

Eagan Ice Crystal  
Figure Skating Club  
Handbook



[www.eicfsc.com](http://www.eicfsc.com)

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# The Eagan Ice Crystal Figure Skating Club Member Handbook

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## **MISSION**

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Our mission is to encourage the instruction, practice and advancement of our members in all disciplines of figure skating. The Eagan Ice Crystal Figure Skating Club encourages and cultivates a spirit of fraternal feeling among figure skaters.

## **INTRODUCTION**

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Welcome to the Eagan Ice Crystal Figure Skating Club. The Eagan Ice Crystal Figure Skating Club is a non-profit, 501c3 organization. We were formed in 2003 in order to promote figure skating. The club's headquarters and home club arena is located at the Eagan Civic Arena, 3870 Pilot Knob Road, Eagan, MN 55122. The Eagan Ice Crystal Figure Skating Club is a member of United State Figure Skating (USFS). USFS is the national governing body for the sport of figure skating in the United States.

## **BOARD OF DIRECTORS AND BOARD MEETINGS**

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The Eagan Ice Crystal Figure Skating Club is governed by a board of directors that is elected each spring by the home club skating and home club sustaining members of the club. The board of directors elects a president, vice-president, secretary and treasurer and appoints other chair positions as needed. The board is responsible for setting all policies and procedures for the club.

Please notify the EICFSC president if you would like to observe the board meetings which typically occur at 6:30pm on the second Thursday of each month at the Eagan Civic Arena. If you would like an item placed on the agenda for the board to discuss, please notify the EICFSC president 5 days in advance of the scheduled board meeting.

If necessary, the board may go into an executive session (closed door) and excuse all visitors from the meeting. Meeting minutes are available from the EICFSC secretary upon request.

### **Board Meeting Attendees May:**

Observe the meeting  
Take notes

### **Board Meeting Attendees May Not:**

Participate in Board discussions  
Disrupt the meeting

## **MEMBERSHIP**

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**Full-Skating Home Club Member (Under the age of 19)** – Each USFS skating member can have only one home club. This is the club where you will do the majority of your skating and consider your skating home. EICFSC home club members are divided into two categories – junior and senior. Senior members must have passed USFS Basic 8 or ISI Delta or have come from our EICFSC Junior Club with board approval. Junior membership is open to skaters of all ages and all levels. Junior members may only skate on dedicated junior/open ice and need approval from their coach to be on the ice without being in a lesson. Membership forms are available on the club website and the membership year goes from July 1 through June 30.

### **Benefits:**

- Contracting for ice is based on Home Club Seniority.
- Voting privileges at annual meeting if at least 18 years of age. A parent must cast vote for any member under 18 years of age.
- Able to purchase club wear.
- Can compete and test USFS under the Eagan Ice Crystal FSC name.
- Can try out for a specialty number in the City of Eagan's Spring Ice Show if requirements are met.

**First time USFS Home Club Member** - Same exact benefits as Home Club Member, except this is the very first year of USFS membership and has the benefit of a reduced fee.

**Additional Family Home Club Member** – This is a 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc. family member to sign up for home club membership with the Club. This person has the same benefits as a Home Club Member and has the benefit of a reduced fee.

**Collegiate Home Club Member** - Same benefits as Home Club member except they are not required to purchase contract ice and there is no fundraising or monitor commitment. They also keep their Home Club seniority. A collegiate membership will cover Club & USFS membership for a four year period.

**Adult Home Club Member (19 years of age or older)** – Same benefits as Home Club member except they are not required to purchase contract ice and there is no monitor commitment. The Adult Home Club Member does have the same fundraising commitment as the Home Club Member that is under the age of 19. They also keep their Home Club seniority.

**Associate Member** - An Associate member has their home club elsewhere. USFS members can be associate members at multiple rinks. You may not be an Associate Member if you do not have a home club membership somewhere else. An Associate Member does not have voting privileges and may contract ice through the club at a rate lower than buy-on ice.

**Sustaining Home Club Member** – A Sustaining Home Club Member has voting privileges but does not have skating privileges. Home Club Coaches, TCFSA Delegates and Board Members must be Sustaining Home Club Members.

**Sustaining Associate Member** – A Sustaining Associate Member is a professional coach that home clubs with another club. They have neither voting nor skating privileges. All coaches must be either Sustaining Home Club or Sustaining Associate Members.

## **SELECTING A COACH**

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The Eagan Ice Crystal Figure Skating Club has talented and experienced home club coaches. A list of home club and associate coaches and their credentials are available on the Eagan Ice Crystal Figure Skating Club's website [www.eicfsc.com](http://www.eicfsc.com). The Board of Directors approves Eagan Ice Crystal Figure Skating Club coaches.

All home club skaters must select a private home club coach upon joining the club. A skater must receive at least one lesson per week, on club ice, from their private coach. The coaches are self-employed. Teaching styles and fees vary among the coaches. Skaters and parents are encouraged to observe, talk to and take trial lessons from the coaches. Please contact coaches directly for further information.

## **CLUB ICE**

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The Eagan Ice Crystal Figure Skating Club contracts ice to its members. Unlike public skating sessions, only USFS skaters may skate on club sessions, and the number of skaters on the ice at any time is limited. The ice is purchased on a contract basis. Club members may choose which sessions of ice they wish to purchase. Please coordinate with your coach before contracting to insure the coach's availability to coach on the sessions you have selected. Senior Club members must contract for at least 90 minutes/week. During the first year of club membership, only 45 minutes of contract ice is required.

During freestyle (FS) sessions, skaters may skate freely over the entire ice sheet and practice jumps, spins, footwork and general skating skills. Spinning is done in the center of the ice. Program music for skaters may be played during sessions so that skaters may practice for competitions or test sessions. Skaters skating their program wear a sash and have the "right of way" on the ice.

During moves in the field sessions (MIF), skaters work on edges and footwork. There is no jumping or spinning. Music is not to be played during these sessions so that skaters and coaches can hear the sounds of their blades on the ice.

## **CONTRACTING ICE**

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Skaters contract for ice time with the Club for lessons with Club coaches and practice time. There are usually six (6) contracts per year (Summer, Fall, Winter 1, Winter 2, Spring 1 & Spring 2). The skater's contract fees for ice time with the Club are separate from the private lesson fees you pay to your coach. Skater contracts for ice time are available on the Club

website and an e-mail is usually sent to the skaters (more commonly their parents) when ready along with deadlines on when the skater's contract needs to be completed. **Please note the due dates to avoid late fees.** Future skater contracts are also often listed on the club website in a draft version; however, there may be minor changes before becoming the final skating contract. There are also ice monitoring requirements that affect the cost of the skater's contract. When skating sessions are at their maximum, they are filled based on the skater's seniority (continual membership in the club). 18 skaters are allowed to contract FS and MIF sessions. Before the skater's contract begins, changes to the contracted sessions will be accommodated, when possible. **Once the skater's contract begins, changes will be allowed only to accommodate requests by a Club coach.**

## **BUYING ON TO ICE SESSIONS**

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To allow flexibility in schedules, members and nonmembers may buy-on to club ice. Non club skaters need to be full members of the United States Figure Skating Association (USFSA) to skate unaccompanied. All non club and club Basic Skills members will need to have a coach present to skate on club ice. Arrive in advance of the session you are interested in buying onto. Let the ice monitor know you would like to buy-on. The ice monitor will record your name on the monitor sheet. Members will receive a bill at the end of the contract for buy-on sessions. Nonmembers must pay for the session before getting on the ice with a check made out to The Eagan Ice Crystal Figure Skating Club (EICFSC).

Buy-ons will be accommodated on a first come, first served basis. Skaters, parents, coaches, etc. may not buy-on in advance by writing their name in the book prior to an ice session. The skater must be present at the rink to buy onto ice sessions.

20 skaters are allowed on FS sessions and 18 skaters are allowed on MIF sessions (unless otherwise noted via a special e-mail or on the ice monitoring forms). Contracted skaters arriving 10 minutes late for a full session, will forfeit their spot to a buy-on skater if they have not notified the monitor that they will be late or noted that they will be late on the monitor sheets, in advance of the session.

## **GUEST COACHES**

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Guest Coaches are welcome on club ice.

- 1) Show your current USFS registration card to the ice monitor. The ice monitor will record your name and USFS number in our Guest Coach Log.
- 2) Each day you coach on our ice you should notify the monitor that you are a guest coach. The monitor will date and initial the Guest Coach Log.
- 3) The EICFSC allows guest coaches to coach on our ice 12 times per membership year, which goes from July 1 to June 30.

4) The Ice Monitor will record each “date” you coach, not each “session” that you coach. For example, if you coach 2 freestyle sessions and 1 MIF session on the same day you still only need to be logged once.

5) Familiarize yourself with the rules of our ice before you arrive to coach on EICFSC contract ice. The rules can be found in our club handbook which is located under the *membership/by-laws/handbook* link from our web page. <http://eicfsc.com/>. There are also copies of the rules on the club cart which the ice monitor can provide you with.

6) If you use up your 12 days of Guest Coaching, and you would like to coach more days on EICFSC contract ice, please contact the EICFSC Coach Liaison. Their contact information can be found under the *Board of Directors* link from our web page. <http://eicfsc.com/>

7) Ice Monitors: If there are any issues or questions regarding Guest Coaches please e-mail a member of the Board of Directors or [eicfsc@yahoo.com](mailto:eicfsc@yahoo.com)

## CLUB ICE RULES

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- No talking or gathering on the ice. You must remain in motion at all times. If you must have a conversation with another skater, move it off the ice. When talking to a coach near the boards, have your hip/back touching the boards, so you are not in the way of other skaters.
- When entering onto the ice surface, or skating away from the boards, look both ways.
- “In Program” – The skaters who are wearing the vest or sash (whose music is playing) have the right of way at all times over all other skaters, and other skaters are expected to give them free maneuvering room. (The purpose of the vest/sash is to make the skater more noticeable.)
- A skater using the harness has the right of way over other skaters, except a skater “in program”.
- No spins in the corners. No standstill jumps in the Lutz corners.
- If you fall on the ice, get up immediately.
- Stretching is allowed on the boards, but make sure you do not extend your leg out straight behind you.
- Only solo skaters, pair skaters and ice dance pairs may practice their programs. Other than ice dancers and pair figure skaters no programs may be skated with more than one skater and no “shadowing” is allowed
- No backward spirals, subject to the following exceptions: (1) skater is working with a coach (2) during a moves-in-the-field session (3) skater is doing their program to music
- No props may be used that create a hazard by sitting on or being dragged over the ice. No props that leave any residue on the ice.
- Clothing – Skaters must wear appropriate attire - skating dress or skirt and tights or dance type pants or shorts that fit snugly to the leg. No hooded sweatshirts.
- No skaters in the music playing area.
- No pounding on the boards.
- No eating or chewing gum on the ice.
- No kicking or damaging the ice surface.
- Headphones or ear pieces may not be worn in both ears on the ice.

- Music and choreography- must be in good taste, appropriate for all ages, and not overly suggestive.

The following behaviors are not allowed by skaters, coaches, or parents. Infractions may result in any of the above being asked to leave the ice. Skaters will not be refunded for that session.

- Inappropriate language.
- Purposely blocking, following or obstructing other skaters.

### **EICFSC is in Compliance with USFS SafeSport**

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U.S. Figure Skating strives to provide a safe environment for its members and to protect the opportunity of its members to participate in the sport in an atmosphere that is free of harassment and abusive practices. The association will not tolerate or condone any form of harassment or abuse of any of its members including athletes, coaches, officials, directors, employees, parents, and volunteers or any other persons while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating.

There are many positive reasons to participate in figure skating, but like all sports, it can also be a high-risk environment for misconduct: emotional, physical, sexual, bullying, harassment and hazing. All forms of misconduct are unacceptable and in direct conflict with U.S. Figure Skating values and ideals.

Misconduct may damage an athlete's psychological well-being. Athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, and loss of self-esteem, misconduct also may have a negative impact on family, friends and the sport. Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of sport entirely.

This SafeSport Handbook, originally created by the U.S. Olympic Committee, [www.safesport.org](http://www.safesport.org), and adapted by U.S. Figure Skating, includes various guidelines that apply to all U.S. Figure Skating clubs, programs, events and activities. It further includes the available and required training of coaches and select U.S. Figure Skating volunteers, officials and staff members on recognizing and reducing circumstances for potential abuse to occur; information on U.S. Figure Skating's required screening and background check program; the availability and procedures for any person to report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting); the procedures and means by which U.S. Figure Skating and its member clubs and programs should respond to allegations of abuse and misconduct; and how U.S. Figure Skating and its member clubs and programs will monitor and supervise this program to help ensure its effectiveness.

As described more fully within this Handbook, each U.S. Figure Skating member club shall designate a club board member to hold the title of Club SafeSport Compliance Chair beginning July 1, 2013. The specific duties of the Club SafeSport Compliance Chair will include monitoring the SafeSport policies and procedures of the club, verifying coach compliance and being the initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information, and when appropriate, reporting such information to U.S. Figure Skating. Also,



each club should have at least three members who have completed the SafeSport Program training course.

Through the U.S. Figure Skating SafeSport Program, U.S. Figure Skating is committed to providing the safest possible environment for all participants.

### **What is SafeSport?**

SafeSport is the Olympic community's initiative to recognize, reduce and respond to misconduct in sport. The six primary types of misconduct are:

- Bullying
- Harassment
- Hazing
- Emotional Misconduct
- Physical Misconduct, and
- Sexual Misconduct, including Child Sexual Abuse

### **Why SafeSport?**

Sport provides athletes with an opportunity to perform – on and off the field. Unfortunately, sport can also be a high-risk environment for misconduct and abuse. For example, studies indicate that as many as 1 in 8 athletes will be sexually abused within their sport. Misconduct is a critical issue in sport, and one which we all need a game plan to prevent.

### **Who is affected by SafeSport?**

We all play a role in reducing misconduct and abuse in sport. SafeSport provides resources for all members of the sport community – organizations, coaches, parents and athletes – to identify misconduct, implement ways to reduce it and enact plans to respond to it.

### **What tools are available from SafeSport?**

The SafeSport tools include written materials to help the community prevent misconduct in sport. For example, this U.S. Figure Skating adapted SafeSport Handbook, provides a starting place for all member clubs and programs to develop a SafeSport strategy and includes sample guidelines, forms and documents.

The tools also include the SafeSport Training, a video-based online training for coaches, staff and volunteers that addresses the six types of misconduct and provides an in-depth look at how to recognize, reduce and respond to child sexual abuse.

As a community, we have an opportunity to be part of the SafeSport solution. Start now by visiting [www.safesport.org](http://www.safesport.org)

### **For more information:**

Online – [www.usfigureskating.org/safesport](http://www.usfigureskating.org/safesport)

Online – [www.eicfsc.com/content.aspx?page\\_id=22&club\\_id=172573&module\\_id=254647](http://www.eicfsc.com/content.aspx?page_id=22&club_id=172573&module_id=254647)

Contact – [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org)

## ICE MONITOR RESPONSIBILITIES

### YOU ARE RESPONSIBLE FOR BOTH CHECK-IN AND MUSIC

#### Check-In Responsibilities:

1. Be there 15 minutes before the session begins.
2. Obtain a locker room for the skaters. Put a sign on the locker room door and direct skaters to put skates on in the locker room.
3. Obtain the “club cart” from the storage bin located by the Zamboni entrance on the West Rink and put the cart at the skaters’ entrance to the ice, NOT in the lobby.
4. Sign your name on the check-in sheet. If you do not sign it you will be counted as absent.
5. We do not always have people checking in for MIF sessions. If you are doing check-in for the freestyle session before or after a MIF session take some time to help out with the check-in process for the MIF session.
6. All guest coaches must be registered by the ice monitor on the Guest Coach Check-in Sheet located in the club binder. The first time a guest coach coaches at the EICFSC he/she needs to present their USFS card. The ice monitor should verify their name and expiration date and log the coach’s name and USFS number on the check-in sheet. More detailed information regarding Guest Coaches can be found in the club binder and on the web site. [www.eicfsc.com](http://www.eicfsc.com)
7. Check each skater in before they get on the ice:
  - Check with any buy-on skater or parent to make sure the skater has passed the appropriate test to skate on that level of ice.
  - If a contract skater knows they will be late for a session, they may ask that their spot be held by notifying the monitor in advance – no holds may be placed after the session has begun.
  - Buy-ons will be accommodated on a first come, first served basis. Skaters may not buy-on in advance by writing their name in the book prior to an ice session. Skaters need to be in the rink in order to buy onto ice sessions.
  - Any non-EICFSC member wishing to “buy-on” must identify their home club or provide their USFS number. Note this information on the check-in sheet as only USFS skaters are allowed on Club ice. Collect a check from these buy-ons prior to the session made out to EICFSC.
  - If a contracted skater without a late or hold notice does not check in within the first 10 minutes of their session, their spot may be sold to a buy-on skater. Note: Spots with a late or hold notice should NOT be sold to buy-on skaters.
  - If selling a buy-on spot during the first ten minutes of a full ice session, notify the buy-on skater in advance of getting on the ice that if the contracted skater shows up within 10 minutes of the session’s start time they will be asked to leave the ice and their check refunded.
  - If the buy-on skater is a home or associate club member of EICFSC list their name under the buy-on portion of the check-in sheet. Also write in the amount that they should be billed.
  - If a non-club member buys onto our ice, put their check in the check-holder box that is attached to the club cart.

8. At the end of the session, put sashes and locker room sign back on the cart and return cart to the storage area.

### **Ice Monitor and Music Responsibilities**

1. Monitor skater's behavior and enforce on-ice rules.
2. During each ice session, play music according to the following music playing policy:
  - Music will be played in the order in which it is requested, except that skaters in a lesson have priority
  - Ensure that a skater(s) doing their program wears the sash, but only the skater doing their program may be on the ice while wearing a sash – no “double sashing”
  - A skater in a lesson will only be given priority twice
  - Only two “coach bumps” in a row are allowed, then one skater from the queue will go
  - Skaters requesting their music a second time, even if in a coach lesson, will be accommodated after all skaters in line have had their music played at least once
  - Skaters who wish to play more than one program are treated the same as a skater requesting the same program again
  - No music should be played during “moves in the field” time
3. Only ice monitors are allowed on the side of the arena where music is being played.

### **Ice Monitoring Training Requirements**

- Ice Monitors must be 18 years of age or older
- Prior to monitoring, all Ice Monitors must be trained by either a Board member or during a Club sponsored training event. Training is typically done by shadowing a Board member during a contract ice session.
- If a parent or guardian of a Home Club Member (or the Skater if 18) have not been trained, the skaters contract must reflect the Ice Monitor buy out fee.

## **VOLUNTEER POLICY**

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### **Ice – Monitor Requirements**

The Eagan Ice Crystal Figure Skating Club is run entirely by volunteers. Our club needs the support of our skating members and their parents to operate smoothly and successfully.

Having all ice sessions monitored is extremely critical to the financial health of the Eagan Ice Crystal Figure Skating Club to ensure that all skaters are checked in and all skaters buying on are recorded. The ice monitor also saves valuable time for the coaches and skaters by playing program music. Ice Monitors also are responsible for checking in any Guest Coaches.

All Home Club skaters contracted for ice sessions are required to either fulfill a minimum monitoring requirement for each contract or pay a fee to buy out of the monitoring duties for that contract. The monitoring requirements and fees will vary based on the length of the contract. Adult skaters (age 19 and older) and collegiate skaters are exempt from any monitoring requirement. Note: If you have 2 skaters you have double the ice monitoring requirements. The ice monitoring requirement is per *skater*, not per *family*.

If you are an Adult or Collegiate skater/family member, that has completed the ice monitor training requirements, you are welcome to sign up to monitor sessions. By doing so, you are now subject to the same monitoring rules as the other home club skaters. If you miss one monitoring session you will be charged 50 percent of the full buy-out fee for that contract. If at the end of the contract, you have missed more than one monitoring session, you will be charged the full buy out fee for that contract.

There is no carryover from one contract to the following contract; the stated monitoring requirement must be met within each contract period.

It is essential that your entire monitoring requirement be fulfilled each contract. If you miss one monitoring session you will be charged 50 percent of the full buy-out fee for that contract. If at the end of the contract, you have missed more than one monitoring session, you will be charged the full buy out fee for that contract.

You may also be charged the ice monitoring buy-out fee if you do not arrive early to your assigned session to check-in the skaters and get a locker room or if you do not remain in the music playing box during the entire freestyle sessions. Along with playing music, the monitor is responsible for making sure that the EICFSC On-Ice Rules and Code of Conduct are followed by the skaters.

There may be times when it is necessary to monitor sessions on which your child is not skating in order to fulfill your requirements.

If you are unable to attend your scheduled session, it is your responsibility to find a substitute. Please go to [www.eicfsc.com](http://www.eicfsc.com) and check who skates on the session that you need to trade. After that, use your EICFSC directory to contact these people. DO NOT e-mail [eicfsc@yahoo.com](mailto:eicfsc@yahoo.com).

Make sure that all trades/swaps are made in Sign-Up genius. This is where all the final billing and credit numbers are taken from for each contract.

You will have the option to buy out of the monitoring requirement each contract. There is a buy out fee each contract PER SKATER. The buy out fee should be paid with your initial contract payment.

**Minors (Under age 18) may not ice monitor.**

### **Ice Monitor - Sign Up Procedure-Signup Genius**

1. Go to [www.eicfsc.com](http://www.eicfsc.com) to sign up for your sessions.
2. Go to the *Ice Contracts* link. Click on the link under Ice Monitoring for the session you are registering for. We are using Signupgenius as our method of signing up for ice monitoring sessions.
3. Enter the form password “eicfsc” and hit Submit
4. Pick a date and click on the Sign Up button
5. You are now prompted for a login. Click the first radio button:

**I'm a SignUpGenius member**

6. Enter your email address\*\* and the password “skater”. Click the "Remember me on this computer" box so it is saved for next time. Then click Sign Up.

7. You are taken back to the form and your date is reserved!

\*\* Note if you have multiple email addresses in the Home Club email group I only created an account under one of them. I’ll send a separate email to these people.

### **Important Notes:**

- Once you are logged in, you can go under My Account\Reset my password if you wish to change your password. Initially, everyone should have an account already created with their email address and the generic password “skater”
- Remember, the form password is “eicfsc”. This prevents others from accessing the form.
- While signing up, there is a comment section. Note that anything here can be viewed by everyone, so only include important notes!
- The form gives you the ability to edit, delete, and swap your selections
- This is first come-first served. If all the sessions that your skater contracted for are already volunteered for, you will have to sign up to monitor on a different session.
- On the Forms page at [www.eicfsc.com](http://www.eicfsc.com) there is a list of who is contracted for each session. If you need to find a sub for your monitoring, please do so using this list and the Club directory.
- Please see Check-In & Ice Monitor Responsibilities document for additional details. These documents may also be found on our website at [www.eicfsc.com](http://www.eicfsc.com) under **By-laws and rules**.

### **FUNDRAISING**

The Eagan Ice Crystal Figure Skating Club will sponsor up to three mandatory fundraisers per membership year. Each fundraiser will have minimum participation and buy-out amounts determined at the time of the fundraiser. Members may choose to opt out of any mandatory club fundraiser by paying the buy-out fee. Funds raised are used to offset ice costs and the general operating expenses of the club. Collegiate Members and Associate Members are not required to do fundraising. Adult Members are required to do fundraising.

### **TESTING**

Figure skating progress is measured by the USFS testing program. Skaters test to advance to a higher level. There are tests for Moves-in-the-Field, Freeskate, Ice Dancing and Pairs Skating. A skater must pass their Moves-in-the-Field test at each level before progressing onto their Freeskate test. The test levels are as follows: Pre-Preliminary, Preliminary, Pre-Juvenile, Juvenile, Intermediate, Novice, Junior and Senior.

Due to ice availability, and judge’s schedules, test sessions are usually held during the day. A skater who would like to take a test must complete a test application ([www.eicfsc.com](http://www.eicfsc.com)), be a member “in good standing” with their club and have the application signed by both the skater’s coach and parent. The test application and test fee are mailed to the test chair by the posted deadline. A late fee will be charged if this form is not received by the posted deadline. Test fees are used to cover USFS and TCFSA fees, ice costs, hospitality and mileage for the judges.

USFS rules state that any skater wishing to retry a failed test must wait at least 27 days between test dates.

Eagan Ice Crystal Figure Skating Club does not pay for pins for testers that pass a USFS test at a club other than Eagan.

### Guidelines for Skaters at Test Time

Arrive at the arena at least 45 minutes ahead of your scheduled warm up time, ready to skate.

Dress neatly. The skater should consult with their coach as to appropriate attire.

The test chair will tell you when and where to begin your warm-up. You may receive coaching during the warm-up.

At the completion of your test, remain on the ice, by the boards, until the judge-in-charge dismisses you. Occasionally, the judges may feel an element is pulling down the score of an otherwise passing test and you will be given the opportunity to “re-skate” that element.

When the test is complete the judges will hand the test papers to the test chair. Copies are made and distributed to the skater. If possible, thank the judges at the end of the test.

### **COMPETITIONS**

USFS holds several local and national competitions throughout the year. Information about many of these competitions can be found on the EICFSC web site. Skaters are able to compete in a variety of events representing the EICFSC. Please work with your coach to get more details about registering for these competitions.

### **MEDICAL LEAVE**

In the event of a physician-documented injury or illness that prohibits participation in ALL on-ice activities for at least 21 days, a skater may submit a credit request, to the Board of Directors, for contracted sessions missed.

All medical leaves must be requested within 28 days from the date of first treatment.

Credit, if given, shall be from the date of first treatment and will be applied on the next contract.

All credits for medical leaves, require approval of the Board of Directors.

A skater will retain seniority during a board-approved medical leave.

Members are responsible for fulfilling all fundraising and ice-monitoring requirements during an approved medical leave.

If a skater has an approved medical leave when a contract comes due, they are not required to contract until the skater returns to the ice. But, if they choose to contract from the start date because they don't want to risk not getting the contract sessions they want, they must pay for the contract from the start.

A medical leave ends when a skater returns to any ice, not limited to EICFSC ice. This reinstates the skater's EICFSC contract obligations.

## **CLUB SKATING APPAREL**

Skaters can wear skating dresses, skating pants, close fitting shorts, tights, skating skirts, leggings, vests, mittens, gloves, close fitting sweaters or jackets. No jeans or hooded sweatshirts. Clothing should allow for ease of movement.

Club wear is ordered once per year, usually in the Fall. The type of club wear that is ordered varies from year to year, but usually includes club jackets with the EICFSC logo embroidered on it and the option to embroider the skaters name on it also.

## **COMMUNICATIONS**

**Email:** The Club communicates information via email. All email communication is distributed through the Webmaster or Secretary. The public club e-mail address is [eicfsc@yahoo.com](mailto:eicfsc@yahoo.com). Members will receive e-mails from [eicfsc@gmail.com](mailto:eicfsc@gmail.com).

**Club Directory:** The Club Directory, which is located on our website under the Membership tab, is updated at least once per year. This directory and its contents are for the exclusive use of our members and is not to be used as a mailing list or database for commercial purposes. The password to this directory can be obtained by e-mailing the webmaster at [eicfsc@yahoo.com](mailto:eicfsc@yahoo.com).

**Website:** Our website is available at [www.eicfsc.com](http://www.eicfsc.com)

## **ANNUAL MEETING**

Each spring the club will hold an annual meeting. All home club members and sustaining home club members are invited to attend. At this meeting the EICFSC will elect board members, vote on changes to the by-laws (if needed), review the club's previous years' achievements and disclose account information. The by-laws for the EICFSC can be found on the club website.

## **ANNUAL BANQUET**

A banquet is held every spring for skaters and their families. A video and slide show to music reminisces on the events of the past year and features skaters in the Club. Skaters are recognized for the tests they have passed. Coaches and new club members are also recognized. Graduating seniors are honored as well.