



# Policy Manual

Burnsville Minnesota Valley Figure Skating  
Club

Last Updated:  
**8/16/2011**

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## Log of Recent Changes

<b>Date</b>	<b>Updated Policy</b>
12/09/2010	2.02 Expectations of Professional Staff
12/09/2010	3.02 Contract Requirements
2/10/2011	4.05 Assigning Monitors
2/10/2011	4.08 Testing
2/10/2011	7.02 Special Performances
8/16/2011	2.01 Expectations of Skaters – grammatical fixes
8/16/2011	2.02 Expectations of Professional Staff –added CER expectations for associate pros.
8/16/2011	3.02 Contract Requirements – clarified Non-Contract status to include those who don't contract for the required minimum number of sessions.
8/16/2011	3.03 Bridging Program – corrected typo of ITS to LTS
8/16/2011	3.04 Synchro Skater/Parent Agreement - updated with the agreements for the 2011-2012 season.
8/16/2011	3.07 Dues – updated to reference the current amount of dues.
8/16/2011	3.08 Fundraising – Fundraising amounts for 2011-2012 to be raised for Junior Club and Senior Club. Clarified fundraising amounts for new Junior/Senior Club members based on when they join. Clarified fundraising amounts for Junior Club moving to Senior club.
8/16/2011	3.11 High School Graduates.... – added in reference to Collegiate Membership
8/16/2011	3.13 Volunteer Hours – Clarified volunteer hours for new members based on membership date.
8/16/2011	4.01 Contracts –clarified Contract Change process.
8/16/2011	4.02 Buying In To Ice Sessions – Changed “patch sheet” to “monitor sheet”. Added use of voucher. Added paragraph 5. A.
8/16/2011	4.03 Selling Ice Sessions. Eliminated.
8/16/2011	4.05 Assigning Monitors – Changed policy per new requirements.
8/16/2011	4.06 Monitor Responsibilities – clarified what is happening, added in information about session Swaps
8/16/2011	4.09 Monitor/Junior Club Help Coupons –Eliminated.
8/16/2011	4.10 Ice Swaps – New Policy
8/16/2011	7.01 Eligibility to Participate (Impressions on Ice) – clarifications, added paragraphs 8, 9, 10 to clarify for Non-Contract and Junior Club members.

## **Club Purpose**

- Encourage the instruction, practice and advancement of the member in any and all of the disciplines of figure skating.
- Encourage and cultivate a spirit of fraternal feeling among figure skaters.
- Sponsor, produce or cooperate in the production of amateur ice carnivals and shows.
- Carry out the policies of the USFSA.
- Do or perform such “sets” as may be necessary, advisable, proper, or incidental in the realization of the objects and purposes of this organization.

## **Section 1 – Bylaws**

- The Bylaws are maintained in a separate document.
- Please see the BMVFSC website for the current document: <http://bmvfsc.org/links.html>

## Section 2 – Expectations

### 2.01 – Expectations of Skaters

Category Title: **Expectations**  
Subject: **Expectations of Skaters**

**Purpose:** To set out appropriate and expected behaviors of all members of the BMVFSC when skating on club ice and when involved in Club-related activities, whether on or off the ice.

**Policy:** Skaters will acknowledge that they have read and understand the following skater expectations:

I will work toward and support individual growth and excellence in figure skating for all members of the Club.

I will demonstrate support and respect for all members of the club.

I will demonstrate support and assistance to any skater, parent, guardian, adult, or Professional Staff member that requests or needs help on or off the ice.

I will conduct myself chemically free whenever participating in a Club ice session, test, or competition.

I will demonstrate appropriate ice etiquette, including, but not limited to:

1. Using the whole rink and consistently moving around on the ice.
2. Concentrating on moves and routines while remaining aware of other skaters and Professional staff, not interrupting or distracting them.
3. Leaving the ice when I am ill or injured, out of control, or angry, and returning when I am able to skate safely and respectfully.
4. Giving special consideration to those skaters who are involved in a program, lesson, or particular jump or maneuver.
5. Staying out of the monitor's box other than to check in, leave or request music, buy or sell ice, relay a necessary message to the monitor, or when injured.
6. Leaving the ice to communicate with someone off the ice, not yelling or making distracting gestures from the ice.
7. Using the ice constructively and safely:
  - a) Do not visit or meet in groups on the ice.
  - b) Do not participate in careless or foolish maneuvers on the ice.
  - c) Do not damage the ice or make it unsafe for others by kicking holes in the ice, dragging ice picks, or creating deep ridges in the ice.
  - d) Do not "shadow" another skater or Pro or follow so closely as to endanger yourself or another or cause distraction and/or nuisance.
  - e) Do not go on the ice before the session begins, and do not stay on the ice after the session ends.

I will respect the role and authority of the Ice Monitor and Pros present at a session to maintain order, facilitate the constructive advancement of figure

skating, and to implement the policies and procedures and Bylaws of the Club and U.S. Figure Skating.

I will respect the property of others and keep my belongings secure along the benches and in the locker room, out of the path of traffic. I will leave the Ice Arena free of litter and careless damage or wear.

I am aware that it is every member's responsibility to enforce appropriate and expected skating behavior. In particular, the Ice Monitor and members of the Professional Staff are responsible to monitor and enforce appropriate and expected skating behavior on a day-to-day basis. If inappropriate skating behavior is observed by a Pro or Ice Monitor, the Pro of the skater involved and the Pro who observed the behavior will meet off the ice and all parties will address and resolve the problem. A behavior that does not endanger the safety of anyone on the ice should be addressed when the session is over. When safety is an issue, the behavior must be addressed at the time of the occurrence. If the skater's Pro is not present, the issue will be discussed with the skater, and the skater's Pro will be notified as soon as possible. Any issue so addressed must be documented in writing and given to a Board member by the Ice Monitor as soon as possible after the session.

If I disagree with the manner in which any occurrence was handled, I will address the Board in writing, according to Club Bylaws.

I realize that my membership is a privilege and accept that my violation of any of these Expectations may result in losing my privileges to participate in Club skating activities at BMVFSC.

Reference:	Board of Directors
Accountable Party:	Board of Directors
Revision/Review Dates	8/26/1997. 08/16/201

## 2.02 – Expectations of Professional Staff

Category Title: **Expectations**  
Subject: **Expectations of Professional Staff**

**Purpose:** To set out appropriate and expected behaviors of the BMVFSC Professional Staff when skating on club ice and when involved in Club related activities, whether on or off the ice.

**Policy:** Professional Staff will acknowledge that they have read and understand the following expectations:

I will role model and facilitate:

- Individual growth and excellence in figure skating for all members of the Club.
- Positive and constructive interaction between all skaters, parents, guardians, adults, and Professional Staff in the Club.
- Fairness and confidentiality in all interactions with Club members.
- Respect and support all members of the Club.
- Club unity.

I will recognize and respect other Professional Staff, their teaching philosophies and methods.

I will cooperate with other Professional Staff and skaters regarding space on the ice by moving around, using the whole rink, and meeting with groups of individuals off the ice if longer than five minutes.

I will maintain a positive training atmosphere on and off the ice.

I will support the Board and the Club as I do my work:

- I will support and enforce decisions made by the Board, the Bylaws of the BMVFSC, and the policies and procedures established for the Club.
- I will participate in Junior Club sessions as required to meet the needs of the program.
- I will be available to instruct a minimum of five sessions per week.
- I will arrive on time to scheduled lessons and will notify students of absences.
- I will assist to actively recruit new members. When becoming a member of the Professional Staff of the Club, I will bring in 5 students or will have 5 students within 6 months. I will maintain 5 students while part of the Professional Staff.
- I will represent the Professional Staff at scheduled Board meetings. I will attend at least 2 per year and will report all information back to the other Professional staff.
- I will attend the scheduled Professional Staff meetings. These meetings will be scheduled as needed at times mutually agreed upon by all Pros. One unexcused absence is acceptable. Minutes will be recorded and made available to all Pro Staff for all meetings held. Pros are accountable to document that minutes have been read and are responsible to support decisions/recommendations mutually agreed upon at these meetings.

I am accountable to regularly check the Pro's Room for communications relevant to BMVFSC activities.

I will make every effort to attend social events planned by the Club.

Annual Impressions on Ice show responsibilities:

- I will participate as requested and able by the Show Coordinator and/or Show Director(s).
- I will attend Pro meetings held regarding Show activities
- I will attend Dress Rehearsal and all performances of the Show. .
- I will support the Show and skater participation in it.

I will consult the Board in a timely and proactive manner when I have issues or concerns that require Board input and/or action.

I will volunteer and assist in activities to increase membership in both the Club and Learn to Skate program. If unable to attend an event I must have prior approval from the Board.

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

I will complete Continuing Education Requirements on time as required by USFA and PSA. I will maintain a CER Category A. Associate coaches will maintain at least a CER Category B.

I will maintain USFSA and PSA memberships.

I will not use chemicals when in the capacity of a Professional at an ice arena.

I will participate in an annual review of my Professional Staff status.

I will talk with each of my students about proper skating procedures and behavior on the ice, expecting appropriate and expected behaviors at all times. As a member of the BMVFSC Professional Staff, I will assist the Board and the Ice Monitor to enforce appropriate and expected skating behaviors as outlined in Skater Expectations. If inappropriate skating behavior is observed, the Pro of the skater involved and the Pro who observed the behavior will meet off the ice and all parties will address and resolve the problem. A behavior that does not endanger the safety of anyone on the ice should be addressed when the session is over. When safety is an issue, the behavior must be addressed at the time of the occurrence. If the skater's Pro is not present, the issue will be discussed with the skater, and the skater's Pro will be notified as soon as possible. Any issue so addressed must be documented in writing and given to the Ice Monitor as soon as possible after the session.

I acknowledge my responsibility in supporting and enforcing the Expectations of Skaters and Parents/legal guardians.

I realize that my professional status is a privilege and accept that my violation of any of these Expectations may result in losing my status as a Home Club Pro.

Reference:	Board of Directors
Accountable Party:	Professional Staff
Revision/Review Dates	2/11/93, 3/10/94, 9/5/96, 8/26/97, 12/09/2010, 8/16/2011

## **2.025 – Expectations of Synchronized Skating Coach/Assistant Coach**

Category Title: **Expectations**

Subject: **Expectations of Synchronized Skating Coach/Assistant Coach**

### **1. ELIGIBILITY**

- A. The coach must be an eligible and registered member of USFSA. The coach must comply with USFSA rules;
- B. The coach must be a registered member of the Ice Skating Institute (ISI) and maintain current membership status;
- C. The coach will annually provide the Board with a current resume, fee schedule, and a certificate of professional liability insurance issued by the insurance carrier with the Club listed as additionally insured, by June 1 of each year.

### **2. PRACTICE, OFF-ICE TRAINING, TEAM BUILDING, AND COMPETITIONS**

- A. Attendance is mandatory at all practices and competitions. If the coach is unable to attend practice, you must notify the team managers two weeks in advance of the scheduled absence date. It is the coach's responsibility to ensure that the assistant coach will be present and able to conduct the practice session. If the coach is ill, please call the assistant coach as soon as possible so that arrangements can be made for the assistant coach to conduct practice.
- B. The coach will determine and schedule off-ice training as necessary.
- C. The coach will help develop, facilitate, and attend team building events with the team building volunteer as necessary.

### **3. TRAVEL AND EXPENSES**

- A. The coach must submit to the Synchronized Team Management a written itemized estimated expense report three months prior to the competition date.

### **4. GENERAL BEHAVIOR**

- A. The coach will role model and facilitate:
  - 1. individual growth and excellence in synchronized figure skating for all members of the team;
  - 2. positive and constructive interaction between all skaters, parents, guardians, adults, and professional staff in the club and team;
  - 3. fairness and confidentiality in all interactions with team members;
  - 4. team unity;
  - 5. maintain a positive training atmosphere on and off the ice.
- B. The coach must behave properly at all times, especially when in the presence of the team. Inappropriate language, illegal drug use, drinking, or smoking is prohibited.
- C. Responsibility to the Board of Directors:
  - 1. The coach will support the Board as they do their work;

2. The coach will support and enforce decisions made by the Board, the bylaws of the BMVFSC, and the policies and procedures established for the club and team.
3. The coach will represent the coaching staff of the synchronized skating team by either giving an oral or written report to the Burnsville-Minnesota Valley Figure Skating Club Board of Directors Synchronized Skating Liaison or attending scheduled Board meetings.
4. The coach will consult the Board in a timely and proactive manner when I have issues or concerns that require Board input and/or action.
6. The coach will participate in an annual review of their coaching status.

D. General Expectations of the Assistant Coach:

1. The assistant coach will be able to step into the head coach position at a moment's notice and hold practice with the same level of expertise as the head coach in the case of absence or illness of the head coach;
2. The assistant will know each team's synchronized program.

5. TEAM MANAGEMENT'S ROLE WITH THE COACH

- A. The coach will have input into the selection of the team management's role with the coach.

I have read the rules stated in the agreement for this year. I understand and will abide by these rules. I also understand there are consequences in the event of failure to comply with said rules determined by the Burnsville-Minnesota Valley Figure Skating Club Board of Directors.

Coach's Signature

Synchronized Liaison Board Member

Dated:

Dated:

Reference:	Board of Directors
Accountable Party:	Board of Directors
Revision/Review Dates	03/01/2004

## 2.03 – Expectations of Parents/Guardians

Category Title: **Expectations**  
 Subject: **Expectations of Parents/Guardians**

**Purpose:** To set out Club expectations of parents and guardians.

**Policy:** Parents and guardians will acknowledge that they have read and understand the following parent/guardian expectations:

I have reviewed and explained the Skater Expectations with my skater(s). I will support and respect these Expectations.

I have reviewed and explained the Professional Staff Expectations with my skater(s). I will respect the teaching philosophies and methods of all Professional Staff.

I will be respectful of all skaters, Professional Staff, and others at the ice arena. Appropriate behavior includes, but is not limited to:

- Staying off the ice.
- Staying out of the Monitor's Box except to buy or sell ice or relay a necessary message to the Ice Monitor.
- Interacting with skaters off the ice.
- Respecting the Ice Monitor, other Club members, and arena staff.
- Respecting the property rights of the Burnsville Ice Center, skaters, and other Club members.
- Conducting myself chemically free whenever attending a Club session, testing session, or skating competition.

I have read the Bylaws of the BMVFSC and will support the Club by complying with its policies and procedures.

I realize that my membership is a privilege and accept that my violation of any of these Expectations may result in losing my privileges or membership, and my skater's violation of the Skater Expectations may result in the same.

Reference:	Board of Directors
Accountable Party:	Parents/Guardians
Revision/Review Dates	2/11/93, 3/10/94, 9/5/96, 8/26/97

**2.04 – Expectations of Junior Club Members**

Category Title: **Expectations**  
Subject: **Expectations of Junior Club Members**

**Purpose:** To encourage Junior Club members to progress to the Senior Club when the Junior Club program no longer meets their needs for additional lessons.

**Policy:** Junior Club skaters may only take lessons (group, semi-private or private) from a BMVFSC Home Club Pro at the Burnsville Ice Center.

The first violation will result in a written warning to the Junior Club member. The second violation will result in termination of membership in the BMVFSC.

Reference:	Board of Directors
Accountable Party:	Home Club Professional Staff/Board of Directors
Revision/Review Dates	

## 2.05 – Expectations of Directors

Category Title: **Expectations**  
Subject: **Expectations of Directors**

**Purpose:** To set out Club expectations of Directors (“Board Member”).

**Policy:** Board Members will acknowledge that they have read and understand the following Board Member expectations:

I have reviewed the Skater Expectations and I will support and respect these Expectations.

I have reviewed the Parent/Guardian Expectations and I will support and respect these Expectations.

I have reviewed the Professional Staff Expectations and I will respect the teaching philosophies and methods of all Professional Staff.

I will be respectful of all parents, skaters, Professional Staff, arena staff, other Board Members and others at the ice arena. I will conduct myself appropriately when in the presence of skaters, members, Professional Staff, arena staff, other Board Members, and others at Club events and set an example. I understand that as a Board Member, my behavior must be held to a higher standard and be professional. Appropriate behavior includes, but is not limited to:

- Interacting with skaters off the ice.
- Respecting the property rights of the Burnsville Ice Center, skaters, the Club and other Club members.
- Conducting myself chemically-free prior to and during any Board meeting, Club session, testing session, skating competition and ice show. Although alcohol consumption may be acceptable at some Club social events, I will conduct myself accordingly and in a manner that is beyond reproach.

I will actively promote this Club and its Board of Directors in a positive manner. I promise to treat my fellow Board Members and other Club members with respect and when conflict occurs, I will respectfully disagree and work for a compromise that is in the best interest of the Club.

I have read the Bylaws of the BMVFSC and will support the Club by complying with its policies and procedures. I accept the Bylaws and Policies and understand that I am morally responsible for the health and financial well-being of this Club. I understand that I have legal responsibilities for the Club and that I am responsible for knowing and overseeing the implementation of policies and programs.

I understand that I have a ***fiscal responsibility*** to the Club and I will be fiscally responsible for this organization. I will make myself aware and knowledgeable regarding the Club’s budget and finances and will take an active part in reviewing, approving, and monitoring the budget and fundraising to meet the goals of the Club.

I understand I have a ***fiduciary duty*** and that this duty requires that I stay objective, unselfish, responsible, honest, trustworthy and efficient. That as a steward of public trust, I must always act for the good of the Club rather than for

personal interests or gain. I need to exercise reasonable care in all decision-making, without placing the Club under unnecessary risk.

I understand that some matters discussed by the Board of Directors may be confidential in nature and that, as a Board Member, it is my responsibility to keep said matters private and not discuss these matters or disclose the nature of the discussions regarding these matters to non-Board Members.

I will attend Board meetings, be available for telephone and electronic communications, and serve on at least one Club committee. If I am not able to meet my obligations as a Board Member, I will offer my resignation.

I understand that in signing these Expectations, that there are no rigid standards of measurement and achievement being formed. Every Board Member is making a statement of faith about every other Board Member.

I realize that my membership and service as a Board Member is a privilege and accept that my violation of any of these Expectations may result in losing my privileges or membership, or removal as a Board Member pursuant to Article IV, Section 8 or our Bylaws.

Board Member's Signature

Dated:

Reference:	Board of Directors
Accountable Party:	Board of Directors
Revision/Review Dates	9/14/06, 9/14/07

## Section 3 – Membership

### 3.01 – Requirements for Entrance

Category Title: **Membership**  
 Subject: **Requirements for Entrance**

**Purpose:** To define skating level requirements for acceptance in Junior Club and Senior Club.

**Policy:**

#### **JUNIOR CLUB**

Requirements for Entrance:

From the LTS Program... must have passed Level Four/Wind

From other than the LTS Program... must be able to skate:

1. Forward spiral in a straight line (left or right)
2. Waltz jump from forward outside edge
3. Backward 1-foot glides (left and right)
4. Hayes Jenkins spiral off crossovers, left or right
5. Forward crossovers (clockwise/counter clockwise)
6. Two-foot spin (4 revolutions) and exit.

Individual will be allowed to guest skate, at which time at least two Pros would evaluate skating level and recommend appropriate placement in the Club.

#### **SENIOR CLUB**

Requirements for Entrance:

From the LTS Program: must have passed Freestyle 1 or as defined by the club.

From the Junior Club: as defined by the club

From other than LTS Program...

1. Forward inside open Mohawk left and right
2. Inside Spread Eagle left or right. Hold around half circle and exit.
3. Forward inside one-foot 3-turn, toe tap left or right.
4. Two waltz jumps off backward crossovers.
5. One-foot spin off backward crossovers, 4 revolutions and exit.
6. Backward outside edges, 4-6 across rink

#### **SYNCHRONIZED SKATING ONLY**

Requirements for entrance are governed by the Synchronized Skater Contract.

Reference:	Board of Directors
Accountable Party:	Membership Chairperson
Revision/Review Dates	8/26/97, 7/10/00, 9/11/08

### 3.02 – Contract Requirements

Category Title: **Membership**  
 Subject: **Contract Requirements**

**Purpose:** To define minimum contract requirements for membership in the BMVFSC.

**Definitions:** A lesson is ten consecutive minutes of professional instruction on the ice.

**Policy:**

**Junior Club**

Junior Club skaters contract for the Junior Club session. Ice Contract payments may be made monthly with coupons included at bottom of “For Your Information” portion of the contract or may be paid in full each contract period.

Additional Skating Options:

Junior Club skaters may contract or buy in on freestyle sessions designated as open to Junior Club skaters.

**Senior Club**

Contracted Status

Skaters contract with a Home Club Pro for a minimum of one lesson per week. Skaters must contract for a minimum of two sessions (2) per week. Upon successful completion of the USFSA Pre-Preliminary Moves in the Field test, skaters must contract for a minimum of three (3) sessions per week. For Senior Club skaters who also skate on a BMVFSC Synchronized Skating line, synchro will count as one (1) Freestyle session. It is the skater’s responsibility to contact the Pro of their choice and arrange for lesson(s) with their Pro prior to completing the Ice Contract. The ice is purchased from the BMVFSC on a contract basis quarterly (Ice Contract). Skaters must contract for level appropriate sessions. Ice Contract payments may be made monthly with coupons included at bottom of “For Your Information” portion of the contract or may be paid in full each contract period.

Non-Contracted Status

Any BMVFSC senior club skating member either not contracting for ice or not contracting for the minimum number of sessions on a quarterly basis shall be considered a “Non-Contracted” Status member. Non-Contracted Status skaters buy in for level appropriate ice sessions at current senior club prices. Skaters must have a designated home club professional. Non-Contract Status skaters in good standing will not lose seniority or membership privileges but must maintain their financial responsibilities to BMVFSC, including, but not limited to, annual dues, contract payments (if any) and fundraising requirements.

**Synchronized Skating Only**

Skaters will contract for synchronized sessions as required by the synchronized coach, plus one (1) additional session per week. Test level will not increase or decrease the above-mentioned contract requirements. Synchronized ice is purchased from BMVFSC on a contract basis yearly. Freestyle ice is purchased from BMVFSC on a contract basis quarterly. Skaters must contract for level-appropriate sessions. Ice contract payments may be made monthly with coupons included at the bottom of “For Your Information” portion of the contract or may be paid in full each contract period.

Reference:	Board of Directors
Accountable Party:	Professional Staff, Membership Chairperson
Revision/Review Dates	8/27/97, 10/8/98, 7/10/00; 09/12/02; 04/10/03; 12/09/2010

### 3.03 – Bridging Program

Category Title: **Membership**  
Subject: **Bridging Program**

**Purpose:**

**Policy:**

1. City of Burnsville runs Learn to Skate (LTS) Program as currently being offered, through Freestyle levels.
2. Ice Center will distribute promotional information for the Burnsville-Minnesota Valley Figure Skating Club BMVFSC or Club) as mutually agreed upon.
3. Definition of Private Lessons, Group Lessons, Pro and Home Club Pro:
  - A. "Private Lesson" is a situation where an instructor is giving a lesson to one student.
  - B. "Group Lesson" is a situation where the same skills are being taught to several students through the lesson. This does not include multiple simultaneous lessons.
  - C. A "Pro" is defined as a professional skating instructor of lessons.
  - D. A "Home Club Pro" is an instructor approved to teach for the club.
4. LTS Instructors may apply to the BMVFSC to become a Home Club Pro and to teach on Club ice.
5. Club Pros may apply to the City to become LTS Instructors.
6. Private Lesson on City Open Freestyle, City Open Practice Ice, or other City Sessions governed by the Ice Center Manager:
  - A. Any person may teach on this ice.
  - B. LTS Instructors may teach any student at any time during the year on this ice if they are an approved BMVFSC Home Club Pro or if the student has not been in the LTS Program during the previous 12 months.
  - C. When the LTS Program is not in session, LTS Instructors are allowed to teach private lessons on this ice to a LTS student through Freestyle 1 level, the skating requirement for Home Club Membership in the Club.
  - D. When the LTS Program is not in session, LTS Instructors may give Private Lessons on this ice to any student currently enrolled in the Program, at the level of current registration.
  - E. Any and all skaters and Pros must register at the Office for lessons being given, prior to going on the ice.
  - F. There is no charge to the Pro on these sessions.
7. Private lessons will be allowed during any Public Skating Session when there are fewer than 23 admissions to the session.
  - A. When the LTS Program is in session, LTS Instructors can teach LTS students on any Public Skating Session, at the level at which the skater is currently registered.
  - B. When the LTS Program is not in session, LTS Instructors are allowed to teach private lessons during Public Skating Session to a LTS student through Freestyle 1, the skating requirement for Home Club Membership in the Club.
  - C. Any Home Club Pro or LTS Instructors may give a private lesson on Public Skating Sessions to any skater/any level who has not been in the LTS Program within the year.
  - D. For a lesson given during Public Skating Sessions, the student pays the admission and each Pro pays a per-student, per lesson fee set by the Burnsville Ice Center. If admissions exceed 22, student may continue to skate but lesson must cease. No refunds will be given.
  - E. Any Pro or LTS Instructors may give private lessons to a family member without paying a

fee to Burnsville Ice Center.

8. Policy on teaching/taking LTS students (or a skater that has been in the LTS Program within the last 12 months) to another arena: LTS employees may do so if the student is a BMVFSC Home Club member or has not been in the LTS Program within the last 12 months.
9. BMVFSC Board will provide the Ice Center, on an ongoing basis, with the application procedure and guidelines for Home Club and Junior Club Pros.
10. Adults (18 and over), and skaters wearing hockey skates are exempt from this policy.
11. When LTS is not in session, LTS Instructors may give private lessons to a skater who is waiting for the next Home Club open enrollment time. This exemption is allowable until the Club accepts or denies the membership. The exemption may be used one time only by a skater. Current contact deadline dates are: November 15, February 15, May 15, and August 15, with the contract starting the first day of the following month, i.e. December 1, March 1, June 1 and September 1. Within 7 days of each contract starting date, the Club will provide to the Ice Center Manager an updated membership listing, including a list of those denied membership.
12. This policy does not apply to a student who has been denied Home Club Membership to the BMVFSC.

Reference:	Board of Directors
Accountable Party:	Board of Directots
Revision/Review Dates	9/12/97

### 3.04 – Synchronized Skater/Parent Agreement

Category Title: **Membership**

Subject: **Synchronized Skater/Parent Agreement for the Pre-Juvenile Line for the 2011-2012 Season**

The vision of the Burnsville-Minnesota Valley Figure Skating Club's Synchronized Skating Program is to develop Team Velocity through diligent practice, commitment, competition, and the experience of being a part of a team sport for the introductory to intermediate level synchronized skater.

Being a member of a team can be a very rewarding experience. Becoming a member of a synchronized skating team requires that you make a personal commitment to your coach and teammates; and that you will dedicate yourself to providing the time, energy, and skill level required of a team skater. Any person missing from a practice or performance can affect the team's performance.

***There are, however, rules and procedures to follow to maintain a competitive team. The skater must comply with the following requirements contained in this document.***

#### 1. ELIGIBILITY

- A. USFSA. All team members must be eligible and registered US Figure Skating skaters. Team members must comply with US Figure Skating eligible skater status rules.
- B. ISI. Membership NOT required at this time. All team members may be required to register as members of the Ice Skating Institute (ISI) and maintain current membership status.
- C. BMVFSC. All team members must be members of the Burnsville-Minnesota Valley Figure Skating Club (BMVFSC) as 1) Senior Club, 2) Junior Club or 3) Associate member; membership must be in good standing.
- D. Skating Expectations.
  - a. It is strongly recommended that a member of the Pre-Juvenile/Beginner 3 synchronized skating line skate at least two structured sessions (i.e. home club ice, Junior Club or Learn to Skate) per week in addition to synchro.
  - b. Skater must take a minimum of one lesson per week from a PSA/US Figure Skating coach to increase skating ability.
  - c. Skater must actively pursue US Figure Skating field moves testing, with a recommended minimum of one field moves test attempted during the current synchro season.
- E. Team Placement. The coaches will make all team placements. Skills assessment at the appropriate level is not a guarantee of placement on a particular line. All lines will comply with age and field moves tests as required. Overall skating ability, stamina, strength, maturity, attitude and ability to learn quickly and adapt to last-minute changes are also factors taken into consideration in selecting team members.
- F. Skills Assessment. No assessment is necessary for the 2011-2012 Pre-Juvenile/Beginner 3 Line.
- G. Injury and/or Prolonged Absence. In the event a skater requires a prolonged absence from fulfilling these contract obligations due to injury, illness or other circumstance, BMVFSC policies will apply. Contact the BMVFSC Board of Directors for additional information.

## 2. PRACTICE

- A. On-Ice Practice. All team members are required to be in proper attire 10 minutes prior to on-ice practice. The skater will be held accountable for late arrival, even if they are not of driving age. Parents are encouraged to make sure the skater arrives on time. All team members shall be lined up outside the monitor's box two minutes before scheduled ice time waiting to take the ice. Skaters not meeting these times may be assessed a penalty to be determined by the coach. Attendance is mandatory at ALL practices and training sessions.
- B. Off-Ice Practice. Off-ice practice for the Pre-Juvenile/Beginner 3 Line will be determined at the coach's discretion.
- C. Attendance. Attendance is **mandatory** at all practices and training sessions. Parents of skaters who are not of driving age are also responsible for the skater attending all practices. If a skater is ill, or is unable to attend practice for any reason, you **MUST** call the Team Manager prior to practice. If the skater is injured, the skater is expected to attend and observe the practice unless excused by the coach. ***Missing the practice before a competition will result in ineligibility to compete at that event.***
- D. Practice Dress Code. The practice dress code as specified at the beginning of the season will be enforced. It is the Team Managers' responsibility to enforce the dress code. Hair must be pulled back with elastic bands. Bobbie pins are PROHIBITED (and will result in a disqualification during a competition). Jewelry is not to be worn during practice or competition. In the event of newly pierced ears, please be advised that earrings are prohibited in competition and you will be required to remove them (so please plan accordingly to the competition schedule). Tongue, nose, and any other facial rings/studs are prohibited. Bellybutton rings and tattoos are not preferred, but if present, make sure they are not seen at any time. Skaters not meeting dress codes may be assessed a penalty to be determined by the Team Manager and the Coach.
- E. Adult Supervision. Parents of minors must have consenting adult supervision for their skater if no parent is able to attend. *The adult consenting to be responsible for the skater cannot be the Coach or Team Manager.*
- F. Open Practice. There may be instances where the coach is not present and the session is declared an Open Practice.

## 3. COSTUMES AND EQUIPMENT

- A. Competition Costume. The team competition costume is the property of BMVFSC and will be kept in the possession of and maintained by the team managers and/or costume manager. Each skater is responsible for the care of their costume while said costume is in their possession and is financially responsible for the cleaning and/or repair of the costume, if it is damaged while being worn on the skater (on-ice skating accidents excluded). There will be no food or drink allowed, except water, while wearing this costume.
- B. Tights. Skaters will be required to purchase a specified number of over-the-boot tights. If the tights are damaged or lost, it will be the skater's responsibility to purchase additional tights. Skaters must have a minimum of two pairs of over-the-boot tights at all times.

- C. Team Velocity Warm-Ups. Skaters may be required to purchase and wear an official Burnsville-Minnesota Valley Figure Skating Club or Team Velocity warm-up jacket and/or fleece jacket, and black skating pants.

#### 4. ALTERNATE POLICY

- A. Purpose: Having alternates ensures that the team will always have healthy and attentive skaters at any given time. This policy ensures that our program will be concrete and complete in the occasion that one of our members is injured, ill or otherwise unable to compete. This policy will motivate skaters to always perform to the best of their ability to secure themselves a position at the next competition.
- B. Selection: In the case that all team members are healthy, uninjured and able to compete, an alternate will be chosen by the coaches based on the following criteria:
  - 1. Absences – have any of the skaters missed practices?
  - 2. Attitude – have any of the skaters exhibited a poor attitude during team practices (i.e. talking back to the coaches, pouting, rolling their eyes, huffing and puffing)?
  - 3. Skating ability – do any of the skaters have trouble completing certain elements in the program that ultimately would cost the team points at a competition?
- C. Notification: The coaches will adhere to a minimum of 24 hours notice to skater selected as alternate for the upcoming competition.
- D. Notes: No one is exempt from being named the alternate at any time; this includes team captains. Once you have been chosen to be an alternate, this does not mean that you could not be chosen again. Every time it is necessary for the coaches to choose an alternate, the same three steps stated above will be taken.

Ultimately it is the coaches' decision on who is named the alternate. Please be aware that these decisions are not personal, but are made with the best interest of the team in mind. The coaches are not obligated to defend themselves against their decisions; they are the coaches and they have the final say.

#### 5. COMPETITIONS

- A. Attendance. All members of the team, including alternates, are required to be at all competitions and performances. Dates of all competitions and performances will be provided early in the season. Please be aware that our team can enter local ISI competitions on short notice. If you anticipate a problem that could result in not being able to attend an event, THE COACH & TEAM MANAGER MUST BE NOTIFIED EARLY IN THE SKATING SEASON. Last minute notification of unavailability can result in the skater being assigned to alternate status regardless of skating ability. See section 4. Alternate Status.
- B. Competition Travel. Arrangements will be made by team managers for all team members to stay at one hotel. All skaters must stay at this hotel unless special arrangements are necessary and have been approved by the coach.
- C. Competition Dress Code. All skaters are required to arrive at the competition/exhibition facility dressed in proper team attire as specified at the beginning of the season. It is the team managers' responsibility to enforce the dress code. Skaters not meeting dress codes may be assessed a penalty to be determined by team managers and the coach.

- D. Jewelry. Jewelry is not to be worn during competition or practice. In the event of newly pierced ears, please be advised that earrings are prohibited in competition and you will be required to remove them (so please plan accordingly to the competition schedule). Tongue, nose, and any other facial rings/studs are prohibited. Bellybutton rings and tattoos are not preferred, but if present, make sure they are not seen at any time during competition or practice.
- E. Adult Supervision. Parents of minors must have consenting adult supervision for their skater if no parent is able to attend. *The adult consenting to be responsible for the skater cannot be the coach or team manager.*
- F. Behavior. While traveling with Team Velocity, whether locally or out of town, you are representing Team Velocity and the BMVFSC. General behavioral rules apply to competition travel.

## 6. CONTRACT EXPECTATIONS

- A. Due Date: Intent to skate on the line must be communicated to the Team Manager and Coach by **August 1, 2011**. The program contract for the synchro season must be postmarked no later than **August 15, 2011**.

## 7. FINANCIAL OBLIGATIONS

- A. Program Fees. (Details provided in contract.) Program fees cover the following team expenses:
- Practice ice
  - Open Practice sessions when the coach is not present
  - Coaching fees
  - Competition/Exhibition fees
  - Extra practice ice for competitions
  - Miscellaneous team expenses

Program fees are assessed monthly and are due on the 15<sup>th</sup> of each month but will not be deposited until the 1<sup>st</sup> of the following month. Program fees are NOT prorated in the event a skater joins the team at a later date. A late fee of \$25 will be assessed on payments postmarked after the date shown on each payment coupon. In accordance with BMVFSC policy, metered postmark dates are not acceptable.

***Note: Some expenses are not included in the program fees, including travel, make-up, tights, practice attire, basic skills membership fees, USFSA membership fees, etc.***

- B. Costume Maintenance Fee. A check in the amount of \$25 will be due with the program contract for a costume maintenance fee. This fee covers repair, cleaning and replacement of existing competition dresses. The fee may not represent the entire cost of costume maintenance. This check is non-refundable.
- C. Fundraising. Skater will be required to actively participate in Team Velocity fundraisers as designated by team managers and/or fundraising committee. Each fundraiser has a minimum profit to be determined, with the option to buy out that fundraiser at a designated price to be determined for each fundraiser, not to exceed \$100 per skater per synchro season. You will be given a number of fundraising opportunities throughout the season to meet this obligation. No skaters are exempt from any fundraising obligation. There will be a 50% discount off the fundraising obligation applied to the second and subsequent synchro skater(s) of the same immediate family. Discount applies to lowest level line. Not all fundraisers will be applied towards skater's fundraising obligation. Each fundraiser will be designated in advance.

## 8. FINANCIAL REPORTING

Team members and/or their parents/guardians may expect the following financial documentation throughout the competitive season as indicated below:

- A. Program Fees. An **estimate** of the program fees will be distributed with the program contract. These estimated fees will include ice contract fees, coaching fees and expenses, competition fees, and any other extra fees associated with the competition season.
- B. Program Statement. A statement of revenue and expenses will be distributed to the team members and/or their parents/guardians at the annual meeting of the Burnsville-Minnesota Valley Figure Skating Club. It will be included in the Burnsville-Minnesota Valley Figure Skating Club annual meeting program and report.

## 9. GENERAL BEHAVIOR

A skater violating any of these requirements may be assigned to alternate status as determined by the coach. Please see section 4. Alternate Status.

- A. Captains. Captains may be selected by the coaches when deemed appropriate and as needed.
- B. Behavior. Good sportsmanship and team spirit are expected from both skaters and their parents at all times. Good team spirit grows from respect for each other. Constructive suggestions after practice or when requested are always welcome to the coach. No socializing on the ice. **NO GUM**. Foul language, public displays of inappropriate behavior, and derogatory statements about another team, team member, the routine, coach, officials, or team managers are prohibited by both skaters and their parents. Should a behavior problem arise that cannot be handled by the coach or team managers, the matter may be taken to the Burnsville-Minnesota Valley Figure Skating Club Board of Directors and could result in disciplinary action up to and including dismissal from the Team. You must give the coach and/or captains your full attention, listen to instruction, be ready to move quickly to your position, and do your best every time through the routine. Skaters must behave properly at all times, especially when in team uniform. Illegal drug use, underage drinking, or underage smoking is prohibited and is grounds for dismissal and your commitment fee check will be cashed. Smoking and/or alcohol consumption by skaters of legal smoking age and/or drinking age is also prohibited when in the presence of the team or at any time during the competition.
- C. Cellular Phones. Cellular phones are not to be used at any time during official team business, in the dressing rooms, during competitions, or when traveling with the team after the designated curfew time. Skaters will be required to turn off their phones.
- D. Curfew for Competitions. A curfew is set to ensure all skaters are well rested and in good physical shape for competition. All skaters, regardless of age, will observe the curfew stated at the beginning of the season. Parents are asked to respect curfews.
- E. Swimming Restriction. No skater is allowed to swim or to use a hot tub at least 24 hours prior to skating in a performance for competition or exhibition.
- F. Management Support. Parents and skaters must realize the necessity of supporting and offering encouragement to the team management staff in their endeavor to provide service to the teams. The coach cannot handle all of the responsibility of running a team, and the coach, therefore, depends upon her

team management support. Team managers shall be treated with respect. Please be willing to give of your time and attention when called upon to volunteer.

## 10. COMMUNICATION

- A. BMVFSC Mailbox. All skaters have a mailbox assigned to their family. All club communications are put in this mailbox, as well as posted on the BMVFSC Bulletin Board, and will not be mailed out to you. This mailbox is a hanging file folder labeled with your skater's name located in the black crate. These files are located close to the monitor's box during every practice ice session. Check your mailbox at every practice session.
- B. E-mail. Every skater's family must have at least one valid e-mail address that is provided to the team managers. E-mail is the primary contact with the team managers. Each skater will be responsible for the information sent by e-mail. Skater's family may submit multiple e-mails to be included in each team's distribution list.
- C. Team Managers. Team managers are responsible for the smooth and successful operation of the team. They do this by maintaining team records, disseminating information and acting as a liaison between parents and the coach, the BMVFSC Board Liaison and the BMVFSC Board of Directors. Parents are encouraged to bring ideas and/or issues to the team managers.

**Pre-Juvenile Line**  
**Burnsville-Minnesota Valley Figure Skating Club**

*Team Velocity*  
**Synchronized Skater-Parent Commitment**  
**2011-2012 Season**

<b>EMERGENCY CONTACT INFORMATION FORM</b>	
<i>Information provided is confidential and used for Team Velocity purposes only.</i>	
<b>Skater Information</b>	
Name	
Address	
Home Phone	
E-mail	
Age and Birth Date	
Grade	
School District	
US Figure Skating Member #	
ISI Member # (if available)	
Highest Freestyle Level	
Highest Field Moves Level	
Home Club and Pro's Name(s)	
<b>Parent/Guardian Information</b>	
Name(s)	
Address (if different)	
Home Phone (if different)	
Cell Phone(s)	
E-mail(s)	
<i>If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf:</i>	
Name	
Address	
Phone	
Relationship to Skater	
Insurance (Provider Name and Policy #)	
Physician's Name and Phone	
Dentist's Name and Phone	
Hospital and Address	
Additional Remarks	
<i>My child/ward _____ has permission to participate in Team Velocity Synchronized Skating team. S/he is in good physical condition and has not had any serious illness or operation since her/his last health examination.</i>	
Parent/Guardian's Signature	Date

Pre-Juvenile Line  
Burnsville-Minnesota Valley Figure Skating Club  
Team Velocity  
Synchronized Skater-Parent Commitment  
2011-2012 Season

SIGNATURE PAGE

This signature page must be signed and turned in to the team manager with the program contract. A copy will be provided to the BMVFSC contract chair.

**Skater will not be added to official roster without receipt of**

- **original signed Synchro Program Contract,**
- **this original signed Skater-Parent Commitment signature page,**
- **emergency contact information form,**
- **copy of skater's birth certificate,**
- **copy of skater's US Figure Skating membership card,**
- **\$25 nonrefundable costume maintenance check (see Policy 7B) and**
- **Associate Member must provide documentation that she/he is a member in good standing of her/his home club.**

I have read the rules stated in the commitment for this synchro season. I understand and will abide by these rules. I also understand the consequences in the event of failure to comply with said rules.

\_\_\_\_\_  
Skater Signature

\_\_\_\_\_  
Parent/Guardian Signature

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Reference:	Board of Directors
Accountable Party:	Board of Directors
Revision/Review Dates	4/9/09, 8/16/11

### 3.05 – Registration Requirements

Category Title: **Membership**  
Subject: **Registration Requirements**

**Purpose:** To set out quarterly deadlines for registration, registration fees, and required documentation.

**Policy:** Registration is recommended quarterly with the following deadlines:

- 8/15** Fall Contract
- 11/15** Winter Contract
- 2/15** Spring Contract
- 5/15** Summer Contract

#### **Junior Club**

Membership in Junior Club can occur at any time. Please return the following to the Contract Chairperson:

1. Ice Contract
2. Junior Club Membership Membership Form
3. Check payable to the BMVFSC for the membership fee
4. Check(s) payable to the BMVFSC for contract payment(s).

#### **Senior Club – Contracted Status, Synchronized Skating Only**

Please return the following to the Contract Chairperson by the appropriate deadline:

1. Ice Contract
2. BMVFSC Senior Club Membership Form
3. Check payable to the BMVFSC for the membership fee
4. Check(s) payable to the BMVFSC for contract payment(s).

#### **Senior Club – Non-Contracted Status**

Please return the following to the Contract Chairperson by the appropriate deadline:

1. Ice Contract (indicating “Non-Contracted” Status)
2. BMVFSC Senior Club Membership Form indicating Non-Contract Status
3. Check(s) payable to BMVFSC for Non-Contract membership fee
4. Check(s) payable to the BMVFSC for contract payment(s).

Contracted and Non-Contracted Membership dues for additional Senior Club members of the same family are one half of the dues shown above.

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT ALL OF THE ABOVE DOCUMENTS AND CHECKS.**

**Note: Non-Contracted Status**

Any BMVFSC senior club skating member either not contracting for ice on a quarterly basis or not contracting for the required minimum number of sessions on a quarterly basis shall be considered a "Non-Contracted" Status member.

Non-Contracted Status skaters buy-in for level appropriate ice sessions at current senior club prices. Skaters must have a designated home club professional. Non-Contract Status skaters in good standing will not lose seniority or membership privileges but must maintain their financial responsibilities to BMVFSC, including, but not limited to, annual dues, contract payments (if any) and fundraising requirements.

**Annual Ice Show:** Participation in the annual ice show is optional. Registration for the show is completed with the Winter Contract.

Reference:	Board of Directors
Accountable Party:	Membership Chairperson, Contract Chairperson
Revision/Review Dates	8/27/97, 7/10/00; 04/05/01; 04/10/03, 9/11/08

### 3.06 – Seniority

Category Title: **Membership**  
 Subject: **Seniority**

**Purpose:** To define how Seniority in the BMVFSC is defined.

**Definitions:** Skater's ranking in the club based on membership date.

**Policy:** A skater's ranking in the club is based on the following:

1. Senior Club membership date.
2. Junior Club membership date.
3. Birth date of skater (older skater having priority).

Examples:

1. A Junior Club member that moves up with the Spring Contract will have a higher ranking than a new Senior Club member joining with the Spring Contract.
2. A Senior Club member joining with the Winter Contract will be ranked higher than a Junior Club Program member that joined with the previous Fall Contract and moved up with the Spring Contract.

Reference:	Board of Directors
Accountable Party:	Membership Chairperson, Contract Chairperson
Revision/Review Dates	8/27/97, 7/10/00

### 3.07 – Dues

Category Title: **Membership**  
Subject: **Dues**

**Purpose:** To collect funds for USFSA registration and to fund the operation of the BMVFSC.

**Policy:** USFSA Home Club membership dues for Junior Club and Senior Club members are due by June 30<sup>th</sup> of each year. The membership period runs from July 1 of the current year to June 30 of the following year. Failure to pay membership dues on time will result in a loss of seniority and loss of ability to skate on club ice. If this occurs, there will be no refund of Contract Fees.

#### Membership Dues:

- Junior Club Program membership dues are \$60.00 per year.
- Senior Club membership dues are \$125.00 per year for current Contracted Status members, \$165 per year for Non-Contracted Status members and will be prorated for new members, members moving from Contracted to Non-Contracted Status, or members moving up from Junior Club.
- For the first year of Senior Club only, introductory membership dues are \$70.
- Membership dues for additional Senior Club members of the same family are one half of the Senior Club Member dues.
- Associate membership dues are \$50.00 per year.
- Membership dues for Synchronized Only Skaters are governed by the Synchronized Skating contract.
- Note: Contracted Status members can move to Non-Contracted Status only at quarterly contract date. Non-Contracted Status Members may move to Contracted Status at any time but no refund of any portion of the Non-Contracted membership fee will be made.
- Membership dues maybe prorated depending on when the skater joins Junior or Senior Club:

Join Date:	Senior Club Dues	Junior Club Dues
July 1-Dec 31	\$125.00	\$60.00
Jan 1-March 1	\$87.50	\$43.50
March 1-June 30	\$66.75	\$36.50

Reference:	Board of Directors
Accountable Party:	Contract Chairperson
Revision/Review Dates	8/27/97, 7/10/00, 04/02, 4/10/03, 9/11/08, 4/9/09, 5/13/10, 8/16/2011

### 3.08 – Fundraising

Category Title: **Membership**  
Subject: **Fundraising**

**Purpose:** To assist with the cost of special projects and equipment and to support the general operation of the club.

**Definitions:** Membership year runs from July 1 to June 30 of the following year.

**Policy:** Junior Club members are required to contribute a minimum of \$40.00 annually in fundraising each membership year.

All Contracted and Non-Contracted Status Senior club members, Synchronized member only, and Junior Club Synchronized member, except those meeting Post-Secondary Education Status requirements as defined in Policy 3.11, are required to contribute a minimum of \$100.00 annually in fundraising each membership year.

Any fundraising required by the synchronized team for the synchronized teams' exclusive use will be over and above the above-mentioned requirement.

All fundraising contributions are due with the membership renewal, if not fulfilled previously. Members not meeting the minimum fundraising commitment will be billed for the amount outstanding.

The club will sponsor fundraising opportunities during the year. Fundraising events which can be used to offset the fundraising obligation will be identified as such when the event is announced.

Fundraising Schedule – July 1 – June 30:

**Junior Club Members Moving to Senior Club**

Fall Contract	Full Senior Club Contribution
Winter Contract	Full Senior Club Contribution
Spring Contract	Full Junior Club Contribution
Summer Contract	Full Junior Club Contribution

**New Junior Club Members**

Fall Contract	Full Junior Club Contribution
Winter Contract	Full Junior Club Contribution
Spring Contract	50% of Junior Club Contribution
Summer Contract	None

**New Senior Club Members:**

Fall Contract	Full Senior Club Contribution
Winter Contract	Full Senior Club Contribution
Spring Contract	50% Senior Club Contribution
Summer Contract	None

Reference:	Board of Directors
Accountable Party:	Treasurer, Contract Chairperson, Show Coordinator
Revision/Review Dates	8/26/97, 11/12/98, 7/10/00; 4/11/02; 4/10/03, 7/12/07, 9/11/08, 7/8/10, 8/16/2011

### 3.09 – Medical Leave

Category Title: **Membership**  
 Subject: **Medical Leave**

**Purpose:** To afford members special consideration for lengthy illness or injury.

**Policy:** In the event of a physician-documented injury or long-term illness that prohibits participation in all on-ice activities for at least 21 days or 15 contracted sessions from the date of first treatment (whichever comes first), and when a physician's letter of excuse showing dates of absence is submitted to the Board of Directors, a skater may receive credit for contracted sessions missed. Credit, if given, will be applied on the next contract.

All medical leaves, as outlined herein and any medical leave-associated contract credits that may be granted shall require approval of the Board of Directors.

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

Skaters shall be eligible for board consideration of medical leave only after six (6) months continuous membership in the club.

A skater on medical leave shall notify the contract chair and/or the board president in writing at least 3 days in advance of their intent to return from a medical leave.

Reference:	Board of Directors
Accountable Party:	Contract Chairperson
Revision/Review Dates	8/26/97, 2/11/99, 2/10/00

### 3.10 – Adult skaters

Category Title: **Membership**  
 Subject: **Adult skaters**

**Purpose:** Encourage adult skaters to continue training while affording them flexibility in their schedules

**Definitions:** Adult Skating Member: any skating member, age 18 and older who is no longer attending high school.

**Policy:** Any skating member who is classified as an adult skating member as defined by USFSA standards may be considered for level specific ice sessions as recommended by the club pros and approved by the board.

Adult Skating Members must have a designated home club professional.

BMVFSC exempts adult skaters from the ice contractual requirement. Adult Skating Members are encouraged to contract for ice time, if possible but will not lose seniority or membership privileges if not contracted. Adult Skating Members may buy-in at current Senior Club prices.

Adult Skating Members must maintain their financial responsibilities to BMVFSC through annual dues, contract payments (if any) and fundraising requirements.

Adult Skating Members in good standing retain all other home club membership privileges.

Reference:	Board of Directors
Accountable Party:	Membership Chairperson
Revision/Review Dates	9/9/99

### 3.11 – High School Graduates enrolled in Post-Secondary Education Courses

Category Title: **Membership**

Subject: **High School Graduates enrolled in Post-Secondary Education Courses**

**Purpose:** To allow students enrolled in post High School education to continue skating at a reduced cost.

**Definitions:** Qualified post secondary education students are skaters who attend college or other secondary education courses full-time for at least the regular school season (normally September through May) and who do not contract for ice during that period.

**Policy:** Upon proof of paid registration, showing full-time status, a current member of the BMVFSC may apply for Post-Secondary Education Status if they have been a member for five or more years. They will pay a fee of \$150.00 and are excluded from fund-raising obligations. The membership is good for 4 years. Skaters will maintain their seniority, may buy-in at regular Senior Club member rates and may contract during the summer months.

Reference:	Board of Directors
Accountable Party:	Membership Chairperson
Revision/Review Dates	6/11/98, 11/12/98, 9/9/99, 07/10/00, 4/9/09, 8/16/2011

### 3.12 – Transfer Policy

Category Title: **Membership**  
 Subject: **Transfer Policy**

**Purpose:** To establish standard procedures for the handling of USFSA (Club) Transfer Request Forms

**Policy:** Any member wishing to obtain BMVFSC approval to transfer to another USFSA club shall utilize the USFSA form specifically developed for this purpose. Members will be required to be in good financial standing with the club or make good their financial obligation prior to the form being approved. Members and/or parents or guardians should complete the entire form (incomplete forms or forms having any blank space(s) will be rejected or returned). The completed form may be submitted only to the President, Vice President or Treasurer. The Treasurer shall determine, solely or through collaboration with other club officers, if the member is in good financial standing.

For members in good financial standing, the President, Vice President or Treasurer shall be authorized to endorse the transfer request.

Members who owe money to the club for any reason shall be required to make good their financial obligation before the President, Vice President or Treasurer shall be authorized to endorse the transfer request.

Reference:	Board of Directors
Accountable Party:	Treasurer
Revision/Review Dates	12/98

### 3.13 – Volunteer Hours

Category Title: **Membership**  
Subject: **Volunteer Hours**

**Purpose:** Our club requires the volunteer efforts of every family in order for continued success in our Autumn Skate Fest competition and our annual Impressions on Ice show.

**Policy:** All Contracted and Non-Contracted Status Senior club members, and Junior Club members are required to provide, for each skater in a family, a minimum of six (6) hours of volunteering in any combination of the Autumn Skate Fest Competition and the Impressions on Ice show each year. This requirement can be fulfilled by any designated family member. Failure to meet this volunteer requirement will result in a \$100 fee assessment.

Volunteer Schedule – July 1 – June 30:

New Junior or Senior Club Members

Fall Contract	6 hours per skater
Winter Contract	3 hours per skater
Spring Contract	3 hours per skater
Summer Contract	None

Starting in Fall 2011, a parent or guardian of each Senior Club member will be required to be an Ice Monitor for a minimum of 3 sessions during each contract period for each skater in the family. This time spent on this activity will **not** count towards the required Volunteer hours. See Policy 4.05 – Monitoring, for additional details.

Reference:	Board of Directors
Accountable Party:	Treasurer
Revision/Review Dates	8/16/2007, 8/16/2011

### 3.14 – Communications

Category Title: **Membership**  
 Subject: **Communications**

**Purpose:** To describe how a member may communicate with the club membership.

**Policy:** The Club Roster is distributed for informational purposes only. We respect the need to protect the privacy rights of BMVFSC members, and want to promote the Club in a positive manner. The BMVFSC membership list is to be used only for official, sanctioned Club business and communication.

If a member wants to send an email to the membership, it should first be sent to the BMVFSC Board for approval. Once approved, it will be forwarded to the membership along with a copy to the originator.

Any BMVFSC member who receives an email from another member and feels it was inappropriate may contact the BMVFSC Board requesting a review of the email. The Board may take the following action:

- First Offense: Written warning/reminder about email policy
- Second Offense: \$100 Fine to member sending email
- Subsequent Offenses: Fine to increase in an amount determined by the Board.

Reference:	Board of Directors
Accountable Party:	Treasurer
Revision/Review Dates	10/8/2009

### 3.15 – Discipline

Category Title: **Membership**  
Subject: **Discipline**

**Purpose:** Establish a basis and process for determining disciplinary action of a member.

**Policy:** The Board shall determine and regularly review all written Expectations, rules, policies, procedures, guidelines, and Club Bylaws for their currency and contribution to the achievement of Club purposes and safety issues. These written documents provide the basis for determining disciplinary action of a member by the Board.

The Board of Directors shall have the power to discipline, suspend, or terminate membership in the Corporation in accord with policies and procedures set forth in the Bylaws.

#### PROCESS:

Any member or members having complaint against another member for an infraction of any law, rule, policy, procedure, guideline, Expectation, or Club Bylaws, may report the same, in writing to the Board of Directors, as outlined in the Grievance Procedure below, provided informal means to resolve the complaint have been exhausted.

It is the expectation of the BMVFSC Board that every effort will be made to resolve any conflict occurring between skater(s), Pros, and/or parents by informal means....that is, direct, one-to-one discussion and mutual resolution of problems. In the event that all informal means have been used and exhausted, the following procedure will be used:

All conflicts brought before the Board will be handled in a timely and confidential manner, using due process.

- I. All grievances will be presented to the Board in writing, containing the following elements, and must include a \$50 filing fee payable to BMVFSC. If Grievance Committee recommends in favor of the Grievant this fee, or a portion thereof, may be refunded.
  - A. Name of the name and signature of the party filing the Grievance (the "Grievant");
  - B. The Grievant's address, telephone number, and USFSA registration number;
  - C. The name of the party against whom the Grievance is brought (the Respondent);
  - D. The Respondent's address, telephone number and, if known, the Respondent's USFSA registration number;
  - E. Names, addresses and telephone numbers of any other parties involved.
  - F. the BMVFSC Bylaw, rule, policy, procedure, guideline or expectation allegedly violated;
  - G. a statement of the facts surrounding the alleged violation, including the date and time of the alleged violation and including as many specific facts as available, such as quotations, behaviors, witnesses;
  - H. description of actions the Grievant has taken to attempt to resolve the matter informally; and
  - I. the action the Grievant wishes taken to resolve the conflict.

- II. The grievance must be mailed to the President of the Club at his/her home address, postmarked within sixty 60 days of the occurrence of the alleged violation, or within sixty (60) days of the discovery of the alleged violation, whichever is later. Failure to observe this deadline will be considered a waiver of the grievance by the Board.
- III. The President of the Board will immediately send a copy of the grievance to the person against whom the grievance has been filed, and formally appoint the Grievance Committee.
- IV. The aggrieved then has thirty days (30 days) to respond to the grievance in writing, mailed to the President of the Board. The President will send a copy of this response to the person filing the grievance.
- V. The Board will establish a Grievance Committee to meet with the parties involved and come to a decision to resolve a specific grievance. The Grievance Committee members will be appointed annually by the Board of Directors prior to or at the Annual Meeting and notified by the President of the Board. If any of the designated members are involved in the grievance, the person(s) will be disqualified from serving on this Committee and the Board of Directors will select a person to fill the position on the Grievance Committee. Selection of alternate committee members will be done by random draw using family names of those who have been in Sr. Club for one year or more. This draw is to be done by two parties, neither of whom are involved in the Grievance, and witnessed by two Board Members. A slate of family names will be drawn, documented and signed and dated by the two parties and two Board Members who are present. The President of the Board will contact each family, in order drawn, to confirm acceptance on the committee. Any adult parent or guardian in the family drawn may serve on the committee.
- VI. The Committee will be comprised of:
  - A. President of the Board
  - B. Appointed Board Member-at-large
  - C. Voting member at large
  - D. Voting member at large
  - E. Home Club Professional Staff representative

Each person on the Grievance Committee holds one vote. Any decision of the Grievance Committee must be reached unanimously by the five members. The decision of the Grievance Committee shall be regarded as final resolution of the grievance.
- VII. The Grievance Committee must meet with the involved parties in closed special session within forty (40) days of the date of filing of the grievance (postmarked date). Final decision by the Grievance Committee must be reached no later than 60 days from the postmarked date of the grievance.
- VIII. Penalties shall only be applied for just cause and with due process. They are sequential and a person moves from one level to the next if subsequent offenses occur.
  - A. First offense - Ninety day probation, terms to be recommended by the Grievance Committee.

- B. Second offense - Ninety day suspension from teaching or member skating privileges at Burnsville Club without coupons or credit.
- C. Third offense - Termination of membership status from the BMVFSC.

If the Grievance Committee cannot determine due cause for the charges brought forth in the grievance, they will decide to exonerate the person of said charges.

- IX. Once action has been finally determined by the Committee, a dated letter is sent to the person filing the grievance, describing the specific terms, conditions, and rationale for the action. This letter will be mailed to both parties, postmarked within 24 hours of the Committee decision, and will become part of official Club records.

- X. Appeal Process:

In the event that the Committee's decision is not acceptable to the individual who filed the original grievance, the person can appeal the decision to the Board.

The Notice of Appeal must be mailed to the Club President at his/her home address and postmarked no later than 48 hours following receipt of the decision of the Grievance Committee. Following receipt of the Notice of Appeal, the Board has 7 days to meet and make a decision regarding the grievance.

Discussion(s) made by the Board relating to a specific grievance in the appeal process must be unanimous by all Board members present constituting a quorum.

The appeal process will involve a report from the Grievance Committee, review of the written correspondence related to the grievance, and an opportunity for the involved parties to present their concerns.

Reference:	Board of Directors
Accountable Party:	Board of Directors
Revision/Review Dates	7/2009

## Section 4 – Ice

### 4.01 – Contracts

Category Title: **Ice**  
Subject: **Contracts**

**Purpose:** To provide for reservation of ice time for skaters and payment for the ice.

**Policy:** Contracts for ice are requested on a quarterly basis. They are sent to skaters for completion and must be returned by the date specified.

Additions to the contract can be made at any time, provided the ice is available, by submitting the Contract Change Form for additional ice in writing along with payment to the Contract Chairperson. No changes will be made to a skater's contract unless required by the Club or approved by the Contract Chairperson. The approval by the Contract Chairperson can be done via e-mail. Only one contract change request per skater will be considered during a contract period. Other schedule changes or deletions can only be made when contracting for the next quarter.

Sessions are filled on a seniority basis. This only applies until the due date of the contract, then it reverts to a first-come, first-served basis.

Only the signed, white contract form will be accepted.

All contracts must be mailed. No other method of submitting contracts will be accepted. Contracts must be postmarked by the 15<sup>th</sup> of the month specified in order to avoid a \$25.00 late fee and loss of seniority rights. Contracts must be received by the Contract Chair before the contract session starts.

All contracts not properly submitted, postmarked on time, or received after the contract session starts will be returned to the skater. This may result in the possible jeopardizing of seniority rights, ice session availability, and eligibility to skate.

Reference:	Board of Directors
Accountable Party:	Contract Chair
Revision/Review Dates	8/26/97, 8/98, 2/11/99; 02/07/02; 09/11/03, 8/16/2011

## 4.02 – Buying-In to Ice Sessions

Category Title: **Ice**

Subject: **Buying-In to Ice Sessions**

**Purpose:** To provide members flexibility in their schedules by permitting them to buy-in to sessions. To allow nonmembers to buy BMVFSC ice without an associate membership.

**Definitions:**

Buying In: Purchasing **level appropriate** ice time during a club session that the skater is not contracted for and which is not at capacity.

Level Appropriate: The skater has passed the test required to skate the session.

**Policy:**

1. Register member's name in the buy-in section of the appropriate monitor sheet.
2. Arrive in advance of the session to pay Monitor for the session via two coupons, a voucher, or check payable to the BMVFSC. No cash will be accepted. Coupons and vouchers must be current, or the member will be billed for the session.
3. When the number of buy-ins exceeds the available space on the ice for that session, the following criteria will be used to determine those able to skate. There is a limit of 22 skaters on the ice.
  - A. Senior Club members
  - B. Junior Club members
  - C. Associates
  - D. Non members who must show a valid USFSA membership card, register their USFSA number on the monitor sheet and make payment of \$1.00 over the member buy-in price per session.
4. For seven days prior to a test session or competition day, skaters testing or competing have priority over other members. Whether a skater has signed up on the buy-in list or not, their status takes priority. This means that a "walk in" skater who is competing/testing can bump a skater who is on the buy-in list and is not competing/testing.
5. Using the above criteria, skaters will be allowed on the ice in the following order:
  - A. Skaters that are listed in the "Swap Column" for that session, and are present at the time the session begins.
  - B. Buy In skater with two coupons, voucher, or check in hand payable to the BMVFSC (no credit will be given at any time).
  - C. In the order signed in the "Buy In" column of the monitor sheet.
6. When there are 22 skaters on the ice and a contracted skater arrives after a "buy-in" skater has taken the spot, the "buy-in" skater must be called off the ice and refunded his/her coupons or check. Buy-in skaters will be called off in the reverse order of priority.
7. Skaters not present before the session begins and/or those who do not have payment ready will fall to the end of the buy-in list for that session.

Reference:	Board of Directors
Accountable Party:	Contract Chair
Revision/Review Dates	1/95, 3/96, 4/97, 8/97, 12/97, 8/98, 10/98, 5/00, 7/10/00, 8/16/2011

### 4.03 – Selling Ice Sessions

Category Title: **Ice**  
Subject: **Selling Ice Sessions**

Eliminated

Reference:	Board of Directors
Accountable Party:	Contract Chair
Revision/Review Dates	January 1995, March 1996, October, 1996, July 7, 1998 effective fall contract, 1998, August, 1998, October, 1998, 8/16/2011 effective fall contract.

**4.04 – Coupons**

Category Title: **ICE**  
Subject: **Coupons**

**Purpose:**

**Definitions:**

**Policy:**

ELIMINATED

Reference:	Board of Directors
Accountable Party:	
Revision/Review Dates	7/7/98

## 4.05 – Assigning Monitors

Category Title: **Ice**  
 Subject: **Assigning Monitors**

**Purpose:** To define how monitors are assigned for Senior Club sessions.

**Policy:**

A parent or guardian of each Senior Club member will be required to be an Ice Monitor for a minimum of 3 sessions for each skater in the family during each contract period.

At the time the Ice Contract for each contract period is sent, a signup will also be made available to sign up for the desired sessions to monitor.

If the required minimum number of sessions are not monitored, the member will be assessed \$15 per session at the end of the contract period,

If the parent or guardian of the member is signed up to monitor a session, and an issue arises that that session cannot be monitored, the parent or guardian must do all possible to find a replacement, preferably by swapping a session with another monitor.

Persons will be notified via email of the sessions assigned to them.

Adult skaters may not monitor a session they skate on without prior consent of the Board of Directors.

Skaters 16 years and older may monitor a session that they do **not** skate on.

Reference:	Board of Directors
Accountable Party:	Contract Chair
Revision/Review Dates	2/10/2011, 8/16/2011

## 4.06 – Monitor Responsibilities

Category Title: **Ice**  
 Subject: **Monitor Responsibilities**

**Purpose:** To define all monitor responsibilities.

**Policy:** Monitors must arrive five minutes prior to assigned session. The first monitor of the day should get the monitoring materials from the Pro's room. The last monitor of the day should put the materials back in the Pro's room.

Verify the date and session on the top of the monitor sheet and fill your name in the appropriate space.

The monitor should check off skaters as they go on the ice. Skaters not present at the session should be marked as "NS", for no show.

The monitor must confirm all names of skaters swapping ice are in the "Swap Column", and all buy in skaters are listed in the "Buy In column". Coupon, voucher or check number should be listed next to the name of skater buying in. Cash is not accepted. Credit will not be given.

Warm-up music should be played until skaters request their music. See Music Policy.

Monitor must be sure skater wears a vest or other identifying article provided by the club during their program music.

At the end of the session place monitor sheet, coupons, vouchers and checks in the envelope in the back of the monitor book..

Monitors are responsible for finding substitutes in their absence.

If a skaters' name is not on the monitor sheet they believe they contracted for, it is the responsibility of the parent/skater to contact the contract chair. Only the contract chair may add/change names to the monitor sheets.

Reference:	Board of Directors
Accountable Party:	Contract Chair
Revision/Review Dates	8/16/2011

## 4.07 – Music Policy

Category Title: **Ice**  
Subject: **Music Policy**

**Purpose:** To determine how music should be played during freestyle sessions.

**Policy:** Music should be given to the monitor within the first five minutes of a session.

Music will be requested by the skater or Pro as needed. Pros requesting music during a lesson will be given priority thus “bumping” the next skater not in a lesson. Skaters or Pros may request their music a second time but will only be accommodated after all skaters have had their music played a first time. If both skaters are requesting music a second time, a skater in a lesson will have priority.

Skaters having more than one program will be treated like a second round skater upon request of the second program.

Skaters must wear a vest or other identifying article provided by the club during their program music.

No headphones are allowed on the ice.

In a field moves session, a skater or Pro may request ice dance music, once per skater per session. Up to two skaters may skate to the ice dance music at the same time, starting at opposite ends of the arena. Skaters should wear the vest, but will not have the right of way on a field moves session. During a freestyle session, dance music is treated like any other program music.

### **Competition and Test Week:**

During the seven days prior to a skater’s USFSA-sanctioned competition or test, his or her music will have priority over a lesson. Skaters or Pros may request their music a second time but will only be accommodated after all skaters have had their music played a first time.

Reference:	Board of Directors
Accountable Party:	Contract Chair, Monitors
Revision/Review Dates	2/10/00, 9/13/01, 10/11/07

## 4.08 – Testing

Category Title: **ICE**  
Subject: **Testing**

**Purpose:** To define the procedure and policy for testing sessions at the BMVFSC and for BMVFSC skaters desiring to test at another club

**Policy:**

1. All test applications and checks must be returned to the test chair two weeks prior to the test session. Verbal or written notice will not be deemed acceptable.
2. Pre-Pre tests may be done during club ice time.
3. Copies of all test results will be given to the skater/coaches.
4. Every effort will be made to have the test schedule ready at least one week prior to the test to give judges, skaters, coaches, and parents adequate scheduling notice.
5. The test chair reserves the right to cancel a test session due to low test participation or unavailability of judges.
6. Refunds will only be given if a test session is cancelled by the Test Chair. Refunds for any other reason will only be given with the approval of the Board of Directors.
7. Should a BMVFSC skater desire to take a freestyle or field moves test at another club location, the BMVFSC test chair shall collect a \$15.00 testing permit "processing fee" for each test taken to help defer costs incurred by the BMVFSC. Payment shall be made and collected at the time the testing application is submitted. Dance tests and TCFSA Consolidated Testing sessions are excluded from the fee collection process.
8. All test forms must be mailed and postmarked two weeks before test date or a late fee of \$25.00 will be assessed.
9. In the event of a death in the immediate family, testing fees will be applied to the next scheduled Burnsville-Minnesota Valley Figure Skating Club test session.

Reference:	Board of Directors
Accountable Party:	Test Chair
Revision/Review Dates	12/10/98; 10/15/01; 04/10/03; 02/10/2011

#### 4.09 – Monitor/Jr. Club Helper Coupons

Category Title: **Ice**

Subject: **Monitor/Jr. Club Helper Coupons**

**Purpose:**

**Policy:** .

ELIMINATED

Reference:	Board of Directors
Accountable Party:	Contract Chair
Revision/Review Dates	8/98, 8/16/2011

## 4.10 – Ice Swaps

Category Title: **ICE**  
Subject: **Ice Exchanges**

**Purpose:** To define the procedure and policy for swapping ice sessions during a contract period.

**Policy:**

1. When the skater becomes aware of conflicts with their contracted ice time, they need to designate this on the appropriately dated monitor sheets for the session that will be missed and the session that will be used as a swap.
2. Only similar types of sessions may be swapped:
  - a. Field Moves may be swapped for another Field Move session
  - b. Freestyle may be swapped for another Freestyle session
  - c. Junior Club sessions are not included in this policy.
3. For the session that will be missed, if known ahead of time, the skater should write SWAP on the line with their name on the appropriately dated monitor sheet..
4. On the monitor sheet for the session that the skater will swap into, their name should be written in the Swap Box.
5. Ice swaps may be made 1 week prior, the same day, the same week, or 1 week after a missed session.
6. Skaters that are swapping into a session have priority over those that are buying into a session.

Reference:	Board of Directors
Accountable Party:	Contract Chair
Revision/Review Dates	8/16/2011

## Section 5 – Financials

### 5.01 – Checking Accounts

Category Title: **Financial**  
Subject: **Checking Accounts**

**Purpose:** To define policy for BMVFSC checking accounts.

Purpose of separate account for the testing committee: The test chair has several checks that are written the day of the test (judge's expenses, ice time, food, test fees to the USFSA, etc.). By having a separate account, the test chair will not have to utilize their own funds nor have pre-signed checks. It is also easier for the test chair to budget the money.

**Policy:** BMVFSC CHECKING ACCOUNT: The treasurer, president and/or co-president are authorized to sign checks. Only one signature is required. The treasurer will submit as part of the treasurer's report, a list of checks paid and the bank statement for review at the monthly board meeting.

BMVFSC TESTING CHECKING ACCOUNT: The test chair appointed by the Board of Directors and the treasurer are authorized to sign checks on the Testing Checking Account. Only one signature is required. The treasurer will submit as part of the treasurer's report, a list of checks paid and the bank statement for review at the monthly board meeting.

BMVFSC SHOW ACCOUNT: The treasurer, president and/or co-president are authorized to sign checks. Only one signature is required. The treasurer will submit as part of the treasurer's report, a list of checks paid and the bank statement for review at the monthly board meeting.

Reference:	Board of Directors
Accountable Party:	Treasurer
Revision/Review Dates	10/96, 2/97, 8/97, 12/98

## 5.02 – Stipends and Expense Reimbursements

Category Title: **Financial**  
Subject: **Stipends and Expense Reimbursements**

**Purpose:** To offset expenses incurred by skaters at Midwesterns and club-designated representatives attending the USFSA Governing Council

**Policy:** Midwestern Stipends:

The club may grant stipends to club skaters who have qualified for and are competing at the Midwestern Competition. A maximum of \$300.00 is allowed with \$150.00 maximum per skater paid. In the event of more than two skaters being eligible, the amount of \$300.00 would be equally divided amongst the skaters. These stipends may be renewable annually.

The amount of the stipend paid will not exceed the amount of the expenses. Receipts will be required, reviewed and approved by the board, prior to stipends being paid. The amount of the BMVFSC stipend may be adjusted by the amount of stipend received from the TSFSA or any other organization, at the discretion of the board.

Governing Council Expenses and Reimbursements:

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

1. A maximum of three official representatives, as designated by the board of directors prior to governing council, may receive stipends
2. All airfare shall be coach/economy class, booked at least 60 days in advance.
3. A maximum of \$45 per day will be reimbursed for meals and non-alcoholic beverages unless a meal is an official function of governing council meeting, in which case reimbursement will be for cost actually incurred, excluding alcoholic beverages.
4. A maximum of \$100 per night, per room, shall be reimbursed for lodging. When two BMVFSC representatives attend, accommodations shall be double occupancy, unless representatives are unrelated and of different sex. When three representatives attend, one room shall be double occupancy and one room shall be single occupancy. Should the single occupancy room be occupied by more than one person without prior board approval (a friend or relative of the representative for example), reimbursement shall be limited to \$ 50.00 per night.
5. Ground transportation costs, excluding cost of transportation to/from the airport to/from the site of lodging, shall be the responsibility of the individual representatives
6. The amount of the stipends paid will not exceed the amount of actual expenses incurred. Receipts will be required, reviewed and approved by the board, prior to stipends being paid.
7. The representative(s) will submit a written report on Governing Council actions and decisions to the Board within 30 days following their return, prior to stipends being paid.

Funds budgeted: Midwesterns: \$300.00 maximum annually

Governing Council: Varies by location of meeting and other factors such as cost of transportation and lodging. It is expected that BMVFSC designated attendees will attempt to limit expenses to those absolutely required in performance of their duties as voting representatives of the club.

Reference:	Board of Directors
Accountable Party:	Board of Directors, Treasurer
Revision/Review Dates	2/11/99, 2/10/00

## Section 6 – Board of Directors

### 6.01 – Proposals to the Board of Directors

Category Title: **Board of Directors**  
 Subject: **Proposals to the Board of Directors**

**Purpose:** To give board members opportunity to review proposals and seek answers to any questions they might have prior to the meeting. If the board is not able to complete discussion of the issue in a short amount of time, the issue will be sent to committee or tabled until the next meeting. To assist with keeping a record of board decisions.

**Definitions:** Proposals to the Board: Requests to the board of directors to change policy, establish policy, or take any other action requiring approval of the board.

**Policy:** All proposals to the board of directors must be in writing and **distributed to all board members** one month prior to the meeting. Proposals may be distributed by first class mail addressed to each board member at his or her home address as listed on the most current club roster, by delivering a copy of the proposal to each board member personally, or by placing a copy in each board members folder in the pro room. The form of proposal is attached.

Proposals submitted to the board less than one month prior to the board meeting may be considered at the discretion of the meeting chair.

Reference:	Board of Directors
Accountable Party:	Board of Directors
Revision/Review Dates	8/26/97

**PROPOSAL TO THE BOARD OF DIRECTORS  
BURNSVILLE-MINNESOTA VALLEY FIGURE SKATING CLUB**

Proposals to the Board of Directors must be in writing and distributed to Board Members one month prior to the board meeting. Please provide the following information:

Proposal:

Purpose:

Budget if Club funds are requested:

Date action required by:

Name and phone number of club member submitting proposal:

**ACTION TAKEN BY BOARD:**

DATE:

New Policy

Amended Policy No.

## Section 7 – Impressions on Ice

### 7.01 – Eligibility to Participate

Category Title: **Impressions on Ice**  
Subject: **Eligibility to Participate**

**Purpose:** To define the rules of eligibility to participate in the annual ice show.

**Definitions:** Winter Contract Session – member contracted by November 15<sup>th</sup> prior to Impressions on Ice show.

Spring Contract Session – Member contracted by March 15<sup>th</sup> prior to Impressions on Ice Show.

**Policy:**

1. Skater must be a home club Junior or Senior Club member during the winter and spring contract sessions.
2. Any Skater participating in the show must be in one Club group number.
3. Senior Club and Junior Club members may be in two group numbers.
4. Soloists and special performers must be in only one additional group number OR qualifying Ice Dance number.
5. High School Seniors not awarded a special performance shall be awarded a senior “skate out” (as defined by the board)
6. Synchronized Team Skating participation and Parent/Skater participation does not impact your maximum group number limit.
7. A group number is defined as a Senior Club number, Junior Club number, or Learn to Skate number. A group number does not include the Opening Number, Finale, Synchro number, or the Parent/Skater number.
8. A Non-Contract member must contract for at least 1 session during the Winter and Spring Contract Sessions prior to the Impressions on Ice Show.
9. Junior Club members must contract for the Winter Contract Session prior to the Impressions on Ice Show.
10. A Junior Club member not contracting for the Spring Contract session prior to the Impressions on Ice Show is able to participate in the Show.

Reference:	Board of Directors
Accountable Party:	Contract Chair
Revision/Review Dates	9/9/99, 7/10/00, 9/18/07, 9/11/08, 8/16/2011

## 7.02 – Special Performances

Category Title: **Impressions On Ice**  
Subject: **Special Performances**

**Purpose:** To define the guidelines used for determining the special performance participants in the annual ice show.

**Policy:**

**I. SPECIAL PERFORMANCE GUIDELINES**

The following guidelines pertain to the qualifying period beginning Winter Contract 2010 through the end of the Spring Contract 2012. A skater must meet and hold to the basic qualifications throughout the entire qualifying period to be considered for a special performance in the 2012 ice show.

**A. Basic Qualifications/Requirements**

1. A skater must be a Senior Club member in good standing as defined by the bylaws of the BMVFSC.
2. A skater must be contracted for at least five (5) single home club sessions per week, of which three (3) sessions must be freestyle sessions, throughout the qualifying year beginning with the Winter Contract due on November 15, 2010, through the end of the Spring Contract 2012. The following are considered a single session:
  - a. Moves-in-the-Field
  - b. Freestyle
  - c. Synchronized Skating (no more than one session per week)
  - d. Ice Dance (no more than one session per week)

A single home club session does not include any session less than 30 minutes.

The definition “per week” means every week during the regular club freestyle and field moves contract.

3. A skater must have been a Senior Club member for twelve (12) consecutive months prior to the Winter Contract 2010, and must remain a home club contracted member through the Spring contract ending in June, 2012.
4. In the event a physician-documented injury or long-term illness that prohibits participation in all on-ice activities, a skater may receive credit for missed contract sessions up to a maximum of nine (9) weeks on a calendar year in order to maintain eligibility for a special performance or qualifying dance number.
5. A skater must compete in and submit an official final result sheet from three (3) U.S. Figure Skating-sanctioned competitions in which the skater represents BMVFSC during the qualifying period. Skaters who have passed their junior and senior freestyle test are exempt from the number of required competitions. This does not apply to the qualifying dance number.
6. The special performance application form, along with the results from the highest test passed and competition final result sheets, must be submitted to a member of the Board of Directors by the last

scheduled BMVFSC-hosted test session in the qualifying period in order for those points to be considered. If the competition final result sheet does not clearly state what category a skater competed in, a copy from the competition program listing the skater's competition group, OR a competition results sheet signed by their coach indicating Well-Balanced or Test Track, must be provided.

#### B. The Number and Type of Special Performance

1. The number of special performances available will be ten (10) plus the qualifying dance number or the maximum allowed by the City of Burnsville Ice Center Manager.
2. The type of special performance may include solos, duets, trios, or small groups. Skaters shall be limited to one such special performance.
3. The Board of Directors shall determine the type and length of each special performance. No special performance will exceed two (2) minutes, ten (10) seconds in length, with the exception of featured guest skaters, which may exceed the time limit, if necessary.
4. An honorary special performance may be awarded to those skaters who have met the basic qualifications/requirements and, in addition, have achieved the following:
  - a. A skater who has passed their gold freestyle, pairs, or dance test by the end of the Fall Contract 2010.
  - b. A gold medalist in a non-qualifying freestyle, dance, or pairs event at the 2012 Regionals.
  - c. A medalist (top four) in a qualifying freestyle, dance, or pairs event at the 2012 Regionals.
  - d. A freestyle skater who competes and qualifies to skate at 2012 Junior Nationals.
  - e. A dance or pairs skater who competes and qualifies for the final championship round at the 2012 Junior Nationals.

These honorary special performances may be counted as part of the total number of special performances available, or they may be counted as a featured performance over and above the total number of special performances available.

## II. TESTING AND COMPETITION POINT SYSTEM

Freestyle skaters accumulate special performance points through testing and competing. Test points are awarded for the current test level only. Competition points earned are those accumulated during the qualifying period only and do not carry over yearly. Special performances are awarded based on the total accumulated points earned during the qualifying period.

The Board of Directors may award a special performance through the use of duets, trios, rotating solos, or other small group configurations as necessary.

***The decision of the Board will be final with no appeal.***

#### A. Test Point Criteria

1. The tests that qualify for a special performance point accumulation and the points allotted for the current test level are:

a. Moves in the Field Tests	
Pre-Preliminary	5 points
Preliminary	10 points
Pre-Juvenile	15 points
Juvenile	20 points
Intermediate	30 points
Novice	45 points
Junior	55 points
Senior	65 points
b. Freestyle Tests	
Pre-Preliminary	5 points
Preliminary	10 points
Pre-Juvenile	15 points
Juvenile	20 points
Intermediate	30 points
Novice	55 points
Junior	65 points
Senior	75 points

- Special performance points for moves in the field will not be recognized beyond one (1) level higher than a skater's freestyle test level. Example: A preliminary freestyle-tested skater has tested through Juvenile moves in the field, which is two levels higher. Only one level higher will be recognized for points. This skater will be given points up to the Pre-juvenile moves in the field test only.
- The current U.S. Figure Skating test structure will be used.

#### B. Competition Point Criteria

- Only U.S. Figure Skating-sanctioned competitions will be considered for point accumulation.
- Skating events considered are freestyle, artistic, showcase, compulsory, solo/partnered dance, and pairs. One of these competitions must be an individual freestyle event. Only one competition result sheet from the following categories can be submitted: artistic/showcase, interpretive, solo/partnered dance, and pairs. Competition results sheets from Jump/Spins events will not be allowed.
- Only one (1) event from a competition will be used for point consideration. Therefore, it is important that a skater submit the competition final result sheet from the event that earns them the highest possible points from the one competition.
- A championship event counts as one (1) event.
- If an event is cancelled, a skater will earn three (3) points by producing proof of entry via returned check and a letter of cancellation from the competition organizers if it is the only event entered. This event will be honored in meeting the minimum number

of competitions required for special performance consideration. A scratched competition for any reason will receive zero (0) points and will not be honored in meeting the minimum number of competitions required.

6. If an exhibition is offered in place of an entered event, the exhibition will count as a completed event only after the skater has submitted to the Board written confirmation from a competition representative that the exhibition was given and completed by the skater. Should the exhibition be the only event entered in the competition, the skater will receive five (5) competition points assuming that verification is in order. This event will be honored in meeting the minimum number of competitions required for special performance consideration.
7. Although a skater can enter as many competitions and events as they choose, a maximum of three (3) competition official final result sheets must be submitted for point consideration.
8. Competition points considered for the 2012 Ice Show will be those accrued beginning Winter Contract 2010, through the end of the Fall Contract, 2011.
9. Points are accumulated using the number of skaters in a group minus placement:
 

Example:	10 skaters in group
	<u>-4 placement</u>
	6 points earned (number defeated in group)
10. A minimum of seven (7) skaters will be counted in each competition group.
 

Example:	4 skaters in group
	<u>-2 placement</u>
	2 + 3 = 5 points earned
	(number defeated (2)+the number fewer than 7 (3), in the group)
11. Skaters competing on the Test Track shall receive the straight points from their competition sheet as shown above. No additional points will be added.
12. Skaters competing on the Well Balanced Track shall receive an additional five (5) points per final competition result sheet submitted.
13. Those skaters competing on the Well Balanced Track using the IJS System shall receive ten (10) additional points per final competition result sheet submitted.
14. Skaters competing in a qualifying freestyle event at Midwesterns and/or Nationals will receive an additional ten (10) points per competition.
15. Skaters competing in a qualifying freestyle event at Upper Great Lakes Regional competition will receive an additional five (5) points per competition.

### III. SPECIAL PERFORMANCE DETERMINATION AND APPROVAL

Special performance determination and approval rests solely with the Board of Directors.

The responsibility of the Board will be to determine the number and types of special and honorary performances and skater selection. The Board will work within the special performance guidelines and will ensure the accuracy of the data used in determining point accumulation. In an effort to be fair and impartial, an independent panel will tally the points, and points only will be referred to the Board of Directors.

Upon determination, the Board will proceed to final approval and then convey the results to the show director(s) for performance casting purposes.

Official communication regarding special performances will be made only after the Board of Directors has granted the final approval.

Reference:	Board of Directors
Accountable Party:	Board of Directors
Revision/Review Dates	12/11/1998; 12/31/1999; 12/14/2000; 11/08/2001; 09/12/2002; 10/28/2004; 10/27/2005; 10/09/2006; 09/18/2007; 09/11/2008; 12/1/2009; 12/2010
Next Review Date:	12/ 2011

## 7.03 – Qualifying Dance Number

Category Title: **Impressions on Ice**  
 Subject: **Qualifying Dance Number**

**Purpose:** To define the guidelines used for determining the qualifying dance number participants in the annual ice show.

### I. QUALIFYING DANCE NUMBER GUIDELINES

The following guidelines pertain to the qualifying period beginning Winter Contract 2009 through the end of the Fall contract 2010. A skater must meet and hold to the basic qualifications throughout the entire qualifying period to be considered for a qualifying dance number in the 2010 show.

#### A. The Number of Skaters participating in the Qualifying Dance Number.

1. A qualifying dance number will consist of a maximum of six (6) and a minimum of four (4) qualifying ice dancers.

#### B. Eligibility to participate

Definitions: Winter Contract Session – member contracted by November 15<sup>th</sup> prior to the Impressions on Ice Show

Spring Contract Session – member contracted by March 15<sup>th</sup> prior to the Impressions on Ice Show.

1. A skater must be a Senior club member in good standing as defined by the bylaws of the BMVFSC.
2. A skater must be contracted for at least four (4) single home club sessions per week of which the sessions can be freestyle, moves-in-the-field, ice dance or freestyle. There is no restriction on the type of sessions to qualify for the skater's four (4) sessions.
3. Qualifying dance performers must be in only one additional number (i.e, special performance OR group number)

#### C. Test Point Criteria

1. Dance tests will be awarded the following points to be placed toward a qualifying dance number:

##### Compulsory Tests:

Preliminary	5 points
Pre-Bronze	10 points
Bronze	15 points
Pre-Silver	20 points
Silver	30 points
Pre-Gold	45 points
Gold	55 points
International	65 points

##### Free Dance Tests:

Juvenile	20 points
Intermediate	30 points
Novice	45 points

Junior	55 points
Senior	65 points

2. Qualifying Ice Dance number points will be determined as follows:
  - a. Ice dance points are awarded for the current test level only. In the event of a tie, the following criteria will be used in the following order to determine the qualifying performer. Points will only be awarded until a difference is determined.
    1. Up to three competition results sheets from any USFSA qualifying dance competition.
    2. The total number of field move test points accumulated during the qualifying period will be awarded.
    3. The total number of freestyle test points accumulated during the qualifying period will be awarded.

## II. QUALIFYING DANCE NUMBER DETERMINATION AND APPROVAL

Qualifying dance number determination and approval rests solely with the Board of Directors.

The responsibility of the Board will be to determine the number of qualifying dance number participants and skater selection. The Board will work within the qualifying dance number guidelines and will ensure the accuracy of the data used in determining point accumulation. In an effort to be fair and impartial, an independent panel will tally the points, and points only will be referred to by the Board of Directors.

Upon determination, the Board will proceed to final approval and then convey the results to the show director(s).

Official communication regarding qualifying dance numbers will be made only after the Board of Directors has granted the final approval.

Reference:	Board of Directors
Accountable Party:	Board of Directors
Revision/Review Dates	9/11/2008
Next Review Date:	9/2010