

7 Rivers Figure Skating Club

2025-2026 Handbook



July 1st, 2025

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7 Rivers Figure Skating Club

7 Rivers Figure Skating Club is dedicated to providing ice skating opportunities and instruction, both recreational and competitive, for over 29 years to the communities in the Seven Rivers Region.

7 Rivers Figure Skating Club (7RFSC) is an independent, non-profit organization that is run exclusively by volunteers. We are dedicated to providing skating opportunities and instruction to the communities in the Seven Rivers Region. We are a member of the United States Figure Skating Association and an approved U.S. Figure Skating Learn to Skate program which includes Basic Skills 1-6.

We Offer:

- Beginning to Advanced group lessons in Sparta and Tomah through the skating season.
- Private Ice sessions for club skaters in Tomah or Sparta year-round.
- Certified skating Instructors who provide quality group and private lessons
- A Learn To Skate (LTS) program that focuses on the beginning skills for new skaters.
- Winter Showcase in December.
- Spring Ice Show in March or April.
- A Co-Op High School Figure Skating Team with Tomah and Sparta Students.
- Two Synchronized Skating Teams.

The 7RFSC is an official member of the United States Figure Skating (USFS), which is the governing body of amateur figure skating in the U.S. This organization entitles the local skaters to conduct and participate in official USFS instruction, test sessions, competitions, and ice shows.

The 7RFSC functions with a Board of Directors, who are elected by Freestyle voting members and serve 2-year terms. The Board of Directors is comprised of up to 9 members who volunteer their time to manage this club to benefit all of our skaters. The Board of Directors elects the following officers: President, Vice President, Secretary, Treasurer, and Compliance Officer. The Compliance Officer will serve as the club's testing chair. Additional board members may have additional responsibilities such as compliance, marketing, and show committee lead. If the Board of Directors is composed of an even number of officers, the Board President will have two options to address any votes resulting in a tie; table the vote for further discussion or convene a Special Meeting of club voting members to vote on the issue in accordance to the club Bylaws. Consideration will be taken if the matter requires discretion to protect any member's privacy.

The 7RFSC is incorporated in the State of Wisconsin and is tax-exempt. Income sources for the 7RFSC are membership fees, group classes, private ice, winter exhibition, spring ice show, various fundraisers, and donations throughout the year. Annual membership registration is held each year in summer or early fall.

The skating season runs from July 1st through June 30th the following year. For the 2025-26 Skating Season, there will be a main Winter Session from mid-October into February, with a Christmas break from mid-December until the beginning of January. The Winter Session will offer skating group lessons, team practices, and private ice at both Tomah and Sparta Ice Rinks. The Show Session will begin mid-February and run approximately 6 weeks until the Annual Spring

Show. Additionally, summer skating will be available at the Sparta Ice Rink, as well as a Private Ice Fall Session and a mini-Spring Session..

7RFSC puts on two annual productions, a Winter Showcase in December and a Spring Ice Show at the end of March or beginning of April. The Spring Ice Show must be scheduled around local club hockey tournaments and the Tomah Woodsmen hockey schedule, the Board of Directors will make every effort to get the exact date set as soon as possible. Club members, associate members, and alumni members are welcome to participate in each production. To participate, members must fill out and submit an “intent to participate” form during the winter skating session. Both the Winter Ice Show and Spring Ice Show are organized by the 7RFSC board and volunteers, help from skating families is required to ensure they are a success.

The 7RFSC has certified coaches who provide quality instruction for its members. Skaters start with the Learn To Skate program which consists of basic skills levels 1-2, and then move on to Basic Skills levels 3-6, ASPIRE level and Freestyle level. Group instruction is provided for each level of skater, some group lessons will require skill prerequisites to participate.

- The 7 RFSC Learn to Skate group classes are for brand new skaters and cover the Learn to Skate USA Basic Skills 1 and 2 objectives.
- The Basic Skills Level group classes are for skaters that have graduated from our Learn to Skate program and will cover Learn to Skate Basic Skills 3-6 objectives.
- The ASPIRE Level group classes are for skaters that have passed Basic Skills Level 6 and have not yet taken the Preliminary Skills test.
- The 7 RFSC Freestyle skaters are those that have passed out of the ASPIRE program.

Skaters may contact a private lesson coach and arrange for individual lessons. Based on private coach availability, for the 2025-26 season the 7RFSC board has limited skaters to one club private coach at a time. Exceptions to this limit must be requested through both coaches and the 7RFSC board. More information on 7RFSC’s Private Coach Policy is on Page 16.

Major expenses for the 7RFSC include ice rental, coaching compensation, registration with USFS, costumes, and show decorations. The 7RFSC shares rinks with Tomah Youth Hockey Association, Sparta Hockey Association, Blue Devils Hockey Association, and the Tomah Woodsmen Hockey Team during the skating season.

PARENT AND SKATER EXPECTATIONS

7RFSC 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. We ask that skaters and skating families meet the following expectations.

To encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition and test session.

To place the emotional and physical well-being of my skater and others ahead of my desire to win.

To maintain a respectful and courteous attitude to others.

To share with my child's coaches of any physical injuries or emotional challenges impacting my child that may affect their safety or skating practice.

To teach my skater that doing his/her best is more important than winning.

To teach my skater 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 7RFSC Board of Directors.

To respect my skater's coach and refrain from "sideline" coaching my skater or other skaters.

To respect the decisions of officials, their authority, and decisions during competitions, test sessions, and show rehearsals and teach my skater to do the same.

To fulfill my responsibility to help my club with meeting fundraising responsibilities, work hour responsibilities, volunteering for show preparations, and completing all payments in a timely manner.

To report to the appropriate entity/party any SafeSport or Code of Conduct violations that I observe.

To become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.

To support and respect all skaters and their right to participate.

United States Figure Skating (USFS)

USFS is the national governing body for the sport of figure skating in the United States. USFS is a member of the International Skating Union (ISU), the International Federation for Figure Skating (IFFS), and is a member of the U.S. Olympic Committee (USOC).

USFS is composed of member clubs, collegiate clubs, school-affiliated clubs, individual members, Friends of Figure Skating, and Learn To Skate programs. It is one of the strongest and largest governing bodies within the winter Olympic movement, with more than 186,000 members in member clubs, collegiate clubs, school-affiliated clubs and Learn to Skate programs. The charter member clubs numbered seven in 1921 when the association was formed and first became a member of the ISU. To date, USFS has almost 800 member clubs.

Learn to Skate USA, an enhanced iteration of the Basic Skills Program, launched on June 1, 2016, is the only beginning skating program in the country endorsed by USFS, USA Hockey, US Speedskating, Special Olympics and the Professional Skaters Association (PSA). The Basic Skills Program was developed in 1968 and has taught more than 2 million participants.

USFS's national headquarters---located in Colorado Springs, Colo.--is also home to the World Figure Skating Museum & Hall of Fame, which is toured by more than 5,000 visitors annually. More than 1,000 volunteers serve on USFS's Board of Directors and numerous committees. Thousands of other volunteers dedicate their time to club activities, judging, officiating and competition management. For more information, visit www.usfigureskating.org

SKATE SAFE INFORMATION

USFS strives to provide a safe environment for its members that is free of misconduct and harassment. The association will not tolerate or condone any form of harassment or misconduct of any of its members including athletes, coaches, officials, directors, employees, parents, 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. All forms of misconduct are unacceptable and in direct conflict with U.S. Figure Skating rules.

The U.S. Figure Skating SkateSafe Program addresses the following types of misconduct:

- Sexual misconduct
- Physical misconduct
- Emotional misconduct
- Bullying, threats, and harassment
- Hazing
- Willfully tolerating misconduct

All individuals, regardless of membership with U.S. Figure Skating, are encouraged to report suspected SkateSafe violations. To report a suspected ethical violation or a violation of the SafeSport Policy, go to www.usfsa.org.


SkateSafe Program Handbook can be found at <https://www.usfigureskating.org/skatesafe> .

U.S. Figure Skating Basic Skills Levels

7 Rivers Figure Skating Club instructs all 6 Basic Skills Levels in our club. Basic Skills Level 1 and 2 are taught through our Learn to Skate Program. Basic Skill Levels 3-6 are taught in our Basic Skills Group classes, each level making up an individual class.

U. S. Figure Skating Basic Skills Program

Basic Skills



BASIC 1	Basic 1 <ul style="list-style-type: none">A. Sit on ice and stand upB. March forward across the iceC. Forward two-foot glideD. DipE. Forward swizzles – 6-8 in a rowF. Backward wiggles – 6-8 in a rowG. Snowplow stopH. Rocking horse – 2-3I. Two-foot hop in place (optional)	BASIC 5	Basic 5 <ul style="list-style-type: none">A. Backward outside edge on a circle – R and LB. Backward inside edge on a circle – R and LC. Backward crossovers, clockwise and counterclockwiseD. Beginning one-foot spin – up to three revs, optional entry and free-foot positionE. Hockey stopF. Side toe hop – both directions
BASIC 2	Basic 2 <ul style="list-style-type: none">A. Forward one foot glides – R and LB. Backward two-foot glideC. Backward swizzles – 6-8 in a rowD. Two-foot turn from forward to backward in placeE. Moving snowplow stopF. Forward alternating half swizzle pumps, in a straight line (slalom-like pattern)	BASIC 6	Basic 6 <ul style="list-style-type: none">A. Forward inside three-turn – R and L from a standstill positionB. Moving backward to forward two-foot turn on a circle, clockwise and counterclockwiseC. T-stop – R or LD. Bunny hopE. Forward spiral on a straight line – R or LF. Forward lunge – R or L
BASIC 3	Basic 3 <ul style="list-style-type: none">A. Forward stroking, showing correct use of bladeB. Forward half swizzle pumps on a circle – 6-8 consecutive clockwise and counterclockwiseC. Moving forward to backward two-foot turn – clockwise and counterclockwiseD. Backward one-foot glides – R and LE. Forward slalomF. Two-foot spin – up to two revolutions		
BASIC 4	Basic 4 <ul style="list-style-type: none">A. Forward outside edge on a circle – R and LB. Forward inside edge on a circle – R and LC. Forward crossovers, clockwise and counterclockwiseD. Forward outside three-turn, R and L from a standstill positionE. Backward half swizzle pumps on a circle, clockwise and counterclockwiseF. Backward strokingG. Backward snowplow stop – R and L		

ASPIRE Program

The U.S. Figure Skating ASPIRE Program helps skaters transition from Learn to Skate Basic Skills classes to U.S. Figure Skating. The program is intended to teach young skaters what it means to be a figure skater with on-ice and off-ice training, to instill good practice habits, and learn the fundamentals of off-ice training alongside their peers. ASPIRE Skaters have passed out of Basic Skills Level 6 and will not be able to test beyond Pre-Preliminary Tests and Adult Pre-Bronze Tests. Skaters with a current Aspire membership are considered voting members within 7RFSC.

BENEFITS

- Allows rink/club/program to create a desired and standardized "next step" for skaters in organized group lessons
- Provides a natural pathway into U.S. Figure Skating introductory membership
- Standardizes the transition between affordable group lessons and more expensive private lessons
- Teaches good practice habits on and off the ice
- Introduces skaters to moves in the field, edge classes and other skating disciplines
- Creates enhanced parental involvement and education

U.S. Figure Skating Freestyle Levels

The 7 RFSC Freestyle skaters are those that have passed out of the ASPIRE program. Freestyle skaters with a current U.S. Figure Skating membership are considered voting members within 7RFSC.

TESTING STRUCTURE UPDATES



U.S. Figure Skating Tests

SKATING SKILLS	SINGLES	PATTERN DANCE <i>Partnered - Lead or Follow Solo - Lead or Follow</i>	FREE DANCE <i>Partnered or Solo</i>	PAIRS
Pre-preliminary	Pre-preliminary			
Preliminary	Preliminary	Preliminary		
Pre-Bronze	Pre-Bronze	Pre-Bronze		
Bronze	Bronze	Bronze	Bronze	Bronze
Pre-Silver	Pre-Silver	Pre-Silver	Pre-Silver	Pre-Silver
Silver	Silver	Silver	Silver	Silver
Pre-Gold	Pre-Gold	Pre-Gold	Pre-Gold	Pre-Gold
Gold	Gold	Gold	Gold	Gold
		International		

SYNCHRONIZED SKATING PROGRAM

7RFSC Synchronized Skating program has significantly grown since it started during the 2021-22 Season. For the 2025-26 Season, there will be two Synchronized Skating teams with the goal of having balanced levels and preparing skaters to compete at Synchronized Skating competitions.

The Intro the Synchro Team members must be at least at Basic Level 5.

Eligible Members for the Competition Synchro Team must have participated in the Intro to Synchro Team for at least one year and have passed two US Figure Skating Tests. Skaters may request exemptions to advance to the Competition Synchro team after passing one US Figure Skating Tests through sevenriversfsc@hotmail.com.

The Synchronized Skating Teams practices will begin during the Winter Session, each team will have the option to perform in the Winter Showcase and Spring Ice Show. Team members will be responsible for purchasing their own outfits for each performance. The Synchronized Skating Teams require maximum participation from all members, only two absences will be allowed prior to the Winter Showcase and two absences from January until the Spring Ice Show. Absences must be reported to sevenriversfsc@hotmail.com, extenuating circumstances will be taken into consideration by the team coach. The team can decide if there will be extra fundraising requirements.

HIGH SCHOOL TEAM

The 7RFSC High School Team is open to all high school students who are members of the 7RFSC Aspire Program and Freestyle Program. The 7RFSC High School Team is a co-op comprised of students in the Tomah and Sparta School Districts. Skaters from outside these districts or in a home-based education program who are interested in participation on the High School Team need to meet with team coaches, the parent manager, as well as a majority district athletic director prior to the start of the season. The 7RFSC High School Team must adhere to district policies set in place by the majority district, Tomah Area School District for the 2025-26 season.

The 7RFSC High School Team will not start practices until November 1st, practices will be set by Team Coaches and Managers. The first official week of the season, skaters will participate in a skills demonstration to determine competition levels, levels are subject to change during the season.

Varsity letter eligibility will be based upon criteria set by team coaches, manager, and the majority school district athletic department. The High School team will also set their own attendance requirements, all absences must be communicated prior to an event or practice to the team email; 7rivershsteam@gmail.com.

The 7RFSC High School Team fundraising is an additional expectation, separate from fundraising requirements of 7RFSC. Skaters are expected to fulfill both club and team requirements.

Additional information is available in the 7RFSC High School Handbook.

7 RIVERS PLANNING GUIDE & REQUIREMENTS

As a skating family, there are some basic requirements for club involvement. 7RFSC is an organization run primarily by volunteers, without family involvement our club would not exist. 7RFSC families need to donate the time and effort necessary to provide the needed services and funds. We rely on all 7RFSC families to help us provide an optimal skating environment for every skater. Therefore, families of all skaters must pay fees in a timely manner, participate in fundraising, complete required work hours for each session, volunteer for the Winter Showcase (if skaters are participating), and volunteer for the annual Spring Ice Show.

COMMUNICATION

The club disperses information via email and the parent Facebook group. Forms of communication are the 7RFSC Facebook page, Uplifter, informational parent meetings held throughout the season, and posted at the front table at each rink. **It is the skating family's responsibility to check frequently for important information.** Ask questions if you don't know! Prior to each skating lesson or private ice sessions, skating families must check their email, Facebook, or Uplifter notifications for weather cancellations or delays, Hockey Tournaments may run late due to various reasons beyond the club's control.

IMPORTANT INFORMATION

Please do not leave young or inexperienced skaters unattended. Skating can be a very dangerous sport and should your child become injured, a parent or guardian should be readily available. **Skaters under the age of 12 must have a parent or designated adult inside the rink during the entire lesson and available in case of emergency.** Parents must provide correct contact information in the case of emergencies, failure to do so will result in skaters not participating. Parents are responsible for getting the skater to the appropriate times, dates and location of all ice time purchases. 7RFSC is not responsible for skaters left unattended.

Please make sure all of your clothing, skating equipment, and garbage are picked up before you leave the rink. Skaters will not touch, move, or take any other skater's equipment or personal items. If this happens, the board rink monitor must be notified immediately and will resolve the issue. The Board needs to immediately know about issues to be able to address them right away, versus being notified days after the incident.

Locker Room Assignments will be posted at the front table of each rink, assignments are based on age and gender. Skaters are responsible for behaving in the rink locker rooms and lobby before, after, and between skating lessons. Multiple reports of misbehavior could result in a Grievance being filed against the member. Board members will immediately report behavior issues to skaters' parents/guardians. No changing will take place in the locker rooms unless a changing room poster is on the door, this will only happen for special occasions, such as costume fittings. A skater changing area will be provided upon request.

CANCELLATIONS

During the Winter Session, occasional Tuesday and Thursday practices will be canceled to accommodate High School Hockey games. These dates will be listed in class descriptions on Uplifter as well as reflected on the Uplifter Calendar. The club does not always get advance notice for playoff games or rescheduled games. Every effort will be made to work around these games.

Weather related cancellations will be based upon the following guidelines;

- If school is canceled or is dismissed early due to inclement weather, skating classes will be canceled or made optional. The Board of Directors will make this call by 2 pm in the afternoon and notify families through the club's facebook groups and email.
- If the inclement weather falls on a weekend, the day of the Winter Show, or the week of Spring Ice Show practice, the Board along with the Coaches will decide how to proceed in a timely manner.
- If there is no school due to a scheduled day off, we will still have classes.
- If skating is canceled due to inclement weather, the board and coaches will make every effort to provide a make-up date for group lessons and/or private ice time scheduled. If a new date is not possible, an Ice Token(s) for private ice may be given to skaters (each token is worth a 30 minute Private Ice Session). No cash refunds or Uplifter Credit will be given.

Notification of any cancellations will be made via email and 7RFSC Facebook page. Reach out to board members with any questions via social media, the club email, or in person!

TESTING INFORMATION

Learn to Skate Testing dates will be posted on Uplifter Class Details, typically mid-session and at the end of the session. A make-up testing day may be requested ahead of time if a skater has a conflict and will be unable to attend testing day (to sevenriversfsc@hotmail.com).

Basic Skills Testing dates will be posted on Uplifter Class Details, typically mid-session and at the end of sessions. A make-up testing day may be requested ahead of time if a skater has a conflict and will be unable to attend testing day (to sevenriversfsc@hotmail.com). Basic Skills testing will not be done during Private Lessons.

Aspire and Freestyle skaters can advance with in-person or virtual U.S. Figure Skating testing. Skaters and/or parents are responsible for test registration, making arrangements with their coach, completing proper paperwork, payments, and submitting testing videos (if virtual testing). Virtual testing will not be done during Private Ice Sessions as a courtesy to the other skaters registered for the session. Skaters and coaches can request times through sevenriversfsc@hotmail.com for virtual testing, ice expenses incurred will be pro-rated for the number of skaters and invoiced via Uplifter. No-shows for virtual testing will still be invoiced for the ice expense.

SAFESPORT

All adult coaches and board members will complete and keep current on their required Safesport training. All parents working in Locker Rooms during the Spring Show must complete Safesport as well as a Background Check through USFS (club will reimburse the cost through Uplifter).

USFS highly recommends that at least one parent/family member of each club skater completes Safesport Training for the 2025-26 Season. Although this is not a requirement, 7 RFSC supports this policy and recommends at least one parent/family member of each skater complete Safesport Training.

7RFSC MEMBERSHIP TYPES

Type	Annual Membership Fee	Private Ice Rate	Fundraising Responsibility	Required Work Hour	Winter Ice Show Participation	Spring Ice Show Participation
Learn to Skate (Basic 1 & 2)	\$20	N/A	N/A	N/A	Yes – LTS number	Yes – LTS number
Basic Skills (3-6)	1st Family Member - \$40 Additional Family Member - \$30	\$10 for 30min Drop-in: \$12/30min	\$150 per Family	12 Hours per Family	Yes, Basic Group Number or Private Lesson students may participate in a solo/duet/trio	Yes 1 or 2 Group Numbers. Based on Level.
ASPIRE *Passed Basic Skills Level 6, can only test through Pre-Preliminary *7RFSC Voting Member	\$45	\$10 for 30min Drop-in: \$12/30min	\$150 per Family	12 Hours per Family	Yes ASPIRE Group Number or 1 solo/duet (private lesson students)	Yes 1 or 2 Group Numbers. Participation in Opening, Closing and Finale.
Freestyle Skaters with 3 or More Tests *7RFSC Voting Member	Introductory Member - \$65 First Family Member - \$85 Additional Family Member - \$55	\$10 for 30min Drop-in: \$12/30min	\$150 per Family	12 Hours per Family	Yes Solo, Duet, Trio	Yes 1 or 2 Group Numbers. Opening, Closing and Finale. Solo or Duet
Associate Member	\$50 Fee may be prorated during the season.	\$10 for 30min Drop-in: \$12/30 min	Optional	Optional	Basic: Yes ASPIRE: Yes Freestyle: Yes Solo, Duet, Trio. *Must Work Required Shift	Yes Participation Based on Level *Must donate Basket and Work Required Shifts
Collegiate (good for 4 years) *7RFSC Voting Member	\$120	\$10 for 30min Drop-in: \$12/30 min	Optional	Optional	Yes Solo, Duet, Trio	Yes Solo, Duet, Trio
Synchro	Must be a Club Member	N/A	N/A	N/A	Yes – Additional Team number	Yes – 1 Additional Team number
High School Team Member	Must be a Club Member Additional Fee Determined by Team	N/A	Additional to Required Club Fundraising. Determined by Team	Optional	Yes - Additional Team Number	Yes - Additional Team Number

FINANCIAL RESPONSIBILITIES

All Uplifter fees must be paid in full or a payment plan set at the time of purchase. All purchases are final. Uplifter accounts must either have payment plans caught up or paid in full in order to participate prior to each new session/season. All Uplifter payment plans that are overdue can result in Uplifter accounts being paused until payment is made, resulting in skaters not being allowed to participate or the ability to make any new purchases. 7RFSC board members will work with you on your payment plans individually, on an as needed basis only, depending on circumstances. 7RFSC board members monitor payments on Uplifter and will send reminders to families if able. **It is the responsibility of the member to check their account for all payments due.**

There is a fundraising responsibility for each member's family. Each family must raise or donate the full set amount. Each family will have the opportunity to "Buy Out" of club fundraising requirements at the start of the session. Families that do not elect to "Buy Out" and do not complete the full set amount for fundraising requirements, will be invoiced on Uplifter for the remaining balances. These balances are due prior to the start of each new session, with the listed conditions and penalties in this manual applied. We are a non-profit company and all funds raised will be used for the interest and growth of 7RFSC.

Required	Optional
Membership Dues (listed above) Class Fees Fundraising Participation Work Hour Participation Gift Basket for Spring Ice Show (\$25 value, if participating)	Club Apparel (when offered) Private Ice Time Payment to Private Ice Coaches Spring Ice Show Programs Flowers at Spring Ice Show Competition Fees Testing Fees

REFUNDS

No membership and/or Uplifter purchase refunds are given after the start of each skating session. **If a member incorrectly purchases a class, package, or private ice, the member is responsible for informing 7RFSC by email within 7 days of the beginning date of each session** in order to receive an Uplifter Credit. **It is the responsibility of the member to monitor personal accounts and purchases.** If the incorrect packages/class goes unnoticed beyond 7 days of the first session date, there will be no refund. "Drop-In" purchases are final and will only be allowed ice token refunds.

A major injury/illness that prohibits the completion of the skating session will require an email request for a refund for the remainder of Private Ice Sessions and pro-rated group lessons. This email request must include a doctor's note stating the skater will not be able to complete the remainder of the session.

All refunds requested by email, done in a timely manner, that has been reviewed and approved by

the board, will be given Uplifter Credit only. In the event a reimbursement to a credit card or cash/check is needed, this must be specified and requested by email to the 7RFSC for consideration.

There will be a \$35 fee for any returned check charge for NSF.

No refunds can be given for the cost of the club membership fees. No refunds will be issued in the event of inclement weather. No refunds will be given if the member is late or does not attend. All purchases are held responsible by the member/skater. 7RFSC is not held responsible for incorrect purchases, member cancellations, or no-shows.

ICE TOKENS

Ice Tokens hold the value of one 30-minute Private Ice or one 30-minute class that allows “Walk-On Participants”, conditions apply. Ice Tokens can only be used the day of skating, usage for future dates will not be accepted. Accepted tokens will be based on space availability. Private Ice packages and “Drop-in” ice can also be purchased in advance through Uplifter, depending on availability.

Board members may give ice tokens to skaters in the event of inclement weather, unforeseen cancellations or delays, unexpected scheduling conflict (hockey delay, or no-notice game, etc.), or circumstances beyond our control.

Ice Tokens may be requested for missed Private Ice Sessions by emailing the club in advance. Skaters may also request an Ice Token at the rink prior to taking the ice for a purchased Private Ice Session by notifying the Board Member serving as the Rink Monitor.

LATE REGISTRATION AND REGISTRATION CHANGES

Late registrations will not be accepted. Although 7RFSC Board Members monitor registration, **it is not the 7RFSC responsibility to find or fix registration mistakes.** All purchases are the responsibility of the member and 7RFSC is not held liable for any and all incorrect purchases through Uplifter.

All incorrect Uplifter purchases and registrations must be identified and reported within the first 7 days of each session. **If an error is found, a written request must be submitted within the 7 days to the 7RFSC club email.** If 7RFSC has been made aware of the incorrect lesson registration within the 7 days, Uplifter credit only may be issued. If the incorrect registration is found after the first 7 days of the session, Uplifter credit will not be issued.

7RFSC will not be held responsible for switching classes or changing Uplifter registrations for skaters. The board is not held liable for opening spaces to fit in skaters. Limits are set for the safety of the skaters and will not be adjusted. It is the responsibility of the member to purchase the correct session. In the case of multiple incorrect purchases the board has the right to deny Uplifter Credit requests. Restrictions of preset amount of skaters and Uplifter account purchases will apply.

PRIVATE ICE

Private Ice sessions are primarily reserved for skaters in Private Lessons with a coach. Skaters must register for the appropriate level of Private Ice session. Sessions must be purchased through Uplifter or through the use of an Ice Token. Size limits for each Private Ice session will be determined by skating levels participating in the session and stated in the session's description on Uplifter. For example, some sessions may be limited to only Basic Level lessons, ASPIRE, or Freestyle lessons. **It is the responsibility of the skater's family to coordinate private lessons and ensure their skater is registered for a level appropriate Private Ice Session.**

ASPIRE and Adult skaters that do not have a private coach, may utilize Private Ice for individual practice as long as they meet the session's level requirements. Freestyle Skaters and ASPIRE skaters with a private coach may use Private Ice for individual practice without a coach.

FUNDRAISING RESPONSIBILITIES

Each family of a skater with a Basic Skills, ASPIRE, or Freestyle membership with 7RFSC is required to meet a fundraising goal of \$150 profit for the skating season. Each family will have the opportunity to "Buy Out" of club fundraising requirements at the start of the Winter Session. Families that do not elect to "Buy Out" and do not complete fundraising requirements will be invoiced on Uplifter for remaining balances at the end of the skating season (June).

Fundraising opportunities throughout the year include but are not limited to:

- A fall fundraiser (typically Kozy's Pizza orders)
- A winter fundraiser (examples include Kwik Trip gift cards and Butterbraids)
- "Happy Ad" sales for the Spring Show program
- "Business Ad" sales for the Spring Show program
- "Last Chance" Show Donation Fundraiser (items required for the Spring Show can be donated in lieu of Fundraising).

The club is always open to new fundraising ideas. Please reach out to the 7RFSC Board of Directors with any ideas!

Families with skaters not participating in the Spring Ice Show may request an adjusted fundraising goal of \$100 profit by emailing sevenriversfsc@hotmail.com.

Skaters that pass Learn to Skate and participate in only the Mini-Spring Skating Session are exempt from Fundraising and Work Hour Responsibilities.

WORK HOURS RESPONSIBILITIES

Each family will be **required** to:

- Complete a minimum of 12 Work Hours for the Season
- Work a shift for or during the Winter Showcase (if skaters are participating)
- Work a setup shift during Spring Show Tech week
- Work two shifts during Spring Shows

- Work a specific, assigned tear down task after the final Spring Show

Families must submit completed Work Hours to the club, there will be multiple emails and reminders explaining how to submit Work Hours. Families that do not complete required work hours will be invoiced for \$25 per hour at the end of the season through Uplifter.

In lieu of work hours, 7RFSC may ask for donations for the club. These will be requested through the club's facebook group, email, and at the front rink tables. Families will still need to submit substituted "donation" work hours to the club. Examples include gift baskets for the Winter Showcase, concession drinks and foods, cleaning supplies, organizational supplies, and office supplies. It is highly recommended that families keep their own records of completed Work Hours in addition to submitting them to the club.

Additional Work Hour opportunities outside of helping at the Winter Showcase and Spring Ice Show include;

- Rink Monitor during lessons and Private Ice.
- Cleaning designated club areas and storage.
- Helping organize, maintain, steam, and alter club costumes.
- Serve on a club committee (ie, Spring Show Committee or Fundraising Committee).
- Completing special projects for the club (ie, updating show decorations).
- Participating in recruiting activities (ie, Downtown Thursdays, parades, etc).

Families with skaters not participating in the Spring Ice Show may request an adjusted Work Hour goal of 4 Hours and opt out of Tech Week/Show shifts by emailing sevenriversfsc@hotmail.com.

SKATER HEALTH

This plan was created to keep skaters, staff, and families safe. The 7RFSC has adopted these policies as necessary for our needs at both the Tomah and Sparta ice rinks.

A skater must stay home due to any of the following obvious symptoms of illness. If any one of the symptoms of illness occur while the skater is at the rink, they will be asked to go home.

- | | |
|---|-----------------|
| ● Fever (Temperature of 100.4 degrees or greater) | ● Legionnaires |
| ● Stomach ailments | ● Skin rashes |
| ● Head Lice | ● Strep throat |
| ● Cough/Difficulty breathing | ● COVID-19 |
| ● Headaches | ● Flu |
| ● Sore/irritated throat | ● Vomiting |
| ● Diarrhea | ● Eye Infection |

If a skater requires medicine (Tylenol, ibuprofen, etc.) for their symptoms DO NOT send them to the rink. Skaters should be symptom free WITHOUT medication for 24 hours prior to their return to the rink. Again, if skaters have any of these symptoms while in attendance, they will be asked to go home. The 7RFSC can not refund or provide makeup group lessons for missed classes, however if notified ahead of the class we can work with Basic Skaters and LTS Skaters to make-up an extra class at the alternate location if possible. With prior notification, private ice sessions can be credited to the skater with ice tokens (see Refunds section above).

PRIVATE COACH POLICY

All Private Coaches of the 7RFSC are independent contractors and develop their own business practices that will comply with USFS guidelines, but also abide by the 7RFSC Bylaws and Handbook. It is highly encouraged for Private Coaches to set their own rules, rates, and have a coach/skater contract with students. Coaches are members and employees of 7RFSC when coaching the club's group classes, when acting as Private Coaches they are not employees of the 7RFSC. The skater's family must arrange payment with Private Coaches and pay for Private Ice Sessions used for the lesson. Coaches may request Board assistance if lesson payments are late or go unpaid.

All Basic, Aspire, and Freestyle skaters are able to arrange a Private Coach. The 7RFSC Board of Directors can help advise and make recommendations, but **the responsibility to contact coaches and make arrangements falls to the skater's family.** 7RFSC Board of Directors will not assign Private Coaches to individual skaters. Based on private coach availability, for the 2025-26 Season, club skaters are limited to one club private coach at a time. Exceptions to this limit must be requested through both coaches and in writing to 7RFSC email.

In the interest of our coaches, Member Coaches are limited to 3 Private Lesson skaters at any given time during the season. Exceptions to the limit must be requested to the 7RFSC Board.

7RFSC welcomes coaches from other clubs to utilize private ice for lessons when needed. All coaches and associate members need to adhere to the rules laid out in our handbook.

JUNIOR COACH PROGRAM

The 7 RFSC coaching cadre is an extremely valuable asset to the club. In addition to actively researching and providing continuing education for current coaches, it is a responsibility of the 7RFSC Board of Directors to continue to expand and grow our coaching cadre. This will be done through recruiting new skating coaches and developing our rising skaters. The Junior Coach Program is intended to help skaters learn and develop skills to become credentialed, student coaches within the club.

Junior Coach

Age Requirements: 11 years old and up (with parental permission and 7 RFSC Board approval)

Skating Level Requirements: ASPIRE and Freestyle Skaters

Coaching Compliance: Must complete the 7 RFSC LTS Junior Coach Contract. Must register with Learn to Skate USA and complete the Learn to Skate Compliance 2025-26. Upon completion, skaters may present their certificate to the 7 RFSC Compliance Officer or President to receive 1 ice token.

The Junior Coach will be allowed to help with group lessons under the direction of an experienced, credentialed coach. The Junior Coach is helpful in class when skaters need extra explanation or assistance while taking instruction from the lead coach. The primary responsibility of the Junior

Coach is to assist with any skaters requiring more assistance, help skaters on and off the ice, help organize skaters into their proper classes/levels, actively engage with skaters, demonstrate moves, and help instructors. Junior Coaches will not conduct testing for Basic Level Skaters and LTS Skaters.

Junior Coaches will not be permitted to practice advanced moves, socialize, and must participate in the class. Failure to properly engage with the class and assist will result in removal from the Junior Coach Program.

Member Coach

Age Requirements: 14 years and older

Skating Level Requirements: Must have passed 3 or more USFS Tests

Coaching Compliance: Member Coaches (with help of parent/guardian) must obtain required memberships, training, and insurance for the skill level they plan to teach. Coach compliance will be overseen by the 7RFSC Compliance Chair and Lead Coach/Coaches. If under the age of 18 y.o., background check is not required. These skaters are committed to being a member of the 7 RFSC coaching staff, and can be on payroll with 7RFSC. Member coaches must complete all required tax forms for the Club Treasurer as well as complete the club's coaching contract. Coaches will have the opportunity to request their hourly rate for coaching club classes and show group numbers at the required Coach Meeting prior to the start of the season. Pay rates will be based on skater's level, coaching experience, level and number of classes taught weekly, and availability during the season. Finally, coaches will be compensated with a mileage rate set at the beginning of the skating season.

Member coaches must complete a Coaching Contract for the club, if a Member Coach is under the age of 18 a parent or guardian must attend the Coach Meeting and sign the Coaching Contract as well. All coaching compliance requirements must be met prior to being on payroll on 7RFSC.

Member Coaches will be allowed to coach Learn to Skate and Basic Skills Levels 3-6. Upon turning 16 years old, Member Coaches must complete Core Coach Training. Member Coaches must complete additional Coach I.C.E. to coach ASPIRE, and Freestyle classes. In their first season of coaching, Member Coaches are limited to 1 Private Student and then up to 3 Private Students in subsequent years. Member Coaches may request exceptions to their Private Student limit to the 7RFSC Board of Directors.

Adult Member Coach

Skating Level Requirements: Must have passed Basic 6 or higher.

Coaching Compliance: Adult Member Coaches must obtain required memberships, training, and insurance for the skill level they plan to teach.

Coach compliance will be overseen by the 7RFSC Compliance Chair and Lead Coach/Coaches. A background check and safesport completion are required. These skaters are committed to being a

member of the 7RFSC coaching staff and can be on payroll with 7RFSC. Adult member coaches must complete all required tax forms for the Club Treasurer as well as complete the club's coaching contract. Coaches will have the opportunity to request their hourly rate for coaching club classes and show group numbers at the required Coach Meeting prior to the start of the season. Pay rates will be based on a skater's level, coaching experience, level and number of classes taught weekly, and availability during the season. Finally, coaches will be compensated with a mileage rate set at the beginning of the skating season.

Member coaches must complete a coaching contract for the club. All coaching compliance requirements must be met prior to being on payroll with 7RFSC.

Adult member coaches who have passed basic skills 6 will be allowed to coach Learn to Skate and Basic Skills Levels 3-6 class. A coaching membership with Learn to Skate USA is required, along with safesport and a background check. To take on basic skills private students, an adult must have passed 1 USFSA test or IJS equivalent. Insurance and a one time CoreCoach class is required for coaches with private students. To instruct group classes or private students that are Aspire or higher, adult must have passed 3 tests or more. Coach I.C.E. class is required with a minimum of 12 continuing education hours for adults coaching freestyle level skaters. Consideration will be given if an individual requests an exception with the 7RFSC board.

WINTER SHOWCASE RESPONSIBILITIES AND GUIDELINES

The purpose of the Winter Showcase is to provide a fun, low stress environment for group lesson skaters, 7RFSC teams, and Private Lesson skaters to showcase the skills they have been working on. In addition to the Winter Showcase being a significant fundraiser, it is also a way for club members to celebrate the Holiday Season! The Winter Showcase will take place in December, exact dates are set upon the release of High School Hockey and Woodsmen Hockey schedules.

- Requests will be made for each Learn to Skate family with a skater participating in the show to donate concessions snacks, or drinks to sell at the concession stand (valued at \$10-15). Prior to the Showcase, there will be a signup available to parents.
- Each family will be required to work for a shift during the Winter Showcase if your skater is participating. Shifts will be available to sell tickets, sell concessions, backstage helpers, raffle basket sales, rink cleaning, running music, decorating, set-up/tear down, etc.
- All 7RFSC skaters are encouraged to participate but not required to skate in the Winter Showcase. All members, associate members, and alumni members are welcomed to participate in the Winter Showcase but must complete intent to participate requirements and song selection by set deadlines.
- All current Learn to Skate Skaters can participate in the Learn to Skate Group number. If they pass out of Learn to Skate at testing in December, they will still skate with Learn to Skate.
- Basic Level Skaters will be able to participate in a group number, they will use their Basic Level as of November Testing.
- Private Lesson Skaters are limited to participating in one solo, duet, trio, or a small group number. Skaters that will be skating a solo in the Spring Ice Show are **encouraged** to skate in a duet, trio, or small group (this allows the opportunity for skaters to have solo in the Winter Showcase that will not have one in the Spring Ice Show).
- If Private Lesson Skaters do not want to perform a solo, duet, or trio, they may opt to participate in their Basic Skills Group number. **Skaters can not participate in both.**
- The 7 RFSC Synchronized Skating Teams and High School Team members can participate in the team's Winter Showcase number in addition to one other number (solo, duet, trio, small group, or Basic Group number).
- Skaters can choose their own music and choreography for the Winter Ice Show (must be an approved song with USFS music policies). Skaters should consult with their private ice coach on skill level appropriate material, song and length will be approved by the Show Committee.
- Locker room assignments will be organized by age and gender. There will be no mixed gender locker rooms when costume changing is required. Changing tents will be provided in each locker room for skaters to use.

SPRING ICE SHOW RESPONSIBILITIES AND GUIDELINES

- All 7RFSC skaters are encouraged to participate, but not required to skate in the show. Intent to participate forms will be available in the fall.
- Requests will be made for each Learn to Skate family with a skater participating in the show to donate concessions snacks, or drinks to sell at the concession stand (valued at \$10-15). Prior to the show a paper signup/signup genius will be used to help organize required foods.
- Each family is **required to work a shift during the Spring Ice Show Tech Week**, examples include rink cleaning, food setup, board cleaning, costume help, concessions, etc.
- Each family will be **required to work two shifts during the Spring Ice Shows**. Shifts will be available to sell tickets, sell concessions, locker room monitor, raffle basket sales, flower sales, etc. All skating families will be assigned a tear down task.
- Each family must donate a gift basket (approximately \$25 value) to be raffled off at the Spring Ice Show. Families may combine with other families for a larger valued gift basket. Families that do not donate a basket will be invoiced \$25 on Uplifter. Board Members will have the option to donate a gift basket but will not be required.
- Skaters are allowed **1** absence for each group number during the show group practices. Any additional absences may result in removal from the group missed. Exceptions must be requested in writing to the 7RFSC Board.
- Each family member must purchase a ticket to enter for each show performance if they are not working for that show. The worker will be asked to sign in for their assigned job for each show and wear a lanyard to designate them as a volunteer.
- For group numbers, opening number, and closing number, skaters will be grouped primarily by skating level, but other factors will be taken into account, such as height, scheduling requests, and individual skills. Coaches will reserve the right to adjust and adapt choreography to best accommodate all skaters in the group.
- Locker room assignments will be organized by age and gender. There will be no mixed gender locker rooms when costume changing is required. All SkateSafe policies regarding changing areas and locker rooms will be further outlined in the Show Packet.
- Following SkateSafe and SafeSport policies, Locker Room Monitors must complete Safe Sport Training and a Background Check. Monitors that complete the Background Check will be given \$30 in Uplifter Credit to compensate for the cost.
- Costumes for Group Numbers are owned by 7RFSC. Skaters may be charged a replacement cost for any damaged or unreturned costume. Costumes are only to be worn for photo shoot, dress rehearsal, and show performances.
- Participation in the Hockey number is available to skaters in High School (9th grade and up)

and must have passed 2 US Figure Skating Tests by December 31st, 2025

- Skaters that have passed 3 USFS tests are eligible for a solo in the Spring Ice Show, in addition to 2 Group Numbers. Skaters must have been tested before December 31st, 2025.
- Solo eligible skaters may trade their solo for a duet or trio. Skaters must arrange a Private Coach and Ice time for practice.
- Senior skaters may participate in the Senior Group Number. Skaters must coordinate and purchase their own outfits, or may borrow outfits already belonging to the club.
- All ASPIRE and Freestyle Skaters are able to participate in the show's Opening and Closing Numbers. Skaters must have passed Basic 6 by November 23rd, 2025 to participate in the Show Opening and Closing Numbers.
- For the Show Practice Session, skaters will respect the coaches, dressing room monitors, other skaters, board members, and volunteers. 7RFSC will implement the following Three-Strike Policy to address behavioral issues during the Show Session:
 - First Strike: The coach will ask you to sit on the bench and watch the remainder of the practice.
 - Second Strike: You will be asked to leave the group practice and rink with your parents or guardian. The skater will then be counted as absent.
 - Third Strike: You are removed from the group number and will have to meet with the board to discuss future show and club participation.

GRIEVANCE POLICY

The 7RFSC Board will make every effort to resolve any conflict or dispute occurring between members. All conflicts brought to the board will be handled in a timely and confidential manner. The 7RFSC Board of Directors shall have the power to discipline, suspend, or terminate membership in the club in accordance with the policies and procedures set forth in the Bylaws, 7RFSC Code of Conduct, 7RFSC Ice Usage and Free-Skating Etiquette Safety and Rules, Safe Sport Statement, Club Handbook, and/or the US Figure Skating Code of Conduct.

Any member(s) having a complaint against another member for an infraction of any bylaw, rule, handbook policy, club waiver, procedure, or behavioral misconduct may report the infraction using the Conflict Resolution Form below. The form must be filed within 7 days of the incident, infraction, or discovery of the alleged violation. The form will be submitted to the club president and will contain as much information as possible. If the club president has a conflict of interest in the matter, the complaint may be submitted to another club officer.

The board president or club officer receiving the complaint will appoint a review panel of three unbiased people from within the club board or club membership if it is requested on the Conflict Resolution Form. The members appointed will not be related or involved with the alleged incident/infraction, one of the members of the review panel will act as a chair of the review panel. The review panel will evaluate the complaint and determine what, if any, further action is necessary.

If further action is deemed necessary by the review panel, a copy of the complaint will be sent to the member (family/guardians) against whom the complaint has been filed. The parties involved will be notified in writing of the names of the members of the review panel. In the event any party believes that a member of the review panel has a conflict of interest, an objection to that member shall be submitted in writing to the club president or officer within three days of the notification of the panel members. The objection will describe the conflict of interest. The club president or officer shall determine if the review panel member will be replaced. The decision of the club president or officer is final. The member(s) whom the complaint has been filed against will have 10 days to respond to the complaint in writing. The review panel will send a copy of the response to the person filing the complaint.

Unless the chair of the review panel determines otherwise, the chair of the review panel will then schedule a meeting with all parties involved within seven days for a full investigation in the matter and come to a decision to resolve the conflict.

The review panel will report the findings and recommendations to the club board within seven days of the last meeting scheduled in the matter. The decision will be presented to the board who may adopt the recommendation, modify the recommendation or return the matter to the review panel with directions for further investigation and/or for further recommendations by the review panel. Once the decision is adopted or modified by the board the outcome is considered final and will be communicated in writing to both parties within seven days of the action by the board.

The 7RFSC Board and/or review panel may or may not choose to use the following strategies depending on the severity of the incident.

- Verbal Warning will be given to the member, and parent if member is under 18, and filed as a first offense – verbal warning.
- Written Warning will be given to the member, and parent if the member is under 18. A meeting with the member will also be scheduled to develop a plan to correct inappropriate behavior, with follow-up. Plans must be documented at the meeting and signed by the member. If a plan is not executed as agreed upon, this then constitutes a third violation.
- Two-Week Suspension from all club activities including activities that represent the 7 Rivers Figure Skating Club or its Learn to Skate Program. These activities include but are not limited to: competition, shows, contract ice, testing, learn to skate, volunteer time. No refunds will be given for program fees or any missed activities due to suspension.
- Revoked Club Membership – following procedure outlined in the club bylaws, the 7 RFSC board will proceed with removing a member from the club. The 7 RFSC board will submit to US Figure Skating that the member is no longer in good standing with the club. No refunds will be given for any membership, program fees or any missed activities.

It is up to the discretion of the 7RFSC Board if offenses will sustain the entire life of the member's membership with the club, or if the outcome will reset each year. Documentation will be filed after determination.

7 Rivers Figure Skating Club - Conflict Resolution Form

Please provide as much information as possible. Conflict Resolution Forms may be submitted to the 7 RFSC Board President in-person or through the 7 RFSC Club email. If the President has a conflict of interest, the form may be submitted to another member of the 7RFSC Board.

Person submitting the Conflict Resolution Form (optional): _____

Contact Information: Phone: _____ Email: _____

Date of Incident: _____

Members Involved and Witnesses: _____

Describe what happened (include location, time, etc): _____

Actions already taken to try to resolve the conflict? _____

Rule, Policy, Procedure, Bylaw, Guideline Violated: _____

What would you like to see happen? (examples include an apology, better communication, prevent another similar incident, talk with the board, have the board notify members involved, convene a panel to review incident, etc): _____

For 7RFSC Board Use:

Date Received: _____ Immediate Action: _____

Panel Members Assigned (if necessary): _____

Resolution Plan: _____
