



## Rochester Figure Skating Club

# 2023-24 Ice Contract

### 2023-2024 School Year Schedule

Tuesday, September 5, 2023 through Friday May 24th, 2024

+

### 2024 Summer Schedule

(Monday, June 3rd, 2024 through Friday, August 24, 2024)

The Rochester Figure Skating Club (RFSC) welcomes you to the 2023-2024 Ice Session. RFSC is a nonprofit organization which strives to provide skating opportunities for the development of both the recreational and competitive skater. We encourage each of you to get involved and become an active part of the RFSC organization.

*The terms and conditions of this contract are binding and effective for the entire membership year of the Rochester Figure Skating Club.* When one contracts for ice time, it is a binding agreement with the RFSC and will be referred to as an “Ice Contract”. The contract covers registration for **both** the 2023-2024 School Year Schedule (Tuesday, September 5, 2023 through Friday, May 24<sup>th</sup>, 2024) and the 2024 Summer Schedule (Monday, June 3rd through Friday, August 23rd, 2024). It also covers any additional ice such as Winter break (Dec 23rd, 2023- Jan 1st, 2024, Spring break (March 29th – April 5th, 2024), Summer break (May 27th– May 31st 2024, and Fall break (August 26th-Sept 2nd 2024) Interim Ice.

Contracts are due **August 13, 2023**. The online registration for the School Year Session and all required forms as outlined in this contract must be completed, signed and turned into the RFSC office for a registration to be accepted. Please note that you must consult with your professional coach before completing the online registration to confirm that you are registering for appropriate sessions and classes. Coaches are required to review and approve or reject contracts submitted by their students based on appropriateness of ice sessions and classes that are contracted. **A \$25.00 late fee will be applied to contracts received after August 13, 2023.**

Rochester Figure Skating Club  
www.rochesterfsc.org

507-288-7536  
e-mail address info@rochesterfsc.org

## SCHOOL YEAR ICE SESSION TIME CHANGES:

| Date                         | Session   | Changed to:  |
|------------------------------|---|--|
| <b>2023/24</b>               |   |  |
| 17 <sup>th</sup> Oct, 2023   | Open 7.30-8.00pm & Adults on the Edge 8.15-9.00pm | Open at 6.00-6.30pm<br>ZAM: 6.30-6.45pm<br><b>Adults on the Edge: Canx</b> |
| 21 <sup>st</sup> Nov, 2023   | Open 7.30-8.00pm & Adults on the Edge 8.15-9.00pm | Open at 6.00-6.30pm<br>ZAM: 6.30-6.45pm<br><b>Adults on the Edge: Canx</b> |
| 19 <sup>th</sup> Dec, 2023   | Open 7.30-8.00pm & Adults on the Edge 8.15-9.00pm | Open at 6.00-6.30pm<br>ZAM: 6.30-6.45pm<br><b>Adults on the Edge: Canx</b> |
| 2 <sup>nd</sup> Jan, 2024    | Open 7.30-8.00pm & Adults on the Edge 8.15-9.00pm | Open at 6.00-6.30pm<br>ZAM: 6.30-6.45pm<br><b>Adults on the Edge: Canx</b> |
| 27 <sup>th</sup> Feb 2024    | Open 7.30-8.00pm & Adults on the Edge 8.15-9.00pm | Open at 6.00-6.30pm<br>ZAM: 6.30-6.45pm<br><b>Adults on the Edge: Canx</b> |
| 19 <sup>st</sup> March, 2024 | Open 7.30-8.00pm & Adults on the Edge 8.15-9.00pm | Open at 6.00-6.30pm<br>ZAM: 6.30-6.45pm<br><b>Adults on the Edge: Canx</b> |
| 22 <sup>nd</sup> March, 2024 | No Afternoon Ice                                  | Return of the Robin  |
| 23 <sup>rd</sup> March, 2024 | No Ice  | Return of the Robin  |
| 16 <sup>th</sup> April, 2024 | Open 7.30-8.00pm & Adults on the Edge 8.15-9.00pm | Open at 6.00-6.30pm<br>ZAM: 6.30-6.45pm<br><b>Adults on the Edge: Canx</b> |
| 22 <sup>nd</sup> April, 2024 | Day off - NO ICE                                  |  |
| 21 <sup>st</sup> May, 2024   | Open 7.30-8.00pm & Adults on the Edge 8.15-9.00pm | Open at 6.00-6.30pm<br>ZAM: 6.30-6.45pm<br><b>Adults on the Edge: Canx</b> |

### Introductory Membership for those skaters transitioning to Contract from Basic Skills

For those skaters who would like to try out Contract Ice RFSC has an introductory membership tier for those skaters who have passed their Basic 6 and/or their Pre-Freeskate badge. This is encouraged for anyone who are transitioning from Learn2Skate to contract ice and are interested in continuing to develop their skills through private lessons, group lessons and individual practice. **Valid for 1 year.**

#### **Benefits & Privileges – Membership good for 1 year**

- Contract registration fee: 50% off
- Monthly Club Fee: 50%
- May contract for Club freeskate sessions (according to their badge level)
- Enroll in level appropriate off ice and on ice classes
- Participate in the Synchronized Skating program
- Volunteer hours are encouraged but not required

**Any contract ice, group lessons and private lessons will be billed on the 5<sup>th</sup> of every month and are due on the 20<sup>th</sup> of the month.**

*Skaters with a Learn2Skate membership will automatically be upgraded to an USFS Introductory Membership to allow them to test on USFS MIF and Freeskate tests.*

The Ice Schedule will be evaluated after all registrations are complete. Low enrollment on any session may necessitate a change to the schedule. Any changes to the initial schedule will be posted on the club's web-site ([www.rockchesterfsc.org](http://www.rockchesterfsc.org)) in the RFSC office and sent to our general club e-mail list.

With fiscal responsibility to our members in mind, the Executive Director will review the Ice Schedule periodically. If necessary, will make adjustments to the schedule to minimize losses to our club. If changes are deemed necessary by the Executive Director, you will be allowed to make no penalty adjustments to your contract to accommodate these changes.

#### **CONTRACTING FOR LEVELED ICE**

Skaters will contract for ice based on the following test levels **PASSED**:

**Open:** NT (No Test required but must have Pre-Freeskate Badge)

**BS 6 - Pre-Juv:** Basic Skills 6 through Pre-Juvenile FS

**Pre-Juv+:** Must have passed their Pre-Juv FS test

Skaters wishing to have lessons on leveled ice must make arrangements with their professional coach.

Please refer to On-Ice Session, On-Ice Class and Off-ice Class information documents posted with the ice schedule on the RFSC website ([www.rockchesterfsc.org](http://www.rockchesterfsc.org)) for more information on available options.

#### **WEEKLY RATES**

An ice unit is equivalent to 15 minutes of contracted ice. A 30-minute session counts as 2 units and a 45-minute session counts as 3 units, etc.

All contracted 15-minute units - FS, MIF, Dance, Synchronized Skating and Morning Contract ice are billed at the flat rate per 15-minute unit identified below. All on ice classes are billed a flat fee for the class which is identified in the Class Descriptions Document.

\$3.20 per 15 min; \$6.40 per 30 min; \$9.60 per 45 min; \$12.80 per 60 min

#### **MORNING CONTRACT ICE SESSION**

All fees apply for Morning Contract Ice. Cancel and Make Ups apply for Morning Contract Ice just like afternoon Contract Ice. **A minimum of 2 consecutive units per morning contracted ice is required.** These units must be skated according to the times indicated on the schedule.

### NON-CLUB MEMBER SKATERS

Non-RFSC skaters must pay a \$25.00 registration fee when submitting the registration. Non RFSC skaters must pre-pay each month's entire ice contract fees. If lessons are received from an RFSC professional coach, the anticipated coaching fees must also be paid in advance, either weekly or monthly. All fees **MUST** be paid in the RFSC office and must be paid before a skater is allowed to skate on RFSC club ice. You must **show proof of your USFS membership and USFS test levels** before skating on the ice. You may apply for USFS membership in the RFSC office. All non-club skaters **must complete, sign and turn in to the RFSC office** the "Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement" and the "Consent for Medical Attention or Treatment" forms located on the RFSC website. All non-club skaters **must attend an RFSC Safety Seminar, complete the RFSC Safety Worksheet and be in good standing with their home club.**

Non-RFSC skaters are encouraged to contract for ice time. **When using the ice on a drop-in basis, you must contact the RFSC office to make arrangements** to ensure that there is available room on the ice during the time you wish to skate. You must pay for the ice time before skating on the ice. Following is the fee schedule that is used in determining the cost of noncontract ice for non-club members:

| Non-Club Member Fee for Non-Contracted Ice |               |
|--|---------------|
| Session Length                             | Price/Session |
| 15 Minute Session                          | \$ 6.00       |
| 30 Minute Session                          | \$ 12.00      |
| 45 Minute Session                          | \$ 18.00      |
| 60 Minute Session                          | \$ 24.00      |

### RFSC POLICIES

#### REGISTRATION POLICIES:

1. This document, the 2023-2024 Ice Schedule, the On-Ice session, On-Ice Class and Off-Ice Class Descriptions Document, any forms noted in the online registration as being required and completion of online registration is our complete registration package.
  - a. The following forms, which may be accessed during online registration or downloaded from the RFSC website ([www.rochesterfsc.org](http://www.rochesterfsc.org)), must be printed, signed and returned to the RFSC office or submitted online by August 13, 2023:
    - Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement
    - Parental Consent and Indemnification Agreement
    - Consent for Medical Attention and Treatment
  - b. The following forms must be reviewed and agreed to during online registration prior to submitting the registration:
    - The 2023-2024 Ice Contract

- Volunteer Opportunity Form (including acknowledgement of the Volunteer Policy text) (not necessary for introductory membership)
  - Expectations of Skaters, Parents and Coaches
  - Safety Seminar
2. Your registration is not considered complete until the online registration is completed, the above forms are completed, signed and turned into the office or submitted online. A hard copy of the Ice Schedule is provided as a worksheet. Retain this for your records. You will also receive an email acknowledgement of your registration for your records.
  3. For registrations received on or prior to the due date of August 13, 2023, priority will be given in the following order: RFSC members, FS test level, MIF test level, Dance test level, and at the discretion of the Executive Director and the coaching staff. For contracts received after the due date of August 13, 2023, priority will be based on space availability and/or the date of registration. **Contracts received after August 13, 2023 will be assessed a \$25.00 late fee.**
  4. When signing up for leveled ice sessions, skaters must sign-up for ice sessions according to their highest Free Skate test level passed as of August 13, 2023. When signing up for on ice classes, skaters must sign-up for ice sessions according to their highest MIF test level passed as of August 13, 2023. If you are unsure of your current test levels, check with your professional coach, the RFSC office. **Ice assignments may be adjusted based on safety and numbers.** Please discuss your skater's schedule with their skating professional(s) prior to completing the online registration.
  5. All skaters signing up for leveled ice sessions must make arrangements with their professional coach(es) for lessons.
  6. All skaters signing up for Dance/Moves-in-the-Field session must make arrangements with their professional coach(es) for lessons. These sessions are for group or individual dance/moves lessons and not for individual Free Skate lessons.
  7. Power/Competitive Edge or other on-ice class sessions are reserved for a group lesson only. No Free Skate, MIF or Dance lessons will be allowed during these sessions.
  8. Arrangements for lessons are between the skater, the skater's family and their professional coach. They are not covered by this contract. Lessons provided by an RFSC professional coach are billed for each month with payment due by the 20<sup>th</sup> of the following month (e.g. the May bill will be received on the 5<sup>th</sup> June and is due June 20<sup>th</sup>). **If bills are not paid by the 5<sup>th</sup> of the following month then RFSC reserves the right to withdraw the outstanding bill plus any charges to the credit card on file.**
  9. The RFSC reserves the right to make adjustments to the ice schedule, ice rates or on-ice numbers based on ice availability, club cost, safety and enrollment.
  10. The RFSC, through the Executive Director, reserves the right to re-assign ice levels if there are safety concerns for skaters on the ice. Safety is of primary concern.

#### **SKATERS' AND PARENTS' RESPONSIBILITIES:**

1. All skaters must sign-in on the attendance clipboard *before stepping onto the ice*. **If a skater is found to be skating any session for which they have not signed in, they will be charged a \$10 penalty fee which will be applied to their monthly bill. This penalty fee will be in addition to the cost of the session. We encourage skaters to sign in for all sessions to be skated that day when arriving at the rink.**
2. Skaters wanting to skate additional sessions **must first contact the RFSC office**. See the *Cancellation/Make-up Policy* below. All walk-ons MUST have prior approval before skating.
3. Skaters are expected to be **on time** and **remain on the ice** for the duration of their skating sessions.

4. Skaters are expected to **work** during their skating sessions to ensure a quality session for everyone. There should be no “standing around” on the ice. If a skater is on the ice, they should be moving at all times unless they are conversing with their professional coach.
5. Parents, please refrain from being a distraction to your skater. It is a distraction for skaters and coaches alike to have parents visiting at rink side, either with their skater or with other parents. Please observe skating sessions from behind the Plexiglas. Parents wanting to talk to coaches should do so off-ice and during breaks, not during lesson/ice time.
6. At no time should a parent tell another skater to get off the ice or make disparaging comments to them. If a parent is concerned about another skater, please discuss this with *your* skater's coach or the Executive Director.
7. Parents please ensure that the contact information on the Online Registration is **complete and accurate**.

**Skaters not abiding by these rules may be subject to disciplinary action.**

#### **BILLING AND FEE POLICIES:**

1. There is a \$25.00 registration/administrative fee, which will appear on your first billing statement at the start of both the School Year and the Summer Contract.
2. There is a \$20.00 monthly club fee per skater, which will appear on your monthly billing statement.
3. A \$25.00 reprocessing fee will be charged to the account for a returned check.
4. A **\$20.00 late fee** will be charged to the account when **payment is not received by the due date**. The RFSC billing policy states that all bills must be paid by the 20<sup>th</sup> of the month for that billing statement. Bills not paid by the 5<sup>th</sup> of the following month will incur an additional \$10 late fee plus **the skater will not be allowed to skate until the account is brought up to date, nor will they be approved to test, compete or take part in any RFSC activity. If bills are not paid by the time a new bill is issued RFSC reserves the right to withdraw the outstanding bill plus any charges to the credit card on file unless a payment plan is agreed upon in advance.** In the event of delinquent accounts, the Club reserves the right to ask for an active credit card to be on file. Charges will be processed via credit card. The skater will be responsible for any credit card fees incurred.
5. Bills not paid by the 20<sup>th</sup> of the following month after the first issuing of the bill RFSC reserves the right to send the account to an agency for collection.
6. **Bills past due** from previous contracts **must be paid in full** prior to acceptance of this contract. Space on the ice will not be saved for skaters whose accounts are past due on August 13, 2023. All outstanding bills need to be paid prior to the start of the first day of this contract.

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| <b>CANCELLATION / MAKE-UP POLICY</b> |
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Cancellations can **ONLY** be made by notifying the RFSC office staff via e-mail to [info@rochesterfsc.org](mailto:info@rochesterfsc.org), by using the Cancel/Makeup Request form on the RFSC web site in the "contact us" tab ([Cancel/Makeup Request](#)) or by filing out a form available at the RFSC office **BEFORE** the scheduled session. All ice that is cancelled will still be charged to your account, but you may schedule a make-up session by using the Cancel/Makeup Request form on the RFSC web site (link above) or via email. The office staff will check ice availability prior to scheduling your make-up session. **All off ice classes must be cancelled 24 hours in advance for the class not to be charged.**



**REMEMBER:** Prior to skating a make-up session, you **must** have permission from the office as make-ups can only be done if there is space available on the session. **Skaters that choose to “walk on” to ice that is already full will be required to leave the ice.**

All cancel/make-ups are tracked by units. A unit is equivalent to 15 minutes of ice time. For example, if you cancel a 45-minute Free Skating ice session, you will have 3 units of make-up. A make-up session may be skated before the cancelled session provided both sessions are within the same contract. At the end of the contract, cancelled sessions may no longer be made up and if the make-up units exceed the cancels, **these units will be added to the final billing statement for the contract.** Cancelled units may not be made up on any Interim contracts.

This cancel/make-up policy applies to all sessions except synchro and Theatre on Ice sessions. Skaters are responsible for notifying their professional coach of each cancellation. Please see the Course Descriptions document for special information concerning on-ice classes.

### CHANGES IN CONTRACTS/TERMINATING CONTRACTS

You may **add** to your original contract, or **exchange sessions** of equal time and appropriate level, at any time without penalty, space permitting.

Any **reduction or termination** of the contract after the first week requires written notification submitted to the office identifying the changes and specific dates. Reducing or terminating a contract will result in a penalty fee totaling two weeks of ice charges. In addition, **all make-ups will be forfeited.** (Note: The penalty fee is incurred as a fee only and does not give the skater any rights to ice time). There will be two opportunities for you to make changes to your contract without penalty. These changes will be effective **December 1, 2023** and **March 1, 2024**. Changes to your schedule must be submitted to the office ***prior*** to these dates. *However, a reduction of a contract at any time will result in the forfeiting of makeups.*

RFSC has the right to modify or change the amount of ice contracted by a skater if the skater is not “in good standing” financially with the club.

If a skater has a long-term injury that results in several weeks off the ice determined by a physician’s order, the contract may be changed. When the skater can skate to full capacity, the contract may again be added to without penalty.

### UPCOMING COMPETITIONS AND TEST SESSIONS

Please refer to the Rochester FSC website for upcoming competitions and test days:

<http://www.rochesterfsc.org>

All skaters wishing to test MIF, Free Skate or Dance must register on-line from the testing pages on the RFSC website. Payment must be made via PayPal or credit card only. Registration must be complete by the due date on the website or a \$15 late fee assessment will apply.

Note: The normal skating schedule may be altered on test dates. Signs with the amended skating hours on the test dates will be posted.

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| <b>PHOTO USAGE</b> |
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The Rochester Figure Skating Club reserves the right to use images of our skaters for publicity purposes. By accepting this contract, you acknowledge this and give us permission to do so. You may opt out of this by signing a form available in the RFSC office requesting that photographs of your child not be used by RFSC for advertising or promotional purposes.

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| <b>RFSC OFFICE / ANNOUNCEMENTS</b> |
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The RFSC office hours are communicated in the weekly E-News. The office telephone number is 507-288-7536. The e-mail address is: [info@rochesterfsc.org](mailto:info@rochesterfsc.org).

Important announcements are posted on the RFSC E-News as well as our web site <http://www.rochesterfsc.org>. **Please check frequently for important announcements. Please update your current E-mail address at the office.**

**PLEASE NOTE:** It is each family's responsibility to stay informed of the policies and procedures of the Rochester Figure Skating Club and to follow all RFSC rules and regulations. By accepting the terms of this contract, you are agreeing to abide by all rules and regulations required to contract for ice with RFSC.


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| <b>Rochester Figure Skating Club</b> |
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## **Rochester Figure Skating Club**

# **Expectations for Skaters, Parents and Coaches**

 I will work and toward and support:

1. Personal growth and excellence in figure skating
2. Respecting skaters, parents, and coaches, and appreciating the many different personalities and skills within the RFSC family at the rink and competitive events regardless of their age, level, or type of skating.
3. A feeling of club unity, making all skaters feel they are welcome and an important part of the RFSC, working together to accomplish club goals
4. Being a positive role model by dressing appropriately, using appropriate language, watching out for other skater's programs, observing the music playing procedures, bringing NO food on the ice, being punctual and prepared to skate, continuing to be in motion while on the ice, or when not skating staying close to the boards, signing in for each session before stepping on the ice, avoid displaying negative behavior on or off the ice, and keeping the locker room clean
5. Communicating expectations between skater, parents and coach
6. Allowing the coach to do the coaching and letting the coach determine when the skater is ready to test
7. Avoiding criticism of coaches, skaters, or parents in the presence of skaters or parents
8. Addressing concerns to the coach directly in a timely manner
9. Limiting distractions for skaters and coaches by observing skaters on the ice from areas other than the skater's walkway are on the North Rink and the hockey box on the South Rink unless acting as the designated synchronized safety monitor during synchro practice.

 I understand the rules below and will do my part when I have a problem with other Club members or staff:

1. All coaches should try to be aware of behavior which is inappropriate according to the Ice Rules and Expectations
2. If inappropriate skating behavior is observed, the coach of the skater involved and the coach who observed the behavior will meet off the ice and try to resolve the problem. This will take place immediately after the incident.
3. If the skater's coach is not present, the issue will be discussed with the skater, and the skater's coach will be notified as soon as possible.
4. If I disagree with how I was treated, I will follow the Grievance Procedure as outlined by the RFSC Board of Directors in the RFSC Policies and Procedures Manual (available in the office)