPM** are reserved for skaters who have passed the Pre-Preliminary moves test.
- j. **High Test** requires the skater to have passed USFS Juvenile Free Skate test.
- k. **Medium Test** requires the skater to have passed the USFS Pre-Juvenile Free Skate test.
- l. **Low Test** requires the skater to have passed the USFS test for Pre-Juvenile or lower.

2.1.6 Ice Availability.

The Club will notify members of the elimination of the session from the schedule. Ice sessions may be eliminated from the schedule at any time.

2.1.7 Submitting Contracts.

All contracts must be completed on-line. No other method of submitting contracts will be accepted. Contracts must be completed by the date specified by the Ice Coordinator to avoid a late fee.

2.1.8 Retain Copies.

Please make and keep a copy of your contract for your information.

2.1.9 Cost per Session.

The cost will be set for each contract period and included with the contract information.

2.1.10 Payments by Club Members.

Club members will be billed and are required to submit payments in accordance with the procedures in Section 2.3.

2.1.11 Payments by Non-Club Members.

Non-club members can contract for summer ice only.

2.1.12 Late Fee.

Contracts submitted late will have a late fee.

2.1.13 Professionals.

Professionals are not provided for any session except the "On-Ice Workout." Each skater must contract with a Club skating professional on their own.

2.1.14 Schedule Changes.

No schedule changes to drop contracted ice will be made during an ice contract. Schedule changes to add ice times may be made at any time.

2.1.15 Elimination of Sessions for Underutilization.

One of the Club's goals is to provide a good variety of ice time at the lowest reasonable cost to its members. The Club pays the arena for ice regardless of whether it is used. If a session is underutilized, the Board may eliminate that session from the schedule at any time.

2.1.16 Ice Exchange Policy.

Ice exchanges benefit skaters by providing an opportunity to recover costs associated with missed sessions by trading them for other sessions. Exchanges into sessions by BCLFSC members have priority over buy-ons for non-BCLFSC members.

2.1.16.1 Summer Ice Exchange Policy.

Ice can be exchanged any time during the summer session. This is to accommodate vacations and summer camps.

2.1.16.2 School Year Ice Exchange Policy.

Skaters may exchange one contracted session for another session within the week of the session missed, either the week before or the week after the missed session. Skaters must identify the exchanged sessions in the ice monitor book: **both the one missed and the one skated in exchange**. There are no exchanges for Workout sessions missed. **If you are contracted for the session, you can not exchange onto that same session**. In other words, if your name appears on the top portion (contracted) you can not write it in on the bottom half **for an exchange**.

2.2. Buying-On.

2.2.1 Purchase.

Skaters may purchase ice on a session-by-session basis (buy-on), if available.

2.2.2 Price.

Buy-on price is stated on the ice monitor sheet. For those skater **families** who contract five or more sessions per week, the buy-on rate is the contract rate.

2.2.3 Payment.

The cost of buy-ons will be billed to club members. Guest skaters must pay by check (no cash or credit cards) **before** stepping on the ice at the time of the session by leaving the check in the envelope/pocket provided in the ice book. For proper crediting of payment, the skater must make sure their name is on the memo line of the check.

2.2.4 On Ice Workout Sessions.

Buy-ons are permitted for workout sessions.

2.2.5 Buying On.

Skaters “buying-on” should be added to the bottom of the ice monitor sheet.

2.3 Billing

2.3.1 Invoice.

The invoice will include charges for buy-ons, testing fees for testing outside the club, volunteer fees and ice monitoring fees. The invoice will be sent at the discretion of the treasurer, currently every other month.

2.3.2 Payment by Check.

Billings done **not online**, are to be paid by check. Checks should be payable to Braemar-City of Lakes FSC. Please write the skater’s name on the memo line to assure proper crediting of the payment.

2.3.3 Time for Payment.

Payment is due by the last day of the month of the date of the invoice. Please allow adequate mailing time for your payment to be received before the due date.

2.3.4 Mailing or Delivering Payment.

Payments should be mailed to BCLFSC, P.O. Box 390301, Edina, Minnesota 55439.

2.3.5 Late Fee.

Payments received after the due date will be assessed a late fee. The late fee will be a late fee per family each billing cycle for any balance that is unpaid past the due date. This amount will be added to the invoice.

2.3.6 Effect of Past Due Account.

If a balance remains unpaid for 31 days past the due date, the skater will not be a “member in good standing” and may not be allowed to participate in certain club activities including (but not limited to) testing, individual or synchronized competitions, exhibitions, clinics and the ice show. The skater may also not be allowed to skate on club ice or synchronized ice. This does not eliminate any contractual obligation.

2.3.7 Test or Competition Authorization for Skaters with Past Due Accounts.

When a skater’s balance is unpaid more than 31 days past the date on the invoice, only the Treasurer of the Club can give approval for the skater to test or compete.

2.3.8 Clearing Past Due Status.

To clear past due amounts prior to testing, competitions, exhibitions, clinics and the ice show, payment must be received by the Treasurer (or her/his designee) five business days prior to the first day of the activity. Skaters who have had NSF checks within the prior twelve months will be required to remit a cashier's check.

2.3.9 Effect of Past Due Accounts on Family Members.

In the case of multiple members of a family being Club members, if one family member's account is past due, all family members' accounts will be considered past due and all family members will be considered "not in good standing" for purposes of these procedures.

2.3.10 Insufficient Fund Checks.

Checks returned due to insufficient funds must be replaced by a money order or cashier's check. There will be a fee charged for each returned check. This fee will be included on the skater's invoice.

2.3.11 Questions about Bills.

Questions regarding your bill should be addressed to the following people:

- a. **Accounts Receivable or timing of payments.** Contact the Club Treasurer.
- b. **Contract Ice Billings/Cancelled Ice Sessions.** Contact the Ice Coordinator.
- c. **Buy-ons.** Contact the Ice Coordinator.
- d. **Team Braemar Billings.** Contact the Team Braemar Treasurer.

The names and contact information for these individuals is available on the Club website, www.braemarfsc.org.

2.4 Sessions

2.4.1 Who May Skate on Club Ice?

Only skating Club members, Club Professionals, and approved guests (see Section 2.6 for information on Guests) may skate on Club ice. Non-member skating partners of Club members may buy on Club ice during the six weeks prior to a U.S. Figure Skating qualifying competition in which the team is competing. Non-members who are registered on a Club test session may buy on Club ice during the one week prior to the test session. To arrange for guest privileges, contact the Ice Coordinator or Head Professional prior to the session. The Ice Coordinator and Head Professional contact information is available on the Club website, www.braemarfsc.org.

2.4.2 Number of Skaters Per Session.

No more than 22 skaters are allowed on the ice during any session. Skaters are not allowed to share or split their ice time with other skaters.

2.4.3 Using a Family Member's Ice.

A member who has contracted for his or her own ice may skate on a family member's ice if the member meets the requirements of that session.

2.4.4 Registering Each Session.

Skaters must record their participation in each session, prior to the start time of each session, by marking the designated area next to their name in the Ice Book, which is located next to the entrance to the ice. If a skater has not recorded their presence prior to the start time of the session, the ice may be sold to a stand-by skater.

2.4.5 Failure to Use Ice.

Skaters who have checked in must be on the ice by the session start time. If the skater is not on the ice at this time, the Club may sell the ice to a stand-by skater.

2.4.6 Playing Skater's Music.

Skaters may play their own music. All skaters should have an opportunity to play their music once before any skater's music is played twice, including lessons. Skaters with more than one piece of music must choose which piece will be played on a session. A skater who is receiving a lesson will have priority over other skaters, however, no skater may be "bumped" more than 3 times in a session.

2.5 On Ice Conduct and Safety

2.5.1 Restricted Behavior.

The following behaviors are not allowed and may result in loss of permanent ice or expulsion from the club:

- a. Foul language (This rule also applies to parents and guests of skaters)
- b. Eating or chewing gum while on the ice
- c. Kicking or damaging the ice surface
- d. Sitting or lying on the ice
- e. Purposely blocking or obstructing other skaters

2.5.2 Designation of Program Skater.

A member skating their program will wear a vest or other identifying clothing as required by the Club. These skaters will have right-of-way over all other skaters. For individuals practicing their "moves in the field," their program will consist of a piece of music of their choice, subject to approval by the Head Professional, no longer than two minutes and thirty seconds.

2.5.3 Right of Way and Priority.

Skaters who are taking lessons during the session will have "right-of-way" over skaters not taking a lesson. All skaters, with or without priority, are expected to exercise good judgment and common courtesy to maintain a safe environment.

2.5.4 On Ice Activity.

Skaters on the ice are expected to be moving at all times. If you are stretching or receiving instructions from a Professional, you may stand at the boards, briefly. All other activities must be conducted off the ice.

2.5.5 Stretching.

No stretching in which the free leg is projecting away from the boards is permitted.

2.5.6 Reporting Problems and Disputes.

Any problems or disputes should be immediately reported to the Professionals and Ice Monitor available during that session. Any conflict between the Ice Monitor and Professional(s) on resolving the problem should be submitted to the Head Professional who will have the authority to resolve the dispute. Any party disagreeing with the Head Professional's determination may bring the matter to the Board for review.

2.5.7 Removal From Ice.

Skaters in violation of these rules can be removed from the session and no refunds shall be made.

2.5.8 Following Direction of Coaches.

Skaters are to respect all coaches and if asked to comply with these rules shall do so immediately.

2.5.9 Understanding Skating Flow.

Skaters must understand the flow patterns of the Club Sessions and know the location of the "Lutz Lanes" and "Spin Circles" and agree to skate accordingly.

2.5.10 Respecting All Skaters.

Skaters will treat all other skaters with respect.

2.6 Guests

2.6.1 Membership.

Each guest must be a member of U.S. Figure Skating, Skate Canada, ISU or have a Basic Skills number.

2.6.2 Arranging for Guest Privileges.

To arrange for guest privileges, the skater must call the Ice Coordinator or Head Professional prior to the session requested. The guest's name, along with the notation "approved guest" and the Ice Coordinator's or Head Professional's initials, will be entered on the stand-by list for the session.

2.6.3 Availability of Session.

The guest will be allowed to skate only if an opening exists after all Club members on the stand-by list are accommodated.

2.6.4 Payment for Session.

The guest skater must pay for the session in advance, by check only, and sign a waiver of liability to the Club and the City of Edina. The cost per session is noted on the Ice Monitor Sheet.

2.7 Ice Monitors

2.7.1 Arriving at Rink.

Arrive at the rink at least 10 minutes before your session is scheduled to begin. You must stay for the entire session to receive credit for monitoring.

2.7.2 Securing Monitor Materials.

The first monitor of the day should get the monitoring materials from the Pro's room. The last monitor of the day should put the materials back in the Pro's room.

2.7.3 Recording Information.

Verify the date and session on the top of the sheet for that session. Skaters "buying-on" should be added to the bottom of the ice monitor sheet for the session. Check off skaters, both contract and buy-on, as they go on the ice.

2.7.4 Signing In.

Sign the sheet in the Ice Book for your session, at the bottom of the ice sheet. You will not receive credit for monitoring if you do not sign in.

2.7.5 Assist Skaters.

Assist skaters with the check-in process.

2.7.6 Collect Checks.

Collect checks for guests buying on the session. File checks in the zipper pouch in the front of the Ice Book. Make sure no guest skates without paying in advance. Cash is not accepted.

2.7.7 Identifying Program Skater.

Advise each skater skating their program that they must wear a vest or other identifying article provided by the club during their program music.

2.7.8 Play Music.

Play a skater's music if requested by the Professionals. All skaters should have an opportunity to have their music played once before any skater's music is played twice, including lessons. Skaters with more than one piece of music must choose which piece will be played on a session. A skater who is receiving a lesson will have priority over other skaters, however, no skater may be "bumped" more than 3 times in a session.

2.7.9 Control Ice Usage.

Make sure all skaters leave the ice promptly at the end of the session.

2.7.10 Respond to Injuries.

In case of injury, request assistance immediately from the Professionals and/or, if appropriate, call 911.

2.7.11 Last Session.

After the last session of the day, place the Ice Book in the Club Room. Any clothing, guards, water bottles, etc., also should be placed in the Club Room.

2.7.12 Responding to Problems.

If the Monitor encounters any problems during their session, they should contact the Ice Coordinator or Head Professional as soon as possible.

2.7.13 Ice Monitoring Member Responsibility.

All member families, who contract for ice are required to ice monitor an ice session three times per each three-month period as follows:

- (1) **Fall:** September, October, November;
- (2) **Winter:** December, January, February;
- (3) **Spring:** March, April, May; and
- (4) **Summer:** June, July, August

or pay a buy-out fee of \$90 per each three-month period for a total of \$360 for the year, if a family chooses' to NOT ice monitor.

2.7.14 Ice Monitoring and Board Members or Coaches.

Board member and coach families are not required to ice monitor. The reasoning for coaches is they are already present at the rink working. The reasoning for board members is they are leading or volunteering for the club by being at board meetings and chairing other club events.

2.8 Injury and Illness

2.8.1 Injury or illness.

If a skater is injured and has a doctor's excuse, to be off the ice, send the ice coordinator a copy of the doctor's excuse and the dates the skater is to be off the ice, and the ice can be refunded. If the injury has a concussion, there must also be a doctor's permission "OK to skate" presented to the ice coordinator to resume skating. During the time the skater is off the ice – ice monitoring is not required for that family for that "season", the 3-month ice monitoring billing period.

3 Off- Ice Facilities and Equipment

3.1 General.

Use of the off-ice facilities is limited to Club members, their instructors and non-club members accompanied by a Club approved instructor. A non-club member may use the off-ice facilities only after receiving written authorization from the Off-Ice Coordinator and paying the required fees.

4 Testing

4.1 Cost.

Sign up for a test session is online, with the prices noted per level. There is a fee for passing a test outside of the club, this will be billed via the next billing cycle.

4.2 Payment.

Payment is done when applying to take a test on the web site.

4.3 Approval to Test.

When a skater signs up online, an email is sent to the coach. The coach must approve the skater to take the test. If no approval to test is received from the coach **by the deadline, usually at least 1 week before the test date**, the skater will not be listed on the testing schedule, and will not be refunded the test fee.

4.4 Cancellations.

If the Test Chair receives a cancellation from a skater **less than 7 days** prior to the test session, the skater **will be billed** at the full test rate. If a skater is injured or ill, he or she will not be billed for late cancellation as long as they provide a physician's letter confirming the injury or illness which prevented them from testing.

4.5 Arrival at Test Session.

A skater who is testing must be ready to skate 45 minutes prior to his or her scheduled test time.

4.6 Warm Up Ice.

Only Skaters who have purchased a session may warm up on that session.

4.7 Information about Session.

Information about the test session, including times and judges, will be posted on the Club website as soon as the information is available.

4.8 Senior Medals.

The Club will provide the Senior Gold Medal to BCLFSC Skaters who pass their Senior Test at a BCLFSC Test Session. The club will provide the Senior Test Patch to BCLFSC skaters who pass their gold tests at another club, and will pay for one-half of the cost of the Gold Medal if the skater wishes to pay the other half.

5 Ice Show

5.1 General Guidelines

5.1.1 Director and Coordinators

The show directors and show coordinators will be approved by the Club Board of Directors.

5.1.2 Skater Eligibility

5.1.2.1 Determination of Points.

Skater eligibility and the determination of points, for purposes of determining eligibility, for solos, pairs and trios for the Ice Show, will be calculated from the calendar year preceding the Ice Show, January 1 – December 31.

5.1.2.2 Membership.

Solo, pairs and trios skaters must be a Home Club member and represent BCLFSC for all submitted competitions.

5.1.2.3 Standing.

Skater must be in good standing with the Club as of March 31.

5.1.2.4 Seniority.

In case of a tie, home club seniority rules.

5.1.3 Solos

5.1.3.1 Determination.

Solos will be determined by using the point system in Section 5.3.3

5.1.3.2 Number of Solos.

No skater shall have more than one solo determined by the point system. No skater shall skate in a similar pair or trio number and also skate a solo based on the point system.

5.1.4 Placement.

Group number placement will be determined by the skater's relevant test freestyle level as of the last Braemar test session of the calendar year preceding the Ice Show.

5.1.5 Show Pictures.

Individual show pictures will be taken for full solos and feature solos, pairs, and trios. All pictures will be taken in costume and by the same photographer.

5.1.6 Father/Daughter Eligibility.

To qualify for the Father/Daughter number, a skater must have passed intermediate moves any time prior to the first scheduled practice for the Ice Show. If a club member skater is a senior in high school and still have not passed intermediate moves, they may be in the father/daughter number.

5.1.7 Parade of Champions Eligibility.

To qualify for the Parade of Champions, a skater must

- a. medal in the final round at MN State, OR
- b. qualify for the final round at Upper Great Lakes, all levels of Well Balanced and Intermediate and up for Excel OR
- c. medal in a Well Balanced event at Upper Great Lakes if there is only one group OR
- d. Medal at National Showcase OR
- e. Competitors who compete at Midwesterns or Nationals (primarily for Dance and pair teams that don't have to qualify OR
- f. Freestyle Gold medalist in the calendar year.

5.1.8 Modification of Guidelines.

These guidelines may be changed at the discretion of the show director(s) and show coordinators(s).

5.2 Full Solos

Full solos are two performances plus dress rehearsal.

5.2.1 Sessions Required.

A skater must contract for at least **3 freestyle** sessions per week at Braemar over the contract year. Adult skaters must skate an average of at least one session per week at Braemar during the contract year.

5.2.2 Order of Selection

5.2.2.1 USFS Gold Test.

A skater who has passed the senior freestyle test, prior to December 31 the year of the show, will receive a full solo. A skater who passed a senior test in pairs or dance, prior to December 31 the year of the Ice Show, is entitled to a full solo with his/her partner

5.2.2.2 Qualifying Competitions.

- a. A skater qualifying for Midwesterns in free skating during the past year is entitled to a full solo.
- b. A skater in pairs or dance who competes at Nationals is entitled to a full solo with his/her partner.
- c. A Juvenile or Intermediate level Well Balanced skater placing in the top four in the final round at Upper Great Lakes is entitled to a full solo.
- d. An Intermediate, Novice, Junior or Senior level (IJS) skater who is state champion is entitled to a full solo.
- e. A National Showcase individual medalist in the final round is entitled to a full solo.

5.2.3 Application to Show.

It is the responsibility of the skater to submit a completed in full Ice Show Solo/Pair Application form and official result sheets from each competition to the Show Coordinator(s) by a December date to be determined by the Show Director(s)/Coordinator(s). Late applications will not be considered. Incomplete show applications will be returned and not accepted for solo/pair/trio consideration. Competition programs and award photos will not be accepted as results; only official competition results sheets or digital copy of official competition result sheets will be accepted.

5.3 Feature Solos.

A Feature Solo is one performance plus dress rehearsal.

5.3.1 Priority.

Feature solos will be awarded to members in good standing who have participated in 2 freestyle competitive events and one other event skated to music, starting at the Junior Freestyle level and work down the levels to fill the open positions.

5.3.2 Minimum Sessions/Competitions Required.

A skater must-compete in at least two separate competitions to qualify for a feature solo.

5.3.3 Use of Test/Show Points.

All feature solos will be determined by show points. Points are earned by participation in USFS sanctioned competitions and tests. These points are then added annually to a skater's lifetime test points. The head professional or test chair will tally the skater's test points for the show committee.

5.3.3.1 Tests.

The following test points will be carried over from year to year to determine the skater's lifetime test points:

Freestyle	Moves	Pairs	Dance	Adult FS	Adult M
PPF-10	PPM-5	PPR-10	Pre-5	PB-5	PB-10
PF-15	PM-10	JVP-20	Pre-Bronze-10	B-10	B-10
PJF-20	PJM-15	IPR-25	Bronze-10	S-15	S-15
JF-25	JM-20	NPR-30	Pre-Silver-5D/T15	G-20	G-20
IF-30	IM-25	JPR-35	Silver-10D/T30		
NF-35	NM-30	GPR-40	Pre-Gold-10D/T40		
JRF-40	JRM-35		Gold-10D/T40		
SRF-45	SRM-40		Bronze Free-30		
			Juvenile Free - 30		
			Intermediate Free-30		
			Silver Free-30		
			Novice Free-30		
			Junior Free-30		
			Senior Free-60		
			Senior Solo Free - 30		

5.3.3.2 Competitions.

Only events skated to music can be used for points. Competition points are valid for one year only. The skater's three best placements will be used to compile show points. Only one interpretive/artistic/dance/solo dance result will be considered in total point determination; the remaining two must be freestyle. Only two results from a single competition may be submitted. Solo level will be determined by test level and the level of the majority of submitted freestyle results.

Example: A Skater who has passed his/her juvenile freestyle test and wants to be considered for a juvenile solo/pair/trio must submit at least two juvenile freestyle competition result sheets. If a skater who has passed juvenile freestyle submits one juvenile and one pre-juvenile freestyle competition result sheet, he/she will be considered for a pre-juvenile solo/pair/trio.

The following tables will be used to determine competition points:

a. Well Balanced

Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15+
Points	50	45	40	35	34	33	32	31	30	29	28	27	26	25	25

b. Excel Plus

Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15+
Points	35	30	25	20	19	18	17	16	15	14	13	12	11	10	10

c. All other USFS Sanctioned Competitions including Excel

Place	1	2	3	4	5	6	7	8	9	10	11	12
Points	20	15	10	9	8	7	6	5	4	3	2	1

5.3.4 Length of Program.

Feature solos may vary slightly in length.

5.3.5 Date of Performance.

Each feature soloist will skate one performance determined by draw on picture day. All will skate the dress rehearsal.

5.4 Pairs and Trios

A feature pair or trio is one performance plus dress rehearsal.

5.4.1 Eligibility.

Feature pair and trios will be awarded to members in good standing who have participated in 2 freestyle competitive events and one other event skated to music, preliminary free skate and up to fill open spots. This is no guarantee that all applicants will have a spot.

5.4.2 Number of Performances/Date.

Pairs or trios will skate one performance determined by draw on Picture Day.

5.5 High School Seniors.

High school seniors who are home club members in good standing at Braemar, and who do not have a full or feature solo, are eligible for a senior highlight as determined by the show director(s) and the show coordinator(s). The type and length of the highlight will be determined by the skater's test level. The high school senior must be a home club member since their sophomore year.

5.5.1 Preliminary and Pre-Juvenile Free Skate Level.

Highlight in a group number.

5.5.2 Juvenile Free Skate Level.

Highlight approximately one minute in length.

5.5.3 Intermediate and Novice Free Skate Level.

Highlight approximately one and one half minutes in length

5.5.4 Junior or Senior Free Skate Level.

Highlight approximately two minutes in length.

6 Junior Club

6.1 Opportunity.

The Club understands that it can be difficult for young skaters and their parent(s) to know if they want to make a serious commitment to skating and become a full member of the Club. The Club believes it is important for young skaters to have an opportunity to skate with and learn from a Braemar professional skating instructor who can help them make this decision. To address this need, the Club has a Junior Club.

6.2 Eligibility.

6.2.1 Age.

The skater may be of any age.

6.2.2 Skill Level.

Junior Club membership is open to skaters who, on the date of application to join the Junior Club, have not passed a USFS Pre Preliminary Test. If the skater passes a USFS Pre Preliminary test while a Junior Club member, the skater will be allowed to remain in the Junior Club until the end of that Club year. After that, the skater will have to become a full Club skating member to continue skating with the Club.

6.2.3 Coach.

The skater must have a coach approved by the Club.

6.2.4 USFS Basic Skills Membership.

The skater must be a USFS Basic Skills member. If, during the Club year, the skater becomes a regular USFS skating member, they may continue skating with the Junior Club until the end of that Club year. After that, the skater will have to become a full Club skating member to continue skating with the Club.

6.3 Membership Fee.

Membership fees are set in May for June renewals.

6.4 Member Rights.

The skater's membership rights are set forth in Article III, Section 2 of the Club Bylaws.

6.5 Skating Sessions.

The skater will be allowed to skate only on sessions designated as open to Junior Club members.

6.6 Session Costs.

The cost per session will be as stated in Section 2.2.2.

6.7 Time and Level Limits.

A skater may be a Junior Club member for part or all of **one** skating years, which run from July 1 through June 30.

7 Club Professionals

7.1 Club Expectations of Professional Staff

- a. Promote individual growth and excellence in figure skating for all members of the Club.
- b. Promote positive and constructive interaction between all skaters, parents, guardians, adults, and Professional Staff in the Club.
- c. Maintain fairness and confidentiality in all interactions with Club members.
- d. Respect and support all members of the Club.
- e. Promote Club unity.
- f. Recognize and respect other Professional Staff, their teaching philosophies and methods.
- g. Cooperate with other Professional Staff and skaters regarding space on the ice by moving around, using the whole rink, and meeting with groups of individuals off the ice if longer than one minute.
- h. Maintain a positive training atmosphere on and off the ice.
- i. Support the Board and the Club.
- j. Support and enforce decisions made by the Board, the Bylaws of the Club, and the policies and procedures established for the Club.
- k. The Head Professional will represent the Professional Staff at scheduled Board meetings.
- l. Attend a minimum of four (4) out of six (6) scheduled Professional Staff meetings per year. This schedule will be mutually agreed upon by all Pros at the beginning of the fall contract. Two unexcused absences are acceptable. Minutes will be recorded and made available to all Pro Staff for all meetings held. Pros are accountable to document that minutes have been read and are responsible to support decisions/recommendations mutually agreed upon at these meetings.
- m. Regularly check the Pro's room, the bulletin board outside the Pro's room and the Club website for communications relevant to Club activities.
- n. Make every effort to attend social events planned by the Club.

7.2 Show Responsibilities

- a. Participate as requested and able by the Show Coordinator(s) and/or Show Director(s).
- b. Make every effort to attend Pro meetings held regarding Show activities.
- c. Make every effort to be present at Dress Rehearsal and at least one of the Shows each year.

- d. Support the Show and skater participation in the Show.

7.3 Communications with the Board.

The Board expects each professional to contact both the Board's professional liaison and the Head Professional in a timely and proactive manner when she or he has an issue or concern that requires Board input and/or action.

7.4 Annual Updates.

The professional will provide the Board with a current resume, fee schedule, and a certificate of professional liability insurance issued by the insurance carrier with the Club listed as an additional insured, by September 1 of each year.

7.5 Chemically Free.

All Professionals will be free of all alcohol and illegal substances when in the capacity of a Professional at an ice arena.

7.6 Annual Review.

Each Professional will participate in an annual review, if requested by the Board, of their Professional Staff status.

7.7 Background Checks.

Each coach shall participate in a background check, as and when requested by the Board.

7.8 Communications with Students.

Each Professional will talk with each of their students about proper skating procedures, behavior on the ice, and appropriate expected behaviors at all times. As a member of the Club Professional Staff, they will assist the Board and the Ice Monitor to enforce appropriate and expected skating behaviors as outlined in On-Ice Conduct and Safety policy.

7.9 Response to Inappropriate Behavior.

If inappropriate skating behavior is observed, the Professional of the skater involved and the Professional who observed the behavior will meet off the ice and all parties will address and resolve the problem. A behavior that does not endanger the safety of anyone on the ice should be addressed when the session is over. When safety is an issue, the behavior must be addressed at the time of the occurrence. If the skater's Professional is not present, the issue will be discussed with the skater, and the skater's Professional will be notified as soon as possible. Any issue so addressed should be documented in writing and given to the Head Professional as soon as possible after the session.

8 Governing Council Delegates.

8.1 Number.

The Club can send one delegate for every 50 members. Parent supporting members count in that total. The Board of Directors will, each year, decide the number of delegates that is appropriate for the club to send, taking into consideration the issues being considered at Governing Council and the cost to the club.

8.2 Prospective Delegates.

The background for the best delegates may vary each year so the Club will consider a variety of individuals depending on the needs of the Club. The typical delegates have included the following:

8.2.1 Board Members, Parents, Skaters.

Two board members, parents or skaters, one with knowledge of freestyle issues and one with knowledge of synchronized issues are preferred to be sent to governing council. Sending two individuals with different knowledge allows the delegates to educate each other on votes regarding these issues and then vote accordingly. It also strengthens our members' ability to participate and contribute to the Club.

8.2.2 National Committee Chairs and Members.

Members of the Club who are National Committee Chairs and/or actively involved with the National Committee are preferred to be sent.

8.2.3 Judges.

Judges who do a lot for the club and/or a judge who is reaching a milestone date (e.g., 25 years of judging) if he or she will be recognized by U.S. Figure Skating.

8.3 Goals.

The Club's goal in sending Delegates is to represent the Club's interests and, equally important, educate our members and in turn the Club as a whole of the activities of the National governing body and of Clubs around the country to help our Club prosper.

9 Stipends

9.1 Midwestern Stipends.

9.1.1 Individual Stipends.

The Club may grant stipends to individual Club skaters who have qualified for and are competing at the U.S. Figure Skating sanctioned Midwestern Competition.

9.1.2 Pairs/Dance Stipends.

The Club may grant stipends to pairs/dance Club skaters who have qualified for and are competing at the U.S. Figure Skating sanctioned Midwestern Competition.

9.1.3 Synchronized Skating Stipends.

The Club may grant stipends to Club synchronized skating teams who have qualified for and are competing at the U.S. Figure Skating sanctioned Midwestern Synchronized Skating Competition.

9.2 National Stipends.

9.2.1 Individual Stipends.

The Club may grant stipends to individual Club skaters who have qualified for and are competing at the U.S. Figure Skating sanctioned National Competition.

9.2.2 Pairs/Dance Stipends.

The Club may grant stipends to pairs/dance Club skaters who have qualified for and are competing at the U.S. Figure Skating sanctioned National Competition.

9.2.3 Synchronized Skating Stipends.

The Club may grant stipends to Club synchronized skating teams who have qualified for and are competing at the U.S. Figure Skating sanctioned National Synchronized Skating Competition.

9.3 International and World Competition Stipends.

9.3.1 Individual Stipends.

The Club may grant stipends to individual Club skaters who have qualified for and are competing at a U.S. Figure Skating International or World sanctioned Competition.

9.3.2 Pairs/Dance Stipends.

The Club may grant stipends to pairs/dance Club skaters who have qualified for and are competing at a U.S. Figure Skating International or World sanctioned Competition.

9.3.3 Synchronized Skating Stipends.

The Club may grant stipends to Club synchronized skating teams who have qualified for and are competing at a U.S. Figure Skating International or World sanctioned Synchronized Skating Competition.

9.4 Stipend Amounts.

The Club must be in a solvent financial position as a condition for providing a stipend. Maximum amounts shall be established at the beginning of each fiscal year and are subject to ongoing financial solvency. The Board will determine financial solvency based on recommendation of the Finance Committee at the time of a qualifying event that would give rise to a stipend. Each year the stipend guidelines will be published as an addendum to the Board policies.

9.5 Ice Show.

Any skater receiving a stipend is required to skate in the annual Braemar Ice Show.

9.6 Governing Council Expenses and Reimbursements.

9.6.1 Expectations.

Expenses for Governing Council vary by location of the meeting, cost of transportation and lodging. The Board expects designated attendees will limit expenses to those absolutely required in performance of their duties as voting representatives of the club.

9.6.2 Amount.

The Club may pay for or reimburse the designated Club voting representatives to Governing Council for the airfare and hotel expenses and other approved expenses subject to the following provisions:

- a. **Pre-approved Delegates.** Only those official representatives, as designated by the Board prior to Governing Council, may receive stipends
- b. **Airfare.** All airfare shall be coach/economy class, booked at the lowest reasonably available rate.
- c. **Meals.** A maximum of \$45 per day will be reimbursed for meals and nonalcoholic beverages unless a meal is an official function of governing council meeting, in which case reimbursement will be for cost actually incurred, excluding alcoholic beverages.
- d. **Lodging.** The reimbursement for lodging will be a reasonable amount, as determined by the Board.
- e. **Ground Transportation.** Reasonable costs for ground transportation to/from the airport to/from the site of lodging. Other ground transportation expenses will be the responsibility of the individual representatives.
- f. **Limitations.** The amount of the stipends paid will not exceed the amount of actual expenses incurred. If requested by the Board, each delegate will provide receipts to the Board.

- g. **Written Report.** Each representative will submit a written report on Governing Council actions, decisions and other relevant information to the Board within 30 days following their return from Governing Council.

10 Conflict Resolution

10.1 Within the Club.

10.1.1 Request for Consideration.

All conflicts within the Club that are not otherwise resolved, will be presented to the Board of Directors for resolution. Any member with a grievance should submit their grievance, in writing, to the Club President. The President and two other board members will meet with the member, and all other parties involved in the grievance, at the Braemar arena at a mutually agreeable time, to review the grievance and discuss possible resolutions.

10.1.2 Review by the Board.

If a resolution is not reached, the Club President will present the grievance to the Board at the next Board meeting. The Board meeting is open to the public and all parties to the grievance are encouraged to attend the meeting. Please let the President know in advance if you will be attending the meeting to allow the Board to assure there is available space and to otherwise accommodate all parties. The Board will provide a reasonable time, as determined by the Board, for parties to present their views.

10.1.3 Decision by the Board.

After hearing the parties, the Board will take the grievance under advisement and, within 30 days, advise the parties of its decision and action to resolve or address the grievance.

10.2 United States Figure Skating.

10.2.1 Formal Grievance.

If any party to a dispute is not satisfied with the decision of the Board, they may file a formal grievance with United States Figure Skating. The club will provide any party information on this process with the Board's decision.

10.3 Edina Park and Recreation Department.

If any member of the Club who is a party to the grievance does not agree with the decision of United States Figure Skating, that member should contact the Edina Park and Recreation Department and ask that they review the decision of USFS. The Edina Park and Recreation Department has its own procedures for addressing grievances. Those procedures can be obtained from the Department.

11 Permanent Standing Committees.

11.1 Membership.

The Membership Committee will be responsible for all issues involving membership including recruiting, registration, maintaining membership information, ice contracting and use, skater support, and members' social events. The Board will appoint a Club member to serve as the Chair of the Committee. The Chair will report directly to the Board.

11.1.1 Ice Coordinator

- a. **Appointment.** The Board shall appoint a Club member to serve as an Ice Coordinator.
- b. **Application.** Any Club member may apply for this position.
- c. **Compensation.** The Board shall annually determine the amount and method of remuneration, if any, for this position.
- d. **Term.** The term of the Ice Coordinator shall be two (2) years. The Board shall have discretion to waive this limitation for good cause.
- e. **Assistant.** An Ice Coordinator assistant may help the ice coordinator.
- f. **Training.** The Ice Coordinator shall, in addition to her/his regular duties, be responsible for training a member who will be appointed to the position by the Board.

g. Committee. The Ice Coordinator shall be a member of the Ice Committee.

11.2 Competition.

The Competition Committee will be responsible for all issues involving sanctions, exhibitions and competitions sponsored by the Club. The Board will appoint a Club member to serve as the Chair of the Committee. The Chair will report directly to the Board.

11.3 Communications.

The Communications Committee will be responsible for all issues involving communications by the Club, including the Club's newsletter and web site. The Board will appoint a Club member to serve as the Chair of the Committee. The Chair will report directly to the Board.

11.4 Testing and Judges.

The Testing and Judges Committee will be responsible for all issues involving testing and working with judges for testing on behalf of the Club. The Testing and Judges Committee will report directly to the Board through a member of the committee, selected by the committee.

11.4.1 Test Chair

- a. Appointment.** The Board shall appoint a Club member to serve as an Test Chair.
- b. Application.** Any Club member may apply for this position.
- c. Compensation.** The Board shall annually determine the amount and method of remuneration, if any, for this position.
- d. Term.** The term of the Test Chair shall be two (2) years. The Board shall have discretion to waive this limitation for good cause.
- e. Assistant.** A Test Chair assistant may help the Test Chair.
- f. Training.** The Test Chair shall, in addition to their regular duties, be responsible for training a member who will be appointed to the position by the Board.
- g. Committee.** The Test Chair shall be chair of the Testing and Judges Committee.

11.5 Finance and Audit.

The Finance and Audit Committee will be responsible for all issues involving finance and audit. The Club Treasurer will be the Chair of this committee. The Chair will report directly to the Board.

11.6 Professionals.

The Professionals Committee will be responsible for all issues involving the Club professionals. The Board will appoint a Club member to serve as the Chair of the Committee. The Chair will report directly to the Board.

11.7 Synchronized Skating.

The Synchronized Skating Committee will be responsible for all issues involving Synchronized Skating. The Board will appoint a member to serve as Chair of the committee. The Chair will report directly to the Board.

12 Special Committees

12.1 Board Appointment of Special Committees.

The Board may create and appoint members to special committees as necessary to address issues that are outside the scope of the permanent and standing committees.

13 TCFSA Representatives

13.1 Appointment of Representatives.

The Board may appoint one or more members of the Club to represent the Club in the Twin City Figure Skating Association. TCFSA representatives are to serve three-year terms, as specified by TCFSA guidelines.

13.2 Attendance at Board Meetings.

At least one representative shall attend the monthly Board meetings and give the board a report on the activities of TCFSA.

14 Background Checks.

The safety of all of our members is important. Therefore, all individuals 18 years and older who serve as a coach or is a member of the Board of Directors will agree to a background check before taking a position with the Club and thereafter at least once every year.

15 Volunteers.

Our club requires the volunteer efforts of every family for continued success in our Braemar Skating Competition, our Annual Ice Show, and Board-designated projects. All Home Club Member Families are required to provide a minimum of ten (10) hours of volunteering in any combination of the Braemar Skating Competition, the Annual Ice Show and Board-designated projects each membership year (July 1 – June 30). Failure to meet the volunteer requirement will result in a \$150 fee, or \$15 per hour not volunteered. Volunteer hours will be prorated hourly. For example, if you only volunteer for 4 hours, you will be billed for 6 hours, at \$15 per hour, for a total of \$90.

16 Glossary of Terms