



Des Moines Figure Skating Club

Member Handbook

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Welcome to the Club!

The Des Moines Figure Skating Club (DMFSC) is a non-profit organization sanctioned under U.S. Figure Skating USFS. The club has been a proud member of USFS since 1955. DMFSC is dedicated to providing a fun and safe experience and great activities for the entire family in promoting health and physical fitness. DMFSC offers skating opportunities for all levels of figure skaters as well as coaches for private lessons, test sessions, competitions, on-ice/off-ice workshops and a winter ice show.

Over the past 77 years, DMFSC has helped members of all ages and abilities in the central Iowa community to develop their skills as competitive and recreational skaters. Competitive members of our organization have trained locally and participated in local, state, regional and national competitions.

A DMFSC club member must comply with the club bylaws, rules, and regulations. In addition, membership carries with it the following responsibilities: helping with the learn-to-skate program; volunteering with the annual ice shows, fundraise for the club and other activities. A parent or adult (over 18 years of age) must assume these responsibilities.

A DMFSC member will have the ability to participate in club events throughout the year and take advantage of reduced prices for Metro Ice Sports Facility's freestyle ice time. All coaches utilized by club members on club ice must also be pre-approved by the DMFS board.

Mission Statement

The mission of DMFSC is to provide programs to encourage community-wide participation and achievement in the sport of figure skating.

Club Communications

Club communications are done through www.DesMoinesFigureSkatingClub.org, the Club's Facebook page and through direct emails to Club Members.

Home Club Rink

DMFSC's home ice rink is Metro Ice Sports Facility and is located at 5100 NW 72nd St, Urbandale, IA. Phone number: 515-276-7200.

Web Address: www.metroicesports.com

The rink phone number, website & e-mail address are not to be used for DMFSC business or information.

Club Details

DMFSC is comprised of dedicated parent/guardians and volunteers, skater and experienced coaches - all of whom support a family-oriented environment and a strong fellowship within the club, as well as the surrounding community. DMFSC is governed by a board of directors with a president, a vice president, a secretary, a treasurer, and board members. Elections are held in the spring of each year and Board members serve on a 2 year term. The board establishes basic policy and protocols of the club. These policies are updated as needed. Board meetings are held monthly (determined by board members) and general members are welcomed and encouraged to attend these meetings.

Please check www.DesMoinesFigureSkatingClub.org for a list of current Board Members.

Club Management

DMFSC is managed by official by-laws that are posted on the club's website, www.DesMoinesFigureSkatingClub.org.

Elections

Elections are held in the spring of each year and Board members serve on a 2 year term.

Any parent of a DMFSC skater or any DMFSC adult skater who is interested in serving on the board of directors should make such interest known to an existing board member or officer. Board members are volunteers who donate many hours of time. Therefore, those who are unable to serve should give their support to those who do.

Meeting Location

Meeting locations are set by the Club President and will be updated through www.DesMoinesFigureSkatingClub.org.

Corporate Sponsorship

DMFSC offers various levels of corporate sponsorship opportunities. Levels and opportunities may vary each year.

Platinum - \$5000

- Ten (10) DMFSC Ice Show Admission Tickets
- Full page ad in DMFSC Ice Show event program
- Full page ad in Skate Des Moines Spring Classic competition event program
- Voice recognition at DMFSC Ice Show and Spring Classic competition
- Logo and/or name placement on DMFSC website, Facebook page and Annual Report

Gold - \$2500

- Five (5) DMFSC Ice Show Admission Tickets
- Half page ad in DMFSC Ice Show event program
- Half page ad in Skate Des Moines Spring Classic competition event program
- Logo and/or name placement on DMFSC website, Facebook page and Annual Report

Silver - \$1000

- Two (2) DMFSC Ice Show Admission Tickets
- Third page ad in DMFSC Ice Show event program
- Third page ad in Skate Des Moines Spring Classic competition event program

- Logo and/or name placement on DMFSC website, Facebook page and Annual Report

Bronze - \$500

- Quarter page ad in DMFSC Ice Show event program
- Quarter page ad in Skate Des Moines Spring Classic competition event program
- Logo and/or name placement on DMFSC website, Facebook page and Annual Report

Skater Support - \$45

- Name placement in DMFSC Ice Show event program
- Name placement in Skate Des Moines Spring Classic competition event program
- Name placement on DMFSC website, Facebook page and Annual Report

Membership Benefits

Joining a club after group lessons is the first step to becoming a more advanced skater. A club gives skaters a place to call home when training. A skater can join the DMFSC as a home club member or associate member. Membership is annual from July 1 through June 30. For club registration forms, please see www.DesMoinesFigureSkatingClub.com

Club benefits include:

- Access to club ice contracts
- Reduced price for Freestyle ice at Metro Ice Sport Facility
- Participation in Winter/Spring Shows as well as other club exhibition
- Figure Skating Testing
- Participation in Figure Skating Competitions
- Option to order DMFSC Club Merchandise

Pricing

Please refer to www.DesMoinesFigureSkatingClub.org for the most current membership prices.

Club Meetings

Club meetings are held monthly; typically on the third Tuesday of the Month. Please check out the DMFSC website (www.DesMoinesFigureSkatingClub.org) site for upcoming meeting and agendas.

Competitions

Each year, DMFSC sponsors the Skate Des Moines Spring Classic Competition. This event is typically in the Spring of each year. This is a non-qualifying competition that is sanctioned by the United Skate Figure Skating Association (USFSA). Details on the competition will be made available to club members 6-8 weeks prior to the event.

Ice Shows/Exhibitions

Each year, DMFSC sponsors ice show(s) and participates in various exhibitions. The DMFSC website is the best place to keep in touch with new events. Check out www.DesMoinesFigureSkatingClub.org for additional details.

Ice Etiquette

To ensure the safety and training success of all of its skaters, the DMFSC has established basic rules for both on- and off-ice activities in conjunction with Metro Ice Sports Facility official policies. Coaches will hold yearly sessions with skaters to review the rules.

COACHES WILL HAVE AUTHORITY TO ENFORCE ALL OF THE RINK RULES. VIOLATION OF ANY OF THE FOLLOWING RULES BY A SKATER COULD MEAN A FORFEITURE OF THE SKATER'S ICE TIME.

The following rules are intended to keep ices sessions flowing so that: a) a skater can skate through his/her entire program without interruption; b) a skater will not have to circle

numerous times trying to find a spot to jump and will be able to skate consistent patterns leading to jump consistency; c) a skater's frustration level will be kept to a minimum, thereby allowing the skater to remain focused on his/her goals; d) skaters will not collide with one another; and e) skaters will practice together in harmony.

- Only figure skaters are allowed on club ice (no hockey or speed skates).
- A skater doing his/her program (with music) has the right-of-way
- And should be wearing the orange vests so they can be seen easily by other skaters. Coaches and other skaters are expected to move out of the skater's way.
- Skaters in lessons, including skaters having lessons in the jump harness, have the right-of-way.
- Spins are to be practiced at the jump harness end of the rink. Skaters practicing their spins must be aware of skaters trying to jump in the "lutz corners." (See #16 below.)
- Small patterns should be practiced at the jump harness end of the rink.
- Faster skaters should go to the outside.
- 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.
- Skaters who are not moving should be at the boards. Standing while "thinking" or chatting in the middle of the ice will not be tolerated.
- Skaters should not cut off other skaters by darting across the middle of the rink.
- A skater doing his/her program or setting up for a jump should be given plenty of room.
- Skaters practicing field moves on freestyle sessions should yield to skaters setting up for jumps.
- A skater should always be respectful of the other skaters and should be constantly aware of the skaters around him/her. A skater who is surrounded by skaters of significantly greater or lesser skills must be especially careful! Strive to avoid collisions!
- A skater who falls should get up quickly, remembering that other skaters will have a much harder time seeing a skater who is down on the ice. A skater should learn how to fall properly - protecting the as much as possible, staying "loose," and keeping fingers away from skate blades.
- A skater who sees another skater fall and suspects serious injury should: a) have someone stand "guard" over the injured skater to prevent collisions with other skaters; b) get a qualified adult to come and help; c) throw a blanket, a warm-up jacket, or a sweatshirt over the injured skater to keep the skater warm; and d) have a coach or another person contact a parent and/or call 911.
- The lutz jump is most commonly performed in the 10:00 and 4:00 corners of the rink (except in the case of a clockwise jumper). These corners are informally called the "lutz corners" and can typically be identified by the unusually large concentration of divots in the ice. Skaters should strive to avoid long-term practice activities in these corners and should be especially aware of their surroundings when in them. The approach to a lutz is long and blind. A skater preparing to do a lutz jump is not likely to see other skaters.
- Certain skating moves are inherently dangerous. A skater who is practicing an element such as a camel spin or a back spiral must be especially aware of the

danger his/her exposed blade poses to other skaters. The skater should recognize that once he or she has started the element, it will be difficult to see the surrounding skaters. A skater preparing to practice a dangerous 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.

- As a matter of safety and according to state law, no skater or coach is to remain on the ice when the zamboni starts to enter the ice.
- Skaters should be courteous, respectful, and encouraging to coaches and other skaters.
- Skaters should dress appropriately.
- Skaters should work alone on sessions. Skaters are not allowed to stand and visit along the boards. Talking, playing, "teaching," or engaging in any other type of behavior that might distract other skaters on the session is discouraged.
- Skaters should refrain from kicking ice, sitting on the ice, and playing tag. Such behavior is nonproductive and can be dangerous.
- A skater should refrain from showing signs of disgust if another skater or coach inadvertently gets in the way.
- A skater who gets extremely upset (i.e., crying), should leave the ice.
- Skaters and coaches should duck in front of the video camera.
- Skaters are expected to set goals and work hard on sessions to achieve those goals.
- Skaters should not interrupt coaches giving lessons to other skaters.
- No food, gum, or beverages (with the exception of water bottles) will be allowed on the ice.
- Friends, parents, and skaters are not allowed to sit in the hockey boxes during ice sessions.
- A skater on an ice session is expected to skate the entire session. Breaks should be approved by the skater's coach. The parent of a skater requiring extra breaks for a particular reason, physical or otherwise, should discuss that need with the skater's coach.
- Skaters should clean up after themselves. Tissues and empty water bottles must be discarded in appropriate receptacles.

Off Ice 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, discarding trash and cleaning up food messes.
- Skaters should be respectful of other skaters' belongings. A skater should not go into another skater's bag or personal belongings without permission.

- Skaters should take care to secure money and valuables.
- Skaters should engage in constructive activity between sessions (jump rope, twister exercises, stretching, etc).
- Skaters should keep the topics of conversation appropriate.

Music Etiquette

- Each skater is responsible for his/her own music. The skater must bring his/her program tape(s) or CD(s) to the music box at the beginning of the ice session and pick them up at the end of the session. CDs and cases should be clearly marked with the skater's name.
- CDs will be played in the order they are requested. To ensure that every skater is able to have his/her program music played during a freestyle session, each skater can request his/her music once during the session. If time permits and all skaters have their music played again.
- Music requests by coaches have priority over requests of skaters not having lessons at the time. A coach who "bumps" a skater's music will so inform the skater.
- Coaches may request music once per lesson. If the session is not busy, sections of programs may be requested.
- Skaters should limit warm-up time and take turns being the first to have program music played. If skaters start programs early in the session, there is a greater likelihood that everyone will have the opportunity to have program music played.
- A skater who anticipates a lesson should check with his/her coach to determine the appropriate timing of a request for program music – before, during, or after the lesson.
- If a skater's music is playing, the skater should be skating to it.
- A skater should be aware of when his/her music is about to be played (by knowing who he/she will follow) and be ready. This will ensure that process is not slowed down and that everyone on the session will have his/her music played.
- A skater should watch out for other skaters when skating out to start a program and when skating off immediately following the program.

Equipment and Clothing

A few helpful hints:

- Proper care of figure skating blades is essential to both skating proficiency and blade longevity. Blades are made to slide on ice, not walk on floors.
- When a skater gets on and off the ice, he/she should be especially careful of the "threshold" on the entry door. The threshold is often made of steel and can nick blades. The skater should STEP OVER, NOT ON the threshold.
- Whenever the skater is walking around in skates, the blades should be protected from nicks and dulling by rubber skate guards. A SKATER SHOULD NEVER WALK ON CEMENT WITH UNPROTECTED BLADES! Guards should be washed periodically to remove dirt in the grooves.
- One of the biggest threats to blades is rust. Because rust is much softer than steel, any portion of a blade that is affected by rust is a portion that will never hold an edge

again. The skater can take steps to avoid rust damage. Immediately after taking off his/her skates, the skater should wipe the boots dry with a soft cloth. The skater should also wipe down the blades and the mounting areas, keeping in mind that screws are also susceptible to rusting and will loosen much more easily if they are rusted or the leather around them is rotten from excessive moisture. If time permits, the skater should let his/her skates sit for a few minutes and then wipe them down again before putting them in the skate bag. This step removes the condensation that almost always appears as the skates warm up. Once the blades are wiped and dry, it is best to cover them with cloth blade covers (soakers), not skate guards; wet skate guards will cause the blades to rust!

- A skater should occasionally check the screws used to mount the blades and tighten them if necessary. Stripped screws must be repaired or replaced. Extra screws and a screwdriver are necessary supplies and should be kept in the skating bag at all times.
- Clothing for the skater should allow freedom of movement and be comfortable yet warm. Thin socks or tights are recommended; thick socks not only slide in the skates but also cause the feet to sweat, eventually making them feel colder instead of warmer. Some skaters prefer tights and skating dresses for practice. Others prefer tights and leggings.
- Most skaters wear a jacket, sweatshirt or a sweater.
- Nearly all wear mittens or gloves.
- Skating equipment and attire is usually available at competitions, through mail order, online, or at used equipment sales sponsored by the DMFSC. Contact information for some vendors can be found in the advertisement section of Skating magazine, the monthly publication of USFS and DMFSC website. A few skating moms make and sell skating dresses jackets and pants.
- Mostly with word-of-mouth advertising. Interested individuals should ask coaches, other skaters, and parents for referrals.
- DMFSC offers club jackets and/or sweatshirts for sale. Order information is posted at the club website.

Hiring a Coach

Private lessons are arranged between the skater or the skater's parent and a coach. Coach rates are based on qualifications, knowledge, and experience and are set by the coaches themselves. Fees for private lessons are paid directly to the coaches. The DMFSC is not involved in the billing or collection of private lesson fees. Fees for ice sessions are in addition to private lesson fees.

Private lessons range from twenty minutes to an hour or more. The coach can recommend an appropriate lesson length and a reasonable number of lessons per week based on the skater's age, ability, and goals. The coach's recommendation is just that; a recommendation. It is up to the skater and the parent(s) to make the final decision based on time constraints, goals, and financial obligations.

A list of DMFSC approved coaches along with their contact information is available at www.DesMoinesFigureSkatingClub.org. All coaches listed on the site are qualified to teach in their areas of specialization and have been approved by the board of directors. Additional information about questions to ask potential coaches can be found at The United States Figure Skating Association (USFS) website at www.USFSA.org. Click on the Parent Link/Responsibilities as a skating parent.

WHAT TO EXPECT

A figure skating coach is a skater's personal instructor and primary contact at the rink. The skater/coach relationship is a very important one and should begin with a discussion of the skater's goals and expectations. Working together, the skater and the coach can build a general plan for achieving those goals. A skater should trust the coach to work out the day-to-day lesson plans and "order of attack". The coach knows best how to teach the elements and in what order they should be learned. Revisiting the "goals and expectations" discussion once in a while is wise, but a skater or a parent should never try to micromanage the coach.

A coach is the best resource when it comes to establishing a skating schedule and finding the appropriate balance between lesson time and practice time. As a general guideline, a skater should have 30 minutes of practice time for every 15 minutes of lesson time. The proportion will vary slightly from skater to skater. A younger skater in particular may need a higher ratio of lesson time to practice time because of the skater's inability to self-direct. Lesson length will vary according to the needs of the skater, the demands on the coach's time and the duration of the ice session. A lesson can be anywhere from 15 minutes to 60 minutes.

A skater's coach has the experience and knowledge to know when it is time for the skater to compete or complete a figure skating test. The coach will guide the skater in the necessary decision and preparations including selecting music that is appropriate to the skater's skill, age and interest. The coach will like be open to music suggestions from the skater and/or the skater's parent(s) but should be allowed to make the final decision. The coach will "cut" (shorten) the music to meet USFS rules, lay out a well-balanced program that meets the technical requirements for the test or competition, and either choreograph the program or refer the skater to someone who specializes in choreography.

When a skater takes a USFS test, the skater's coach will usually attend the test session, help the skater warm up and provide support and guidance as needed. Similarly, when a skater competes, the skaters' coach will be at the competition to guide the skater's warm-up and to provide support and guidance.

A skater should expect respect, as both a person and an athlete, from his/her coach. The skater must be treated fairly and professionally. While a coach can and should expect the skater to work hard and to persevere when a new concept presents a challenge, the skater should never be demeaned or ridiculed. The skater's coach will almost certainly have to touch the skater to position and move the skater's body parts around in demonstration of the proper technique.

A skater can expect to be billed for the coach's time. Since the business relationship between a skater/parent and the coach is a direct one, the coach will bill the skater/parent, usually on a fixed schedule. Payments should be made directly to the coach. Coach rates for private lessons vary and should be discussed directly with the coach. Rates are based on qualifications, knowledge and experience and are set by the coach themselves. The following additional coach fees are considered usual and customary:

- Cutting music
- Test session – putting skaters on the ice
- Competition – putting skaters on the ice
 - Out-of-town competition may also incur travel, hotel and meals
 - Coaches may divide the expenses by the number of students attending or simply charge a fixed fee

WHAT COACHES EXPECT

Just as a skater deserves the respect of his/her coach, so does the coach deserve the respect of the skater. A skater should extend courtesy to his/her coach both on and off the ice by never speaking unkind words to or about the coach, even when the coach is, in the eyes of the skater, overly demanding: never conveying a bad attitude and always leaving personal troubles behind. Skaters should step onto the ice ready and willing to focus on skating.

A coach does not expect perfection or immediate mastery of new skills. However, the coach does expect the skater's full attention and best effort. Anything less from the skater is a waste of the coach's time and a waste of money for whoever is paying the coaching bill.

A coach expects to have the skater's trust. Sometimes, a coach will ask the skater to learn things that, to the skater, seem unnecessary. Other times, the coach will hold off on introducing the skater to certain elements until other skills are mastered. The skater must remain focused on his/her long-term goals and trust the coach to know the best path to achieving them.

A skater who is unable to attend a lesson should notify the coach as much in advance as possible. Coaching is a job, and, just like with any other job, the income is relied upon to pay personal bills. Ample notice gives the coach the opportunity to fill the open lesson spot with another skater. Failure to notify the coach of inability to attend a lesson could result in the skater being charged for the missed lesson. Finally, the skater or the parent of the skater is expected to pay coaching bills in a timely manner.

TEAM COACHING

"Team coaching" is the term used to describe an arrangement in which two or more coaches get together and accept students "jointly." The coaches share responsibility and coordinate their lessons so that on any given day, a skater who works with the team might get a lesson with one or more of the coaches at different times. Team coaching is sometimes used to accommodate scheduling conflicts. It is also used to make a stronger, more effective coaching package, for instance, one coach who is strong on jump technique works with another who specializes in spins. Team coaching is also an effective way for a long-term coach to help a more novice coach get started.

Any consideration of a team coaching option should include a clear understanding of the arrangement – who will get paid what, how many lessons the skater will get from each coach, how the lessons will be scheduled, which coach will go to test sessions and competitions, etc.

A skater who works with one main coach rather than a team might still find it advantageous to utilize additional coaches for specific areas or disciplines. One coach might focus on dance and another on freestyle, still another on moves in the field. While this situation is not uncommon and can be effective, it should be entered into with a full understanding of the arrangement – which coach is ultimately in charge, what will happen when scheduling conflicts arise, who will put the skater on the ice at competitions and test sessions, etc.

CHOREOGRAPHY

A skater, especially one at a high testing or competition level, can contract with a choreographer to set (design) the freestyle or short program and work on the presentation elements associated with that program. Such an arrangement works well as long as there is a good understanding and working relationship between the choreographer and the freestyle coach. Usually, arrangements with a choreographer are entered into upon the advice of the freestyle coach.

OFF-ICE, BALLET, STRENGTH TRAINING, WORKOUT

Many competitive skaters participate in off-ice ballet training. The discipline, balance, and body-awareness that ballet emphasizes are of great help to skaters in improving and controlling jumps and spins. In addition, presentation skills learned through ballet can significantly improve the quality of a testing or competition program.

Off-ice strength training and workout programs are similarly of great value to skaters and should be considered for all competitors.

The skater's coach can recommend ballet and workout programs that are oriented towards figure skaters.

WHEN IT ALL FAILS: A COACH CHANGE

The relationship between a skater and a coach, like any relationship, will undoubtedly have ups and downs. Both parties should expect and be willing to work through disagreements and

difficult times. If after some effort it appears that conflicts are too frequent or cannot be resolved, dissolution of the relationship may be the best option. Any such transition should be made on good terms. Both skater and coach should acknowledge that conflict is a two-way street, and neither should spread bad stories or rumors about the other. Fees owed to the coach should be paid in full. The skater is then free to begin a new relationship with a new coach. Additional information about conflict resolution can be found at The United States Figure Skating Association (USFS) website at www.USFSA.org. Click on the Parent Link/Responsibilities as a skating parent.

Member Responsibilities

DMFSC is comprised of dedicated parent/guardians and volunteers, determined skater, and experienced coaches - all of whom support a family-oriented environment and a strong fellowship within the club, as well as the surrounding community.

The parent(s) of a figure skater must always remember that the young athlete is a person first and a skater second. In all probability, the "person" in the skater is a young one, still growing, still maturing. Sometimes, skaters seem so grown up, so able to handle pressure situations; it is easy to forget they are still kids. Parents should not make this mistake. The same kid that can be seen looking so mature on the competition ice probably still cuddles a favorite stuffed animal at bedtime. Parents should let kids be kids and support them as they grow. (Viewpoint is adapted from Don Korte's Figure Skaters Handbook.)

Following are some of the things parents should think about as they approach the sport of figure skating:

- **Balance:** A skater's life needs balance. Time must be allowed for school and personal growth. A rare skater is able to make figure skating a life career. Therefore, parents must avoid putting so much focus on the child's skating that they neglect to prepare the child to function in a normal adult world. School is important. Social development is important. Being a kid is important
- **Help to set goals:** A skater's parent is instrumental in helping the child to identify and achieve skating goals. While the goals must be those of the skater, not the parent, the parent can encourage the skater to set goals that are realistic yet challenging enough to make the sport rewarding. The parent can also help the skater to achieve the established goals by setting targets, plotting progress, reevaluating when necessary, etc.
- **Learn about the sport:** A parent of a figure skater should learn enough about the sport to be able to identify the elements. In doing so, the parent will be able to recognize when something is done well, when progress has been made. A parent should be interested and willing to listen when the skater wants to talk, whether about progress or about problems and frustrations.

Support your skater's coach. The parent plays a vital role in supporting the skater's coach. Following are just some of the ways a parent can do so:

- Get the skater to the rink on time
- Notify the coach in advance when the skater cannot be at a lesson
- Allow the coach to participate in any goal-setting sessions or at least ensure that the coach is aware of the skater's goals
- Give the coach freedom to design a program aimed at achievement of the skater's goals
- Listen to the coach's advice and instructions and encourage the skater to follow through, both on and off the ice
- Pay coach bills in a timely manner.
- Responsibly watch the skater's progress, making sure that the general goals are being addressed over the long term

Watch: The rink should never be used as a babysitter. A parent should stay and watch the skater practice and in lessons, at least some of the time. The skater needs to know that his/her

parent is supportive and interested. A skater whose parent never watches in practice may feel very self-conscious or “pressured” when the parent finally does show up to watch. Therefore, a parent who only watches at competition events may hurt more than help the skate.

The United States Figure Skating Association (USFSA) is full of great information about skating. They have a very nice website full of information. This is a great tool for any new parent to check out.

www.USFSA.org. Click on the Parent Link

Volunteer Policy

There are numerous volunteer opportunities with the DMFSC, including:

- Board of Directors: President, Vice President, Treasurer, Secretary, Members at Large
- Volunteer coordinator and committee
- Help with Finances and Contracts
- Fundraising Chair and committee
- Membership Coordinator and committee
- Communications- Public Relations Coordinator, Webmaster, E-mail Coordinator
- Social Activities - Social Chair and Committees
- Ice Show - Ice Show Director and Ice Show Committee
- Rink Monitors
- Music Monitors

Volunteer support is an essential part of our club. The club's revenue comes from Ice Skating Shows and fundraisers. All of these revenues help defray the cost of ice. Without the help and support of its members through volunteer hours contributed, the Club cannot perform its functions. To that end, members are required to comply with the Club's Volunteer Policy. This Volunteer Policy must be signed by each skater (or skater's parent/guardian) in order to initiate or renew club membership. Noncompliance with the Volunteer Policy may result in your membership not being in good standing with the Club as well as flagged as not in good standing with the US Figure Skating. The volunteer requirement is subject to change each membership year and will be recorded on the membership application annually.

The volunteer requirement for the membership year beginning July 1 and ending June 30 are as follows:

- Full Member- 12 volunteer hours
- Associate Members – 6 volunteer hours

The purpose of this policy is to offer our skaters more support and over time, expand club activities and benefits. There are many volunteer opportunities that can be fulfilled both at the rink and from home. A sign-up sheet of volunteer opportunities is included with the membership packet and can also be found on the Club's website. Please note: this sign-up sheet is used to assist the club in matching volunteers in areas of interest in the event we do not receive responses to volunteer requests that are offered via e-mail requests. Completion of the form does not guarantee you will be assigned those opportunities or receive credit for them. Only DMFSC activities that are verified are eligible for volunteer credit.

Members are responsible for turning in their hours on a monthly basis to the DMFS mailbox off the lounge on the west rink. To ensure proper credit and verification, volunteer hours must be submitted by the end of the month in which the activity was performed. Hours that cannot

be verified may not receive credit. Hours will be tracked in 15-minute increments and must be verified by a committee chair or board member prior to turning in the form. Any member of a skater's family may perform volunteer hours on the skater's behalf, however "gifting" of hours from one skater to another is not allowed. Hours may not be carried over from one membership year to the next. All volunteer hours must be completed by June 30th of the membership year. If you sign up to volunteer, we will do everything in our power to give you the hours you applied for. However, if you are not needed and/or do not work those hours for some reason, they will not count.

If you do not fulfill your volunteer hours, you will be charged a flat fee of \$100 for full members and \$50 for associate members. The fee is due by June 30 of the membership year end. The fee will not be prorated for partial fulfillment of hours. If you do not pay the fee, you will not remain in good standing with the club and be flagged as such with USFS. If your membership is flagged with USFS, you will not be able to transfer to another club, and your membership will remain not in good standing until your financial obligations to DMFSC are paid.

Members are encouraged to help as much as possible and we APPRECIATE YOU and you keeping track of all hours, even after the minimum requirement is met.

Committees

Various committees are at work throughout the year. Volunteerism from the members of these committees allows the DMFSC to stay strong and grow. Anyone interested in serving should contact a current member of the board of directors.

Volunteers are always needed!

Membership Chair & Committee - Responsible to maintain a current membership list and reasons for any actions concerning membership

Test Chair & Committee - Coordinating dates, testing, sanctioning, obtaining judges for testing

Fundraising Chair & Committee - Organize and arrange fundraising projects- monitoring fundraising requirement and buy-out options

Volunteer Coordinator & Committee - Help match volunteer requests to volunteer jobs and keep track of volunteer hours for yearly requirements

Communications Coordinator - Work on website to keep photos and information updated to provide information to club members

Social Committee - Helps to arrange social activities for members of DMFSC

Ice Show Chair and Committee - Organize Ice Show and work with chair to ensure everything is running according to plan for the show

Fundraising Requirements

All club members are required to participate in the fundraising to help support our club. With each fundraising opportunity throughout the year, the board will decide the minimum requirements per fundraiser. DMFSC is offering a Fundraising Buyout Option of \$150 and the purpose of this option is to allow families to choose to forgo actual "Selling" if that is not preferred, while still ensuring each skater/member is contributing financially to the expenses covered by fundraising dollars. If a skater does not meet the requirements for the determined fundraising units during the year, the skater will be assessed a pro-rata portion of the Buyout fee for the shortfall. The pro-rata charge will be paid prior to June 1st.

Parent Code of Conduct

U.S. Figure Skating Parent Code of Conduct

Each year with DMFSC's membership packet, Parents are asked to review the USFSA official Parent Code of Conduct. Please see below for a copy:

DMFSC 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. Preamble: The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: respect, responsibility, fairness, caring, trustworthiness and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character" (Arizona Sports Summit Accord).

By signing below I hereby agree that:

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 in compliance 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.

Coaches

Coach Benefits and Responsibilities

The DMFSC provides a place for coaches, as independent contractors, to work. An active coach with the DMFSC is defined as someone who:

- Is a member of the DMFSC, USFS, and the Professional Skaters Association (PSA)
- Carries appropriate liability insurance
- Teaches or is available to teach on DMFSC ice sessions.
- Attends at least one coaching-related workshop per year
- Attends scheduled coaches' meetings as an active participant.
- Takes an active role in club events including ice shows in addition to coaching activities that are privately contracted.
- Volunteers time for club events, including seminars sponsored by the DMFSC
- Actively promotes and recruits skaters into the club for private lessons.
- Exceptions to the above requirements must be brought before the board of directors for approval.

A skater should expect respect, as both a person and an athlete, from his/her coach. The skater must be treated fairly and professionally. While a coach can and should expect the skater to work hard and to persevere when a new concept presents a challenge, the skater should never be demeaned or ridiculed. The skater's coach will almost certainly have to touch the skater to position and move the skater's body parts around in demonstration of the proper technique. However, at no time should a coach take liberties with a skater's private parts or do anything to make the skater feel personally uncomfortable.

When a skater takes a USFS test, the skater's coach will usually attend the test session, help the skater warm up and provide support and guidance as needed. Similarly, when a skater competes, the skaters' coach will be at the competition to guide the skater's warm-up and to provide last-minute support.

Figure Skating Programs | Terms

Frequently Used Programs

Learn to Skate Program (Basic Skills Program)

The Metro Ice Sport Facility operates the Learn to Skate program and it is based on the USFS basic skills program. The Learn to Skate program, which is open to skaters from age 3 to adult, is designed to encourage ice skating at all levels and to keep each student excited about the sport from the time he/she begins lessons until goals are successfully achieved.

Basic Skills Testing: Basic skills testing is part of the learn-to-skate program. The tests are broken down into:

- Snowplow Sam (a toddler program)
- Basic badges 1 - 8,
- Freestyle basic badges 1 - 6.

Tests are usually given by the skater's instructor at the end of a learn-to-skate session. The USFS basic skills program also includes testing and badges in dance, power skating, synchronized skating, and power hockey. The cost of the basic skills program includes test fees and badges. Embroidered badges are awarded for each class level successfully completed.

The learn-to-skate program is highly recommended for the beginning skater as a fun and effective way to learn the basic fundamentals of ice skating. As a skater advances through the USFS basic skills program and the skating maneuvers become more difficult, private lessons may be used to supplement the group lessons. When the skater has completed the USFS basic skills program OR indicates a strong desire to pursue more skating, it is time to consider moving on to club membership and a more consistent exposure to private lessons.

Participants in the learn-to-skate program are invited to participate in the DMFSC's annual spring and holiday ice shows.

OFF-ICE CONDITIONING

A coach works with skaters in a group setting. Goals include cardiovascular endurance, flexibility, strength, quickness, and explosive power. A skater must be at least eight years old to participate.

Fees for classes include coach/instructor/trainer fees.

ON ICE CONDITIONING:

Power Class - weekly 30 minute class for skaters in Basic 3 through advanced competitive levels of skating.

The primary focus is increased stamina, speed and endurance with secondary focus of extension and edge quality. The music is generally high-energy and most skaters enjoy the camaraderie as well as the workout of the class.

Skaters begin building on very basic skills, both forward and backward, such as pumps on the circle, swizzles, stroking and crossovers; they continue to build on these skills and the basic edges taught in Learn to Skate levels 4 and 5 throughout their skating experience. The more experienced skaters may execute a more difficult modification of some moves, while the less experienced will work on moves until they are ready to challenge themselves further. We often see rapid advancement in speed and a new confidence to try new things due to the excitement the newer skaters have to be skating with the higher level skaters, while the more

experienced skaters may gain a new perspective in that they may not have thought of themselves as being a role model.

ADULT SKATING PROGRAM

The USFS Basic Skills program is for adults who have never skated. The curriculum is designed to teach the adult skater the basic elements. It is an exciting program for those who look to skating as an enjoyable recreational activity to stay fit and healthy.

SYNCHRONIZED SKATING TEAM

Synchronized Skating is a team sport in which 8-20 skaters perform a program together. It takes teamwork, speed, intricate formations and challenging step sequences. The Sparks on Ice is the DMFSC's synchronized team.

Frequently Used Terms

TESTING

A vital part of USFS is its series of proficiency tests. The tests are designed to be an accumulation of steps in the progress of a skater. The skater must fully master the skills required for one test before he/she is ready for the next test. A skater's test level determines which event(s) may be entered in competition. The United States Figure Skating Association (USFSA) is full of great information about skating. They have a very nice website full of information. This is a great tool for any new parent to check out. www.USFSA.org. Click on the Parent Link

There are two main types of tests:

- Moves in the Field – edges and footwork patterns
- Freeskate

A skater at any given level is required to pass the Moves in the Field test before taking the corresponding freeskate test. Following is an outline of the USFS testing structure:

Moves in the Field	Freeskate	Adult (Moves in the Field & Freeskate)
Pre-Preliminary Preliminary Pre-Juvenile Juvenile Intermediate Novice Junior Senior (Gold)	Pre-Preliminary Preliminary Pre-Juvenile Juvenile Intermediate Novice Junior Senior (Gold)	Pre-Bronze Bronze Silver Gold

Additional test session also include the following discipline:

- Figures
- Dance
- Pairs
- Synchronized Skating

A skater's coach will recommend when the skater is ready for a test. During the test, the skater is evaluated by a panel of USFS judges, usually three. Judges award the skater marks based on established standards, and the skater must successfully obtain a minimum score from two of the three judges in order to pass the test. The minimum score increases as the test

level advances. Copies of the judges' score sheets, which include their marks and comments are provided to the skater. Test results are recorded with USFS at its national headquarters in Colorado Springs, CO.

USFS tests are administered and sanctioned according to rules established by USFS and enforced by member figure skating clubs. Each club has a "test chair" whose responsibilities include the supervision of all tests taken within his/her club. The test chair works with the coaching staff to determine appropriate dates for test sessions. The DMFSC usually sponsors test session each year. Test sessions are announced well in advance to give skaters and coaches ample time to prepare.

Typically, a minimum of 15 skaters is required for a test session to be held.

When a skater takes a USFS test, the skater's coach will usually attend the test session, help the skater warm up and provide support and guidance as needed. Similarly, when a skater competes, the skaters' coach will be at the competition to guide the skater's warm-up and to provide last-minute support.

Cost for Test: Rates charged to skaters for taking test will vary by club and test level.

COMPETITIONS

Various clubs in various cities host competitions throughout the year. Entering competitions is both exciting and serious. The skater's coach can lead the way, from deciding when the skater is ready to compete, to guiding the parents through the necessary paperwork, to giving the skater hints on handling the fund and the stress. The United States Figure Skating Association (USFSA) is full of great information about skating. They have a very nice website full of information. This is a great tool for any new parent to check out. www.USFSA.org. Click on the Parent Link

Typically, the registration form for a competition is due to the competition registrar from six to eight weeks prior to the first day of competition events. The form must be signed by the skater (or the skater's parent if the skater is a minor), the skaters coach and a DMFSC club office. Payment of registration fees must accompany the registration form. Fees will vary by competition.

Most competitions begin late in the week and run through the weekend. Skaters can compete in multiple events at any given competition. The variety of events offered is at the discretion of the competition committee. Freestyle (long program) and compulsory (short program) events can always be expected. Other possible events include spins, jumps, moves in the field and artistic.

- Freestyle (long) program incorporates footwork and various jumps and spins in a routine set to music.
- Compulsory Moves – skater must do very specific, required elements while concentrating primarily on technique. Most compulsory moves events are skated without music and on only half of the ice surface.
- Compulsory Short Program – short program events are offered for skaters at the intermediate and higher levels and include skating with music on a full sheet of ice. Some competitions may offer a short program event for the juvenile level.
- Spins Program – includes specific, required spins with connecting footwork patterns
- Jumps Program – includes the execution of specific, predetermined jumps according to the requirements outlined in the competition announcement.
- Moves in the Field event – Skaters must execute one or more of the moves required for the moves in the field test for that same level. The specific moves to be executed are predetermined by the competition.
- Artistic program – combines music, costume, jumps, spins and musical interpretation.

Most competitions offer additional practice ice at an additional cost (usually \$10-\$15 for 20 – 30 minute sessions). The schedule of additional practice ice is often provided to the skater with notification of official practice and event times. Practice sessions are often held early in the morning of the competition. The skater's coach can recommend the amount of additional practice ice to purchase. Practice ice is often sold in advance on a first-come, first-service basis, making speed and efficiency in submitting the practice ice order very important.

A WINNING COMPETITION PROGRAM

There is no magic answer to putting together a winning program and no guaranteed formula for success. However, there are four general principles common to most winning programs:

1. Good Skating: Good skating consists of good posture, good flow, good pushes, foot extension, clean, quiet edges with minimal scratching
 - a. Consistently solid one-footed landings with no touches, cheats, 3-turns, dips or hooks
 - b. Good follow-through on jumps
2. Balance: a well-balanced program is essential. The program must include a good mix of spins, moves, and jumps.
 - a. An element should not be repeated more than two times
 - b. Versatility should be demonstrated with a wide variety of nicely-connected elements.
3. Elements: A skater should demonstrate command of all of the elements specified for his/her test level and show off one or two elements from higher levels if those elements can be performed well.
 - a. Attempting difficult elements that are not consistent can be counterproductive, little credit is given for poorly performed elements and the additional stress suffered by the skater many negatively impact the entire program.
4. Presentation: Good skating with no expression is boring skating.
 - a. A skater should use arm movements, facial expressions and body positions to maximize presentation of the program.
 - b. The skater should hear and feel the music.
 - c. The skater should strive to connect with the audience and the judges by making eye contact and by demonstrating a level of enjoyment.

PREPARING FOR A COMPETITION

- Share the skater's competition schedule with the coach as soon as the information is known.
- Have the skater skate a few times in his/her competition attire and/or costume to uncover any problems with fit and/or condition.
 - Repair any holes and secure any loose beads, sequins or rhinestones.
 - Pack a swing kit and safety pins for last minute repairs.
- Have skate blades sharpened; usually about one week before the competition
- Polish skates
- Secure directions to the rink. Confirm hotel and travel reservations.
- Pack skates, skate guards, soakers, skate polish, a screwdriver, practice and competition outfits, warm-up sweater, extra laces, tights, hair accessories, hairspray and makeup
 - Mark items with the skaters name and contact information.
- For each musical event pack two (2) extra copies of the program music.
 - Label each with the skater's name, the event and the running time of the music
 - Each program needs to be on its own CD; do not put multiple programs on one CD
- Bring the skater's USFS membership card
- Pack healthy snacks
- Pack paper, markers, crayons and tape to make good luck signs for fellow skaters
- Pack relaxing activities (books, music, puzzles, etc.)

READY TO COMPETE

- Immediately upon arrive, check in at the registration desk. During check-in you will be asked to provide your music CD for each musical event you've entered.
 - Most competitions will also provide a program booklet
 - Check official times of each event.
- Arrive for each practice session at least 30 minutes early.
 - Check in the ice monitor to confirm attendance on the session
 - Avoid the temptation to buy more practice session than you need (competition is not the place to learn to skate)
 - Concentrate on your own skating during practice session; avoid the temptation to watch other skaters.
- Arrive for each competition event at least 60-minutes early
 - Check in the ice monitor to confirm attendance on the session
 - Keep track of your personal belongings, especially skates

- Be dressed and ready to go 20-minutes before the event.
- Find your coach and provide an extra copy of the music
- Expect a busy facility. The lobby, the dressing room and the bleachers, the vendor shops, the snack bar and the bathrooms will be crowded.
 - Good idea to style hair and apply makeup before coming to the rink.
 - Hair and makeup should be neat and appropriate.
- Avoid excessive eating. Snacking on soda, donuts and other unhealthy choices can intensify nerves and lead to bloating and lack of energy.
- Before your event you will get a short on-ice warm up time. Be sure to be out the door first, avoid the pack and maneuver for room on the ice. Be efficient but don't rush.
- When it's time to perform, take a deep breath, smile from the inside out and get ready to give the performance a great effort
- If anything goes wrong with the music, go immediately to the event referee. Don't be afraid, the referee is there to help.
- Check the results board approximately 30--minutes after the conclusion of the event for the official event results.
 - Copies of the result sheets can be purchased at registration.
- Remember that all skaters have good and bad days and that not everyone can place. Be proud of a good effort. Remember that most people, including those watching, can't even do a waltz jump ☺
- Be a gracious winner as well as a good loser
 - It's unsportsmanlike and unbecoming to gloat about high marks or to make unkind comments about competitors.
 - If disappointed get to a private place to show emotion.
- Check in at the awards table for the time of the awards ceremony. Be on time for the ceremony with costume and skates on.
- Don't rush out of the rink after the event. Make friends with skaters from other clubs. Watch other events.
- Pickup music from the registration desk before leaving the facility. Many competition will throw away music if it's not picked up.

BOOTS

Boot selection is probably one of the most important and most expensive parts of figure skating. Properly fitted skating boots can make all the difference in the world and are essential for comfort and peak performance.

- Quality skating boots are generally sized 1 to 1 ½ sizes smaller than the skaters shoe size.
- The fit should be snug, especially in the heel, arch and ball areas – but not too tight
 - Too much room in a boot prevents proper support and enables the foot to slide
 - Toes should be free to wiggle but should not slide side to side.
- A thin nylon-type sock usually works best for trying on and wearing skating boots.
- The amount of firmness/stiffness needed in a boot depends on the level of the skater. The skaters coach can recommend the appropriate degree of firmness
- At the end of the skating day, the skater should use a cloth to wipe any perspiration from the inside and outside of the boots.
 - Unlace the boots and pull the tongues forward – let boots dry at room temperature in a well-ventilated area
- When cleaning skates, it is best to first remove black spot with nail polish remover or alcohol.
 - Once the skates are clean and dry they can be polished with one or two thin coats of a quality skate polish.
 - Always polish boots before testing or competition events.

Breaking in new boots

1. Lace and unlace the boots three or four times before starting to skate in them. Lace new boots loosely above the ankles at first to allow forward flex.
2. On the first 3 or 4 sessions, skate for short periods of time, stop and unlace the boots and re-lace them.
3. Sore sport or blisters can form. Protect them with small sponge pads.
4. Boots are considered broken in with the skater can freely bend his/her ankles and knees.

BLADES

With the selection of skating boots comes the selection of blades. Blade size is determined by the length of the sole of the skating boot. A blade that is more than ¼ inch shy of the ends of the boot's sole is too short. A blade that hangs off the sole a small amount is okay and will allow a growing skater to transition to larger boots and possibly use the same pair of blades.

Blades must be sharpened periodically in order for the skater to maintain quality edges.

- The time between sharpening varies greatly from skater to skater and is effected by many things including skill level, frequency of use, blade type and style of skating.
- Blades should not be sharpened too often or too infrequently
- Check with your coach on how to educate the skater on how to check the blades.
- Not all skate sharpeners specialize in figure skates. Only those who do should be trusted. A good sharpener needs to know that figure skating blades are found with a "hallow" in the bottom to give them the edges so often talked about and that the radius of curvature can vary anywhere from 5/16 to amount 2" depending upon the skater's weight, discipline and jump level.
- Figure skating blades should never be sharpened by someone who knows only hockey or by an automatic machine found at a rink.

Proper care of figure skating blades is essential to both skating proficiency and blade longevity.

Blades are made to slide on ice, not walk on floors. One of the biggest threats to blades is rust.

Because rust is much softer than steel, any portion of a blade that is affected by rust is a portion that will never hold an edge again.

Steps for preventing rust:

- Immediately after taking off skates, wipe the boots dry with a soft cloth
- Skaters should also wipe down the blades and the mounting areas
 - Keeping in mind that screws are also susceptible to rusting and will loosen much more easily if they are rusted or the leather round them is rotten from excessive moisture.
- Once the blades are wiped and dry, it's best to cover them with cloth blade covers (soakers); NOT skate guards. Wet skate guards will cause the blades to rust.
- A skater should occasionally check the screws used to mount the blades and tighten them if necessary.
 - Stripped screws must be repaired or replaced
 - Extra screws and a screwdriver are necessary supplies and should be kept in the skating bag at all times.

SKATING ATTIRE

Clothing for the skater should allow freedom of movement and be comfortable yet warm. Thin socks or tights are recommended; thick socks not only slide in the skates but also cause the feet to sweat, eventually making them feel colder instead of warmer. Some skaters prefer tights and skating dresses for practice. Other prefer tights and leggings. Most skaters wear a sweatshirt or a sweater. Nearly all wear mittens or gloves.

Clothing for competitions must be modest, dignified and appropriate for the athletic competition – not garnished or theatrical in design. Cloth may however, reflect the character of the music.

Clothing must not give the effect of excessive nudity for athletic sport. Accessories and props are not permitted.

Men must wear trousers; no tights for men or permitted. Ladies in singles and pairs may wear shirts, trousers and tights (including unitards). Under the 6.0 system, the judges must penalize clothing not meeting the forgoing requirements by a deduction of 0.1 in the second mark. Any ornamentation attached to the clothing must be firmly fastened so as not to fall off while skating under normal competitive conditions.