

2024-2025
Potsdam Figure Skating Club



Junior and Senior Program

Handbook

The Potsdam Figure Skating Club is pleased to have you as a member. The mission of the Potsdam Figure Skating Club is to provide a safe, welcoming, and friendly skating environment to our skaters. Above all, we want to foster, promote, encourage, and offer an environment where all skaters can work hard on their skills and safely enjoy their skating experience in order to achieve their goals.

About Potsdam Figure Skating Club

The Potsdam Figure Skating Club (PFSC) is a non-profit 501(c)3 organization sanctioned by US Figure Skating.

The club Board of Directors is made up of volunteers elected by the membership. Each person on the board is a volunteer who donates many hours to the club. The board represents the membership in the making of club policy, establishing and updating club bylaws, scheduling of events, following club bylaws, and filing the required tax forms and USFS reports.

The board meets at least once per month. Date, time, and location of all meetings will be posted on our website. Meetings will be held on the first Sunday of the month for months November – April. For months May – October, meetings will be held at various times. All members are welcome to attend.

Coaches

Our professional coaches are an important and integral part of our figure skating club. We are fortunate to have several talented and experienced coaches associated with the club. Our coaches are classified as independent contractors. The club hires its professional staff to instruct our Basic Skills group lessons. If you are interested in private lessons, you need to contact a coach already affiliated with our club directly. All coaches are required to be compliant with USFS every year.

General Information

Potsdam Figure Skating Club
PO Box 334
Potsdam, NY 13676

Junior Chairperson:

Cara Adams
Ph #315-212-6972
Email: cara_adams618@yahoo.com

PFSC Board of Directors:

Lisa Cardinal	President
Bamby Frank-Cooper	Vice President/ Test Chair
Cassie Hayes	Treasurer
Cara Adams	Secretary
Badra Rouhi	Safe Sport Representative
Rochelle Bullock	
Susan Barrett	
Stephanie Barstow	
Emily Decker	

Helpful Websites:

Our Club website is: www.potsdamfsc.org

United States Figure Skating website is: www.usfsa.org

US Figure Skating Members Only: www.usfsaonline.org

This site will provide information about the skaters, including their test histories

Potsdam also has their own Facebook page.

Junior and Senior Level Skaters

The package pricing for the Junior and Senior sessions is for ICE TIME ONLY. Each skater must arrange for private coaching. You will pay your individual coach directly.

Junior Requirements: No test - Pre-Juvenile Freestyle
No test - Pre-Silver Dance

Senior Requirements: Juvenile - Senior Freestyle
Silver - International Dance

A skater must meet one of two of the above requirements to be eligible to skate in that particular session. The above requirements show the test level the skater should be working on for each session.

PFSC reserves the right to change the requirements to meet club needs.

Skaters must skate their level unless a prior arrangement has been made and is approved by the Board of Directors. Any adjustments or requests should be made through your Jr/Sr chair.

Please note a PFSC member who is in 11th or 12th grade that currently meets the junior level criteria may move up to senior time for PFSC club sponsored programs.

The basic Junior ice package is on Monday, 7:30-8:45 pm and Wednesday, 4:45-6:00 pm.

The basic Senior ice package is on Monday, 8:30-10:00 pm and Wednesday, 3:00-4:45 pm.

Other additional packages available are:

Thursday, 8:30-10:00 pm at Cheel
Saturday, 8:30-9:45 am at Cheel
Sunday, 7:00-9:00 am at Cheel
(Sat/Sun package priced together)

Ice Rules

NO gum, food, or drink (except plastic bottles) on the ice.

Do not stand and talk on the ice. Please go to the boards or go to the locker room if you want to talk. When by the boards do not project out into the path of other skaters working on their skills.

Skaters in a lesson have the right of way, including a skater on the harness.

A skater doing his/her program (with music) has the right of way. This also includes skaters practicing their dance to the music. Skaters AND coaches are expected to move out of the way so the skaters can perform an uninterrupted program.

Skate only on the ice times you have purchased unless you have a lesson. The coach will secure permission from the jr/sr chair for skaters who have lessons on ice time other than their scheduled times. If you wish to skate an extra session (Thursday, Saturday, or Sunday), you will be required to pay a guest skating fee BEFORE entering the ice. Money can be given to the jr/sr chair or Lisa Cardinal.

Skaters are NOT allowed to skate with their cell phones. If a skater would like to video tape another skater, they should stand along the side of the boards or get off the ice to do so.

Skaters may skate with one (1) earpiece.

Cell phones, I-pods, I-pads or any other electronic device should NOT be left on the boards. It is highly recommended that if you feel the need to have them out by the ice surface, you should leave them behind the boards or on the bench. PFSC, coaches, or skaters will not be held responsible for any device broken or misplaced.

Music Procedures

Clearly label all CDs you want to play.

Each skater must hand in his/her own CD to the music player.

Coach requests take priority over all skaters not having a lesson.

Coach requests, as well as skater requests, are on a first come/first serve basis.

Only the skater or skater's coach may request his/her music.

Music being played will not be interrupted for a private lesson request.

Skaters should retrieve their music at the end of each session. The club is NOT responsible for unclaimed CDs.

Ice Etiquette

Keep moving at all times! Do not stick together in groups or chat with others on the ice. If you're not moving, you should be touching the boards.

Skaters must learn how to merge into the flow of the session by skating with heads up and eyes open.

Skaters as well as coaches must avoid getting in the way of one another and should be especially aware of skaters in lessons and skating their programs.

A skater who falls should get up quickly. Do not lay on the ice!

Shoot-the-ducks should be done along the boards. Never through the middle of the ice or in a corner and never on a crowded ice session.

A skater preparing for a move should take a good look at the expected space before starting the element and abort the move if a problem is likely to arise.

Skaters should refrain from kicking the ice, stopping with their toe picks, sitting on the ice, sitting on the boards, and playing tag. Such behavior is nonproductive and can be dangerous.

Skaters should always be respectful and courteous to other skaters, coaches, and parent volunteers.

Locker Room Etiquette

Skaters should not gossip.

Skaters should be positive role models for other skaters.

Skaters should be kind and supportive by complimenting fellow skaters on their accomplishments.

Skaters should clean up after themselves. This includes discarding trash and cleaning up food messes.

Skaters should secure money and valuables.

Skaters should keep the topics of locker room conversation appropriate for **all ages** that may be in the locker room.

Please abide by USFS locker room age requirements. All rooms at Pine Street are labeled appropriately. Due to locker room space at Cheel, all locker room doors must be left open. NO Changing of clothes in any locker rooms.

Monday/Wednesday Changing Sessions

Skaters may change their session on a Monday or Wednesday session due to a school function only. This does not include a sporting event. Changes must be approved by our junior/senior chairperson. Please note that these changes will only be allowed based on space availability. If this becomes abusive then we will need to revisit this policy. We want to be as flexible as possible.

The Role of the Parent:

A parent can play a very beneficial role in the development of a skater.

Love your child for who he/she is.

Ensure that priorities are in order by asking if they are having fun.

Be realistic about goals and abilities.

Don't live vicariously through your child.

Understand that there will be peaks and valleys.

Failing a test does not mean the child is a failure.

Measure success by development as a person, not as a skater.

Communicate with your coach. Ask questions to help understand the total involvement and commitment.

Be the person your child can be proud of.

Rink gossip is harmful to you, your child, and your club.

Be an active participant in the club.

The tests passed and the medals won will soon be forgotten. The impression you leave to your child will remain for a lifetime. We never get a second chance to make a good first impression.

Parent Responsibilities - Volunteering

Again, this year Potsdam Figure Skating Club (PFSC), will require that each skating family volunteer at least 10 hours for the season. You may volunteer your time by playing music during our regular skating sessions (3 hour max), help with the annual ice show, or assist with any club event such as a test session or our Snowflake Competition. There may be additional tasks that we would appreciate some extra help. Please watch email for these tasks. Without our volunteers, the club would cease to exist. Please volunteer your time when asked. All help is always greatly appreciated. If members do not meet the 10 hours, they will be charged \$10/hr they are short.

Please note there will be a volunteer sign-up sheet in the office.

PFSC also encourages parents not to drop off skaters and leave them unattended. If you need to leave the arena, please ask a friend to supervise/chaperone your skater.

Pine Street Arena, Clarkson University, Cheel Arena, SUNY Potsdam, Maxcy Arena, our coaching staff, and the Potsdam Figure Skating Club and its officers, accept no responsibility for damage or injuries suffered by skaters or spectators during any event.

Payments

All invoices will be sent via PayPal to your email. We encourage you to pay right through that link. However, you may also pay by check. Checks made out to Potsdam FSC. If a payment plan is necessary, payments should be paid on the 1st of each month and paid in full by March 1. Skater will not be able to skate until those payments are made.

Communication

Please check our club bulletin board, Facebook, our website, and email on a regular basis for any updates or changes.

Cancellations will be posted on our Facebook page, or you may receive an email from your junior/senior chairperson or club president.

Refunds/Exchanges

Refunds will only be granted in our winter season for medical excuses. A doctors note is required stating the reason for absence and when skater is clear to skate again. Skater must be out for 3 weeks to be eligible.

A skater can not make up time on another session for time missed. Our winter schedule is purchased as a package, not ala carte. A skater can not give their ice spot when absent to another skater.

Snowflake Competition

Potsdam Figure Skating Club sponsors an annual competition in December. We encourage all skaters to participate. Competitors come from other clubs in the area, as well as Canada.

Skate With Us Competition

Potsdam Figure Skating Club sponsors this lower-level competition typically in January or February. This competition is for the Badge skaters and lower-level Junior skaters. Cost is minimal and competitors come from our own club and other local clubs.

Annual Banquet

Each spring, an annual awards banquet is held. It is open to all members and their families, as well as our professionals. This banquet is held to recognize skaters for their USFS accomplishments they have made throughout the year. This is also your opportunity as a parent and member to vote on who is elected as new board members to the PFSC Board.

Test Sessions

The test structure is the backbone of US Figure Skating. USFS tests are available in moves in the field (MIF), freestyle, pairs, and ice dancing. There are various levels within each category. As a skater advances, the tests become more difficult.

Potsdam Figure Skating Club sponsors the following test sessions:

August – at the end of Summer School

October – at the end of PFSC Fall School

December – as part of the PFSC Snowflake weekend

April – at the end of PFSC Spring School

There are USFS testing fees applied (vary by level) for taking these tests. The costs for test sessions are established by the club hosting the test session. The fees cover the cost of hosting the test session, paying for ice time costs, USFS processing, and the judges' travel expenses.

Typically, there are no refunds after the deadline unless you have a medical excuse or death in the family. This may vary for each club. The host club has the final say.

To be eligible to take a US Figure Skating test, a skater must be in good financial standing. All test fees **MUST** be paid prior to taking the test.

We encourage skaters to keep their copy of the test results. The club will file the results with US Figure Skating, but it is a good idea to have a record of it as well. Certificates are awarded through US Figure Skating and will be given to the skater at our annual banquet.

Remember, your coach and test chair or club officer signatures are required on a test application **BEFORE** they are submitted. **ALL** information must be filled in before the test chair/officer will sign the paperwork.

Club Apparel

PFSC has its own club apparel. Please look at the bulletin board or email for a date when we will be accepting orders.

USFS #

What is your USFS #? This number identifies each skater. Skaters will need this number in order to test or compete. The number will never change, although it does expire at the end of every June. Your USFS membership must be renewed every year.

Graduating Seniors

Scholarships are available through USFS. You may find more information regarding these scholarships on the USFS website.

Arena Rules

All skaters must use the locker room to change their skates. The coach's room is for coaches only.

Please do not run and make a lot of noise in the arena.

If you eat or drink anywhere in the arena, please do NOT leave a mess. Put everything away or in the trash. This includes empty water bottles and tissues used at the ice surface.

As a matter of safety, and in accordance with state law, no skater or coach is to remain on the ice when the Zamboni starts to enter the ice.

Ice Show

Groups are assigned based on freestyle level.
The number of groups assigned for junior and senior sessions may vary from year to year.

*Currently the solo criteria are as follows:

Any graduating high school senior earns a solo the year of his/her graduation, regardless of his/her level.

Once skaters have passed their Juvenile Freestyle, they earn a solo and they will continue to have a solo through their senior year in high school.

The length of a solo program is based on the skater's freestyle level.

*Other specials may include features, duets and trios, and are based on the "point system." The number of these specials varies from year to year at the discretion of the Ice Show Chair, Ice Show Committee, and PFSC Board.

*Deadline: Please note the junior/senior criteria for the ice show are based on the points earned as of January 30th.

*The above criteria are subject to change at the discretion of the PFSC Board.

Point System:

1 point – Moves in the Field Test

1 point – Freestyle Test

1 point – Dance Test – per level

(.3 points for individual dance within a level)

Zero Tolerance Policy

This club will not tolerate any form of harassment (including sexual harassment), misconduct, (including sexual, physical, and emotional misconduct), bullying or hazing of any of its members, including coaches, officials, management team, employees, parents, athletes, and volunteers – or any other persons. Bullying is defined as the intentional use by one or more persons of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a club or staff member (“target”) that:

1. causes physical or emotional harm to the target or damage to the target’s property.
2. places the targeting reasonable fear of harm to him or herself or of damage to his or her property.
3. creates a hostile environment at the club for the target.
4. infringes on the rights of the target at the club or the orderly operation of the day-to-day operations of the club. For the purposes of this section, bullying shall include cyber-bullying.

Cyber-bullying is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, cell phone text messaging, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to electronic mail, internet communications, instant messages, or facsimile communications.

*The above criteria are subject to change at the discretion of the PFSC Board.

Cyber-bullying should also include:

1. the creation of a web page or blog in which the creator assumes the identity of another person or
2. the knowing impersonation of another person as the author of posted content or messages, if, in either case, the creation or impersonation creates any of the conditions enumerated in clauses 1 to 4, inclusive, of the above definition of bullying.
Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or
3. posting creates any of the conditions enumerated in clauses 1 to 4, inclusive of the above definition of bullying. Infractions of this rule will be subject to disciplinary action in accordance with our policies.

Disciplinary Actions

- **First offence:** Verbal warning to the offender by Potsdam Figure Skating Club board of directors.
- **Second offence:** Offender will be asked to leave the rink for the remainder of the week. Written warning should be given.
- **Third offence:** Offender will be asked not to come to the rink/club event activities for 30 days. This includes all competition and test days.
- **Fourth offence:** Offender should be asked not to attend the club activities/events for the remainder of the season.

The Potsdam Figure Skating Club has the right to refuse membership to any member for future session. Any illegal activity will result in immediate suspension from the club.

The Potsdam Figure Skating Club is a volunteer-run organization. We are dedicated to the sport of skating and the continued existence and success of our organization. If any member has an issue or idea that needs to be addressed, please bring it forward in writing to any board member or coach. It is our goal to address any and all issues in a timely and satisfactory manner. There are also numerous opportunities to get involved on the Potsdam Figure Skating Club board if you would like to take part in the decision-making process.

