

North Star Figure Skating Club

15 Bridle Lane
Westborough, MA 01581
(508) 366-1562 X 221

Member Information Club Policies July 1, 2017 - June 30, 2018

Welcome to the North Star Figure Skating Club! In an effort to ensure that all members are aware of the policies and procedures here at NSFSC, we have prepared this "Membership Packet" which we hope you find helpful. Happy Skating!

1. General

USFS (US Figure Skating) and Learn to Skate USA is the governing body for figure skating in the U.S. All tests, rules and regulations for skaters from the beginning Learn to Skate USA skater through the top Olympic skaters, are set forth through USFS and Learn to Skate USA. Skaters who are members of USFS are permitted to compete in USFS or Learn to Skate USA sanctioned competitions. Members of Learn to Skate USA are only permitted to participate in Learn to Skate USA competitions. All tests taken by members (of the USFS) are recorded at USFS Headquarters in Colorado Springs, CO. NSFSC (North Star Figure Skating Club) is a USFS sanctioned club. Club members are either Home Club (NSFSC is listed on their memberships as the club that they choose to represent when they compete and test) or Non-Home Club members (these skaters represent a club other than NSFSC).

All skating business should be conducted during Office Hours at the NSFSC office located in Rink C Lobby at our Westborough location. The NSFSC office phone number is (508) 366-1562 x 245 and 237. The fax number is 508-366-0208.

2. Bronze Stars

All skaters working on Basic 3-4 (5 optional Bronze or Silver Stars) are required to participate in North Star Figure Skating Club's Bronze Star Program. The weekly program includes one group lesson and the option to take private lessons. Skaters enrolled in the session of which our Annual Show is held are required to participate in the Annual Show as well as the Dress Rehearsal on the Thursday before. During the group class skaters will work on elements from basic 3-6. Private lessons are encouraged for skaters that wish to improve at an accelerated rate. Please select the private lesson option on registration. The Group Coordinator, Assistant to the Skating Director and Skating Director will work together to select an available home club coach that is best suited to the skater's personality with recommendations from the current instructor.

When a Bronze Star skater is ready to test basic 3 or 4 the coach will inform the Group Coordinator. When the skater is ready to test basic 5 the skater must fill out the test form and pay \$10 for the test. There are specific test dates for basic 5. When a skater passes basic 5 (or if they prefer when they pass basic 4) they graduate to our Silver Stars Program.

3. Silver Stars

All skaters working on Basic 5 (optional Bronze or Silver Stars) Basic 6, Pre-Freeskate and Freeskate 1 (optional Silver or Gold Stars) are required to participate in North Star Figure Skating Club's Silver Stars Program. The weekly program consists of a group day consisting of a group class and a boot camp class, 1 practice session, and 1 off ice class. Skaters are required to take at least one 25 minute private lesson. Skaters enrolled in the session of which our Annual Show is held are required to participate in the Annual Show as well as the Dress Rehearsal on the Thursday before. During the group classes, skaters will work on elements from basic 3-6 and Pre-Freeskate, Freeskate 1 and basic skating exercises. In private lessons skaters will work on the same skills and develop more strength, speed and flow in the movement on ice. Contact the Joanie at northstarann@aol.com to set up private lessons. The Group Coordinator, Assistant to the Skating Director, and Assistant Skating Director will work together to select an available home club coach that is best suited to the skater's personality with recommendations from the current instructor.

When a Silver Star is ready to test, they are required to fill out the test form and pay the \$10 fee per level. For skaters testing Freeskate 1 there are specific test dates. Once a Silver Star has passed Freeskate 1 and graduated out of Silver Stars, they must email Danielle at northstarddavid@aol.com to work out ice credits, membership upgrades, or any other adjustments that need to be made to ice time and payments.

4. Gold Stars

All skaters working on Freeskate 1 (optional Silver or Gold Stars) and Freeskate 2-6 must enroll in Gold Stars. All Gold Stars must be Gold Star members or full USFS members (in order to test Pre-Preliminary Moves skaters MUST be full members) of North Star Figure Skating Club. Gold Stars requires at minimum a boot camp class, 2 opens/freestyle sessions, and an off ice class. Skaters are required to take at least one 25 minute private lesson but two are recommended. Skaters must pay \$10 for each test FS1-6. Skaters testing FS1 and FS6 will test as test sessions. Skaters testing FS2-5 can test in between test session dates.

5. Ice Contracts (dates are tentative)

Ice is contracted (booked) by the "season", the NSFSC "seasons" are typically:

Summer: July - August

Fall: Late August - November (8/28-11/26)

Winter: December - Mid April

Show Schedule: Mid April - Show (Mid May)

Spring: Mid May - June

There will be a \$25.00 service charge for any check returned due to insufficient funds. Any repetition will require subsequent payments be made either in cash or certified check. Advanced Training Program Members will have first priority in booking ice ONLY if the contract is received by the deadline, followed by Home Club non-ATP Members by date received. Forms received after the deadline receive last priority. There will be a 3% charge on credit cards for all payments (ice, tickets, etc).

Payments must be received on or before deadline date (no exceptions). A \$15.00 fee will be assessed for payments made after the 15th.

6. Membership

See Membership Information

7. Injury/Illness

A skater who has contracted Club ice who is injured or ill and is unable to skate due to the injury or illness will be issued an ice credit if a note is sent **IN WRITING** by the Skater's Physician.

8. Switch/Drop Policies - NSFSC HOME CLUB FULL MEMBERS ONLY

a) Individual Switch Policy:

ONLY FULL USFS MEMBERS may switch sessions and skate a different day/time when they have missed a session provided that they are level appropriate for the session that they are switching to. A switch ticket will be placed in the skater's folder for the day that they missed. Switches MUST occur within the same season (ex. Fall, winter, show, spring, summer) and may not be carried over to the next season. They expire at the end of each season. (see number 5 "seasons")

A SWITCH TICKET MUST BE GIVEN TO THE ICE MONITOR "PRIOR" TO SKATING. IF THERE IS NO MONITOR PRESENT, SKATER MUST INFORM A STAFF MEMBER AS SOON AS ONE IS AVAILABLE.

SWITCHES FOR CONTRACTED ICE CAN BE USED TOWARD "STAR" ICE AS WELL AS OTHER CONTRACTED ICE. THEY ARE "NOT" ALLOWED ON HOLIDAYS, SCHOOL VACATION WEEKS OR SESSIONS THAT STATE "NO SWITCHES ALLOWED".

1. If the session switched to is the same cost as the session switching from, there is no additional charge.
2. If the session switching to is lower in cost than the session switching from, it will be considered equal, there will be **NO** refunds.
3. If the Skater's Pro should request a switch, it is still a switch.
4. North Star Figure Skating Club switches are for **pre-booked** ice only. They can be used subject to availability. Switches are not redeemable for cash or credit.
5. Please note: If you do not have a switch, you must do a walk-on.
6. A Switch Ticket will be issued for absentee skaters and be placed in their folder the following day (based on sign in sheets). A switch may be requested in advance.

b) Drop Policy:

Skaters wishing to drop sessions must submit their request **in writing** indicating the date the skater stops skating. Once a request is received, a fee of \$25.00 plus two weeks of contracted session(s) will be charged. Skaters who remain members of the club will receive a credit. There is no charge to drop a session and exchange it for another session if it is of equal value or pay the difference if higher.

9. Folders

ALL NSFSC members who purchase ice have a folder located at NorthStar Ice Sports. It is your responsibility to check your folder every time you skate.

10. E-Mail

IMPORTANT please print clearly on all forms. We use emails to send confirmations, updates, cancellations, etc. NOTE if your email address is illegible, we will not be able to send a confirmation, update or cancellation. We will not refund a payment because you did not receive email.

11. Basic Skills Testing

All basic skills skaters (Basic 3-FS6) must take tests with the North Star Figure Skating Club Staff. Skaters testing basic 3 or 4 must have their coach email the group coordinator to coordinate the tests.

Skaters testing basic 5, 6 Pre-Freeskate and Freeskate1-6 must fill out the test forms and pay \$10 per test. All tests except Basic 5, FS1, and FS6 can be completed at any time that works for the skater testing and the person doing the test. Coaches will be made aware of test times for Basic 5, FS1 and FS6.

All members will receive their badges at the North Star FSC Annual Banquet, should the skater choose to attend. If the skater does not attend the badges will be put in their folder after the banquet.

12. US Testing

Our Test Sessions will be posted on our Web Site and your Home Club coaches will be notified. It is your responsibility to register for a test which can be done on NSFSC's website. All Test Session applications must be submitted online, 2 weeks prior to the Test Session date with payment. Late applications will be accepted IF SPACE IS AVAILABLE WITH AN ADDITIONAL \$25.00. Tests are accepted on a first-come, first-serve basis. Home Club Members, in all cases, have priority. Test sessions are scheduled around judges schedules and will often be held Monday-Friday between 8 and 2. There will be no refunds for withdrawals except with a doctor's note.

13. Competitions

It is the Professional's responsibility to inform their students about competitions. www.neicc.org or entryeze.com websites are the best place to research local competitions.

14. "Walk-on" and Payment Policies

A "Walk-on" Skater shall be defined as any Member whose name does NOT appear on the list for the session on which the Skater wishes to skate. "Walk-ons" will be granted on a first-come, first-serve basis. If a session is full, walk on skaters must wait 10 minutes to see if a contract skater has not shown up for the session. Space **cannot be reserved** nor can assigned skaters swap sessions. All "Walk-on" Skaters **MUST** come to the rink in person and check with the ice monitor. The fee for a Walk-on is \$3.00 higher than the pre-paid (contracted) rate. Any skater who walks-on to any session without pre-paying or does a switch without notifying the Ice Monitor will be given a written warning stating that he or she is in violation of either our walk-on or switch policies and a \$25.00 fee will be added to your account. This fee must be paid prior to skating. 2nd violation: \$25.00, 3rd violation: \$50.00.

We strongly recommend pre-purchasing Walk On Tickets for ALL sessions by filling out the Pre-Purchase Walk-On Ticket Order Form which can be found on www.northstarfsc.com or in the Rink C office.

Our Guest policy is for a skater from another USFS Club, with a valid USFS membership card, who may do unlimited walk-ons at a "Guest Rate", except on Home Club Member only ice. A "Guest" may not pre-book ice and must fill out a Guest Policy Registration and sign a waiver prior to skating.

*****Please note:** NorthStar does not accept bills over \$50 for walk on payments***

15. Freestyle Descriptions/Policies

Safety of our skaters is the primary concern. The right is reserved by the Club to designate a freestyle session a skating level requirement if the majority of the skaters are of a level that could jeopardize the safety of the beginning level skater. If a North Star Home Club Pro or a member observes a skater that obviously does not have the speed and level of maneuvers that may put that skater or other skaters at risk, it is their responsibility to bring this first to the attention of the Skater's Professional, and second, to the Skating Director. If this should occur, and it is necessary to switch a skater to another session, there will be no additional charges for the switch. (please refer to our ice monitor rules).

Moves	Pre-Pre MITF and up
Leveled Freestyle	For skaters at the levels listed. Moves are not permitted, unless otherwise noted
Open	Moves/Freestyle/Dance

1. There will be 'No Admittance' to the ice for freestyle sessions until the moves sessions are over. Skaters must leave the ice as soon as the session ends and wait for the Zamboni to exit the ice prior to the beginning of a session.
2. A Skater doing his/her program has the right of way. It is very important that all skaters are aware of who is skating their program.
3. It is recommended that spins must be taught and practiced between the blue lines.
4. Skaters MUST keep moving on the ice. Unless injured, a skater must get up from a fall as soon as possible.
5. Congregating at the boards, on the ice or sitting on the rink barriers is NOT permitted.
6. Skaters are NOT allowed to have refreshments on the ice other than unbreakable, sealed water bottles.
7. Talking on cell phones, iPods, etc. are not permitted on the ice.
8. Proper skating attire. No jeans please.
9. NO talking is permitted in the middle of the ice.
10. When sessions are available in more than one rink, skaters may be asked to switch to the other rink based on the level of the majority of the skaters.
11. Skaters may politely say "excuse me" when skating their program.
12. Skaters must watch out for higher level skaters.
13. Program restarts are not allowed without the permission of a coach.

16. Moves-in-the-Field Policies

No music is permitted. **The skating of jumps and spins are not permitted on Moves Sessions.**

17. NSFSC Harness

The harness is the property of the North Star Figure Skating Club and may ONLY be used by Professionals who are insured and a member of PSA and USFS.

18. Hockey Box Area

No spectators are allowed in this area during skating sessions - to ensure the safety of all.

Ice contracts are subject to penalties for resignation, cancellation as follows:

19. Resignation and Cancellation of Ice Time (Members leaving NSFSC)

Any member wishing to leave the North Star Figure Skating Club is **REQUIRED** to send a letter to the Club Secretary stating their reasons for leaving the Club. NSFSC must receive the resignation letter 2 weeks prior to resigning or cancelling ice time, otherwise, the member is responsible for all contracted ice to date. Skating privileges are suspended on date of resignation letter. The member is responsible for a \$25.00 resignation fee and must make full payment of all contracted ice prior to receipt of resignation letter plus two weeks. If a skater stops skating and the NSFSC does not receive the resignation letter, the member is responsible for all ice contracted. The membership fee is non-refundable. Exceptions are as follows: 50% refund in membership due to injury or illness if resignation is within 60 days of receipt of membership fee and must be accompanied by a Physician's letter.

20. Guest Policy

A Skater from another USFS Club with a valid membership card may do unlimited walk-ons on North Star Figure Skating Club ice at a rate of \$3.00 higher per session than that of a home club walk-on rate except for North Star FSC Home Club only ice. A guest may **not** pre-book ice. A Guest Registration and Waiver is required and must be signed prior to skating or coaching on North Star Figure Skating Club ice. Please see our ice monitor prior to skating.

21. Skating on our ice

Skaters must 1st sign in with the ice monitor prior to skating. Failure to do so may result in loss of skating privileges and/or be assessed a fee. Skaters must exit ice immediately when session ends.

*Please use your cell phone for exact time as many rink clocks may not be accurate.

22. Advanced Training Program

The Advanced Training Program is open to all skaters passed FS6. Skaters will receive a 5% discount on ice and off ice classes, along with other benefits available only to Advanced Training Program Members. Minimum requirements are dependent on the skater's level. This information will be released every summer.

23. Skater Responsibility

EVERY SKATER is required to sign in each day prior to skating. If a skater fails to sign in the skater will be given an oral warning that if it happens a second time this skater will NOT be allowed to skate the session they failed to sign in for.

If this happens for a third time a skater will be required to meet with the Skating/Assistant Skating Director. A loss of ice privileges (as well as locker room privileges) may result.

*Skaters who are too young to sign in MUST be signed in by their parent/guardian.

24. North Star Home Club Members Only Ice

Home Club Member Only Ice will be distinguished by the letters HC on all ice contracts. Only Home Club Coaches may give lessons on these sessions.

25. Volunteer Policy (NEW THIS YEAR)

US Level Memberships – (5) hours/year

Gold Star and Professional Memberships – (3) hours/year

Bronze and Silver Stars– (0) hours/year – Optional but encouraged

As a non-profit organization, North Star Figure Skating Club relies heavily on volunteers. In order to offer events for our members throughout the year, NSFSC must invoke a volunteer policy for adult members/parents to ensure the events run smoothly. Members who choose not to fulfill their volunteer hours will be financially responsible for payment of \$125/five (5) hours and \$75/three (3) hours. All volunteer hours worked will be tracked by NSFSC. After volunteering at an event, it is the member's responsibility to fill out a volunteer voucher, have it signed by the event chair, and return the voucher to the NSFSC office for processing to get credit for volunteer hours by May 1, 2018. If no volunteer slips are received, the member's account will be billed accordingly between May 1 – June 1. It is your responsibility to seek out volunteer opportunities. Volunteer hours may be accumulated from July 2017– May 2018.

Assessment bills will be applied to your EntryEeze account by the end of May. You will not be able to renew your membership without payment.

Opportunities to Volunteer:

Competition: Hospitality, Registration, Music, Ice Monitors, Runners and various other areas

New England Regionals (Oct 2017)

Basic Skills (Fall 2017)

North Star Open (Spring 2018)

Special Events Support:

Dress Sales (Fall and Spring)

Regional Send-Off (October 2017)

Testing – throughout the year

26. Show Policy (NEW THIS YEAR)

The show policy is still being developed and will go into effect for the 2019 Annual Show so please pay close attention when this information comes out.

Website: Northstarfsc.com

E-mail: nfsctestchair@aol.com