



Member Handbook

Introduction

IceWorks Skating Club (IWSC) is a non-profit organization dedicated to promoting the sport of figure skating. The club consists of skaters of all levels – from Basic Skills through Adult skaters, National Competitors, National team members and World Competitors. The principal headquarters is the IceWorks Skating Complex. The complex is located at 3100 Duttons Mill Road in Aston, PA. We are proud to host many prestigious events during the season that are both club-related and competitions for skaters across the country.

Every Spring we host the IceWorks Skating Club Annual Ice Show for the enjoyment of friends, family and community members. IWSC hosts many events for its members to promote the love of skating, friendships and community.

Mission and Vision

Mission Statement

The IWSC mission is to provide an inclusive environment where all skaters can develop skills through access to quality coaching, on- and off-ice programming, skating education, and opportunities to explore all disciplines.

Vision Statement

The IWSC vision is to inspire our skating community to excel, foster sportsmanship, build confidence and create a lifelong passion for skating, while upholding the values of integrity and respect.

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Board of Directors

Board of Directors		
Name	Board Position	Committees
Lisa Shaw	President	Executive, Sanctions, Competitions, Nominating and Ice Show
Karen Strazdus	Vice President	Executive, Testing (Virtual)and Nominating
Tom Payne	Treasurer	Executive
Lori Morgan	Secretary	Executive and Ice Show
Tim Murray	SkateSafe Chair	Executive, Nominating and Strategic Planning
Carrie Parkin	Volunteer Chair	Volunteer and Strategic Planning Seminars
Cheryl Rude	Board Member	Communications Assistant and Event Hospitality Assistant
Kim Seybold-Catron	Coach Liaison	Rules and Ice
Lisa Gentile	Test Chair (In Person)	Sunshine
Michelle Silicato	Membership Chair	Communications, Membership and Ice Show
Pamela Najera	Board Member	Event Hospitality
Rosemary Marvil	Board Member	Volunteer Assistant and Strategic Planning Seminars
Steve Althouse	Board Member	Treasurer Assistant and Strategic Planning Assistant
Megan Williams Stewart		Membership Assistant

Glossary of Terms and Definitions

Academy – Ice package options once you have graduated from JCP. Must have passed Silver Skating Skills test to be eligible in these classes.

CJS – Component Judging System uses three components for programs with music, and two for events without music. Judges evaluate the overall quality of each component on an absolute scale. Unlike IJS, CJS does not require judges to evaluate individual elements.

Division of On-Ice Sessions:

- Low – Juvenile FS/FD test and below
- High – Intermediate FS/FD test and above
- All Levels – All levels; free skating, dance, and pairs skaters
- Restricted – Junior and Senior or by invitation from Skating Director

Excel Series– The primary mission of this program is to inspire more of our young athletes to continue training and remain committed to participating in figure skating by providing them with events that allow them to showcase their strengths. Additionally, this program serves as

an opportunity for grassroots skaters and coaches to familiarize themselves with the fundamentals of the International Judging System (IJS).

IJS – International Judging System competitors accumulate points based on the degree of difficulty (base value) of each technical element and how well each element is executed (grade of execution, or GOE). Skaters also earn points based on their overall skating ability and performance level through program component scores.

ISU – The International Skating Union (ISU) governs figure skating worldwide. It organizes major competitions, including the World Championships and Grand Prix series.

IWSC - IceWorks Skating Club, the club website can be located: www.iceworkssc.org

JCP – The Junior Competitive Program (JCP) at IceWorks further develops skaters who currently participate in Learn to Skate and private lessons. JCP fosters competition, and camaraderie amongst skaters through participation in disciplines of singles, dance, pairs and theater on ice.

The program is taught by all the professional coaching staff members of IceWorks. In addition, JCP provides introductory parent education sessions led by experience club Board members, renowned sports psychologists, nutritionists, doctors, physios and more. We hope to see you all at this high quality and affordable program.

Membership - Becoming a member is a decision that opens a variety of doors as you choose how to pursue your personal skating journey. Whether you're chasing an international career with Team USA or going for the gold at local non-qualifying or Compete USA competitions, members have access to the tools, resources and programming necessary to develop their on-ice career in a way that makes sense for them. U.S. Figure Skating members are able to skate in sanctioned U.S. Figure Skating competitions, like the U.S. Figure Skating Championships.

Other membership benefits include:

- Certificates of accomplishment for passing proficiency tests and placing at U.S. Figure Skating qualifying competitions (athletes)
- Subscription to SKATING magazine
- Individually numbered membership card
- Coverage under U.S. Figure Skating's secondary sports accident insurance policy
- Special offers and discounts from U.S. Figure Skating corporate partners

The large majority of members join by finding a local club that can support and coach them as they pursue their chosen discipline. Clubs offer various membership levels, such as family membership, coach membership, associate membership, etc. Individual members register directly with U.S. Figure Skating. Individual members receive all the benefits of membership listed above.

EntryEeze - IWSC Membership Registration site and test session registration (in-person, protocol, virtual). Sometimes used for competition registrations.

The IceWorks EntryEeze site is:

<https://comp.entryeeze.com/Membership/Welcome.aspx?cid=62>

Non-Representing Member - the skater represents another club at competitions or competes as an individual member. Non-representing members do not receive the club benefits offered to club members but may still participate, usually at a cost or higher fee.

Member - the skater represents IceWorks Skating Club at competitions. Members are offered discount ice sessions, entrance to various celebrations, entitled to end of season awards and stipends.

NQS – The National Qualifying Series (NQS) is an opportunity for skaters to compete and vie for top scores to advance to the Sectional Singles and U.S. Pairs and Ice Dance Finals, and then ultimately the U.S. Figure Skating Championships.

Off Ice – This consist of various types of training in the gym working on things such as strength, flexibility, conditioning, ballet and gymnastics.

Stroking Class – This is an on-ice class in a group setting working on things such as balance, bending, pushing, alignment, extension and edges.

Punch Card – Available for walk on sessions. Cards are available for purchase from the rink in 10 and 30 session options.

PSC – This is the Philadelphia Summer Championships competition hosted by IceWorks Skating Club each summer. This event is typically part of the NQS Series as well.

Regionals, Sectionals & Nationals – These are events that a skater must qualify for to compete at. The skater would first need to qualify for Regionals and then advance to Sectionals and then advance to Nationals.

Qualifying vs Non-Qualifying Competitions - Qualifying competitions determine eligibility for higher-level events, while non-qualifying events are for practice and experience.

SafeSkate – U.S. Figure Skating Program to address the following types of misconduct: Sexual misconduct, Physical misconduct, Emotional misconduct, Bullying, threats, harassment, hazing and willfully tolerating misconduct.

Safe Sport – The [Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017](#) codified the U.S. Center for SafeSport, a 501(c)(3) nonprofit, as the nation’s safe sport organization. It gave us the scope and authority to resolve abuse and misconduct reports for more than 11 million individuals throughout the U.S. Olympic and Paralympic Movement— from whom we are fully independent.

The Act also charged us with developing and enforcing policies, procedures, and training to prevent abuse and misconduct. The Center’s [SafeSport Code](#) governs all participants in the Movement, and our oversight authority helps us ensure all Olympic & Paralympic national governing bodies (NGBs) adhere to [Minor Athlete Abuse Prevention Policies \(MAAPP\)](#) that support athlete safety.

Spinner Room – This is a an off-ice training area used to practice jumps with a coach. The skater is in a harness system and there is a spinner on the floor that helps with the jump rotation.

Stipend Form – Provides an opportunity for a skater to receive a stipend for competing at certain events throughout the year. Volunteer hours must be met to receive a stipend.

TOI – Theatre on Ice is a unique and exciting discipline that blends figure skating with the dramatic flair of theatre and dance. Skaters become storytellers, using choreography, costumes, and music to bring powerful emotions and unforgettable characters to life —on the ice!

USFSA - U.S. Figure Skating Association. U.S. Figure Skating is the national governing body for the sport of figure skating in the United States. Founded in 1921, the association has more than 875 club members, high school and collegiate clubs

Virtual Test - A virtual test allows skaters to be judged using a video of the skater executing all elements of a specific test.

In Person Test – Test sessions feature a panel of U.S. Figure Skating officials sitting rink side and offer skaters the opportunity to highlight their abilities and advance to the next level.

Membership

1. Skaters must obtain a club membership which gets them registered with USFS and are provided with the skater's USFS number. This number gives you access to all resources with USFS and the skater will receive a monthly magazine.
2. Every skater must have a USFS number in order to test, compete and skate in ice shows, etc.
3. How to register for a membership:
 - A. Go to [EntryEeze.com](https://www.entryeeze.com)
 - B. Click on "Our Membership Clients" on the left-hand side under "Membership Tracking"
 - C. Scroll until you see the IWSC logo (add graphic) and then click on the logo
 - D. Click on "Apply for Membership" on the left-hand side under "New Members"
 - E. Follow the prompts to create the membership profile
 - F. There are multiple membership types to select from. If you are a first-time new member, please select the introductory membership type. If you are an existing member please select from the regular membership categories.
 - G. If you are less than 18 years old, a parent member must also be included.
4. When a permission letter is needed for activities at other rinks outside of IceWorks, this letter can be found in your IceWorks EntryEeze profile. Click on the button at the top of the page "Download Permission Form".

Coach Role

1. Set training schedule and review and come to agreement with the parent/skater
 - Classes
 - Private lessons
 - Off ice and on ice (periodization chart)
 - Any additional training (ie, dance/ballet, nutrition, mental health)
 - Encourage skaters and parents to participate in club workshops and seminars

- Skate sharpening frequency and timing
2. Conduct planning meeting with the parent/skater (recommended at least twice a year minimally) to discuss training plan for the individual skater
 - Tests - levels, timelines etc
 - Competitions
 - Ice Contracts: this determines how much time the skater can be on the ice therefore the contract purchased must allow for all lessons, group classes and individual training
 - Club membership and events
 - Goal setting (long and short term): what does the skater want to accomplish
 3. Understand and reinforce difference between the club and the rink
 - Rink: provides programs (LTS, JCP, TOI), manages ice contracts and payments
 - Club: supports programs and skaters by hosting events and activities and workshops
 4. Educate on skating disciplines and track options and help support the skater to pursue what is best for the individual
 5. Identify additional resources as needed for the skater to help focus on specialty areas.
 6. If resources or additional support is required to help the coach implement the skater's training, proactively raise the request to the Board or the Rink.
 7. Discuss with the parents what are the coaches' fees, what is included in the coaches' fees and what is not included (for example, the ice fee is separate from the coaches' fee and is paid to the rink not the coach).
 8. Ensure skater has paid for the ice appropriately in one of the following methods and checked in with the ice monitor
 - Has purchased an ice contract
 - Has purchased a punch card
 - Has purchased a walk on
 9. Discuss the type of skate the skater should use, where to purchase the skates, where to get them sharpened and when to replace the skates.
 10. Discuss appropriate skate wear for both practice and competition.

11. Review appropriate ice etiquette and educate the skater regarding on-ice procedures and protocols.
 - Right of way of the skater running their program to the music
 - How to get in line for music to be played
 - Being mindful of skaters doing elements such as spins
 - Avoid congregating in the jump corner
 - Do not hang on the boards
12. Review the use of club locker room.
13. Communicate with the parent/skater any pertinent club/rink information.
14. Communicate with the parent/skater about upcoming absences from the rink (ie competitions, vacations etc) and coordinate other coach coverage as needed.
15. The club actively abides by the standards set forth by SafeSport and SafeSkate.

How Does the Rink Support the Skater

1. The rink provides programs for the skater, including but not limited to
 - Learn to Skate (LTS)
 - Junior Competitive Program (JCP)
 - Theatre on Ice (TOI)
 - Academy
 - Adult programming
 - Fall/Winter/Spring/Summer sessions
 - Camp Chill
 - Program extension
2. The rink manages the ice contracts and payments are made directly to the rink. Coaches are paid by the rink for coaching all of the above programming.
3. The rink provides on ice time, off ice time and is responsible for the facilities and rink operations.
4. There are multiple types of punch cards available for purchase
 - 10 sessions
 - 30 sessions

5. There are multiple ice contracts available for purchase based on the season, level of the skater and number of sessions skated per week.

6. The rink offers additional amenities including The Cafe, the Pub and Grill, fitness rooms, additional locker rooms, Pro Shop, and Embroidery Shop.

7. The rink offers job and volunteer opportunities.

8. The rink website is www.iceworks.net

How Does the Club Support the Skater

1. The club manages the membership registration process directly with USFS.

2. The club hosts multiple events throughout the year, many of which are free to the members, for example

- Trunk or Treat
- Holiday party
- Exhibitions
- Annual banquet

3. The club holds additional events that require fees

- Annual Ice-show
- Competition/s
- Seminars and workshops
- Various community events throughout the year

4. Skater accomplishments are promoted and recognized on club social media, in the rink and at the club banquet.

5. The club provides a locker room for skater use, an off-ice training room with fitness equipment and a spinner room.

6. The club offers stipends to skaters that meet specific requirements. The stipend form can be found on the club website.

7. Skaters are able to purchase club apparel.

8.The club provides parent education and information.

9.The club conducts in person and virtual testing opportunities.

10.The club website is www.iceworkssc.org

Skating Disciplines

SINGLES

Form, style, technique, concentration and the ability to perform under pressure are the key requirements in women's and men's singles events. At the higher levels, competition is divided into two segments: the short program, which is skated first, and the free skate. Both programs display the elegance, athleticism and talent synonymous with the sport of figure skating and receive a technical score and a program component score from a panel of judges.

The short program features required elements which include jump elements, spin elements and a step sequence. With fewer elements to perform, the short program leaves less room for error, and skaters rely on clean performances and high component scores to earn points heading into the free skate.

The free skate, the second and longer segment of competition, features a broader set of requirements and a maximum number of elements a skater may perform. If a skater performs more than the number of well-balanced program elements permitted, there are no deductions, but the skater will not receive credit for these additional elements. After a skater completes his or her free skate and receives a free skate score, that score is added to the short program score to determine overall standings.

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PAIRS

The pairs event combines the athleticism of singles skating with the challenge of unison and the acrobatics of overhead lifts and throws. Each movement is performed in unison, requiring a significant amount of timing and trust between partners. Like singles skating, pairs competitions include a short program and a free skate, with each segment receiving a technical score and a component score, and the team with the most points overall is named the winner.

The pairs short program consists of several required elements including lifts, side-by-side solo jumps done in unison, throw jumps, a step sequence and a death spiral. The free skate consists of technical skills and choreography that show off the strengths of the team. Shadow skating (in which partners perform identical maneuvers some distance apart) and mirror skating (in which the pair's moves are in opposite directions and mirror each other) are aspects of pairs skating and contribute to the overall effect of a program.

ICE DANCE

Like pairs skating, ice dance features a male and female skating in unison, but instead of performing jump and spin elements, the team 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.

The ice dance competition consists of two segments: a rhythm dance and a free dance. The rhythm dance features required elements, including lifts, step sequences and pre-determined

dance patterns performed to a specific rhythm of music within a required tempo range. Each team will show off their technical skating ability and style as they try to earn the most points heading into the free dance.

The free dance, like the rhythm dance, features step sequences, lifts and a broad selection of difficult skating skills, but the team skates to a music and tempo of their choosing, with a goal of pulling off an entertaining, moving and inspiring performance that looks effortless despite its difficulty. Innovative choreography, timing and rhythm are paramount. After the second segment of competition, the scores from the rhythm dance and free dance are added together to determine overall placement.

SYNCHRONIZED SKATING

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. As with the other disciplines, competition at the higher levels includes two competition segments: a short program with required elements and a free skate.

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. The typical senior-level athlete has passed a senior or gold test in at least two disciplines.

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.

Skating Opportunities

Whether you're new to the sport of figure skating or a seasoned veteran pursuing a specific goal, U.S. Figure Skating provides opportunities to engage with other skaters and hone your craft. Skaters can take part in multiple pathways while also participating in the qualifying structure, if they choose to do so. Below, you'll find an overview of current skating opportunities and links to explore more specific information about each one. Whether you're discovering figure skating for the first time or refining your skills as a seasoned competitor,

U.S. Figure Skating has a place for you. Explore different skating pathways, connect with others and elevate your performance. Below, you'll find an overview of current programs and links to learn more about each.

ADAPTIVE SKATING

Adaptive skating programs encourage individuals with disabilities to develop independence, confidence and physical fitness through participation in ice skating. Available to skaters of all skill levels, adaptive skating programs also foster a greater sense of community, provide an outlet for creative expression and promote healthy behaviors that transcend the ice rink and provide benefits throughout the skater's life.

[LEARN MORE ABOUT ADAPTIVE SKATING](#)

ADULT SKATING

Whether you're an adult making your first foray into skating or picking up again after previous experience, U.S. Figure Skating's Adult Skating program provides adults of all skill levels with the opportunity to enjoy and participate in figure skating via Learn to Skate USA, Compete USA, the adult qualifying structure and more.

[LEARN MORE ABOUT ADULT SKATING](#)

ASPIRE PROGRAM

The U.S. Figure Skating Aspire program is the bridge between learn to skate group classes and U.S. Figure Skating membership. Through the development of athleticism and artistry, skaters build a solid skill foundation that drives success on and off the ice

[LEARN MORE ABOUT THE ASPIRE PROGRAM](#)

AXEL CLUB

Landing your very first Axel is an accomplishment that should be celebrated, and joining the Axel Club recognizes your hard work and dedication toward this achievement.

[LEARN MORE ABOUT THE AXEL CLUB](#)

COLLEGIATE SKATING

Skating doesn't end after high school, and U.S. Figure Skating provides collegiate members options, resources and more to help promote the growth of figure skating at the collegiate levels. There are currently more than 75 schools with intercollegiate skating programs and more than 45 synchronized skating teams representing universities across the country.

[LEARN MORE ABOUT COLLEGIATE SKATING](#)

EXCEL

The purpose of Excel is to offer singles athletes an exciting and competitive environment that motivates them to focus on strengthening their program components and advancing their technical skills each season. This program also serves as an opportunity for grassroots skaters and coaches to familiarize themselves with the fundamentals of the International Judging System (IJS) through a phased approach, which allows them to become proficient and confident with the IJS.

[LEARN MORE ABOUT THE EXCEL PROGRAM](#)

ICEMEN

Comprised of male figure skaters across the United States, the Icemen program's mission is to engage more male athletes within the sport of figure skating and attract new participants to the ice. Participants receive peer support and networking opportunities, allowing them to learn and grow in the sport together.

[LEARN MORE ABOUT THE ICEMEN PROGRAM](#)

SHOWCASE

Showcase celebrates performance and creativity on the ice. Skaters bring characters and stories to life in events such as lyrical pop, character, and emotional performance, with top performers advancing to the National Showcase.

[LEARN MORE ABOUT SHOWCASE](#)

SOLO DANCE

Solo dance invites skaters of all ages and levels to experience ice dance—no partner required! Solo dance events are offered at many nonqualifying competitions, and the Solo Dance Series—launched in 2011—continues to expand competitive opportunities while welcoming newcomers to the discipline.

[LEARN MORE ABOUT SOLO DANCE](#)

SYNCHRONIZED SKATING

Synchronized skating is all about teamwork. Groups of eight to 20 skaters move as one, performing choreographed routines that showcase precision, rhythm, and trust. Formerly called “precision skating,” this discipline highlights the power of unity—many skaters working together to create one dynamic performance.

[LEARN MORE ABOUT SYNCHRONIZED SKATING](#)

THEATRE ON ICE

Theatre On Ice (TOI) is rapidly gaining popularity across the U.S., bringing together skating, theater, and dance in one artistic team discipline. Teams of eight to 28 skaters bring stories to life on the ice and are judged on both technical merit and presentation, with emphasis on originality, costuming, artistry, and musicality.

[LEARN MORE ABOUT THEATRE ON ICE](#)

Judging System

COMPONENT JUDGING SYSTEM (CJS)

CJS uses three components for programs with music, and two for events without music. Judges evaluate the overall quality of each component on an absolute scale. Unlike IJS, CJS does not require judges to evaluate individual elements.

How CJS Scoring Works

The system uses three program components scored by a judging panel (or two for elements/compulsories)

- Judges award marks in increments of 0.25 from 0.25 to 10.00 for each component.
- The judges' scores for each component are averaged.
- Each component average is multiplied by a factor:
 - In general, Technical Elements carries the greatest weight, Skating Skills the next greatest, and Composition/Presentation the least.
 - A general factor is then applied so the total score more closely resembles a comparable IJS total.

Components

For events with music, judges award a mark to each skater in the following three components.

- *Technical Elements* – Reflects the difficulty and quality of the elements performed
- *Composition/Presentation* – Evaluates how the program is designed and performed to the music
- *Skating Skills* – Measures overall fundamental quality of the skating

For compulsory elements, like jumps and spins challenges where there is no program, the Composition / Presentation (CO/PR) mark is not awarded.

Where will CJS be Used

- Compete USA Competitions (Basic Skills, Aspire, pre-preliminary and preliminary)
- Compete USA events at nonqualifying competitions
- Jumps 1-4, Spins 1-4 and compulsory moves events at non-qualifying competitions
- Events at nonqualifying competitions that were allowed to use 6.0
- All levels at intercollegiate competitions
- All levels at high school competitions
- Select levels of adult skating competitions

How Do IJS and CJS differ

In both IJS and CJS, skaters are evaluated against a standard. Marks are computed with a panel average, and the skater with the highest total score wins, and skaters can track their scores over time to see progression.

In IJS, there is a technical panel and a judging panel. The technical panel identifies the elements and applicable levels of difficulty, while the judges score each element with a GOE and score the program with three components.

In CJS, there is only a judging panel (no technical panel). The judges score the program with three components, as with IJS, but one of the components in CJS is for technical elements.

INTERNATIONAL JUDGING SYSTEM (IJS)

In the IJS, competitors accumulate points based on the degree of difficulty (base value) of each technical element and how well each element is executed (grade of execution, or GOE). Skaters also earn points based on their overall skating ability and performance level through program component scores.

Technical Panel

- A technical panel of five people includes a technical controller, two technical specialists, a data operator and a video replay operator. During each performance, technical specialist 1 identifies each element and the level of difficulty as defined by the International Skating Union.
- The technical controller and technical specialist 2 support the primary technical specialist to ensure all elements are correctly identified. Final decisions on elements and levels are determined by the majority opinion of the controller and two specialists.
- Both specialists and the controller are recorded with an audio tape during each program, and video will be available to verify calls. The elements can be reviewed after a skater's performance, and scores can be changed accordingly. The scores are final once they are posted and announced to the public.

Judges

- A maximum of nine judges make up the judging panel at a competition. The judges focus completely on scoring the quality of each technical element and the five program components for each skater. A computer keeps track of comparative scores, records results and calculates totals to determine placements.

Total Element Score

- Each element of the program is assigned a base value, which gives skaters credit for every element they perform. Some elements, such as spins and step sequences, have levels of difficulty on which the base values are established.
- Judges grade the quality of each element using a grade of execution score within a range of -5 to +5, which is added to or deducted from the base value. GOEs are proportional to the base value of each element.
- The highest and lowest scores for each element are thrown out, and the remaining scores are averaged to determine the final GOE for each element. The GOE is then added to or subtracted from the base value for each element, and the sum of the scores for all elements forms the total element score.

Program Components

- The judges will award points on a scale from 0.25 to 10 (in increments of 0.25) for three program components to grade overall presentation. As with GOEs, the highest and lowest scores for each component are thrown out, and the remaining scores are averaged. The final program components scores are then multiplied by a set factor to ensure the total element score and program components score are balanced.
 - The three program components are:
 - *Composition* - The intentional, developed and/or original arrangement of the repertoire of all types of movements into a meaningful whole according to the principles of proportion, unity, space, pattern and musical structure.
 - *Presentation* - The demonstration of engagement, commitment and involvement based on an understanding of the music and composition.
 - *Skating Skills* - The ability of the skater to execute the skating repertoire of steps, turns and skating movement, with blade and body control.

Segment Score

- The total element score is added to the program components score to determine the segment score (short program/rhythm dance or free skate/dance). The scores for each segment are then added together to determine the competition score. The skater with the highest competition score is declared the winner.
- The IJS is used at events in the national qualifying structure including the U.S. Championships as well as many local competitions at the juvenile through senior levels, including Excel.

US Figure Skating Music Policy

USE OF MUSIC AT U.S. FIGURE SKATING SANCTIONED AND APPROVED EVENTS

Music is an important element in a figure skating performance. When using music for a performance, it is important to confirm the appropriate rights and licenses are in place. Regulations and laws regarding copyright and music licensing are strictly enforced, and failure to adhere to applicable regulations and laws may expose you to civil penalties and damages. U.S. Figure Skating recognizes the complex nature of obtaining rights to utilize music for performances and has taken steps to better equip members with the information they need to avoid violating copyright laws. To assist its members in compliance with applicable copyright laws, U.S. Figure Skating has partnered with the two largest performance rights organizations, ASCAP (American Society of Composers, Authors, and Publishers) and BMI (Broadcast Music, Inc.) to secure a blanket Performance License for all music utilized by athletes at sanctioned and approved events so long as the song choice is 100% covered through ASCAP and/or BMI. Below is additional information being provided for your use

[PERFORMANCE LICENSED MUSIC](#) A performance license is an agreement between a music user and the owner(s) of a copyrighted composition (song) that grants permission to play the song in public (regardless of how small a portion of the song is used). **SONGS COVERED BY U.S. FIGURE SKATING'S PERFORMANCE LICENSES** To comply with applicable copyright laws, it is strongly recommended that all music being used for competitions, shows, training, and other background or intermission music being utilized during a U.S. Figure Skating sanctioned or approved event, program, or activity is 100% cleared by BMI, ASCAP, or a combination of the two. Further, it is strongly recommended that the coach, choreographer, athlete, and/or parent/guardian only use music for competition that is 100% cleared as described above. This is for the protection of both the member organization, and of the athlete and their team.

SONGVIEW

Songview <http://www.songview.com> is an online music rights database that you can use to ensure that a song you'd like to use is fully licensed. For a song to be fully licensed through U.S. Figure Skating's blanket licenses, the song must be 100% covered between ASCAP, BMI, or a combination of the two. If you do not find your song in the Songview database, the rights to that song have either not been secured or have explicitly been withheld. In either case, it is strongly recommended that you select a different song that can be found in Songview. **CLICKNCLEAR** If you have searched Songview and are unable to verify that a song is fully covered by U.S. Figure Skating's blanket license, and prefer not to select a different song, you may be able to utilize a paid option known as ClicknClear <http://www.clicknclear.com> to attempt to


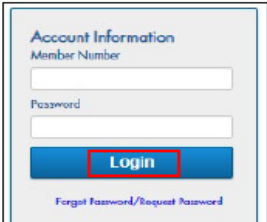
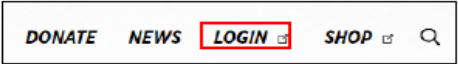
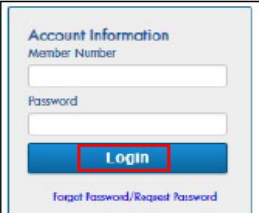
obtain the appropriate license. ClicknClear may allow our members to pay for a music license if a song is not covered under the USFS’s blanket licenses with ASCAP and BMI. Please visit their website at www.clicknclear.com for more information on their music licensing platform.

RESPONSIBILITY PURSUANT TO FEDERAL COPYRIGHT LAW It is the sole responsibility of the U.S. Figure Skating coach, choreographer, athlete and/or parent/guardian to ensure that music being used in U.S. Figure Skating sanctioned and approved events, programs, and activities is cleared 100% by BMI and/or ASCAP, or that the proper licensing has been obtained (via ClicknClear or otherwise). Ensuring that all other music being utilized during the sanctioned or approved event, program, or activity is properly licensed the sole responsibility of the Organizer. **PROHIBITION OF STREAMING AND RECORDING** Live and on-demand streaming, and sales and distribution of U.S. Figure Skating sanctioned and approved events, programs, and activities that include the playback of music is strictly prohibited. This prohibition does not apply to the distribution of footage that does not include music.

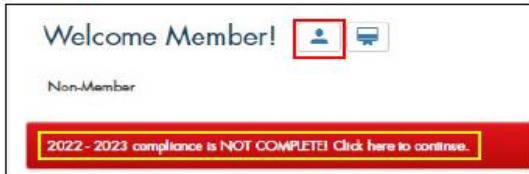
Use of music in this manner is not covered by U.S. Figure Skating’s Performance License with ASCAP and BMI and is strictly prohibited. Questions or concerns regarding music at U.S. Figure Skating sanctioned and approved events, programs and activities may be directed to music@usfigureskating.org.

SafeSport Training



Existing Users (Individuals who have a U.S. Figure Skating member or nonmember account)	New Users (Individuals who do not have a U.S. Figure Skating member or nonmember account)
<p>1. Log into https://www.usfsaonline.org/.</p> <p>2. Click “Login” in the upper right corner.</p>  <p>3. Enter your username and password, then click “Login.”</p> 	<p>Click here for instructions to register for a U.S. Figure Skating account.</p> <p>1. Log into https://www.usfsaonline.org/.</p> <p>2. Click “Login” in the upper right corner.</p>  <p>3. Enter your username and password, then click “Login.”</p> 

4. Click the red "Compliance is NOT COMPLETE!" bar. If you do not have a red bar, click the person icon next to Welcome [Name]!



5. Click the red "Begin" button next to SafeSport™ Training.



6. Accept the SafeSport Terms and Conditions.



7. When directed to the training, click next to advance through the training. Upon completion, your U.S Figure Skating member account should update automatically within 3 hours. If it doesn't, please email skatesafe@usfigureskating.org.



If this is your first time taking the training, you will want to select the Core Course which in 90 minutes long.

SafeSkate

SafeSkate – U.S. Figure Skating Program to address the following types of misconduct: Sexual misconduct, Physical misconduct, Emotional misconduct, Bullying, threats, harassment, hazing and willfully tolerating misconduct. Below is the link for US Figure Skating SafeSkate Handbook.

https://usfigureskating.org/documents/2025/8/26/SkateSafe_Handbook.pdf

Conflict Resolution Policy

At IceWorks Skating Club, we strive to provide all of our club members with a safe, positive, and fun environment in which to learn and develop both as athletes and as individuals. Our by-laws, skating guidelines and etiquette, and codes of conduct are provided so that we all may be reminded of this central purpose and know what is expected of us. Unfortunately, conflict is a part of any organization, and so we must be prepared to manage and resolve conflicts in a respectful and cooperative manner. The following procedure has been adopted by the Board of Directors to effectively resolve conflict within our club. Please bear in mind that the IceWorks Skating Club can only take action with regard to our club and its members and cannot intervene in any dispute that members may have with the IceWorks Skating Complex or facility personnel.

IceWorks Skating Club Conflict Resolution Policy

Any member having a complaint involving an infraction of IceWorks Skating Club's rules shall notify the appropriate Committee Chair(s) in writing. If a member is unclear as to which Committee is responsible for addressing the complaint, the member may contact a member of the Board of Directors for guidance. Within thirty days of receiving a written complaint, the Committee Chair shall review the issue with his/her committee, involve other Committees as appropriate, and attempt to solve the matter and respond to the initial complaint in writing.

Should a matter not be resolved at the Committee level, the member may direct his/her complaint to the Executive Committee of the Board of Directors. The complaint must be in writing and be submitted within fourteen days of receiving the written response from the prospective Committee Chair.

Within fourteen days of receiving the complaint, and after consultation with the respective Committee Chair and the IceWorks Skating Club's Executive Committee, the President may:

- a) Dismiss the complaint as being without merit
- b) Take further action to resolve the conflict, or
- c) Request that the Executive Committee appoint a panel of three impartial Club members to serve as mediators to attempt to resolve the matter.

These mediators shall clarify the dispute, interview the parties involved, identify any solutions or alternatives, and recommend any appropriate solutions and/or possible discipline. The mediators shall provide a written report of their findings and recommendations to the Executive Committee. The Executive Committee will then report to the elected Board of Directors for review and possible action. If the recommended action involves discipline, then Executive Committee and the Board of Directors shall follow the process set forth in the IWSC bylaws pertaining to Discipline.

A member's complaint may be held in abeyance by the President of IceWorks Skating Club should it be determined that there is another pending issue that may influence the conflict resolution process.

Throughout these processes, confidentiality is of utmost importance and is to be maintained by all parties reviewing the matter.

The following suggestions have been taken from the U.S. Figure Skating Conflict resolution and Conflict Management Guide. Following these guidelines can help us ensure that a conflict does not get out of hand.

Conflict Management Behaviors The following behaviors can be useful in helping the board or members effectively deal with conflict. While these behaviors appear to be common sense, common sense is usually lacking when there is a conflict. It might sound trite, but putting yourself in the other person shoes and adopting the golden rule of "Do unto others ..." makes a whole lot of common sense, too.

- Use "I" statements. Let the other party know how you feel when the conflict is occurring as well as your reaction to the conflict. Also let the other person know which of your rights you feel is being ignored in the conflict. Example: "I don't like when you don't follow through on your assigned tasks. It makes it difficult for me to do my job if yours isn't getting done. This behavior is not considerate to me or my time."

- Be assertive, not aggressive. statements focused on how you Speak about your feelings and your reactions. Keep the are behaving, thinking, and feeling rather than on how the other is acting. Try to take the emotions out of it and focus on the issue or behavior that has caused the conflict.
- Speak calmly, coolly and rationally. In this way you will be listened to, and you will be able to maintain better control of yourself. Otherwise the other person may take on a defensive attitude.
- Avoid blaming. This will keep the communication flow going. It encourages understanding and empathy. It recognizes that for a conflict to exist there must be at least two parties who are adversely affected by the conflict.
- Create an atmosphere of cooperation. In an attempt to create an environment of cooperation after a conflict, all parties involved must feel that they are being listened to and understood; that their rights are being respected. They must feel the desire to work things out and a commitment to the process of working out the problems.
- Be willing to forgive. Forgiveness is a powerful tool. You have a chance for personal growth by forgiving others for their part in the conflict. At times, this is the only way to resolve a conflict.
- Be willing to forget. Once you have “resolved” a conflict and felt like you were listened to and understood, then “let go” of the conflict. Once you have implemented an agreed resolution, put aside the conflict. Put it behind you, move on and don’t bring it up in future discussions. In fact, you should have written proof of the resolution.
- Be honest. In resolving a conflict it is imperative that you be honest with yourself and others about your feelings, and reactions to the conflict and to the resolutions. If you are feeling uncomfortable with the outcome and it makes you feel “it is the way others wanted it to be,” then this resolution is a false one and will undoubtedly recur. You gain nothing by being dishonest in the management of conflict. You waste the time and energy of the board and end up feeling failure rather than growth.
- Focus on people’s perceptions and how they are feeling rather than the content. Effective listening and responding are key elements in the productive conflict. Listen for the feelings and emotions of those involved and resolution of reflect them with understanding and acknowledgement. This creates an atmosphere of cooperation and active listening. It reduces defensiveness and it focuses on the process involved rather feels listened to, clarify the issues and eliminate than on the issues. Once the person extraneous items.

- Show respect for yourself and others. You will gain more in resolving a conflict by showing respect (honey), than by showing disrespect (vinegar). If you are on the receiving end of disrespect, remove yourself as soon as possible. When things have cooled down, then the discussion can continue in a more respectful manner. If you lose your cool and become disrespectful, stop as soon as you can by either being quiet or removing yourself. Maintaining a respectful atmosphere is essential in resolving conflict.
- Be willing to apologize or admit a mistake. It is necessary to admit to one's mistake and to apologize for one's behavior before a stalemate in conflict resolution can be overcome. It takes courage, character and fortitude to admit an error or lack of judgment; an uncalled-for action; disrespectful behavior; or a lack of concern or understanding. Stronger relationships can result when such willingness is exhibited.
- Be willing to compromise. If you cling to your position as the only one to be considered, you are closing out the other person or position. To succeed in resolving conflict, all parties must feel like they have gained in the resolution. In order to resolve a conflict where the opposing parties are at opposite extremes on an issue, there is a need to come to the middle if all are to experience a "winning" posture. Only through compromise can each be a winner in conflict resolution. Without compromise, you have either given in and lost or have gotten your way and lost. Ideally, all parties should feel they have won.

Electronic Communication Policy

IWSC is committed to creating a safe and positive environment for members' physical, emotional, and social development and ensuring that it promotes an environment free of misconduct. Effective communication concerning activities, schedules, and administrative issues among coaches, members and their families, officials, and volunteers is critical. However, the use of electronic communications (including mobile devices, web-based applications, social media, and other forms of electronic communication) increases the possibility for improprieties and misunderstandings, and also provides potential offenders with unsupervised and potentially inappropriate access to minor skaters. The improper use of electronic communications can result in misconduct. Accordingly, all members shall adhere to this Electronic Communications Policy at all times.

Social Media

IWSC maintains a website for the purpose of communicating non-personal information about club/skating related activities. This includes communication designed to show support of IWSC members and their accomplishments, and for the promotion of IWSC, its programs, and events. All electronic communication of any kind between adults and minors, including the use of social media, must be non-personal in nature and be for the purpose of communicating information about club/skating-related activities. No contact information for any minor will be placed on the IWSC website or any social media site established by IWSC in the future.

Email, Text Messaging and Similar Electronic Communication

All email and text message content between adults and minors must be non-personal in nature and be for the purpose of communicating information about club/skating activities. Emails and text messages from any adult to any minor member must copy or include one of the following parent or legal guardian, an adult immediate family member of the minor athlete or another adult participant such as adult athlete, team leader or coach. Coaches, skaters, and club volunteers must follow common sense guidelines regarding the volume and time of day of any allowed electronic communications.

Request To Discontinue All Electronic Communication or Imagery with Minors

Following receipt of a written request by the parents of a minor that their child not be contacted by any form of electronic communication by coaches or other adults in the program, IWSC and its members shall immediately comply with such request without any repercussions for such request.

Ice Etiquette

- All skaters, coaches, and parents/guardians must strive to create a positive and fun atmosphere. Celebrate all of our skaters' successes, and, in challenging times, be quick to offer encouragement and a positive outlook.
- All members are to set a good example for new or prospective members and guests of our rink. Please be friendly and welcoming, and kindly assist those who may be unfamiliar with our facility and policies.
- While figure skating is a beautiful sport, it is also quite challenging, and at times can be downright frustrating! An essential element of any athlete's development is learning how to productively manage negative emotions. Therefore, negative or disrespectful

comments, profanity, and/or disruptive behavior (including, but not limited to, yelling, kicking the ice or the boards, banging on the glass) will not be tolerated from anyone, on the ice, off the ice, and/or at competitions and events.

- **Verbal and/or physical abuse of any skater, parent/guardian, coach, volunteer, or rink staff member will never be tolerated.**
- Skaters may not congregate or socialize on the ice.

- All skaters are to *remain alert* while skating and to yield the right of way as follows:
- Skaters (and coaches) should yield to whomever is skating to the music;
- Skaters who are not in a lesson should yield to those who are in a lesson;
- Special care should be taken with elements with limited visibility (e.g. certain free skating moves or dances). Experienced/older skaters and coaches should be courteous to less experienced/younger skaters who may not have the experience or skill to always know when/how to get out of the way. Remember, we were all beginners once!
- Skaters and coaches should use good judgment and fairness when playing music and programs. Please be mindful of our young skaters and refrain from playing music with explicit lyrics. During crowded sessions, program music will be played in the order in which it is turned in (please check with the monitor for the most current procedure). Coaches' requests for programs will have priority.
- **Parents/guardians are asked to refrain from coaching or offering instruction to their children during practices.** Skaters and coaches find this distracting, and your instruction may conflict with the coach's, thus confusing the skater. If you are concerned about your child's practice habits, please discuss the situation with your child's coach. He/she may be able to offer more productive and less distracting ways for you to encourage your child and keep him/her on task.
- At skating competitions and events, please remember that you are a representative of IceWorks Skating Club, and it is important that your conduct reflect positively on our club. *As a Club, we are a **team** and we must strive to support all of our members.* Please be supportive and encouraging of all of our skaters.
- **All skaters, coaches, and parents/guardians are required to abide by all of the rules and regulations set by the IceWorks Skating Complex, and to cooperate with all directions from rink and coaching staff. This is our "home" and it is essential to treat our rink and its personnel with courtesy and respect.**

Locker Room Policy

IWSC is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. Skaters are vulnerable to misconduct in locker rooms and changing areas due to various stages of dress/undress and because they are often less supervised than at other times. Adherence to a locker room policy enhances privacy and reduces the likelihood of misconduct. Accordingly, all members shall adhere to this locker room policy at all times.

IWSC Member Locker Room

IWSC has one dedicated member locker room available for everyday use by all members. The locker room should be a safe and appropriate environment for ALL members. Members using the locker room should keep in mind that the locker room is for storage and active preparation for skating. The locker room is NOT a lounge or social area. Members wishing to socialize or pass time between sessions should use the public areas of the rink.

Privacy:

We do not have the facilities to provide separate male and female changing areas in the IWSC locker room. Due to the fact that the overwhelming majority of members are female, the changing stall in the locker room bathroom shall be restricted to one skater at a time and the door should be locked when in use. For all other purposes, the member locker room is co-ed.

Prohibited conduct:

The following is prohibited at all times in the IWSC locker room:

- All misconduct defined by the IWSC Athlete Protection Policy or US Figure Skating Minor Athlete Protection Policy including but not limited to bullying, hazing, harassment (including sexual harassment), emotional misconduct, physical misconduct, and sexual misconduct (including child sexual abuse).
- The use of cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras for the purpose of taking photos or making recordings.
- Food
- Profanity; obscenity; rowdy or boisterous behavior; music; disparagement of other skaters/clubs, their families, coaches, judges, USFS officials or any other conduct that

might be construed or interpreted as improper, indiscreet, or offensive by others, even if the member may believe otherwise.

If a minor member witnesses a conversation or behavior that makes them uncomfortable, that member should go to an adult – their parent, a coach, or an IWSC Board Member or volunteer.

Parent Code of Conduct

IceWorks Skating Club is committed to creating a safe and positive environment for members' physical, emotional, and social development and ensuring that it promotes an environment free of misconduct.

1. I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches and officials at every practice, competition and test session.
2. I will place the emotional and physical well-being of my child and others ahead of my desire to win.
3. I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
4. I will promptly inform my child's coach of any physical/mental disability or challenge affecting my child that may affect the safety of my child or others.
5. I will teach my child that doing his/her best is more important than winning.
6. I will do my best not to ridicule, bully, blame or yell at my child or other skaters, coaches, officials or volunteers in response to a poor performance or for any other reason.
7. I will do my best to make skating fun at all times and will remember that my child participates in sports for his/her own enjoyment and satisfaction.
8. I will teach my child to treat other skaters, coaches, fans, volunteers, officials and rink staff with respect, regardless of race, creed, color, sexual orientation or ability. I will also take action and report any acts of bullying, harassment or abuse to the appropriate authorities.
9. I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
10. I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.

11. I will be a positive role model for my child and others.
12. I will demand a figure skating environment for my child that is free of drug or alcohol abuse and agree that I will not use or provide to a third-party any illegal drug prohibited by applicable federal, state or municipal law.
13. I 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, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.
14. I will expect my child's coach to be compliant with all requirements of U.S. Figure Skating and the Professional Skaters Association, to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association and other accredited organizations.
15. I will respect my child's coach and refrain from "side line" coaching my child or other skaters.
16. I agree to educate myself regarding the proper procedures to follow when establishing or terminating a coaching relationship.
17. I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.
18. I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, competitions and test sessions.
19. I will become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.
20. I will support and respect all skaters and their right to participate.