



**HANDBOOK**

**for**

**PARENTS**

**&**

**SKATERS**

# **CHRISTMAS BROOK FIGURE SKATING CLUB HANDBOOK**

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## WELCOME & INTRODUCTION

Welcome to the Christmas Brook Figure Skating Club. We are very happy you have chosen this club to serve your skating needs. The Board of Directors and others have prepared this handbook that we hope will help answer the many questions we all have about skating, including the working of the club, what to look for in a skate, what is USFSA and group or individual lessons. You may still have many questions and should feel free to ask any of the Board members.

***We ask that you read these guidelines and policies carefully.***

The Christmas Brook Figure Skating Club was founded in the winter of 1963 to promote ice skating. The club began on Williams College’s original outdoor hockey rink, which was placed on top of the old pond. A few years later Williams built the curved roof over it to keep the sun off the ice, but did not add the rest of the building until later. It was cold and primitive, but thank goodness, at least we never had to skate on a pond!

The Christmas Brook Figure Skating Club is a member of the United States Figure Skating Association (USFSA) and offers both group lessons through the “Learn to Skate” Program and individual lessons by pros through the club’s Regular Membership.

Members of Christmas Brook range from preschoolers to adults. Skating helps build muscles, stimulates the heart and improves coordination and balance. A skating club is a great way to improve fitness while having fun and meeting great people!

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## MEMBERSHIP

The Christmas Brook Figure Skating Club welcomes members who are interested in figure skating either as recreation or as a competitive sport. There is no one formula for enjoyment or participation. The types of membership include:

**Learn to Skate Membership** – Upon initial enrollment, all skaters are registered with Learn to Skate USA. The fee for this is included in the Learn to Skate package. Skaters receive a Learn to Skate booklet and are taught in group lessons at scheduled club sessions based on their level of skill.

**Freestyle Membership** – Skaters are registered as members of USFSA and test and/or compete through Christmas Brook as their home club. A subscription to “Skating” published by USFSA is included with their first family member’s membership. Skaters at this level subscribe to ice time through Christmas Brook but arrange for lessons directly with a professional or junior coach whose fee they pay directly.

NOTE: All ice bills should be paid promptly. The Board of Directors reserve the right to limit skating times for late or unpaid bills. Penalties may apply.

## FUNDRAISING

The Christmas Brook Figure Skating Club hosts several fundraising activities per year to help pay for the ice time, which is expensive. Participation in fundraising events by all families is expected and appreciated!

## BAY STATE GAMES

**Bay State Games** is the Club’s biggest fundraiser and your help is needed and very much appreciated. We have a job for everyone!

**Competing in the Bay State Games** – As a member of Christmas Brook Figure Skating Club you meet the state eligibility to compete in the Bay State Games.

### Parent & Skater Responsibilities for Bay State Games –

- All families of Learn to Skate Skaters are required to work at least 3 hours during Bay State Games weekend during the competition.
- All families of Freestyle Skaters are required to work at least 6 hours during the competition.
- All skaters are encouraged to attend Bay State Games and support club members as well as volunteer at the event.

If you do not volunteer during the Bay State Games a \$50.00 fee will be assessed to you that will need to be paid in order for your skater to participate in the year-end show.

## **YEAR END SHOW**

We hold an Annual Show at the end of our regular skating season. Learn to Skate skaters are grouped together by level and perform as a group with their apprentice instructor.

Costumes for Learn to Skate show programs will be selected by the Show Director and charged to each skater's account. Skaters will keep their costumes after the show. Parents will also be responsible for purchasing tights.

Costumes for solos, duos and trios are not provided by the club and any cost will be at the skater's expense.

The set up and practices of performances usually begin two months prior to the show. Information is distributed as the show set-up progresses. Volunteers are needed for the show. The show is a fundraiser for the club through ticket sales, bake sale, and raffles.

### **Breakdown of Show Volunteer/Crew Opportunities:**

- Costumes – fittings and organization
- Set-up – set design/construction/load in
- Backstage management
  - Group monitors
  - Music
  - Announcers
- Breakdown
- Bake Sale
  - Bakers
  - Bake Sale Table Volunteers
- Ticket and Raffle – Distribution/Solicitation/Sales
- Program Ads – Solicitation/layout

**Feature Skater** – requirements are determined annually based upon Club representation

**Small groups/duos/trios** - consist of members who purchase a freestyle ice package and work with a coach/junior coach or skate regular sessions who don't have all single jumps.

**Senior Soloists**

## **THE UNITED STATES FIGURE SKATING ASSOCIATION (USFSA)**

Christmas Brook is a member club of the United States Figure Skating Association (USFSA), the governing body of amateur figure skating on ice in the United States. There are more than 750 USFSA clubs across the country. Most people are familiar with USFSA from watching figure skating on television. Many people watch the Nationals and Worlds, as well as the Olympics. Through membership in the International Skating Union and the United States Olympic Committee, USFSA is responsible for selecting athletes to represent the United States at the World Championships and the Olympic Winter Games. Figure Skating is one of the most popular televised sports. The talents seen on the national networks were developed in programs like ours in the Learn to Skate Programs.

Beginning figure skating skills and knowledge are encouraged by the USFSA through Learn to Skate programs, a progression through the skills marked by the completion of badges. Skaters are taught to sit down and get up from the ice, to skate forward, backward, to stop and turn, then are led through a series of other skills, all of which build on those previously learned. For more information, go to [www.learntoskateusa.com](http://www.learntoskateusa.com). Skaters who have mastered the skills taught in Learn to Skate progress to the USFSA test structure.

The following is a short summary of the skating test and competition structure. We encourage you to explore the USFSA website for up to date information on regulations, test levels and requirements. <http://www.usfsa.org/>

### **USFSA STRUCTURE/USFSA TESTS**

The Learn to Skate skills tests, while not required before starting into the regular USFSA test structure, do provide the basic skills and level of mastery expected to begin working on the USFSA tests.

Figure skating has several divisions:

Freestyle:

Consists of jumps, spins, connecting movements and footwork in harmony with music of the skater's choice.

Freestyle tests:

The levels are Pre-Preliminary, Preliminary, Pre-Juvenile, Juvenile, Intermediate, Novice, Junior and Senior (or Gold). There are also freestyle tests for adults (21 and up) who are learning to skate: Pre-Bronze, Bronze, Silver, and Gold.

#### Moves in the Field (MIF):

Moves in the field are fundamental skating skills done in prescribed patterns and not set to music. Test levels are the same as freestyle tests. The corresponding MIF test must be passed before the freestyle test can be taken.

#### Ice Dance:

Similar to ballroom dancing on ice where musical interpretations, flow, and a sense of rhythm are most important. There are pattern dances including variations on waltzes, foxtrots, tangos, etc. The levels are Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver, Pre-Gold, Gold, and International, and there are two tracks, partnered and solo.

#### Free Dance:

Free dance consists of a series of dance moves choreographed to music of the skater's choice. Test levels are Juvenile, Intermediate, Novice, Junior, and Senior, and as with the pattern dance tests there are two tracks, partnered and solo. Completion of the corresponding pattern dance level is a prerequisite for each free dance test level.

Production Team introduces skaters to team precision skating requiring different holds, formations and unison. In years when there is a Production Team, recruitment is done by an invitation by the coaches coordinating the Production team. Tryouts are held each year in September/October. To be eligible, a skater must purchase freestyle ice from the club, skate with the club year-round and have shown good sportsmanship through the skating sessions.

### **THE LEARN TO SKATE PROGRAM**

Learn to Skate consists of a comprehensive lesson/test structure that introduces skaters to the fundamentals of skating such as gliding, stopping, falling, getting up, curves and edges, turning, forward and backward skating. The skater's pro or other qualified club member can test the skater. Skaters receive a cloth badge for the tests passed.

The objectives of the program are:

- To provide a fun and safe skating experience for the beginner as well as the more advanced skater
- To teach correct technique of the basic elements of skating
- To develop a finer degree of coordination and balance
- To promote physical fitness
- To have fun!

## EQUIPMENT & ATTIRE FOR SKATING

### Helmets

***HELMETS ARE SUGGESTED FOR SKATERS THROUGH LEARN TO SKATE LEVEL 2***

### Skates

- Rent or purchase used skates if your child is unsure about making a commitment to skating.
- Proper fit is important. Sizing varies by manufacturer. Street shoe sizes do not always correspond to skate sizes. Do not buy skates too big in order to get more use.
- Boots should fit snug. Toes should be able to wiggle but not move side to side. Feet should not move around inside the boot. Heels should fit snugly against the back of the boot. To check for proper length, remove insoles and measure with heels against the back, the balls of the foot at the widest part of the boot with enough room around the toes.
- Blades must be sharpened periodically. If you have a question about whether the blades need to be sharpened you should ask a coach to take a look at the blades.

### Guards & Soakers

- Guards prevent the steel of the blade from nicks when walking off ice. They will prolong the life of the blade and cut down on the number and frequency of sharpening.
- Wipe the blades off with a cloth towel after skating. Blades will rust if guards are left on during storage.
- Store skates in soakers made from absorbent material.

### Laces

To properly lace the boot, loosen laces so the boot is wide open and pull tongue forward. Position foot with heel against the back of the boot. Make sure the tongue has not slipped and is straight against the leg. The laces should be looser at the toe and pulled tightly across the arch and ankle areas. The top of the skate should be laced loose enough to insert a finger between the tongue of the skate and the sock. There should be about a 1" space between the sides holding the laces. If extra laces remain, cross them down and over the hooks, tying the bow at the bottom hooks.

### Clothing

Layering clothing allows the skater flexibility in their movements. As the skater works out, they will be able to shed a layer. Zippered jeans are confining, whereas warm up pants, elastic waist slacks or practical styled skating dresses provide a greater degree of movement. Hooded jackets and scarves are discouraged for safety reasons. Hats that do not hinder peripheral vision are ok.

### Tights/Socks

Putting on extra socks or stuffing into the toes of the skates hinders balance and causes blisters. Use one pair of socks or microfiber tights. Two pairs of socks make the feet colder as perspiration is kept in. One pair of footed tights coupled with one pair of footless tights will provide added warmth.

### Mittens/Gloves

Mittens or gloves prevent ice burns when falling on the ice. An extra pair kept in the skater's bag is suggested.



## ICE RULES

### FREESTYLE RULES

1. Skater must check in with a Board Member or Rink Monitor or sign in at the beginning of skating session prior to entering the ice so attendance can be taken. Skater must also pay for their ice time PRIOR to entering the ice if buying on. Do not enter the ice unless you have paid or are scheduled to skate.
2. Pinny must be worn at ALL times by skaters practicing their program and/or dance music.
3. All skaters need to be aware of their surroundings and do their best to avoid others. Any skater wearing a pinny has “right of passage,” meaning all other skaters and coaches will make every effort to move out of the way.
4. Music is played in order of request, with skaters in a lesson taking precedence and bumping others. NO Exceptions. After three times, in or out of a lesson, a skater’s music will go to the end of the line. The skater whose program is next in line will come to the music box and put on a pinny. The skater doing their program to music will be wearing a pinny and other skaters and pros on the ice will make every effort to stay out of their way. At the end of the program the skater should return the pinny promptly to the music box.
5. Any member wishing to practice a freestyle program for an upcoming test or competition may have exclusive use of the ice for the length of that program. This privilege is limited to no more than one per session.
6. Parents are asked to assist with playing music during freestyle ice. There is no signup, but we would request that you make time and offer to play the music.
7. Parents and family members are not allowed in the hockey box during skate times as this is distracting to skaters and is a safety issue. NO Exceptions.
8. Coaches may videotape their students during lessons. Parents may videotape their child, and ONLY their child, while the child is wearing the pinny.
9. For safety reasons, there is no reckless skating allowed, i.e. no tag, racing, horseplay, etc. There is no group socializing allowed on the ice.
10. After a fall, skaters should get up as quickly as possible in order to avoid injury to other skaters.
11. No use of earbuds or headphones on the ice.
12. CBFSC coaches, board members and/or rink monitors have the authority to enforce ice rules to maintain the safety of all skaters.

### LEARN TO SKATE RULES

1. Only Learn to Skate skaters, Coaches and Apprentice Coaches may be on the ice during Learn to Skate sessions.
2. During Learn to Skate sessions, no camel spins, axels or double jumps are allowed.
3. Parents and families are asked to remain out of the hockey box during skating time as this distracts the young skaters.

### Freestyle

#### Music Rules – Order of Priority

1. Pro request for skater in his/her lesson – can bump skaters not in lesson
2. Program or Dance requests of testers or competitors (one week prior to test).

3. Skaters program request twice per session. (May request more depending on upcoming competition, tests, show, etc.)
4. Skaters dance request twice per session.

#### **Clarifications**

1. Absolutely no one is to use headphones of any type while skating; this is dangerous for the skater and others around him/her.
2. All publicity about Christmas Brook Figure Skating Club or any skater who is a member of Christmas Brook Figure Skating Club must be approved by the Board of Directors.

#### **RULES FOR JUNIOR COACHES**

1. The junior coach must have completed two years of the apprentice program and apprentice group teaching to qualify for coaching their own group, and taking on private students.
2. The junior coach who wants to teach Learn to Skate only must be at least 16 years of age and registered with the USFSA Learn to Skate as a coach to have their own group.
3. To qualify for teaching private lessons before, during or after Learn to Skate group lessons, the junior coach must be 18 years of age, registered with USFSA Learn to Skate as a coach, pass CER Level B, and have liability insurance coverage through USFSA for \$1,000,000.00. The policy must name Christmas Brook Figure Skating Club (CBFSC) on the certificate of insurance and a copy must be given to the president of Christmas Brook FSC. Insurance forms can be obtained from USFSA.
4. Qualifying junior coaches may teach private lessons following Learn to Skate sessions and any other sessions offered by the CBFSC.
5. All private lessons taught by junior coaches are set up with the student's parents by the junior coach.
6. All junior coaches are responsible for exchanging phone numbers with the parent of their student and must inform them if/when they will be absent for their lesson.
7. All junior coaches must present the parent of their student with a written bill, dated for each private lesson.
8. All junior coaches are responsible for choreographing a group number/duo/trio for the end of the season show. Music will be cut and provided.
9. Conduct themselves on and off the ice as role models.

#### **COMPETITIONS**

All skaters enrolled in the Christmas Brook Figure Skating Club are eligible to compete in USFSA competitions, including Learn to Skate Competitions. Inquiries should be made to the Learn to Skate Director. All applications must be signed by a member of the CBFSC Board.

## ICE SKATING TERMINOLOGY

Figure skating people use a language all their own. Here are some of the most commonly used terms.

**Learn to Skate Skater** – a skater who is enrolled in the group lesson program, gaining mastery of the “Learn to Skate” skills of figure skating.

**Boards/Barriers/Dashers** – Wooden structure around the ice rink. Skaters may be asked to meet at or wait by “the boards”.

**Boot & Blade** – Skates – the leather shoe is called a “boot”. The metal beneath it is the blade.

**Dance** – A series of steps on ice consisting of edges, 3-turns, Mohawks, etc. to a set pattern done to music. Skaters must stay with the beat of the music.

**Edge** – The side of the blade on which you are skating – inside (the side between your feet) or outside. The imprint that the edge of the blade makes on ice is also called an edge.

**Freestyle** – Consists of spins, jumps, footwork.

**Guards** – Are the rubber pieces that go over the blade, protecting them from nicks and dirt when the skater is walking to or from the ice to the place where they change their skates.

**Moves in the Field** – One of three test structures in U.S. Figure Skating (including free skating and dance). Moves in the field tests help develop all basic fundamental edges and turns while emphasizing edge quality, extension, quickness and power.

**Private Lesson** – A skater buys ice time from the club and arranges with a pro for a lesson anywhere from 15-50 minutes. They pay the teaching fee directly to the pro.

**Program** – A series of ice skating moves set to music and used during competitions or exhibitions.

**Soakers** – Terrycloth covers to be used over the blades when skates are not in use. Keeps the blades dry, helping to avoid rust.

**Three Turn (3 Turn)** – enables the skater to change from forward to backward skating.

**Toepick** – The notched front end of the figure skating blade, which is notched to allow the skater to do certain skating moves, like some jumps.