

LAKE MINNETONKA FIGURE SKATING CLUB HANDBOOK



2026-2027

LAKE MINNETONKA FIGURE SKATING CLUB
WWW.LMFSC.ORG

Member of
United States Figure Skating
USFS

Member of
Twin Cities Figure Skating Association
TCFSA

Minnetonka Ice Arena
3401 Williston Road
Minnetonka, MN 55345

Arena Office 952-939-8310
Coaches Office 952-939-8318

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LMFSC BOARD OF DIRECTORS

Patti Wolter	President	lmfscpresident@gmail.com
Libby Leavenworth	Vice-President/Ice Coordinator	lmfscicechair@gmail.com
Erica Koenig	Treasurer	lmfsc treasurer@gmail.com
Christine Pui	Secretary	lmfsc secretary@gmail.com
Emily Donnay	Communication	lmfsc.comm@gmail.com
Jackie Gustafson	Membership	lmfsc membership@gmail.com
Thi Pruitt	Volunteer Coordinator	lmfsc volunteers@gmail.com
Heather Stang	Events Coordinator	lmfsc events@gmail.com
Laura Sommervold	Synchro Liaison	lmfsc windjammers liaison@gmail.com

LMFSC COACHING STAFF

Carol Timm, Director		
Gretchen Austin	Janet Nelson	Amanda Pearson
Steven Grant	Tina Flaa	Berlin Sohn
Beth Beatty	Hailey Kachmarchik	Elizabeth Woodstra
Link to Coaches Bios		Inga Erdahl

LMFSC JUDGES

LMFSC is honored to have USFS Judges as Patron Members:

Kristin Arneson Cutler, Stephanie Pusch

LAKE MINNETONKA FIGURE SKATING CLUB

Lake Minnetonka Figure Skating Club (LMFSC) is a non-profit organization devoted to promoting all disciplines of figure skating (singles, pairs, ice dance, synchronized team skating). LMFSC is a member of United States Figure Skating and implements US Figure Skating SafeSport guidelines.

LMFSC buys ice from the Minnetonka Ice Arena and contracts this ice to LMFSC members. The Minnetonka Ice Arena has two ice rinks; Rink A and Rink B, both are located at 3401 Williston Road. **LMFSC is a separate entity from the Minnetonka Ice Arena and the All-Season Skating School.**

UNITED STATES FIGURE SKATING

The Lake Minnetonka Figure Skating Club is a member of United States Figure Skating (USFS). USFS is the national governing body for the sport of figure skating in the United States and is recognized by the International Skating Union (ISU) and the United States Olympic Committee (USOC). The rules that govern the sport of figure skating on ice, the curricula of singles (free skate), skating skills (moves in the field), pattern and free dance, pairs, synchronized team skating, the testing structure, competitions and related informational material, are all contained in the Official Rulebook of USFS.

TWIN CITIES FIGURE SKATING ASSOCIATION

LMFSC is a member of The Twin Cities Figure Skating Association (TCFSA). TCFSA is composed of USFS Clubs in the State of Minnesota. LMFSC has one or two delegates who attend the monthly TCFSA meetings. TCFSA promotes figure skating in the community with programs such as the Learn to Skate Program. TCFSA has been instrumental in bringing several National and World Skating competitions to the Twin Cities. TCFSA sponsors the annual Minnesota State Championships and the TCFSA Open as well as an annual event recognizing officials and state champions.

LMFSC BOARD OF DIRECTORS

The LMFSC Board of Directors is composed of nine volunteer members, elected at the annual May General Membership meeting. Board terms are three years. In addition to handling business aspects of the Club, directors are responsible for membership, testing, synchronized skating, fundraising, coordinating volunteers, representation at TCFSA meetings and coordination of club ice.

Board meetings are held monthly on the third Tuesday of each month, at 7 p.m. at the Minnetonka Community Center. If for any reason the date is changed or the meeting canceled, a notice will be posted on the LMFSC bulletin board or communicated via email. **LMFSC members are welcome to attend these meetings.** The meeting minutes are available by contacting the Club Secretary. Sensitive items are discussed between the board members only.

LMFSC COACHING STAFF

LMFSC has a very talented group of coaches. The Board of Directors approves LMFSC coaches. Only approved coaches may teach on club ice. Fees, philosophies and teaching techniques vary among the coaches. **Private Lessons:** A skater's parent or guardian should arrange for private lessons directly with the LMFSC coach. It is the responsibility of both the parent or the guardian and the coach to discuss fees and skating goals.

LMFSC MEMBERSHIP

Each LMFSC member is a registered member of USFS. USFS dues are paid by LMFSC with part of the LMFSC membership fees. Persons can be associate members of more than one USFS club, but only one club will be their "home" club. [Click Here for More Membership Info](#)

LMFSC has nine classes of membership.

- 1. Adult Membership (Skater over the age of 18) - Full club privileges.** Includes the privilege to attend membership and board meetings, hold office if qualified for nomination, serve on committees, and have one vote at the annual general membership meeting held on the third Monday in May. Skaters also hold the privilege to test during LMFSC test sessions, buy LMFSC club ice, attend the spring banquet and other club socials, and participate in club fundraisers. Skaters receive SKATING Magazine.
- 2. Youth Membership (Skater age 18 and under; includes ALL synchronized skaters) - Full club privileges.** Includes the privilege for one household adult to attend membership and board meetings, hold office if qualified for nomination, serve on committees, and have one vote at the annual general membership meeting held on the third Monday in May. Skaters also hold the privilege to test during LMFSC test sessions, buy LMFSC club ice, attend the spring banquet and other club socials, and participate in club fundraisers. Skaters receive SKATING Magazine. ***This membership includes volunteer hours and ice contract purchase* requirements.***
- 3. Collegiate Membership (Skater who is actively enrolled/attending college) - Partial club privileges.** Includes a 4 consecutive year membership that carries the same privileges as a full membership, with the exception of voting privileges, volunteer hours, and ice contract purchase. Spring banquet attendance requires an additional fee.
- 4. Alumni Membership (current USFS Collegiate Members through their University or College Club)**
For LMFSC graduates who are collegiate members through their college club. Alumni membership is free and allows skaters to stay connected to LMFSC. Membership includes: membership emails, recognition of testing and competition accomplishments, member price for buy-ons to club ice, member price for LMFSC test sessions. This membership does not hold voting privileges and does not require volunteer hours or ice contract purchase. Spring Banquet attendance requires an additional fee. *NOT for current LMFSC collegiate members
- 5. Starter Membership (ONLY first year joining USFS - does not include Synchro skaters) - Partial club privileges.** Includes a discounted membership rate the first year in USFS, the privilege for one household adult to attend membership and board meetings, one adult vote at the annual general membership meeting held on the third Monday in May. Skaters also hold the privilege to test during LMFSC test sessions, buy LMFSC club ice, attend club socials and participate in club fundraisers. Skaters receive SKATING Magazine. Exempt from ice contract purchase requirement. Spring banquet attendance requires an additional fee.
- 6. Associate Membership (Skater registered with USFS with a different "home" club) - Partial club privileges.** Allows a skater who has a USFS "Home" club other than LMFSC to skate on a LMFSC

Synchronized team, test during LMFSC test sessions as a club member and buy LMFSC club ice. This membership does not hold voting privileges and members may not hold office on the LMFSC board of directors. Spring banquet attendance requires an additional fee.

7. **Patron Membership** Allows a person who wants to support figure skating to be part of a USFS club. A patron member is not entitled to a vote, cannot serve as an officer but may serve on a committee.
8. **Coach Membership** Allows for professionals approved by the LMFSC Board of Directors to coach skaters on club ice. A coach membership is entitled to a vote, cannot serve on the Board of Directors but may serve on a committee.
9. **Honorary Membership** Honors an individual elected by 2/3 vote of the Board of Directors. An honorary membership is not entitled to a vote unless appointed by the Board of Directors to fill a Board vacancy.

USFS and LMFSC memberships run from July 1st to June 30th of the following year. Membership Applications are available in May at www.lmfsc.org. It is the responsibility of each skater to complete the registration application on time to ensure eligibility with USFS for testing and competitions. Please note that a late fee will be assessed if the registration application is not submitted before the deadline.

If a family has more than one skater, the first member must be registered as a full member. Then, the second skater joins as a subsequent member at a reduced fee unless either skater is a starter, associate or collegiate skater.

SKATING DISCIPLINES

There are five skating disciplines regularly practiced at LMFSC: Skating Skills, Singles, Ice dance, Synchronized Skating and Showcase.

Skating Skills are skating maneuver test patterns that are required to be passed before the corresponding free skating test can be taken, or before the corresponding ice dance level can be competed in qualifying competitions. They do not include jumps and spins; rather they are focused on skills of control, speed, edgework and footwork patterns. Skating Skills consist of open patterns that flow across the ice.

Singles is the most popular and well-known discipline in figure skating. Once a skater has learned a sufficient number of elements, such as jumps, spins and proper techniques for stroking and connecting patterns, the elements can be set to music in a program (choreographed routine). The appropriate time for a skater to begin working on a program, as well as the type and sequence of the elements in it are determined by their individual coach within predetermined USFS guidelines.

Singles skating programs are designed to allow a skater to demonstrate both their athletic and artistic abilities, utilizing them in both testing and competition. Many competitive opportunities exist for freestyle skaters. A skater's age may determine their eligibility for certain events, depending also on their test level at

that age. This is especially important in qualifying competitions, which include regional and sectional events, which lead up to national level competitions. State competitions and some local competitions also have age restrictions.

The coach will also coordinate the music selection and editing to produce a program of proper length for the skater's level. Costs for this vary. Please discuss this ahead of time with your coach. Competitive skaters at the Pre-Silver level and above will have two programs, a short and a long program.

Ice Dance is a discipline of skating that is based on precise deep edges, footwork patterns, partner unison, and speed, while keeping time to music. Ice Dance includes both **Pattern Dance** and **Free Dance** which can be skated solo or with a partner. Rather than performing jump and spin elements, the solo skater or pair completes difficult dance patterns, step sequences and maneuvers while showcasing exceptional interpretation of music and precise steps. With roots in ballroom dancing, ice dance requires strong technical skating skills and excellent musicality. Many individual skaters and synchronized skating teams use ice dance training to improve the quality of their skating.

The USFS test structure for Skating Skills (Moves-in-the-Field), Singles (Free Skate) and Ice Dance progresses through the following levels: Pre-Preliminary (Skating Skills and Singles only), Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver and Gold. Skating Skills test level must be passed prior to taking that level Singles test.

Synchronized Skating is a team sport in which eight to 20 skaters perform a program together in unison. It uses the same judging system as singles, pairs and ice dance, and is characterized by teamwork, speed, intricate formations and challenging step sequences. Elements in synchronized skating include blocks, circles, wheels, lines, intersections, move elements, creative elements, no holds elements, spins and pairs maneuvers. The variety and difficulty of elements require that each team member is a highly skilled individual skater..While synchronized skating has yet to become an Olympic sport, it is very popular in the United States and around the world, and is the fastest-growing figure skating discipline in the country.

LMFSC's **Windjammers** Synchronized Skating Teams offer skaters the opportunity to participate in synchronized skating. The number of teams varies from year to year depending on the number of skaters, their ages, and skating levels achieved. Teams practice June to March and compete in multiple USFS competitions. Tryouts are held each year in the spring. Any questions regarding synchronized skating should be directed to the synchronized skating liaisons or synchronized skating coaches.

[More Synchro Info Click Here](#)

Showcase is a performance-based discipline that combines skating skills, artistry, choreography, character portrayal, and entertainment. Programs emphasize creativity, musical interpretation, theatrical expression, and audience engagement while using skating skills appropriate to the skater's level. Showcase events include categories such as dramatic, light entertainment, lyrical pop, character performance, and duets. Unlike traditional singles competition, showcase places greater emphasis on presentation and performance quality than on technical difficulty. Showcase provides skaters of all ages and abilities with an opportunity to develop confidence, creativity, and performance skills while participating in local, regional, and national competitions.

CLUB ICE

LMFSC contracts ice to its members. All LMFSC skating members (excluding adult, associate, collegiate and starter members) must contract for a minimum of one club ice session per year. Club ice is configured based on member test levels and the various skating disciplines. The fee charged for the ice is based on the cost that LMFSC pays for the ice and skater participation. Families of all contracting skaters and skaters that buy-on are responsible for ice monitoring throughout the contract season.

Ice Contract information is sent out during the summer to members who have paid their membership fees for the upcoming skating season. Contracts are due in August.

Should the skater withdraw from skating or cease to be a member of the club for any reason other than a certified injury or documented medical reason that prevents the skater from completing the entire season, the whole amount is still payable. Adjustments to contracts and/or payment can be made only by board approved, medically certified illness or injury over 4 weeks in length.

[More Club Ice Information Click Here](#)

CLUB ICE RULES

(On Ice and Off Ice)

The Lake Minnetonka Figure Skating Club Rules are designed to provide a positive skating environment and to help the skaters make the best use of their ice time. Parents, please review these rules with your skater(s). All skaters are responsible for knowing and abiding by these rules during LMFSC contract ice times (on and off the ice).

Good Sportsmanship shall be practiced at all times:

- Be supportive of other skaters - on and off the ice.
- Use your ice time wisely. No chatting on the ice. Chat and visit when you are off the ice.
- Keep moving on the ice, standing on the ice is not allowed.
- No kicking or chipping the ice, swearing or temper tantrums on the ice.
- Be courteous to all skaters and coaches – on and off the ice.

Skaters must always be alert on the ice to avoid collisions.

- Watch out for skaters executing jumps, spirals, camel spins, etc.
- Keep your eyes and head up.
- Look both ways before leaving the boards.
- Do not stand in corners, be aware of other skaters jumps.

Skaters must always check in with the ice monitor:

- Skaters must initial the ice monitor sheet for each session.

- Skaters that are buying-on should not begin skating until the Ice Monitor approves them for the session.

Skaters can “buy-on” to club ice session:

- 22 skaters maximum are allowed on each session.
- Skaters may request a “buy-on” to a session if there are spots available.
- Skaters can request to buy-on to an ice session anytime by adding their names on the waitlist in the monitor book.
- Skaters who “buy-on” to club ice will be charged the buy-on fee (See Buy-on Policy)

Full sessions (22 skaters) allow contracted skaters to sell their ice:

- Skaters can offer their ice for another skater to “buy-on” when they know in advance they will be absent from the session.
- Skaters indicate their absence in the ice monitor book.
- Ice may be sold when a skater does not show after ten minutes of the start of a session.
- Skaters can put **HOLD by their name in the monitor book to ensure that their ice will not be sold.

Music/Lessons:

- Skaters must wear a “pinny” when they are having their music played. This is so other skaters give that skater the right of way.
- The skater skating to their music has the 1st right of way. Other skaters must give way.

Littering, chewing gum or eating on the ice will not be tolerated.

Ice Monitors:

- The ice monitor is in charge of each LMFSC club ice session.
- Only the monitor and/or the LMFSC Ice Chair should be in the monitor box during an ice session.
- Skaters and parents are expected to be respectful of ice monitors at all times.
- The ice monitor has been instructed to end each session on time.
- **This may require ending skater's music before it is finished.**

Music played during freestyle sessions:

- Skaters will bring their music to the ice monitor.
- The ice monitor will play music in the order presented.
- Skaters having a lesson will have priority to have their music played during their lesson.
- A skater may only be “bumped” by 2 lessons at any time.
- After a skater's music is played, it can then be put back into the rotation behind music that has not yet been played.
- A skater can request to have 2 minutes of dance music played in place of their freestyle music only during designated ice sessions.
- Skaters should be ready to skate their program when it is their turn.
- If time permits, the monitor may play a skater's music a second time.
- Coaches cannot request to have a lesson skater's music played twice consecutively, if there is other music in line.

Visiting Skaters:

- LMFSC allows other USFS skaters to skate on LMFSC club ice before becoming a LMFSC member. Please be courteous and friendly to these skaters. Keep in mind that LMFSC skaters visit other ice arenas and want a friendly, courteous environment. Give visiting skaters to LMFSC club ice the same respect.
- Ice Monitors will refer to the directions in the monitor book to collect payment and document participation.
- Non-LMFSC members may buy-on a **maximum of three (3)** times during the current contract season. Exceptions may be authorized in advance by the LMFSC Board of Directors on an individual basis. If the skater exceeds that number the individual will be required to join LMFSC as a full or associate member.

LMFSC skaters and coaches are expected to:

- Leave the ice when the ice monitor announces that the session is over.
- Be off the ice when the Zamboni enters the ice.

Consequences:

Any LMFSC skater not abiding by these ice rules will be given a warning by an LMFSC coach for the session being skated. All LMFSC Coaches and LMFSC Ice Monitors are responsible to be observant of inappropriate skating etiquette (as defined in the LMFSC Ice Rules and skater code of conduct, which are issued to each LMFSC Skater). If inappropriate skating etiquette is observed, a coach should approach the skater and address the ice rule violation. If necessary, the Coach who approached the skater about the ice rule violation will inform the skater's private coach as soon as possible. **Unless skater safety is involved, the skater's private coach should not be interrupted during a private skating lesson.**

Parents should be aware that the LMFSC Board of Directors will stand behind the Coach in ice discipline matters unless an acceptable explanation is provided by the skater and their family. Anyone who observes a LMFSC skater breaking the LMFSC ice rules should notify the ice monitor or contact a coach. **It is the responsibility of an LMFSC Coach to issue warnings to the skaters - NOT THE OBSERVERS.**

Further consequences may be required as described in the "Skater Code of Conduct" which is part of the skaters/families registration at the beginning of each season.

BUY-ON POLICY

The buy-on policy is in effect for club ice during the entire LMFSC skating season.

Any LMFSC member skater will be allowed to charge buy-on ice. During membership registration all LMFSC members have granted permission for LMFSC to bill them for buy-ons.

Each time a skater wishes to buy-on ice, the skater must first register for the session in which she/he desires to buy-on. The Ice Monitor will authorize each waiting skater as space is available. The skater's name will then be placed on the list of registered skaters for that session.

The charges for each buy-on session will be billed to the responsible party on the next billing statement. This includes buy-on ice sessions that were purchased by the buy-on skater from a contracted skater on a full ice session. All charges are due and payable per the contract terms. Applicable buy-on charges will be billed twice during the year- mid season and end of season.

When a contracted skater, on a full ice session (22 skaters) sells her/his position in advance of that session, the contract amount for that session will be credited to the contracted skater account on the next billing statement. The difference between the contracted amount credit and the buy-on amount will be retained by LMFSC.

There will be two levels of buy-on charges. LMFSC Home Club and Associate Members and Non LMFSC Members (must be a USFS member and paid at time of skating). LMFSC Home club and LMFSC Associate members will have priority over Non LMFSC members for buying-on to a session. Skaters having a lesson with a coach have priority over those without a lesson.

LATE PAYMENT POLICY

All skating bills must be paid in a timely manner. A payment is considered past due when it has not been received after the original due date. All late payments are subject to a \$35.00 late fee. After 10 days, the skater is not allowed on the ice until payment is received.

The LMFSC Board of Directors reserves the right to revoke skater privileges and/or membership for chronic past due fees. Privileges include club ice, testing and competitions.

TESTING

The USFS testing program is the heart of figure skating. Skaters test to advance to a higher level. Each test challenges skaters with new skills.

A skater must pass their Skating Skills (Moves-in-the-Field) test at each level before progressing onto their Singles (Free Skating) test. The levels are as follows: Pre-Preliminary, Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver, Pre-Gold and Gold. Ice Dance tests are taken in the same progression of levels and can be done either solo or with a partner.

General Testing Information:

To be able to test at LMFSC the skater receives permission by their Coach. The coach knows what is expected at each test level and they are the best person to decide when a skater is ready to test. Once a coach determines a skater is ready, they will typically provide the skater with a testing form indicating the test(s) for

which they have been approved. Registration for live test sessions opens 4 weeks prior to test date, and closes one week prior to test date. Due to ice availability and judge's schedules, test sessions are usually held during the day. In order to test, a skater must be a current USFS member in good standing. LMFSC offers both in-person testing and virtual testing .

IN-PERSON TESTING

On Test Day:

1. The skater should consult with their coach as to appropriate testing attire.
2. Please be at the arena 60 minutes prior to your scheduled warm-up time. Cancellations and scheduling changes do occur.

During the Test Session:

1. Guardians may wait in the lobby. They are permitted into the arena to watch *their* skater test. Please enter and exit quietly so as not to disturb other skaters.
2. Skaters only enter the arena between tests.
3. Skaters waiting in the hall to take their test should remain quiet.
4. Skaters quietly exit the ice when they have completed their test.
5. No cell phones are permitted in the testing area during test sessions.

Out of Club Testing Session:

1. We encourage all skaters to test at LMFSC either live or virtually whenever possible.
2. Skaters who test at a rink other than LMFSC will need a "USFS Permission to Test" form or have the LMFSC Test Chair send a "Permission to Test" email to the testing club.
3. The skater must be in good standing with LMFSC to have the permission email sent.

Skaters are expected to act in accordance with LMFSC ice rules. Negative behavior and attitudes reflect poorly on our Club and will not be tolerated.

After the test is completed:

1. When the test is complete, the test chairs will collect the sheets. The test chair reviews the scores for accuracy, enters scores to the USFS site and then gives a copy to the skater. Copies are also made for the coaches.
2. The office will make 2 copies: one for the skater's records and one for the coach. The Club maintains the originals.
3. When you see the judges outside the testing area, please take a moment to thank them. They are volunteers and test sessions would not happen without them.

VIRTUAL TESTING

USFS RULEBOOK: Skaters and coaches are responsible for knowing the rules pertaining to virtual testing. Qualifications and Requirements are specified in the U.S. Figure Skating Rulebook.

TEST RULES & SUGGESTIONS

Any LMFSC skater wishing to test must be a member in good standing with the club.

Application to virtually test on a LMFSC test session must be received by the LMFSC virtual test chair by the test session date.

No refunds for virtual testing.

You may transfer to a future test session.

Transfers to a future test session are not given once the Test Session Deadline has passed.

Once the test schedule deadline has passed, skaters will be charged for tests.

LMFSC VIRTUAL TESTING PROCESS:

- Coach indicates they would like you to test virtually.
- Make sure you are eligible and in good standing.
- Download and fill out the *Virtual Test Submission Packet*
- Get permission to Test - if you are not an LMFSC member
- Print and Review Video Instructions
- Print and Review Coach Checklist
- Register for available test date and pay using EntryEeze
- EntryEeze will then email you links to upload videos and attestations (Virtual Test Packet)
- Submit all forms (Virtual Test Submission Packet) as ONE document to Virtual Test Chair via EntryEeze by deadline
- Submit video via EntryEeze by deadline

NECESSARY FORMS

1. Virtual Test Submission Packet
 - a) Performance Affidavit for Virtual Test Submission
 - b) Name and Likeness Release and Consent Agreement
2. Permission To Test (if needed)

VIRTUAL TEST COACH CHECKLIST::

- Skater's USFS membership is current
- I have reviewed the sections of the rulebook related to virtual testing
- I reviewed entire video via the link I intend to send before submitting to test chair
- Video orientation is horizontal

- Write the skaters name and test on a sheet of paper and make sure it is clearly visible in the first frame of the video along with proof of date and time.
- Skater's whole body is zoomed in on and in frame for entire test
- There are no more than 8 skaters on the session
- Skater has a colored shirt/skater belt on for easy identification (if session has multiple other skaters)
- Video is not blurry
- The music is clearly audible (if this is a FS, pattern dance or free dance test)

All Forms and Videos will be due on or before the scheduled test date.

JUDGING: Judges will have up to 14 days to review and return score sheets.

SCORING INFORMATION

1. *A -3 to +3 scale is used for each section of the test.*
2. *There are three passing categories: "pass", "pass with honors" and "pass with distinction." To earn honors or distinction, a majority of the panel must mark the test at that level or higher. For example, in a three-judge panel, if the results were "pass", honors and distinction, the overall result would be honors.*
3. *Three marks: elements, skating and program, will now be used for singles free skate, pairs and free dance tests. For pattern dance tests, the three marks are: technique, timing and expression.*
4. *The serious error restriction rules, which mandated a retry test result, have been removed, allowing judges to use their best judgment, taking into account the entirety of the test and contrasting with the prevalence and severity of error to determine the test result.*

COMPETITIONS

Many figure skaters from all testing levels choose to participate in competitions. There are 2 kinds of figure skating competitions: qualifying and non-qualifying. Qualifying competitions qualify the skater to advance to the next competition, culminating with the US National Championship.

There are many non-qualifying competitions held each year. These do not qualify the skater to another level but provide an opportunity for skaters to demonstrate in a competitive way what they have learned. Skaters and parents should discuss the appropriateness of competitions with their private coach prior to registering. Information regarding upcoming competitions is available through your coach. You must register online or send in a competition application and a competition fee in order to compete. They are usually due about a month or two before the competition date and must be approved by an LMFSC officer (President, Vice-President, Secretary and the Treasurer) to prove you are a member in good standing. Coaches charge a fee for competitions. All expenses incurred by your coach in out-of-town competitions are also charged to the skaters (transportation, meals, lodging). If more than one skater competes, these expenses may be shared. Be

sure to check with your coach regarding these expenses and appropriate competition procedure regarding practice ice, when to be at the competition, where to go, etc.

COMPETITIONS

Many figure skaters from all testing levels choose to participate in competitions. There are two kinds of figure skating competitions: qualifying and non-qualifying. Qualifying competitions qualify the skater to advance to the next competition, culminating with the U.S. National Championship.

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Mandatory Coach Approval

Before registering for **any** competition, skaters **must** receive explicit approval from their private coach regarding the appropriateness of the competition and the events entered. **Skaters may not register for any competition or event without coach approval.** Registrations completed without prior approval may be withdrawn by the club or coach.

Information regarding upcoming competitions is available through your coach. You must register online or send in a competition application and a competition fee in order to compete. Registration deadlines are usually one to two months before the competition date and must be approved by an LMFSC officer (President, Vice President, Secretary, or Treasurer) to verify membership in good standing.

Coaches charge a fee for competitions. All expenses incurred by your coach for out-of-town competitions are also charged to the skaters (transportation, meals, lodging). If more than one skater competes, these expenses may be shared. Be sure to check with your coach regarding these expenses and appropriate competition procedures regarding practice ice, arrival times, locations, and other details.

LMFSC hosts a competition annually in March called the "Sunflower Classic". The Sunflower Classic is our largest fundraiser, bringing in revenue that supports and sustains the operation of the club. Hosting a competition involves many hours of preparation and day of support. **LMFSC families are required to volunteer to support in making this a competition that skaters look forward to attending each year.**

SANCTIONS

For any event in which a skater participates and an admission fee is charged, the USFS requires that a sanction be obtained prior to the performance. This rule is to protect the eligibility status of all USFS skaters. If a sanction has not been granted, a skater performing in that event may jeopardize his or her amateur status. This could mean disqualification from qualifying competitions as well as testing privileges. Certain events may be exempted from the sanction requirement, however, specific circumstances may affect the ruling and it is always therefore recommended that the requirements be checked prior to scheduling the performance. At least thirty days notice is requested to obtain a sanction; expedited processing is possible but a late fee may

be charged. There is no regular fee for obtaining a sanction for an event. Contact your coach if you have any questions regarding sanctions.

EXHIBITIONS

Exhibitions allow skaters to perform their testing or competition program having the full sheet of ice by themselves and wearing their test or competition apparel. Exhibition times, location and fees are communicated through the LMFSC professional staff and LMFSC bulletin board.

Annually the LMFSC hosts a Skating Extravaganza usually held in October, November or December as well as a Spring Exhibition. All LMFSC members can participate in these events.

SILVER SKATES ICE REVUE

The Silver Skates Ice Revue is put on by the Minnetonka Ice Arena and the All Season Skating School. All LMFSC skaters must be in a Winter Session class in order to participate. The Skating School offers several classes for higher level skaters in order to accommodate and benefit our club skaters. Skaters who are eligible to accumulate points must be enrolled in both the Fall and Winter session of classes. These points are used to qualify a skater for special numbers. Refer to the Silver Skates Ice Revue point system as explained in the document "How Do They Decide Where I Skate in the Show" which can be found on the Skating School bulletin board or from the Skating School Director. The LMFSC Windjammers are also highlighted in the show and must be enrolled in a Winter session class to participate. The club has no financial or producing responsibilities for the Silver Skates Ice Revue but manages several volunteer and fundraising opportunities.

EQUIPMENT

Skaters should consult their private coach to determine what equipment to purchase. There are a number of local vendors who carry a wide assortment of skating equipment, both new and reconditioned.

Skates: Skates should be purchased from a vendor knowledgeable in proper fitting for figure skating. An ill-fitting boot can cause injury. Skaters should discuss with their private coach proper care of skates. Skates should be wiped off and allowed to dry naturally. Blades need to be sharpened periodically by a vendor knowledgeable in sharpening figure skates. Once again, the skater's private coach should be consulted as to the type of and how often to get skates sharpened. Blades should be wiped off and stored without the guards (blade covers can be purchased). Skaters are encouraged to carry their skates and skating essentials in a dedicated skate bag to help protect their equipment and keep personal items organized.

SKATING APPAREL

Skating dresses, skating pants, skating skirts, leggings, sweaters, or fitted outer layers are appropriate while skating on LMFSC club ice. Skaters are encouraged to wear their LMFSC apparel on the ice to show their club

spirit. Clothing should allow for ease of movement and warmth. Coaches prefer no jeans, slacks, sweatpants, or oversized sweatshirts for practice. Consult your private coach for their preferences. Mittens or gloves can be worn to keep hands warm and dry. The arena office carries a limited number of items i.e. tights, laces, gloves, guards, etc. for purchase.

Skaters should consult their private coach for the proper attire to wear during skating tests or competitions.

LMFSC Club apparel is available for purchase at the beginning of the season. Refer any apparel requests to the board. Any adjustments to the official logo need to be approved by the board.

FUNDRAISING

LMFSC holds fundraising events. The funds raised are used to support LMFSC operating costs and events. All fundraising events should be sanctioned by the LMFSC Board of Directors.

VOLUNTEER OPPORTUNITIES

Without volunteers, LMFSC would not be successful. Please take time to communicate your talents and interests, both on an occupational and recreational level, by contacting the Volunteer Chair. LMFSC has Volunteer Requirements and Policy for its members. The Volunteer Policy is available on the club website. Volunteer opportunities and sign-up are available through EntryEeze under the Volunteer Tab.

Below is the LMFSC Volunteer Policy for all Full-Time Members.

	FAMILY with ONE FULL-TIME SKATER	FAMILY with MULTIPLE FULL-TIME SKATERS
VOLUNTEER REQUIREMENTS (Must fulfill ALL 3 categories between June 1 and May 31 each year.)	• 4 credits of Club Ice Monitoring.* • 5 credits of General Duty Volunteer. • 1 credit of Sunflower Volunteer. (Extra Sunflower Volunteer credits will apply toward the 5 credits of General Duty Volunteer).	• 4 credits of Club Ice Monitoring.* • 10 credits of General Duty Volunteer. • 1 credit of Sunflower Volunteer. (Extra Sunflower Volunteer credits will apply toward the 10 credits of General Duty Volunteer).

*Except for the First Year/Starter Member, unless the First Year/Starter Member purchases Club Ice. **All members who purchase Club Ice must do monitoring regardless of membership type.**

PENALTY FOR UNMET DUTY	\$250 will be assessed to each full-time member who fails to meet the credit quota by 31 May each year.
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BOARD OF DIRECTORS	Exempt from the annual 5 credits of General Duty Volunteer.
ASSOCIATE & ADULT MEMBERS	No annual requirement, but highly encouraged to volunteer.

WHAT HAPPENS IF A FAMILY'S REQUIREMENT IS NOT FULFILLED?

If a parent fails to meet these requirements by the due date and does not pay the penalty fee described below, the skater(s) shall be deemed to be "not in good standing" with the US Figure Skating. Skaters deemed "not in good standing" will not be allowed to: BUY CLUB ICE, TEST, COMPETE, COACH, or RENEW THEIR OFFICIAL US FIGURE SKATING MEMBERSHIP until such time as the requirement or monetary equivalent has been completed/submitted and accepted by the skater's home club. If a member fails to meet the required number of volunteer credits, the member will be fined accordingly, per skater, per year. If a parent, for any reason, is unable to fulfill his/her assigned volunteer requirement, it is the responsibility of that parent (not the Volunteer Chair) to find a replacement for the position/assignment.

COMMUNICATIONS

Good, open communication is vital to LMFSC's success. LMFSC has several avenues available to its members to help ensure thorough, open communication. These include:

LMFSC Board Meetings: LMFSC members are welcome to attend these meetings and/or request the meeting minutes.

LMFSC Website: Please visit www.lmfsc.org for the most up-to-date club information, forms, announcements, and the club calendar.

Email: Email is LMFSC's primary method of communication. Important information regarding competitions, testing, volunteer opportunities, events, registration deadlines, and club announcements is sent via email. Members are expected to read club emails promptly to ensure they do not miss important information or deadlines.

Social Media: Follow LMFSC on social media for club news, member achievements, event reminders, and photos.

- Facebook: **Lake Minnetonka Figure Skating Club**
- Instagram: **@lakeminnetonkafsc**

Please note that social media is intended to supplement—not replace—official club communications sent by email.

Text Messages: Occasionally, LMFSC may send text messages for urgent or time-sensitive reminders. Text messages are used sparingly and should not be relied upon as the primary source of club information.

LMFSC Bulletin Board: The bulletin board is located in the Minnetonka Ice Arena lobby. Please check this bulletin board on a regular basis. The bulletin board is used to post notices and general club information. Another bulletin board is located in the club room. Skaters should check this bulletin board regularly for new information and updates.

Club Directory: The Club Directory is emailed annually and updated periodically throughout the year. This directory and its contents are for the exclusive use of the membership of LMFSC and may not be used as a mailing list or database for personal or commercial purposes.

Questions: Questions regarding club communications, emails, or social media should be directed to lmfsc.comm@gmail.com.

DATES TO REMEMBER

3rd Tuesday of each month

Board Meetings

3rd Monday in May

General Membership Meeting and Election of Board of Directors

May/June

Membership Fees Due

August

Ice Contracts Due

Summer/Fall

General Information Meeting (Season Kickoff)

September

Skating Season Starts

TCFSA Officials Recognition Dinner

October-December

Skating Extravaganza

March

Spring Exhibition

Sunflower Classic

April/May

USFS Governing Council (3 LMFSC Delegates attend)

April/May

Minnetonka Ice Arena's
Silver Skates Ice Revue Skating Show

May

LMFSC Spring Banquet
LMFSC Annual Meeting

MEMBER CONDUCT

LMFSC skaters should read and abide by the LMFSC Club Ice Rules. All skaters are expected to maintain proper conduct on the ice or off the ice when representing LMFSC or at LMFSC functions. Skaters will be asked to abide by the LMFSC skater code of conduct, parents will be asked to abide by the LMFSC parent code of conduct and coaches will be asked to abide by the LMFSC coach code of conduct. These are presented at the Fall Kickoff and attached to this document.

If you witness or experience conduct that does not align with our club's values or policies, fill out the Incident Reporting Form below. The incident report will be filed with the LMFSC Board of Directors. The board will review each situation and take action accordingly. Multiple incident reports may result in a meeting with the board and loss of club privileges.

[Incident Reporting Form Here](#)

DRUG AND ALCOHOL POLICY

There is a zero tolerance policy for illegal drugs and alcohol at any LMFSC related event or any function where a skater is representing LMFSC.

A skater shall not at any time, regardless of the quantity:

- A. use, consume, be under the influence, or have in possession a beverage containing alcohol
- B. use, consume, be under the influence, or have in possession tobacco or nicotine based products
- C. use, consume, be under the influence, or have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.

Consequences

1. **First Violation-** The skater's parent(s) will be notified verbally and in writing.

2. **Second Violation-** The skater's ice privileges will be suspended until a meeting takes place with the LMFSC President/Board representative, skater and their parent(s) and a plan is made together.
3. **Third Violation-** The skater's club membership will be revoked.

A skater who chooses to become a participant in a treatment program may become eligible for club membership after a minimum period of six weeks after entering treatment if all of the following conditions are met:

- A. The skater is assessed as no longer chemically dependent
- B. Enters treatment voluntarily
- C. The director of the treatment center certifies that the skater has successfully completed the treatment program.

If a skater is aware of another skater who is skating under the influence of illegal drugs or alcohol, it is their responsibility to contact a coach immediately. The safety of all skaters on the ice is in jeopardy. It may be difficult to do, but a skater should let an adult know that there is a skater on the ice that is not safe.

CLUB ROOM

The LMFSC Club Room in the Minnetonka Ice Arena is the property of the Minnetonka Ice Arena but has been given to the LMFSC as a privilege for the skaters to use while skating. LMFSC nor the Minnetonka Ice Arena will be held responsible for any property kept in the Club Room or lockers. Lake Minnetonka Figure Skating Club is committed to creating an inclusive space for members' physical, emotional and social safety and ensuring that it promotes an environment free of misconduct. Violations of the guidelines will follow the steps listed in the Skater's Code of Conduct.

It is the responsibility of the Club Room users to:

- Keep it clean and respect property
- Keep it safe, positive and friendly
- Use language and keep topics and materials appropriate for all ages ("G" rated)
- Treat others with respect. Foul language, bullying, harassment and disrespectful behavior are not tolerated.

In addition to the above guidelines, please remember these Club Room rules:

- Only members of the LMFSC will be allowed to rent and keep articles in the clubroom lockers.
- Skaters are expected to put their items away in their lockers or to take items with them when they leave the rink.
- Skaters needing to change should use the designated changing rooms in the Club Room or the Minnetonka Ice Arena bathrooms.
- A parent/guardian can come into the Club Room to assist their skater with putting on or taking off skates but the door should be kept open.

- Skaters are responsible to report any suspicious behavior that is witnessed involving theft or tampering with another skater's belongings.
- A LMFSC member must accompany guest skaters in the clubroom. The LMFSC member is responsible for the conduct of the guest skater(s) and will be held liable for any damage done by their guest(s).
- The LMFSC Board reserves the right to open and search a locker at any time should it become necessary.

Actions prohibited in the Club Room:

- Eating or drinking
- The use of other locks besides what is provided by LMFSC. The locker combinations are kept in the confidential records of LMFSC.
- Damaging the walls, floors, doors, mirrors or any property in the clubroom.
- Decorating the inside or outside of the lockers that would cause permanent damage to the lockers.
- All misconduct defined by the LMFSC Skater Code of Conduct and the USFS SkateSafe Program including but not limited to bullying, hazing, harassment and emotional/physical/sexual misconduct. If a skater witnesses a conversation or behavior that makes them uncomfortable, that member should immediately contact a trusted adult- a parent, coach or LMFSC board member or volunteer.

SKATER CODE OF CONDUCT

Skaters affiliated with the Minnetonka Ice Arena and/or the Lake Minnetonka Figure Skating Club use the facility knowing and accepting the rules and etiquette both on and off the ice. Skaters are expected to conduct themselves in an acceptable and responsible manner at all times ON and OFF of the ice and while representing the Lake Minnetonka Figure Skating Club and the Minnetonka Ice Arena. All members of US Figure Skating are bound by the US Figure Skating Codes of Conduct and Ethics rules GR 1.02-1.03. Our organization is committed to promoting a positive and friendly environment for all skaters.

Parents, Guardians and Instructors are responsible for the conduct of your child and/or student both on and off of the ice.

ICE RULES (On Ice and Off Ice):

- All skaters, coaches and parents are expected to treat others with respect. Foul language, kicking of the ice and bullying are not tolerated. Skaters who kick the ice or boards or yell, argue or intimidate other skaters or coaches will be asked to leave the ice. Older skaters must remember that they were new skaters once too and need to have patience with younger and less experienced skaters.
- Socializing with other skaters is not permitted while ON the ice. Skaters must KEEP MOVING at all times. Skaters not keeping up with the flow of traffic present a danger to themselves and other skaters and may be asked to leave the ice. If you want to rest or talk you must leave the ice. Skaters are not allowed to sit in the hockey box and talk with skaters who are on the current session.
- To promote a safe and focused training environment, cell phones should not be used during on ice except for coach-approved training purposes or medical accommodation. If a phone becomes a

distraction during practice, a coach may require the skater to place the phone by the music box for the remainder of the session.

- If coaching or practicing in the four corners of the ice, yield to skaters setting up for their Lutz jumps or rounding the corners for moves in the field patterns. Be aware of your surroundings when in the corners, as the approach of a Lutz is blind and the skater is not likely to see you. Skaters should be moving throughout the session and NOT staying in the same spot for too long.
- After a fall, you must quickly get up (unless injured) – sitting or lying on the ice is not permitted and other skaters may have a hard time seeing you when you are down on the ice.
- Skaters are responsible for keeping the ice arena clean. Please remove all belongings (tissues, water bottles, gloves, guards, etc.) before leaving the ice.
- Skaters MUST look both ways before entering the ice surface from the boards. Also, skaters must keep eyes up and look behind them while skating backwards.
- Skaters should stretch off ice prior to skating. There is no stretching on the boards.
- Many sessions are busy and skaters must be aware of their surroundings and respectfully work together. Programs and lessons have the right of way.
- Clubroom use is a privilege. Reference the Club Room Rules for expectations on p. 21.
- LMFSC has a zero tolerance policy for illegal drugs and alcohol. Reference Drug and Alcohol Policy on p. 20
- LMFSC skaters will abide by Club Ice Rules, Club Room Rules and the Drug and Alcohol Policy as described in the LMFSC Handbook.

CONSEQUENCES for disrespectful behavior:

1. **First Violation**- Verbal warning by LMFSC coach or ice arena staff.
2. **Second Violation**- Mandatory 5 minute break to calm down and stop behavior which shall be enforced by LMFSC coach or arena staff.
3. **Third Violation**- The skater's ice privileges may be suspended. A meeting should be scheduled with the LMFSC President/Board representative, skater and their parent(s) where a plan to help change the behavior(s) is made together.
4. Loss of ice time and/or club room privileges may happen without refund for lost ice if problem behavior continues.
5. In certain situations, club membership may be revoked.
6. If skating or club room use was temporarily revoked, a meeting with a coach/board representative as well as a parent of the skater is required before resuming skating/membership/club room.

PARENT/GUARDIAN CODE OF CONDUCT

Lake Minnetonka Figure Skating Club is committed to creating a safe and positive environment for its members' physical, emotional and social development. LMFSC seeks to foster an environment free of misconduct.

Preamble: The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: respect, responsibility, fairness, caring, trustworthiness and good citizenship. The highest potential of sports is achieved when competition reflects these Six Pillars of Character.

Parents at LMFSC agree to:

- Parent(s)/guardian(s) will encourage good sportsmanship by their actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition, and test session.
- Parent(s)/guardian(s) will place the emotional and physical well-being of their child and others ahead of the desire to win.
- Parent(s)/guardian(s) will encourage their child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude towards others.
- Parent(s)/guardian(s) will promptly inform their child's coach of any physical or mental disability or challenge affecting their child that may impact the safety of their child or others.
- Parent(s)/guardian(s) will teach their child that doing their best is more important than winning.
- Parent(s)/guardian(s) will not ridicule, bully, blame, or yell at their child or other skaters, coaches, officials, or volunteers in response to a poor performance or for any other reason.
- Parent(s)/guardian(s) will do their best to make skating fun at all times and will remember that their child participates in sports for their own enjoyment and satisfaction.
- Parent(s)/guardian(s) will teach their child to treat other skaters, coaches, fans, volunteers, officials, and rink staff with respect, regardless of race, creed, color, sexual orientation, or ability. They will also take action and report any acts of bullying, harassment, or abuse to the appropriate authorities.
- Parent(s)/guardian(s) will applaud any effort in both victory and defeat, emphasizing positive accomplishments and learning from mistakes.
- Parent(s)/guardian(s) will teach their child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
- Parent(s)/guardian(s) will be positive role models for their child and others.
- Parent(s)/guardian(s) will demand a figure skating environment for their child that is free of drug or alcohol abuse and agree not to provide to a third party any illegal drug prohibited by applicable federal, state, or municipal law.
- Parent(s)/guardian(s) will not assist or condone any athlete's use of a banned substance as described by the International Olympic Committee, International Skating Union, United

States Olympic Committee, or U.S. Figure Skating, nor encourage athletes to use such drugs or refuse properly conducted drug tests administered by these organizations.

- Parent(s)/guardian(s) will expect their child's coach to be in compliance with all requirements of U.S. Figure Skating and the Professional Skaters Association, and to continue their education and training through programs offered by these and other accredited organizations.
- Parent(s)/guardian(s) will respect their child's coach and refrain from "sideline" coaching their child or other skaters.
- Parents/guardians must respect the confidentiality of communications with their child's coach. Discussions, emails, texts, or other correspondence on sensitive issues are private and may not be shared with others without consent. Parents/guardians must ensure their skater understands and respects confidentiality related to sensitive issues.
- Parent(s)/guardian(s) agree to educate themselves regarding the proper procedures for establishing or terminating the coaching relationship and will refrain from third-party solicitation as outlined on the PSA website.
- Parent(s)/guardian(s) will respect the decisions and authority of officials during competitions and test sessions and will teach their child to do the same.
- Parent(s)/guardian(s) will show appreciation for and recognize the importance of volunteers and club officials, and will fulfill their responsibility to help their club with membership requirements.
- Parent(s)/guardian(s) will support and respect all skaters and their right to participate.
- Parent(s)/guardian(s) have read, understand, and agree with the LMFSC Skater Code of Conduct and agree that their child's behavior shall conform thereto.

COACH CODE OF CONDUCT

At the Lake Minnetonka Figure Skating Club (LMFSC), it is our policy that coaches uphold the highest standards of ethics, professionalism, and personal integrity. As leaders and representatives of LMFSC, coaches are expected to focus their efforts, decisions, and time on supporting the club's growth, success, and positive environment.

Coaches at LMFSC agree to:

- **Support the Mission:** Know, understand, and fully commit to carrying out the mission of LMFSC, always acting in the best interest of its skaters and members.
- **Lead with Integrity:** Fulfill the duties of their position with positive leadership, demonstrated through responsiveness, open and respectful communication, creativity, confidentiality, dedication, and compassion.
- **Protect Confidentiality:** Respect and protect all privileged or sensitive information acquired through their role.

- **Promote Inclusivity:** Treat all individuals with respect and fairness, without discrimination based on race, color, religion, sexual orientation, age, gender, ability, or national origin.
- **Foster Respectful Collaboration:** Maintain respectful relationships with fellow coaches, skaters, and families. In times of disagreement or conflict, coaches are expected to act in good faith, engage in respectful dialogue, and seek compromise that supports the best interest of the club.

INCIDENT REPORTING

In any situation resulting in actions that do not uphold the code of conduct, an incident report will be filed with the LMFSC Board of Directors. The board will review each situation and take action accordingly. Multiple incident reports may result in a meeting with the board and loss of club privileges.

[Incident Reporting Form Here](#)

Changing or Terminating a Coaching Relationship

Parents/guardians agree to follow proper procedures when changing or terminating a coaching relationship. Concerns should first be discussed **directly with the current coach**. All **outstanding balances** must be paid in full before beginning lessons with a new coach, and the **new coach** should communicate with the current coach to ensure a smooth transition. Families are expected to maintain professionalism. Soliciting, pressuring, or recruiting skaters already working with another coach is not permitted.