



# Parent Handbook

## Welcome To Timberline Figure Skating Club

We are delighted that you and your child have chosen to participate in figure skating! The purpose of Timberline Figure Skating Club (TFSC) is to provide opportunities for those interested in learning to figure skate through a structured program with strong professional instruction. Your child will have fun while learning new and exciting skills. This handbook will help acquaint you and your skater with many aspects skating and the club.

Figure skating is both an art and a sport. It helps develop mental and physical self-discipline, good sportsmanship and an appreciation of music and movement. Becoming a TFSC member includes more than just having ice time available to skate. Volunteering to help at club events and fundraising are all important to make our club successful. By becoming an active and involved club member we know your skating experience will be both worthwhile and enjoyable.

This handbook will be available online to all skating families. Your Club will occasionally have new information or changes to the current handbook available during the year. Please read the handbook and let us know if you have any questions, comments, or concerns.

### **TIMBERLINE FIGURE SKATING CLUB**

**Website: [www.timberlinefsc.org](http://www.timberlinefsc.org)**

**P.O. Box 2082 Wausau Wisconsin 54402-2082**



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## TFSC BOARD OF DIRECTORS

The Board is responsible for making decisions that help the Club achieve its goals. The Board establishes basic policies and protocols to make club operations run as smoothly as possible. The Board makes decisions on programs and fees to try and assure the long-term financial viability of the club. Board members are volunteers donating their time to TFSC.

If you are interested in serving on the Board, please let a Board member know and we will answer your questions and tell you how to become a member. If you are unable to serve on the Board, please support those who do. Board meetings are held monthly at the rink. Anyone wishing to have a specific item included on the agenda of a Board meeting is encouraged to meet with a Board member at any time to request this.

For any questions you may have after reading this handbook, please feel free to contact any TFSC Board Member at [timberlinefsc@gmail.com](mailto:timberlinefsc@gmail.com).

### **2018-19 TFSC Board Members**

President: Laura Litzer

Vice President & Membership: Deena Grabowsky

Secretary: Laura Slizewski

Treasurer: Paulette Doering

Learn to Skate Directors: Sherry Leitz & Cindy Thelen

Learn to Skate Assistant: Carla Baumgardt

Fundraising Chairs: Joy Beckman & Jill Tetzlaff

Safe Sport Chair: Tina Altman

Board Members: Jackie Jentzsch, Tracy Ravn, Linda Stefl

## INTRODUCTION TO FIGURE SKATING

Skaters normally begin to in a group lesson environment, such as US Figure Skating's Learn to Skate program. Learn to Skate sessions are held various times during the year and are a very cost-effective way to learn the basics of skating, whether your interest is in competitive figure skating, recreational skating, or hockey. When skaters have learned the basic elements of skating in this group environment, many will join our skating club and begin to further develop those skills by working with a private instructor.

### **Learn to Skate**

This is a program where the ice time and coaching fees are packaged for the skaters to learn the nuts and bolts of skating. Skaters work on the Learn to Skate badges covering basic skating skills and the freestyle elements. Learn to Skate membership (or higher) is required. Each level contains a few skating elements, and when the skater is able to complete these elements they will receive a badge and move on to the next level. To learn more about the Learn to Skate program, you can visit the USFSA Learn to Skate website.

Timberline recommends that once you have passed Basic Skills Level 4 within the Learn To Skate program that you consider joining our club. Once you have passed the Pre-Freeskate level, however, it is mandatory that you become a member of Timberline to continue skating in the Learn to Skate Program.

### **Private Ice**

At some point your skater will be ready to go to the next level and begin private lessons with a coach. Skaters buy ice time for private lessons and practice of advanced skating skills. Coaching fees and or lessons are not included and should be arranged with a particular coach before you sign up for the ice time. Full or Associate club membership is required to purchase and skate on private ice.

The best way to know if your skater is ready for private lessons is to simply observe them and their level of interest! Private lessons are a great way to advance skating skills, and are tailored to the individual to work specifically on what is needed for that skater. Private

lessons help keep skaters enthusiastic about improving and reaching their goals, in addition to the Learn to Skate program. It is extremely important that your skater wants to take private lessons and likes their coach, so let your skater be involved in the decision!

It is up to the skater and the parent to contact a coach directly to inquire about private lessons and fees, and when you hire a coach, the agreement is made between the skater, the parent, and the coach. During private lessons ice time is not included in the coach's rate. Ice time is available through the club. Coach rates vary depending on their experience and levels tested. A list of coaches can be found under the coach page on our website. Lessons are usually given in 15 minute increments. Most of the time lessons are between 30 minutes - 1 hour, but the amount of time is up to the skater and coach.

Once your skater starts working with a coach, competing and testing are excellent ways to challenge your skater and improve their skills. There are competitions that offer opportunities for any level of skater, allowing you to find the perfect fit for your child. Test sessions are held at various times throughout the year, and skaters may test in three categories: Freeskate (a program composed of elements such as jumps, spins, and footwork), Ice Dance, and Moves in the Field. For a list of camps, test sessions, and competitions in the area visit our website.

### **High School Team**

TFSC in cooperation with Marathon, Merrill, Wausau West, Wausau East and DC Everest Schools has formed a co-operative high school skating team. The team is broken into High, Intermediate & Low level teams and members perform individual skills at their respective level with the points contributing to a team total. Competitions are held in Wisconsin during the school year, including our own at Greenheck Fieldhouse.

## **MEMBERSHIP/SIGN-UP**

You may join TFSC any time of the year. Membership in U.S. Figure Skating and Timberline is valid from July 1<sup>st</sup> through June 30<sup>th</sup> of the

next year. New members may join at any time and there is an introductory rate for first year memberships.

TFSC is a nonprofit organization sanctioned by United States Figure Skating (USFS), the governing body of amateur figure skating in the U.S. The club will enroll all club members with USFS. This entitles the members to participate in any USFS sanctioned competition and take any USFS test. Club Skaters will also receive a subscription to *Skating Magazine*, published monthly by USFS (one subscription per household). Your USFS membership is valid from July 1<sup>st</sup> through June 30<sup>th</sup> of the following year.

### **Membership fee**

The Club charges all skaters a membership fee: Learn to Skate, Introductory, Associate or Full. The fee is due every June and is payable with your first ice contract of the season. This fee covers the cost of your USFS membership and other club activities. The fee is the same no matter when you join the club during the skating season. The board has kept this fee low, counting on fundraisers to finance most club activities and subsidize ice costs for skaters.

### **Private Ice**

TFSC contracts with the Marathon County Park Department and Greenheck Field House for ice time. As one of several organizations that use these facilities, the club purchases ice on behalf of all the members. The board must balance the needs of club members with the cost of ice. TFSC pays for all the hours whether there is one skater or 18 on the ice. Ice time is divided into one hour sessions. Skaters using club ice time must be members of USFS.

Private ice is available for purchase to all Full, Introductory and Associate club members. Private ice sessions are purchased through Entryeeze.

## Walk-on Ice

Full, Introductory and Associate club members can also walk-on to skate sessions if they have not pre-purchased ice through Entryeze. All walk-ons are subject to space availability on the ice. Walk-on fees are more expensive per session than ice that is pre-purchased through Entryeze at \$20 per hour. The walk-on fee is for the entire hour-long session whether the skater skates the entire time or not. Walk-on skaters must sign in and pay the fee prior to going on the ice. **All club full members should plan on hiring a coach for private lessons.**

## SELECTING A PRIVATE COACH

It is up to the skater and the parent to contact a coach directly to inquire about private lessons and fees. When you hire a coach, the agreement is made between the skater, the parent and the coach. The Club does not recommend specific coaches or assume responsibility for fees incurred as a result of the coaching agreement.

Your child may already have a favorite coach based on whom he/she has had for group lessons. It is extremely important that your skater likes their coach, so let your skater be involved in the decision.

You should consider the following issues when selecting a private coach:

### The Coach's availability

How many sessions per week do you want?

- How many lessons per week can the coach provide?
- How much does the coach charge?
- Does the coach's philosophy match that of your skater?
- How long will each lesson last and at what time of night?



Confirm with your coach your return for the following season to make sure you are scheduled.

**DO NOT WAIT** – some coaches may get booked well ahead of the opening season. If you are thinking about private coaching, contact a coach right away. Talk to other parents, talk to other skaters and observe what happens on the ice when trying to decide on the right coach for your child.

**Absence from a Lesson:** It is the skater's responsibility to inform their private coach of their absence for a lesson. You may find that you have been charged for a lesson that you did not attend if adequate notice was not given. If your coach is away, he/she will try to notify you and possibly send a replacement. In emergency situations, the coach will try to notify the Club of their absence. Each coach has their own policies regarding cancellation and missed lessons. Please consult your coach.

For an updated list of private coaches, please refer to the TFSC website.

## VOLUNTEER HOURS

Each TFSC family is required to volunteer a **minimum of 15 hours per skater for full and introductory club members and 10 for associate**. The TFSC year is from July 1<sup>st</sup> through June 30<sup>th</sup>. A charge of \$10.00 per hour will be billed at the end of the skating year for all volunteer hours not completed. Skaters will not be allowed to skate the next season until the balance of volunteer fees is paid in full.

Each family should keep track of and record their own volunteer hours in Entryeze as outlined in the FAQs posted on the website under the Entryeze tab. If you are unsure about how to volunteer, what each volunteer job requires, or how to record your volunteer hours, please contact the club via email and we walk you through it.

Skaters with a Learn to Skate level of membership only are not required to volunteer, but we welcome your help, and becoming an active and involved club member will enhance your experience.

## FUNDRAISING

All TFSC skaters are encouraged to participate in fundraisers sponsored by the Club.

Money raised by the club is used to pay the cost of the ice, hold competitions, purchase pins and medals, cover club insurance, and cover other costs of the club. These efforts help us keep costs low for our skaters, and help us to continue to offer all of our club activities. Your efforts are appreciated!

## ICE SHOW

Our annual spring ice show is held to demonstrate the skills and talents of the skaters. This event builds club spirit, is fun for skaters and families and provides an opportunity for every skater to display his/her skating skills.

Additionally, it gives the public, parents, and relatives a chance to come and watch the skaters.

Many long hours of preparation are needed by skaters, coaches, organizers and volunteers to produce such an event. The club will ask all club families to volunteer their time and talent to make the show a success. Please support your club by volunteering early to help and by encouraging your friends, neighbors, and relatives to come to the show.

- **Performances:** The show will have two performances, the date and times to be announced in the fall each year
- **Ticket Prices:** Admission fees per show will be determined by the Ice Show Committee. Parents of show skaters will have to purchase tickets for each show they wish to attend.
- **Skater's Fee:** Every participant will be charged the necessary costs for items including show costumes, t-shirts, monitors, etc. We do our best to keep these costs low.
- **Eligibility:** The board will establish guidelines that must be met

to participate in the show. Special circumstances may occur in any given year and will be at the discretion of the Board of Directors to modify policies and criteria for skaters participating in the TFSC's ice show if deemed necessary.

## BASIC CLUB RULES

- The Club shall not be responsible for any damages, injury or loss of property to any member, guest or visitor to the Club regardless of the reason or nature of such damage, loss or injury.
- Parents are reminded that they are responsible for the safety of their child while he/she is in either Marathon Park or the Greenheck Field House. Parents should ensure that someone is there to supervise their child at all times. No parent, relative, friend, etc., is allowed on the ice surface.
- The Board member or representative as well as the professional coaches on the ice shall have the authority to remove any skater causing a disturbance from the ice surface.
- All coaches teaching on TFSC ice have the authority to discipline skaters on the ice.
- Any member caught stealing will be dealt with accordingly. As a precautionary measure skaters should not leave any money or valuables in the dressing rooms. The Club accepts no responsibility for personal items lost or stolen.
- Skaters are expected to wear guards off ice at all times. This is not only to protect blades but also property and the ice surface.
- Skaters are not allowed in the music booth other than to deliver or pick-up CDs or rendering special services.
- Dressing rooms and lobby are to be kept neat and organized by skaters and all garbage and personal items are to be picked up. Cell phones are not to be used in dressing rooms.
- Skaters coming into or leaving the rink for sessions should be

quiet and courteous. There should be no yelling or bad language. This also includes behavior in the dressing room and lobby.

- Skaters must be on time for all skating sessions and leave the ice surface as soon as sessions are concluded.
- Skaters must dress neatly and appropriately at all times.
- No food or gum allowed on the ice surface.
- Skaters are to yield to another skater who is in a private lesson or is having their music played.

## ICE ETIQUETTE & SAFETY GUIDELINES

Skating is basically an individual sport, and activities during most practice sessions are unstructured and require the skaters to be responsible for their actions on the ice.

**Courtesy:** First and foremost is courtesy. It is essential to respect the rights of other skaters and be constantly aware of who is around you. If you seem to be surrounded by skaters of significantly greater or lesser skills, be especially careful! Strive to avoid collisions!

**“On Program” and “In Lesson” Get Priority:** The skater who is “on program” (who’s music is playing) has the right of way at all times, and other skaters are expected to give them free maneuvering room. This skater will wear a visible/bright sash or vest to make them more noticeable. Second in priority are those skaters who are currently in lessons with their coach.

**Lutz Corners:** Because of the nature of the Lutz jump, it is most commonly performed in the 10:00 and 4:00 corners of the rink (as you look out at the bleachers from the bench side of the rink). Strive to avoid long-term practice activities in these corners, and try to be especially aware of your surroundings when you are in them. Remember that the approach to a Lutz is long and blind. The skater doing the Lutz is not likely to see you.

**Dangerous Singles Moves:** When you are practicing elements like camel spins and back spirals be especially aware of the danger your exposed blade poses to other skaters. Take a good look at your

expected “space” before you start the element, and don’t do it if it looks like you could cause a problem.

**Falls and Injuries:** If you should fall, get up quickly! Remember that the other skaters will have a much harder time seeing you when you are down low on the ice. Don’t stay there any longer than you have to. While falling, remember to keep your fingers away from your blades. And learn to fall properly so that you can protect your head as much as possible.

**Predictability:** As you skate more, you’ll get to the point where you’ll recognize that a practice session has a certain “rhythm” to it. People tend to do expected or “predictable” things, and you can usually guess where somebody else is going, based on what they’re doing when you see them. Try not to skate or behave in a way that would surprise other skaters. If you’re standing near the boards, don’t enter the flow of skaters without checking to make sure you’re not going to get into someone else’s way.

**Don’t Stand Around:** Refrain from standing around and visiting on the ice. This wastes expensive ice and presents additional hazard for other skaters to avoid.

## SKATE EQUIPMENT

The purchase and care of good, properly sized skates is **essential** for the enjoyment of and progression in figure skating. Please check with your skater’s coach if you have any questions.

When purchasing skates for your child you will want to purchase a pair with a firm boot and only one blade. No double blades, this gives the skater a false sense of steadiness. Talk to your coach prior to buying a new pair of skates.

Skate blades need special care. Each skater should have the following:

- A pair of hard guards
- A pair of soft (terry cloth or fleece) guards also called “soakers”
- A soft absorbent cloth for drying

When walking in skates, hard guards need to be placed on the

blades in order to protect them from dulling and scratching. Cement floors, wood floors and dirty rubber floors can all harm blades. Blades will rust if not properly dried and stored in soft guards when not in use.

### **Figure skates need to be sharpened periodically**

A sharp blade grabs the ice better than a dull one. Sharpen your blades when they start to slide uncomfortably when you land. Keep a log of the number of hours you skate between sharpenings.

Sharpen responsibly—be careful of who you trust with your blades. NEVER have them done by one of those automatic machines you find in some rinks. Figure skates are ground with a “hollow” in the bottom.

Remember that even though steel is hard, it still wears down. Blades are made to slide on ice, not walk on floors. When you have to walk on floors, put “hard guards” on the blades.

When you get on and off the rink, be careful of the “threshold” on the entry door. Step OVER the threshold, NOT ON it as you get on to and off of the ice. Blades are only meant to be used on the ice, anywhere else a skater should have guards on.

Off the ice, the biggest killer of blades is rust. The rusted spot will never hold an edge again. Do your very best to avoid water damage.

Always dry off your blades when you get off the ice. Slide your fingers along both sides to remove “snow” as soon as you get off—before you slip on those hard guards. When you’re done for the day, be sure to wipe them down with a towel. If you’ve got the time, let them sit for a couple minutes and wipe them down again before you put them in your bag. When you do put them in the bag, always put them in “soakers”. NEVER store your blades in hard guards. Clean out the insides of the hard guards periodically. They will accumulate grit after a while, and that grit is very abrasive.

### **Caring for Your Boots**

Take care to break them in properly. Replace your boots when they get too badly broken down—your safety and the quality of your jumps rely on the consistency of support that only a well-cared for boot can provide.

Keep your boots well -polished all the time - it seals the leather and helps it to shed water. Make sure you dry off the bottoms (sole) of the boot when you get off the ice.

If your feet sweat when you're skating, moisture can get trapped inside the boot and rot it out from the inside. To help avoid this, open up your boot as much as you can when it's off your foot. Loosen the laces as far down as you can. Pull the tongue up and out from the boot as much as you can to help the inside of the boot breathe. When you get home, unzip the bag to let it air out. NEVER leave your skates in a hot car in the summer after skating! The moisture will also rot your skates from the inside out.

**The Mount:** If you look at the bottom of your boot, you'll find that the blade is held to the sole with screws. It's important that you maintain the proper tightness of these screws. Due to the stresses and bending while you skate, they will loosen with time. Loose screws are dangerous, and promote quicker wear of the leather too. Don't tighten them too tight because the leather will strip out easily.

### **Clothing Guidelines**

Obviously when you compete or test you'll want to wear something that's special, and comfort won't be your first priority. But what about all those hours you spend practicing? Here comfort and safety will be important to you.

A skirt, dress, tight leggings or shorts with skating tights are all acceptable. Jeans and baggy clothing should NOT be worn during club times. Coaches will need to see your legs for extensions and proper positions and for safety reasons as well.

If you're prone to getting cold, consider a layered approach. A couple of thin sweaters or sweatshirts will be better than one really heavy thick one - and you can shed layers as you heat up.

Gloves are appropriate if your hands get cold.

## **A PARENT'S RESPONSIBILITIES**

The most important thing for a skating parent to remember is that their skater is a person first, and a skater second. And in all probability the "person" in the skater is a young one, still growing, still maturing. Sometimes skaters seem so grown up, so easily able

to handle pressure situations, that we forget they are still kids. Let them be kids, and support them as they grow.

Some other things for parents to think about as they approach the sport:

**Balance:** Make sure there is a balance in your skater's life. Allow time for school and personal growth. Very few skaters make skating their life career. Don't put so much focus on your child's skating that you forget they'll have to function in a "normal world" when they grow up. School is important.

Social development is important. Being a kid is important.

**Help to set goals:** Help your child to set his/her goals in skating. Help him or her to be realistic about those goals, but also to make them challenging enough to make the sport fulfilling. Make sure the goals are your skater's goals, not yours. Help to achieve these goals by setting targets, plotting progress, etc. Be willing to reevaluate when necessary.

**Learn about the sport:** Learn enough about skating to recognize the elements. Know enough to know when something is done well, and when it is done less well. Recognize progress. Be interested, and listen when your skater talks about progress or problems.

**Support your Coach:** Pay your bills on time, get your skater to the rink on time. When you can't be there, make sure to tell the coach in advance. Let the coach participate in goal-setting discussions; or if not, at least ensure that the coach understands your skater's goals. Listen to your coach's advice and instructions, and help to ensure that your skater follows those instructions when practicing or doing off-ice activities.

**Watch:** Don't use the rink as a babysitter. Stay and watch your skater practice, and in lessons, at least sometimes. They need to know you're interested. Often skaters whose parents never watch in practice feel very self-conscious or "pressured" when their parents finally do show up to watch. If competition events are the only time you watch your skater, you may be hurting them more than helping them.

**Be a good sport:** Remember that every skater is someone's child, and that they ALL deserve to be treated fairly and with respect. Be willing to recognize other skaters graciously. When someone else is



skating in a competition, don't walk back and forth in the bleachers, don't be noisy or disruptive.

**Support your skater:** Remember, your skater is still maturing. Offer praise when appropriate, but be realistic with that praise; recognize progress towards goals, but be willing to acknowledge when more work is needed without making that a "bad thing". Never destructively criticize, especially in front of others. **Resist the urge to compare your child against another. Some learn faster, some learn slower.**

**Support your Club:** pay bills on time. Help with club activities. Most clubs are run by volunteers, and they need all the help they can get. Be willing to work on committees, or serve on the Board of Directors if needed. Your skater will appreciate your support!