

WELCOME TO KENT SKATING CLUB'S 2016-2017 SEASON

The Kent Skating Club (KSC) Board of Directors extends welcome greetings to our prior and newly enrolled members alike as the club begins activities for the 2016-2017 skating season. We are off to a good start planning for the new season and look forward to a very exciting and enjoyable time at the rink with you and your families.

Attached is the ice contract for the 2016-2017 skating season. We will again be spreading ice payments across nine months with each payment due on the 15th of each subsequent month. . The club will also be looking for your help with fundraising again this year. We have several new fundraisers planned and are always open to fresh ideas!

Please read the enclosed *Skating Guidelines* document carefully. KSC's skating guidelines are developed to assure the safety and effectiveness of our ice sessions and afford opportunity to the skaters of having a consistently positive skating experience. In order to reinforce the skating guidelines and ensure the safety of all on the ice, KSC Safety Town will be operating again in the fall.

If you have any questions, the Board encourages contact through the email addresses provided below, or you can make inquiry during club activities at the KSU Ice Arena. Please feel free to ask questions of any Board member, we'll gladly try to help.

Executive KSC Board members for the 2016-2017 season are:

Brandy Bissell	President	<i>brandy.bissell@penton.com</i>
Julianne Bontrager	Vice President	<i>jbontra1@kent.edu</i>
Michele Bumbarger	Secretary	<i>mbumbarger@gmail.com</i>
Nicole Kappenhagen	Board member	<i>nrksk8@netscape.net</i>

Once again, Kent Skating Club's Board of Directors welcomes you to the 2016-2017 skating season. We wish you a very positive and successful skating year and look forward to many fun-filled and rewarding activities with the membership. Your dedication and hard work on and off the ice will continue to make Kent Skating Club a great organization.

Have a wonderful year!

Return your completed KSC Ice Packet forms, specific form details and mailing address provided below, with check or money order made payable to **Kent Skating Club**. **To avoid a \$25 processing fee on your Ice Contract, please have your ice contract postmarked no later than August 23, 2016.** Ice session placement assignments are handled accordingly: Home club members receive first priority; Associate members receive second priority; Applications postmarked after August 23 are accepted on a first come, first serve basis (regardless of Home or Associate club membership status.) Mail all forms, documents, suitable additional information, and appropriate fee payments to the following address:

Bobbie Marksberry

KSC Administrator

7486 Sylvan Drive

Kent, Ohio 44240

Ice Packet inquiries and other questions for Kent Skating Club's Administrator can be directed via email to: **Tmarksber@aol.com**

The following forms must be signed and submitted to receive ice session placement consideration. An ice contract submitted without all required forms will be considered incomplete:

- 2016–2017 Ice Contract Application** (Kent Skating Club ice session reservation form)
- Cooperative Involvement Form** (for noting availability toward helping perform club duties)

The following Ice Packet enclosures are mandatory reading and should be kept for regular reference. Please do NOT return them with your ice contract submission:

- KSC Skating Guidelines**
- KSC Calendar**

Kent Skating Club

Skating Guidelines

***** Parents of minor skaters, please review these guidelines carefully with your skaters. Keep them for your reference. *****

In order that safety and camaraderie prevail at all times and that every skater may derive full benefit from each session, common sense, awareness, courtesy and safety must always be foremost in the minds of all members. If all members behave responsibly and closely follow the stated guidelines, each will benefit from safe, enjoyable and productive sessions.

Ice Guidelines:

All skaters must check in with the session monitor and have on file with the Club a *Medical/Liability Waiver* before going onto the ice.

Late arrivals must check with the monitor to verify that their space is still available.

Per the ice monitor's discretion, skaters taking to the ice surface will do so according to the following order of precedence:

1. Contracted skaters
2. Non-contracted skaters employing a make-up session from a previously missed contracted session
3. Punch cards
4. Walk-ons

Skaters with a punch card must present the card to the monitor before going onto the ice.

Similarly, walk-on skaters must pay the appropriate fee to the monitor before going onto the ice.

Punch cards and walk-ons will be accepted in the following order:

1. Home club members
2. Associate members
3. Out of club members (non-associate)

Reserved sessions may be sold after five minutes unless the monitor has been notified that a skater will be late.

Skaters must wait until the Zamboni (ice resurfer) has left the ice surface before entering the ice and must leave the ice immediately at the end of the session. (At no time should a skater be on the ice while an ice cut is in progress.)

Skate continuously when on the ice. When resting or talking, go to the hockey boxes or leave the ice. Do not congregate on the ice or at the boards. This makes good ice unavailable to those who wish to practice. A good rule of thumb is that jumps should be executed at the ends and spins in the middle.

Get up immediately after a fall unless you are unable to do so.

Always look both ways to see if the way is clear before entering the ice, leaving the boards or skating away from another skater or your instructor.

All skaters must utilize the full surface and may not claim a small area in which to practice.

Be aware at all times of who is around you and which skater's music is being played. Yield to the skater doing his/her program. That skater has the right of way on the ice and will be wearing an orange belt. Courtesy and skating etiquette require that skaters not in a lesson should defer to skaters that are in a lesson. Please remember that there will be times while in a lesson that someone else will give way to you so as not to disrupt a training session.

All skaters are to wear the program belts while doing their programs.

Learn to recognize a skater entering a jump, spin or other element so as not to cut them off, possibly creating a dangerous situation. Skaters performing a program must also apply awareness while skating and realize there are times they must adjust a performance accordingly.

Food and drinks may not be kept on the ice. Water must be kept in the hockey boxes.

Skaters must clean up after themselves following a session. Do not leave drinks, tissues or personal belongings behind when finished with a session.

Music Guidelines:

The playing of music will begin after a five minute warm up period unless requested by an instructor.

Music should be turned in at the beginning of the session. They will be played in the order in which a request to play is received. If you refuse your program it will be moved to the end of the rotation.

Pros may request their current lesson's music only once every 15 minutes.

Pro lesson requests will be played in the order that they are received. Music from the regular rotation will be played in a 1-1 alternation between pros' lesson requests. Pros may only request music for the skater currently in their lesson. Programs which have already been announced will be played prior to a pro request.

A pro request may be refused if a skater's music has been played previously and it is apparent that not all skaters will have the opportunity to have their programs played. (If a session is crowded and it appears that not all music may be played a skater or their professional might be wise to request that their music be held until their lesson time.)

A skater with more than one piece of music may have one played in the first rotation and the other in the second if the opportunity arises.

If a session is very small the monitor may elect to play music by request. Skaters may request their music **once** in each 15 minutes of the sessions. The monitor will balance these requests fairly and equitably. (Recreational music may not take precedence over program music.)

Monitor Duties:

The monitor will not begin a program at the end of the session if there is not sufficient time to complete it before the end of the session. Monitors will announce the end of the session. At that time skaters must quickly gather their belongings and clear the ice.

The monitor accepts the responsibility for fairly monitoring the KSC skating sessions according to the KSC guidelines for skaters.

The monitor is responsible for collecting walk-on monies and maintaining the walk-on log for the session during which they are monitoring. The final monitor of the evening is responsible for turning in the monitor log and monies to the appropriate place following the session.

The session monitor is in charge of the ice during the session he/she is monitoring and is to be treated with respect by skaters, parents and pros. Each is expected to cooperate with the monitor's requests.

The monitor should report to a KSC Board Member any serious concerns arising during a session. A written report may be requested for the consideration of the Board.

A skater, parent or pro who feels that a monitor is not performing properly or fairly is still expected to comply with the monitor at that time. He/she may then notify a Board Member of their concern. A statement of the problem and concern may be requested in writing for the Board's consideration.

Additional Notes:

Parents and Spectators:

Parents and spectators must remain in the stands while observing skaters.

Our ice is quite crowded and visual and auditory distractions at the windows make it difficult for the skaters to focus on the activity on the ice, creating a greater potential for accidents and injuries.

Parents and spectators wishing to communicate with skaters must do so off the ice and out of the hockey boxes. No parents or spectators are permitted in the hockey boxes or doorways.

Dress Code:

This dress code applies to all skaters and professionals on KSC ice, and is in accordance with the US Figure Skating Rulebook.

Females: skirts, dresses, fitted leggings/pants, warm ups or club wear.

Males: pants, shirts, warm ups or club wear.

No clothing, jewelry or hair attire that may come off or lose pieces on the ice.

No hats with brims or hoods on the ice.

Clothing should be appropriate and non-revealing. KSC reserves the right to request anyone improperly attired leave the ice until proper attire can be worn.

Ice Divots:

As some of our skaters become stronger and more energetic in their jumping skills, an occasional pick into the ice will result in a fairly large piece popping out and sliding across the ice. If you happen to make one of these "divots" and realize that it has happened, please replace it in the following manner. Scrape a little "snow" into the hole, replace the piece of ice and pour a bit of water over the space. It will heal quickly and can then be leveled with your blade.

Competition Forms:

Competition forms must be fully completed before being signed by a Club official. As a general rule those able to sign applications are the Club President, Vice President, Secretary, and Treasurer. Some applications are a bit more specific as to who can sign, so check carefully to see whose signature is required on each application.

Unsafe practices and rule infractions will not be tolerated and may be cause for reprimand from a monitor or a member of the KSC Board of Directors. Any monitor, professional instructor or KSC Board member may rightfully request that a skater cease unsafe or antagonistic behavior. (This must be achieved in a professional manner.)

We trust that all members, skaters, monitors and pros will abide by these guidelines and do their part to make the KSC sessions safe and productive for all members.

Parking:

Sessions on Tuesday will require a parking pass to be purchased. Sessions from Friday at 4:00pm to Sunday evening will not require a parking pass. A parking pass can be purchased from the skating club at a discounted rate, or you can purchase a temporary pass from the kiosk in the lot. The pass purchased from the club will be good for the entire session. Application for a parking pass will be emailed at a later date.

We wish to extend a thank you to all of our club volunteers for their hard work, and wish all of you a fun and exciting year in skating!

Kent Skating Club

Ice Reservation and Fee Guidelines

2015–2016 Skating Season

1. Definition of Sessions:

- a. **General:** All Skaters permitted, provided skater is currently enrolled or has passed USFS Learn to Skate (LTS) Basic 1. Skaters enrolled in LTS Basic 4 or below must be in coaching lesson for 30 minutes of the session.
- b. Edge/Power Clinic – All skaters permitted. This 10 minute clinic includes instruction.
- c. Moves – This 10 minute session is during the Edge/Power Clinic and only skaters that are in a lesson are permitted to contract this session and will be board approved. This session cannot be contracted with the Edge/Power Clinic.

2. New Members:

Learn to Skate (LTS) skaters having *passed* Basic 4 and above are permitted on **General** ice sessions. Skaters enrolled in LTS Levels Basic 1 through Basic 4 may skate on **General** sessions only if attending a lesson with a coach for 30 minutes of the session.

3. Schedule Adjustments:

Ice reservations are made for the entire season. (University students may request a one-time change in their contract between semesters if a change in class schedules conflict with their current skating schedule. Such requests must be submitted in writing to the Administrator no later than December 1, 2016 and must include a copy of the class schedule. Such adjustments will take effect in January 2017.)

- Additions to your schedule may be made at any time providing ice is available.
- The Board of Directors will consider other requests for schedule changes on an individual basis.
- Sessions may be dropped only if there is a waiting list for that session.
- Failure to fulfill your contract will result in loss of good standing with the Kent Skating Club and USFS.

4. Refunds and Fee Adjustments:

Requests for refunds and/or adjustments in fees must be accompanied by a physician's document affirming the reason(s) for the request. Requests shall be directed to the Administrator and acted upon by the KSC Board of Directors. There are no refunds for occasional missed sessions due to competitions, school conflicts, vacations or common illnesses of less than three weeks duration. Permissible fee adjustment requests are for serious illnesses and injuries. Such requests must be accompanied by documentation from a physician to receive consideration by the KSC Board of Directors. Once a skater has returned to the ice, future absences will be considered as new and separate instances.

5. Make-Up Sessions:

Whenever a skater misses a contracted ice session, the skater can make up this session by using the make up coupon provided by the club administrator. This make up coupon must be presented to the ice monitor PRIOR to getting on the ice. There will be 3 make up coupons issued per contracted session. The skater must miss a session prior to using a make up coupon, unless it is a make-up on the same day of the missed session. If your make up coupons are lost, they will not be replaced. Please keep these in a safe spot. If your contract is prorated, the number of coupons provided will be reduced dependent on the number of remaining sessions. Generally, there will be one coupon per session provided for each 3 month period contracted.

6. Ice Contract Fee Payments:

Ice payments are made monthly. Payment fees are calculated by dividing the total sum of a skater's ice contract by nine. **Payments are due on the 15th of each month; first payment due with your Ice Contract Application, last due April 15th.**

7. Late Payments and Returned Checks:

A \$25.00 late fee will be assessed for payments received more than seven days past the due date. Any skater still in arrears 10 days after the due date will be excluded from club ice sessions until all past due payments and fines are received. Consequently, skaters excluded from club ice may not participate in other club functions during that time.

A skater's account will be assessed at the current bank rate for non-sufficient funds (NSF) plus a \$10.00 service charge for any checks returned to the club. NSF checks will be considered late payments and treated as such.

8. Payment Adjustments:

Any requests for changes in payment dates, monthly payments, decreases in contracted ice times, assessment waivers or other such matters must be made in writing to the Board of Directors of the Kent Skating Club. They may be addressed to the Administrator or an Executive club officer.

Kent Skating Club

2016–2017 Cooperative Involvement Form

Kent Skating Club, as a non-profit organization, requires many hours of planning to function for the benefit of the skating community for which it was created. Please fill out this form so that committee chairpersons and board members can contact you to help keep the club functioning smoothly. Thanks for your support of KSC!

Ice Monitor:

Monitoring of the ice sessions is an important service that parents of skaters must provide as monitors are essential to the effectiveness of the sessions. They are in charge of the sessions to take attendance, collect walk-on fees, play music programs, and to keep the sessions running smoothly and safely. Having a monitor present at each session is crucial to the operation of the sessions and the safety of the skaters. Please circle the sessions below which you would be able to monitor. New Monitors will receive training. Ice session times vary slightly from week-to-week throughout the year, check the KSC Calendar for times.

Tuesday	General 1	(1 hour)
	Edge/Power clinic & moves	(10 mins)
	General 2	(30 min)
	General 3	(30 min)
	General 4	(1 hour)

Competitions: Skating for Skills (March 4-5, 2017):

We need the help of the entire membership to run successful competitions. Everyone will be asked to help!

Misc. Events:

In addition to the above two categories, we have several smaller events over the course of the season.

- ___ I would like to help with a Test Session (Test Session dates and times listed on the KSC bulletin board)
- ___ I would like to help by working at a Dress Sale (Dress Sale dates and times are scheduled during the season)
- ___ I would like to help plan or run a fundraiser
- ___ I would like to help with other special assignments from the Board.

List any special talents or skills you have that could be useful to the club.

As the parent/legal guardian of a minor skater, or as an adult skater, I understand that the commitment to the above events is in addition to my fundraising requirement of \$250 per skater/\$300 per family, for the 2016–2017 skating season.

Signature

Date