

**MANITOWOC COUNTY
FIGURE SKATING CLUB
MANUAL
Issued September 2007**

This manual is intended to provide information to our members, to assist them in furthering their skills and promoting the sport of figure skating while maintaining safety and maximum enjoyment for all.

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A. Club Ice Rules

1. MCFSC club members shall have passed Basic 3 and be skating at least at the Basic 4 level.
2. The maximum number of skaters for any club session is twenty-five (25) except with the approval of the director or any member of MCFSC Board of Directors.
3. All walk-ons are subject to availability and based on a first come, first serve basis. Payment for walk-ons must be made to the ice monitor at the beginning of the session.
 - a. Five minutes after the beginning of any scheduled session contracted spots will be forfeited if not checked in and walk-ons and make-ups will be allowed to utilize contracted spots, unless prior arrangements are made.
4. All make ups shall be utilized by the contracting skater only, no sharing of make ups, even within the same family. Skaters may not split make-up time. A make-up is a make-up whether the skater skates an entire session or only a part of a session. All banking of make ups shall be fully utilized by the end of the applicable winter season or summer season as the case may be, no carry overs.
5. All skaters under the age of twelve (12) must have a parent or adult designated guardian, other than an instructor, present at MCIC during the entirety of each club ice session. If a parent is not able to be at the rink at all times, the parent must list the skaters designated adult guardian with the ice monitor. The ice monitor will have a clipboard that the parent must list the skater's designated adult guardian each time that they skate if the parent cannot be present during ice time. This will allow coaches and ice monitors to locate the responsible adult for a skater under the age of 12 in case of injury or if a skater needs assistance.
6. All club members shall demonstrate respect for others and use appropriate language and show good sportsmanship.
7. Club members should exhibit appropriate conduct at all times while involved in any MCFSC/USFSA function.
8. MCFSC club members shall not take private lessons on MCIC public skate times.

9. MCFSC Instructors shall not give private lessons on MCIC public skate times. Instructors/coaches will be disciplined by the MCFSC Executive Board of Directors and Club Director.
10. All MCFSC Instructors must be recommended by the director and approved by the MCFSC Board of Directors.
11. Follow check in procedures for each club ice session.
12. Use of ice surface:
 - * North end - foot work or stand still jumps
 - * Center - spins
 - * Locker Room end- jumps
13. The skater wearing the MCFSC vest doing a program has right-of way at all times. Skaters may not wear the same color as the vest.
14. Report all injuries to the ice monitor promptly.
15. No parental coaching shall be allowed from the ice monitoring area, hockey boxes or doorways.
16. All skater attire shall be in "good taste". Skaters may not wear tank tops, crop tops, sport bras, baggy pants or jeans.
17. Hair must be tied back so it is not in the skater's face.
18. No sitting or lying down on the ice.
19. No standing idle on the ice, except against the boards.
20. No food or drink allowed on ice at any time.
21. Water bottles must be kept in hockey boxes.
22. No personal listening devices shall be allowed on ice at any time.
23. Cartwheels and other gymnastics performed on the ice must be in your ice program and must be approved by your coach and the director prior to doing any gymnastics move on the ice.

B. Off Ice Club Rules

1. All club members shall demonstrate respect for others and use appropriate language and show good sportsmanship.
2. Club members should exhibit appropriate conduct at all times while involved in any MCFSC function.
3. No food or drink shall be consumed on MCIC premises in places other than those designated by MCIC rules.
4. Designated locker rooms shall be used.
5. Skate guards shall be worn on skates at all times when skaters are off the ice.
6. No spinners or jump ropes at MCIC or at any MCFSC function without director approval. Additional activities such as cartwheels and gymnastics are also not allowed off ice.
7. All competition forms shall be fully completed by the skater's parent(s) or legal guardian(s) and signed by the skater's private coach. The competition forms must then be submitted to an MCFSC officer for signature prior to submission for the particular competition.
8. No tobacco or alcohol will be allowed at any MCFSC function where anyone under the age of twenty-one (21) will be present. Further, illegal or illicit drugs of any kind will not be tolerated at any MCFSC event.
9. The logo of the Manitowoc County Figure Skating Club is the property of the Manitowoc County Figure Skating Club and shall not be utilized or reproduced without express written permission of the Manitowoc County Figure Skating Club. Requests for permission to utilize the logo of the Manitowoc County Figure Skating Club should be submitted to the Manitowoc County Figure Skating Club Board of Directors for review and approval.

C. Consequences for MCFSC Rule Violations are cumulative:

1. First violation verbal warning by ice monitor.
2. Second violation 15 minute time out in hockey box and a parent will be notified.
3. Third violation removal from ice for the remainder of that day and skater and parent will be required to meet with the MCFSC Board of Directors and Club Director.
4. In the event of a serious offense, parental notification and referral to the MCFSC Board of Directors and club director will be immediate.

ACKNOWLEDGMENT OF REVIEW AND RECEIPT

The undersigned member of the Manitowoc County Figure Skating Club, parent and skater/s, have signed this receipt acknowledging that they have received and reviewed the updated Manitowoc County Figure Skating Club Manual.

Parent

Skater

Please check the following:

My skater/s may ___ may not___ be photographed for public relations purposes (including photos on our website – no names are used on the web site).