



Membership Handbook

2023 - 2024

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Welcome to Pilgrim Skating Club!

Pilgrim Skating Club (PSC) is a non-profit organization incorporated under the laws of the Commonwealth of Massachusetts. PSC encourages athletic activities that foster and promote physical fitness competitive spirit, loyalty and sportsmanship among our members by providing figure skating opportunities in freestyle, team and group lessons.

PSC makes available to members the opportunity to participate in test sessions on home ice, competitions, exhibitions, instructional programs and various social events. The club acquires ice time from Hobomock Arenas and provides a professional staff to generally further the mission of PSC. Your PSC membership entitles you to use acquired ice, which the Board of Directors negotiates and secures for you, at the most reasonable price possible. It is the responsibility of the Board of Directors to provide as much ice as is supportable by the club members.

Pilgrim Skating Club is a member of the United States Figure Skating Association (USFSA), the governing body of figure skating in the United States, and the New England Inter-Club Council (NEICC). This council is set up to coordinate activities of area clubs. Inter-Club competitions are held by different skating clubs at various times of the year. For more information about USFSA or the NEICC please refer to their websites.

<http://www.usfsa.org> <http://www.NEICC.org>

It is the responsibility of Pilgrim Skating Club's Board of Directors to handle the clerical work involved in maintaining your membership with USFSA, securing sanctions when necessary, and reporting test results. The Board will be responsible for securing and maintaining insurance and assuring coach compliance with regulations as set forth by USFSA. Club members by committee will support events held by the club through volunteer opportunities and the Board welcomes all members' time and talents of all to make these events a success. PSC maintains a website at:

<https://www.pilgrimskatingclub.com>. All efforts are made to keep the information presented up to date for use by members. There is a "Club News" bulletin board inside the club room which is updated frequently with information for members and their parents. Most club information throughout the year

will be emailed, so be sure to update contact information as things change. Pilgrim Skating Club maintains a presence on social media and holds accounts with Instagram and Facebook where we try to acknowledge the accomplishments of members throughout the year. Please work with the club to keep the board informed of your skating accomplishments and we will attempt to post information in a timely manner. It is the goal of the Board of Directors to provide members with a Newsletter with important information on a monthly basis.

Additionally, PSC employs a mailbox communication system. Upon receiving a membership agreement for the upcoming year, PSC will set up a file folder for each member. These folders hold papers specifically for each member as well as your membership coupons for the coming year. It is the responsibility of club members and their parents to check communication folders regularly.

GENERAL RULES

These rules are established for the safety and well-being of all members and are applicable to all PSC ice sessions. Skaters found to be in violation of the general rules may be asked to leave the ice and the Board of Directors may consider appropriate actions to ensure the safety of membership at large.

1. Skaters and parents are advised that any abuse of the rules and regulations of PSC may result in the skater being excused from the ice for a period of time to be determined by the Board of Directors or PSC coaches.
2. Courtesy is expected at all times on the ice. There will be no profanity of any type or any kicking of the ice. Discourteous comments regarding any skaters, professionals or parents will not be tolerated.
3. No food is allowed on the ice. For safety reasons, there will be no eating, gum chewing or any other activity that could cause a choking problem. Water only will be allowed at rink side as long as skaters are courteous, use discretion, and drink at the barriers. The drinking of hot drinks by coaches is the only exception to this policy with the stipulation that the cup be covered and kept by the boards.
4. No items of any sort that could end up on the ice surface should be worn or brought on the ice. Beads, hair accessories, coins or any other item lying free on the ice can pose a serious safety risk. Clothing and hair accessory items should be well secured to the skater; money and other items should be left safely away from the boards and ice. Earbuds are not allowed.
5. Skaters/members may not sit or congregate in the team bench area or penalty box. Neither should skaters sit or tie their skates in the gates to these areas.
6. Skaters and professionals should not sit on the barriers at any time. The safety issues associated with skate blades dangling off the ice necessitate strict enforcement of this rule. Coaches may coach from off the ice at their professional discretion.
7. Ice Holds - It is the responsibility of the skaters to be on time for sessions in order for the Ice Monitor to be allowed enough time to check in skaters. In the event that a skater is late for a session ice cannot be held, regardless of membership type.
8. Skaters should refrain from talking or standing in groups on the ice.
9. Posted in the club room is a map of suggested areas in which moves are typically choreographed and or performed in Figure Skating programs. Members should refer to this map for the most appropriate areas to practice various moves for the safety of the skater as well as other members on the ice.

Guidelines for Freestyle Skating Sessions

- All member and walk-on skaters must be members of the USFSA. Non-members must produce their USFSA membership card upon request of the ice monitor
- The minimum test requirement to skate without a professional is USFS Learn to Skate Basic Level 6, unless approval has been given by a Coach Liaison
- For safety and insurance purposes, PSC limits each one-hour session to a maximum of 22 skaters. Priority is given to our members based on longevity and membership type. The buying of ice in order of priority is as follows:
 - Full Members - Working down from Tiers. Tier 4, Tier 3, Tier 2, Tier 1
 - Beginner Members
 - Adult/College Members
 - Associate Members
 - Non-Members
- Anyone may purchase a FLEX coupon book with a minimum of ten ice coupons through Sports Engine. Once purchased, FLEX coupons expire June 30, 2024. All skaters must pay daily, either by walk-on rate or coupon. **No one will be permitted to skate until payment is received.** The Club's fiscal year follows the USFSA calendar year, which is July 1 through June 30. The Club's ice rates for walk-on and coupon purchases for the 2023-2024 skate year are listed below. These rates do not include coaching fees; these fees must be paid to the coach directly.

PSC Membership Options July 2023 - June 2024							
	College	Beginner	Adult	Tier 1 *1 ice coupon/week 52 weeksX\$20/week = \$1,040 = \$20/coupon	Tier 2 *2 ice coupons/week 52 weeksX\$40/week = \$2,080 = \$20/coupon	Tier 3 *3 ice coupons/week 52 weeksX\$60/week = \$3,120 = \$20/coupon	Tier 4 *4 ice coupons/week 52 weeksX\$80/week = \$4,160 = \$20/coupon
**Yearly Dues	\$100 <small>(good for 4 years)</small>	\$40	\$100	\$200/Skater	\$200/Skater	\$200/Skater	\$200/Skater
*Fundraising				\$200/Skater	\$200/Skater	\$200/Skater	\$200/Skater
July				\$86.67	\$173.33	\$260	\$346.67
August				\$86.67	\$173.33	\$260	\$346.67
September				\$86.67	\$173.33	\$260	\$346.67
October				\$86.67	\$173.33	\$260	\$346.67
November				\$86.67	\$173.33	\$260	\$346.67
December				\$86.67	\$173.33	\$260	\$346.67
January				\$86.67	\$173.33	\$260	\$346.67
February				\$86.67	\$173.33	\$260	\$346.67
March				\$86.67	\$173.33	\$260	\$346.67
April				\$86.67	\$173.33	\$260	\$346.67
May				\$86.67	\$173.33	\$260	\$346.67
June				\$86.67	\$173.33	\$260	\$346.67

*Dues - accountant fees, club insurance, office supplies, website fees, P.O. Box fee, etc.

*All coupons can be shared amongst family members - Single Club Member Tier 4 excluded

Once skaters have taken the ice the following Freestyle Rules apply to all skaters on the ice.

- Skaters performing a program with music must wear the colored belt so that they are easily distinguishable to all persons on the ice
- Right of way must be given to the skater doing his or her program.
- Second priority for right of way goes to students in a lesson with a coach. All other skaters must give right of way to these skaters
- Skaters utilizing the harness also have right of way over session skaters, however a skater performing his/her program will have the right before the harnessed skater.
- As a matter of safety, a skater who has already started entry into a jump should be given the right of way. Please note, this does not mean that if a skater is spinning or doing footwork that they have to defer to the jumper; however, if one person is skating and not in a specific move and sees another entering a jump, the skater starting the jump should have the right of way as a matter of safety.
- Practice Areas: Many skaters set up their jumps in the corners of the rink, especially the Lutz jump. The approach to this jump is long and blind, so all skaters should be advised to please limit activity in the corners. Please reference the practice diagram available in the club room and/or speak to one of the PSC professional coaches if you have any questions.
- Center of the Rink: Most skaters' programs are patterned so that they are frequently passing through the middle of the ice surface when doing their programs. Please be aware of this and do not practice entirely in the center of the ice rink. Try to vary practice areas by moving around the ice.
- Spins: Figure skaters practice a variety of spins. For the safety of others these should primarily be practiced between the blue lines on the ice. Please reference the ice diagram provided.
- There will be no group performances choreographed, practiced or skated during a club freestyle session. In this instance, a group is defined as more than three skaters. A maximum of three skaters will be allowed to skate together if they are having a semi-private lesson, and/or are skating in a club sponsored exhibition program only.

Membership Levels

PSC offers several membership levels in order to try to meet the needs of our skaters. Levels are based on the number of hours per week that skaters take the ice for lessons. While membership may not cover the skater's total ice usage for the year, it is designed to meet the needs of most while offering members and associates the opportunity to purchase ice at reduced rates over walking on. Membership levels are provided as an overview below. These descriptions may not be completely comprehensive. Questions about membership should be directed to pilgrimskatingclub@gmail.com. We will do our best to answer within 48 hours of receipt.

PSC does not enforce members contracting set hours during a week or ice session. Coupons available to the skater may be cashed in at a rate chosen by the skater and their family to best meet the needs at the time. For example, skaters may choose to primarily use their coupons during the winter months if the family is away for the summer months, or conversely, the skater may choose to use coupons primarily in the summer and fall if school sports do not allow flexibility during the school year. This flexibility is often not provided by other clubs and is a chief incentive to skating with us.

Full Membership - Tiers 1, 2, 3 and 4 (\$200 yearly dues per skater)

The full membership (includes Tier 1 -4) is available to a skater who wishes to develop his or her figure skating skills beyond the USFSA learn to skate curriculum. The skater must pay individual USFSA dues at a rate established by the governing council. All skaters with a full membership represent PSC. For Tier 1, the skater is required to contract at a rate of 1 ice session per week for the calendar year. For Tier 2 the skater is required to contract at a rate of 2 ice sessions per week for the calendar year. For Tiers 3 or 4, the skater is required to contract at a rate of 3 or 4 ice sessions per week for the calendar year. Skaters within the same family can share their contracted and Flex coupons. To share Flex Tier 4 coupons, however, skaters must have individual Tier 4 memberships. Family for this purpose is defined as an immediate family member under the age of 18, residing at the same legal address. All members use coupons for each individual ice session. The skater(s) may purchase flex or walk on coupons once contracted ice is fulfilled. The family receives 1 vote in club elections, regardless of the number of memberships held by the family. A parent/guardian/or skater over the age of 18 may serve on the board of directors. The family is obligated to participate in mandatory fundraising efforts. Additional fees for exhibition, show, and banquet apply to all members individually. Family members are expected to volunteer 10 hours in some capacity.

Beginner (\$40.00 yearly dues)

The Beginner membership is an introductory membership and is available to a skater who is interested in pursuing private lessons in addition to participating in the LTS program offered by PSC. All levels of LTS USA skaters can participate in the beginner membership but skaters cannot not have passed the USFS pre preliminary levels or higher. There are no monthly ice payments for the beginner member and ice coupons are purchased on an as needed basis. For this membership skaters can walk on for a price outlined or may pre purchase Beginner ice coupons in books of 10 half ice session denominations. Beginner members cannot practice independently and must be on lesson with a skating professional for the full duration of their time on PSC ice, unless approved by the Coach Liaison. This skater represents PSC at Learn to Compete sanctioned events. The skater's family does not vote in club elections; however, family members are encouraged to attend board meetings and PSC events to learn more about the club. The skater is not obligated to participate in fundraising efforts but is welcome to raise funds for the benefit of the club. Additional fees for exhibition and banquet apply to interested members.

Associate Memberships (\$125.00 yearly dues)

Associate members may or may not represent PSC but must provide proof of USFSA registration if not a representing member. This individual may not contract ice at full or junior club rates and may not vote in club elections or serve on the board of directors. Associate members may attend the banquet and participate in exhibitions for an additional fee.

Associate members will be allowed to purchase ice coupons at a discounted rate over the walk on rate established by Pilgrim Skating Club. Family members are encouraged to volunteer whenever possible.

College/Adult Membership (\$100.00 yearly dues for Adult Associate Membership; College is \$100 that is good for 4 years)

This membership is available to a skater over the age of 18 who represents PSC and acquires USFSA membership through PSC as their home club. This member may purchase coupon books at a member rate and may participate in exhibitions and banquet for an additional fee. Members do not vote in club elections but are encouraged to attend club meetings and events whenever possible. The skater is not obligated to participate in fundraising efforts but is welcome to assist for the greater benefit of the club. A parent, guardian or skater over the age of 18 may serve on the Board.

Membership Obligations, Payments and Coupons

(Due to COVID-19 or other circumstances all events are subject to change)

Renewal of USFSA dues is due **June 15, 2023**, so that the Board of Directors has time to process payments and paperwork required for the new skating year. If payments are not received by June 24th, PSC cannot be held responsible for any lapse in membership which may occur. Lapses may potentially affect the member's ability to compete in USFSA sanctioned events if not paid in a timely manner. USFSA membership application is available from PSC upon request and will be provided to any interested skater.

A membership fee is due to PSC by **June 15, 2023**. PSC offers several membership types for its members. Families should consider the amount of time spent on the ice each week when deciding which membership type is right for level of skating and budget. Please refer to descriptions of membership beginning on page 6 of this document, as well as, the attached fee schedule. Membership fees cover a variety of administrative costs which are incurred annually by the club including insurance, ice overages, advertising, awards, office supplies and equipment, sound equipment, perishable supplies and upkeep. The PSC membership application is available on the PSC website under the Membership Tab.

PSC offers two options for contracted ice payments.

- Members may pay the ice payment in a lump sum along with the Annual Membership Dues and fees which are due July 1, 2023. For this option, the member will receive all the coupons for the year starting in July.
- Members may choose to elect a monthly payment plan for payment of ice fees. In this case the lump sum is divided into 12 equal monthly payments for ice and spread across the months of July-June inclusive. Payments are due the first of the month and will be considered late

after the 10th of the month. A late fee of \$20 will be enforced. No penalty will be assessed for payments made in advance. Coupons will not be received until monthly ice payments are made.

Annual Icycles Show

Skaters who are members and wish to participate in the annual Icycles Show will be assessed an additional fee per skater due November 15, 2023, for basic level participation in the show. This fee will be used to purchase costumes, supplies, decorations for the shows and pay for the ice and coaching fees for Icycles practices held the week of April vacation and ice for the show. If skaters decide to participate in the show after the November 15, 2023, deadline there will be a penalty fee assessed of \$50.00 for participation. Early commitment to this worth-while program is the key to its success. While the PSC board recognizes that family's vacation and have other obligations, we strongly encourage all members to enjoy the team building and camaraderie that Icycles provides for our members, and we encourage all families to become involved in the production. A skater must be in "good standing" to participate in the Icycles Show or any PSC Show.

Annual Banquet

PSC must hold an annual meeting and annual banquet, which is a requirement of our USFSA membership. A Banquet fee per guest will be assessed prior to the date of the Banquet. This fee is designed to help defray the cost of the Banquet, which may include the cost of a venue, meal and service charges, awards, and any other additional expenses. At the Banquet, members are recognized for various Figure Skating achievements during the previous year by both PSC coaches and the Board of Directors. Sportsmanship awards are presented and eligible skaters receive certificates for passing USFSA Tests. The Banquet is also an opportunity to disseminate essential information for the purposes of club business.

Fundraising

PSC is a non-profit organization. This has many benefits to club members including providing tax-exempt donations from outside businesses, individuals, etc. Some of these donations may be considered "sponsorship" in the form of goods, services, or funding. If a sponsor donates funds in exchange for a tax-exempt receipt from PSC, then the funds must be allocated for the entire membership and deposited into the operating account.

PSC is committed to conducting fundraising events throughout the year. Skaters in Tiers 1 -4 must participate in the two mandatory fundraising events, with a minimum expectation of \$200 per skater per year, \$350 family cap. A skater/family who fails to participate, will not be considered in "Good Standing". Please refer to the Club By-Laws for further clarification on "Good Standing".

Annual Meeting

PSC must hold an annual meeting of its members for the purpose of electing Directors and for the transaction of such other business as may come before the meeting at the time, date, and place stated in or fixed in accordance with a resolution of the Board of Directors. If no place is stated, the meeting will be held at the Hobomock Arena. Failure to hold an annual meeting will not work as a forfeiture of dissolution of PSC or invalidate any action taken by the Board of Directors of PSC. It is customary at PSC to hold the Annual meeting in April.

Board of Directors

The Board of Directors consists of volunteer parents of Representing Full Club members. The Board works hard to assist young skaters to achieve their dreams in a safe and friendly environment. Board members do not receive compensation or discounts for service to the club. Board members receive membership in USFSA as a secondary member to their child at the expense of the club. Board members are required to complete a Criminal Record Offenders Inquiry through USFSA at their own expense and participate in SafeSport Training. We welcome compliments, concerns and constructive criticism. Parents interested in contributing to the Board are encouraged to submit their name for approval by vote from eligible members on an annual basis. Please inquire with a current member of the Board if you are interested in contributing your time or talents.

Professional Staff

A list of independently contracted staff who are verified as qualified to coach on PSC ice is available on our website. The PSC Professional Ice Contract allows a coach to teach on PSC ice once the Board of Directors has approved the submitted resume and application and all fees have been verified paid. All coaches are required to have professional membership as outlined by USFSA and be a registered coach with USFSA. USFSA further requires all coaches to have a current Criminal Offenders Records Inquiry (CORI) and have completed SafeSport Training. Visiting professionals must provide their USFSA membership, proof of insurance and pay a \$5 a session walk on fee. Memberships for professionals are also annual and are submitted to the Board of Directors for renewal and/or approval annually.

Ice Monitor

The term ice monitor is used in these rules to refer to those volunteers acting in service of PSC to check-in contracted skaters, and collect walk-on fees. It is understood that these people are volunteering their time and effort for the benefit of the PSC membership and should be shown the respect in all interactions. These volunteers are responsible for enforcing PSC rules during ice sessions. All parents are encouraged to volunteer to be an ice monitor for weekly sessions.

Test Sessions

Tests are scheduled throughout the year. PSC will make every attempt to schedule test sessions on a quarterly basis depending upon the needs of the current membership. Priority is given to Representing Members, followed by Associate and then non-club members. After the posted deadline, applications will be accepted on a first come first served basis. PSC and the Test Chairperson have the right to cancel a scheduled test session at their discretion. You must be considered to be “in good standing” with your home club to be allowed to test on PSC ice. No refunds will be given.

Upcoming test sessions will be posted several weeks in advance. Members are asked to check the website at www.pilgrimskatingclub.com often to find information about testing sessions. Upcoming tests will also be mentioned in Newsletters sent to club membership and posted in the club room. A skater’s coach should advise the skater as to whether or not he/she is ready to test. The coach should alert the test chair of the intention to participate in the testing session. Test applications are available online. It is the skater’s responsibility to fill out the application in a timely manner in order to meet deadlines specified by the club. If you are planning to test away from your home club, it is the skater’s responsibility to obtain the signature of the Test chair, membership chair or club president. It is the skater’s responsibility to complete and mail all applications in a timely manner.

Competitions

Competitions on every level are a principal incentive for figure skaters to train, develop and improve their proficiency. By ascending the competition ladder competitors gain entry into international events. All competitions in amateur figure skating on ice in the USA, especially regional, sectional and national championships are sanctioned by USFSA and are conducted by U.S. Figure Skating member clubs. A skater must be in “good standing” to participate in any competition.

Competitions can be separated into two types: qualifying and non-qualifying. Qualifying competitions are regionals, sectionals and nationals. Please visit the USFSA website for further information on qualifying competitions.

Non-qualifying open competitions are traditionally open to any skater Beginner level and up. These events are often divided into flights by test and age. Competition forms should be read carefully for qualifying criteria. There are also Learn to Compete (formerly referred to as Basic Skills Competitions) for skaters who have not yet tested.

If hard copies of competition forms are required, they may only be signed by one of the following members of the Board of Directors; President, Vice President, Treasurer or Membership Chair).

Many competition forms are now electronically delivered to PSC through e-mail by the club hosting the competition.

For competitions hosted by PSC, forms will be posted in the clubroom and application forms should be returned to the Club President or Learn to Skate Director. Many clubs post links to their competition forms online through their home website or www.NEICC.org or applications may be available through Entryeeze at www.entryeeze.com

Exhibitions

Traditionally PSC has hosted a Holiday Exhibition for club members. Additional fees apply and there will be no refunds if a skater cannot attend.

The holiday exhibition offers members the opportunity to skate a solo program (approximately 1:30) to a holiday song. Competition attire, and music is provided by the skater and family with approval from the coaching staff. Family members are invited to attend the event for a small entry fee.

Icycles Show

The annual Icycles Show is held during April vacation. It offers club members the opportunity to participate in group skating numbers based on their current skating level. The intent is to promote a club atmosphere and bring members together to highlight everyone's strengths. The Icycles show also offers opportunities for learn to skate participants to participate in a show and introduce them to performance on skates. The Board reserves the right to charge show participants for additional performance numbers to cover the cost of coaching and ice fees as well as additional costuming which may be required. Additional fees apply to learn to skate members and associate members. There will be no refunds if a skater cannot attend.

Criteria for Icycles solo¹ and/or features

Please note that soloist criteria are an annual decision determined by the PSC coaching staff based on the number of Icycles show group numbers compared to the number of soloists and show participants for that specific year. The show format and group numbers are subject to change each year. The decisions of the coaching staff are final but will follow the following criteria outlined below as a guideline only.²

The testing and competition cut off for both solo and medalist features will be January 1, 2024.

Skaters who achieve one or both of the following will be awarded a solo in the Annual Icycles show. (Associate members will be charged an additional fee. Additional fees may apply to other types of membership)

1. Passed USFSA Intermediate Freestyle test or higher
2. Received a gold medal in USFSA well balanced category in an open competition

Skaters who place 2nd or 3rd in a USFSA well balanced category will be awarded a medalist³ feature in the annual Icycles show.

¹ Solo skate to assigned song or theme length determined by competition level not to exceed 2:20 for Juvenile and up ² After soloist/medalists are determined using the above criteria, medalists pre-pre well balanced and above may be bumped up to soloist depending on the number of soloists for that given year. No Test well balanced 2nd and 3rd place medalists will have a feature in a no test medalist group number.

³ 45 second to 1 minute skate out in a medalist group number to assigned song or theme

SafeSport

U.S. Figure Skating strives to provide a safe environment for its members and to protect the opportunity of its members to participate in the sport in an atmosphere that is free of harassment and abusive practices. The association will not tolerate or condone any form of harassment or abuse of any of its members including athletes, coaches, officials, directors, employees, parents, and volunteers or any other persons while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating. There are many positive reasons to participate in figure skating, but like all sports, it can also be a high-risk environment for misconduct: emotional, physical, sexual, bullying, harassment and hazing. All forms of misconduct are unacceptable and in direct conflict with U. S. Figure Skating values and ideals. Misconduct may damage an athlete's psychological well-being. Athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars and loss of self-esteem. Misconduct also may have a negative impact on family, friends and the sport. Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of a sport entirely.

The SafeSport Handbook, originally created by the U.S. Olympic Committee, <http://www.safesport.org> and adapted by U.S. Figure Skating, includes various guidelines that apply to all U.S. Figure Skating clubs, programs, events and activities. It further includes the available and required training of coaches and select U.S. Figure Skating volunteers, officials and staff members on recognizing and reducing circumstances for potential abuse to occur; information on U.S. Figure Skating's required screening and background check program; the availability and procedures for any person to report suspected abuse or misconduct (including protections from any retaliation or repercussions for reporting); the procedures and means by which U.S. Figure Skating and its member clubs and programs should respond to allegations of abuse and misconduct; and how U.S. Figure Skating and its member clubs and programs will monitor and supervise this program to help ensure its effectiveness. As described more fully within this handbook, each U.S. Figure skating member club shall designate a club board member to hold the title of Club Safe Sport Compliance Chair beginning July 1, 2015. The specific duties of the Club SafeSport Compliance Chair will include monitoring the SafeSport policies and procedures of the club, verifying coach compliance and being the initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information, and when appropriate, reporting such information to U.S. Figure Skating. Also, each club should have at least three members who

have completed the SafeSport Program training course. Through the U.S. Figure Skating SafeSport Program, U.S. Figure Skating is committed to providing the safest possible environment for all participants.