



ROCK THE RINK

7RIVERS FIGURE SKATING CLUB 2025 SHOW

The 2025 Spring Show is only a few months away. The information on the documents in this packet will help you navigate your way through the 2025 Ice Show. Our theme this year is “Rock the Rink”. Our skaters will be skating to some of the best rock songs throughout the years.

Please review the information to ensure you don’t miss any deadlines. If you have questions regarding specific details in this packet, please contact the Show Committee Co-Chairs. You’ll find their contact information in this packet. All documents and links can be found under the show tab on Uplifter.

General Questions:

Contact Your 2025 Show Committee Chairs

Megan Schoonover — Board Member & Show Chair Coordinator

Ellen Fink — Show Committee Coach Rep

Heather Wendland — Volunteer Coordinator

This packet contains information for the following:

[Ice Show Advertising](#)

[Happy Ads](#)

[Flower Ordering](#)

[Skater Sign up by Level](#)

[Raffle Basket Obligation](#)

[Bake Good Requirements](#)

[Ice Show Programs & Tickets](#)

[Ice Show T-shirt Distribution](#)

[Ice Show Full Rehearsal](#)

[Drop- Off and Pick-up Procedures](#)

[Show Volunteer Policies & Procedures](#)

[Locker Room Policies & Etiquette](#)

[Show Week Dinners](#)

Skating Sign Up By Level

Basic Skills 3 & 4

- Are able to sign up for 1 group number for the show and can participate in the Basic Bonus Number.

Basic 5 & 6

- Are able to sign up for 1 or 2 group numbers as well as participate in the Basic Bonus Number.

Aspire Untested

- Are able to sign up for 1 or 2 group numbers as well as participate in opening/closing.

Aspire 1 tested

- Are able to sign up for 1 or 2 group numbers with a spotlight as well as participate in opening/closing.

Aspire 2 tested

- Are able to sign up for 1 or 2 group numbers with a spotlight as well as participate in opening/closing. If a skater is a high school student, they are eligible to participate in hockey number.

Aspire/Freestyle 3 Tested

- Are able to sign up for 1 or 2 group numbers. Qualify to have a 60 second solo in the show and participate in opening/closing. If a skater is a high school student, they are eligible to participate in hockey number.

High Freestyle 4 Tested

- Are able to sign up for 1 or 2 group numbers. Qualify to have a 90 second solo in the show and participate in opening/closing. If a skater is a high school student, they are eligible to participate in hockey number.

High Freestyle 5+ Tested

- Are able to sign up for 1 or 2 group numbers. Qualify to have a 2:10 solo in the show and participate in opening/closing. If a skater is a high school student, they are eligible to participate in hockey number.

Basic Skills

Basic Skills and Aspire skaters will resume the season in January with their classes that were enrolled in for the winter session. Once show practice begins in mid-February, it is the skater and parent/guardian responsibility to have the skater to the appropriate rink, at the appropriate time, on the appropriate day.

At the start of the show practice, group attendance will be taken. It is your responsibility to sign your skater in for their group practices. The sign-in logbook will be at the check-in table at the rink for each night of practice.

Skaters are allowed to have one absence per group during show season. Any additional absences may result in removal from the group. In the case of extenuating circumstances, it is your responsibility to contact the 7 Rivers Figure Skating Show Committee prior to the missed practice. All communication must occur via email. **NO**

EXCEPTIONS.

If your skater is unable to skate due to injury, it is expected they will come and observe their scheduled practice to avoid an unexcused absence for show practice. If illness with a fever or vomiting is present in the skater, parents need to email the show committee at least four hours prior to their skater's practice, stating that they will not be able to make it to practice that night.

Emails should be sent to show7rfsc@outlook.com

*****The times, days, and locations of practice are subject to change based on ice availability. Please watch for club communication on this. It is your responsibility to know if the practice time or location has been changed.***

Happy Ads Order Form and Business Ad Order Form can be found on the club website (<https://7rfsc.uplifterinc.com/>) under the Show Tab, along with due dates.

Flower and candy bouquets are available for pre-order. Forms will be paper forms that will come out in mid-February. Watch for further communication on this.

Each family is **required** to provide one **raffle basket** that is valued at approximately **\$25**. Families can collaborate with one another to create a larger basket. A basket theme sign-up sheet will come out in early March. Baskets need to be turned at the rink **one week** prior to the show, but no sooner due to limited storage space at the rink. Please see Barb Gluch for more information.

Learn to skate families will be **required** to bring a **concession item** in the value of **\$10 (no home baked goods)**. Watch for further communication on signing up for these items.

Show programs are available for pre-order and a limited number will be available for purchase at the time of the show. The order form for the full color show program will be located on the Show Tab on the club website (<https://7rfsc.uplifterinc.com/>)

Each skater who registers for the spring show will receive a show shirt. Shirts will be handed out the week of the show during Monday and Tuesday practices. We encourage all kids to wear their show shirt to school on Friday the week of the show. We ask that any Aspire or higher skater who is a Learn to Skate helper bring their shirt to the show and wear it over their costume when helping on ice for the Learn to Skate number. Due to the high volume of same shirts, we encourage parents to label their skater's shirt tag. On the back of the show shirt a cast list of all the skaters will be printed. It is your responsibility to make sure your child's name is how you want it to appear (i.e. Sammy versus Samantha etc.). A Google Form with preferred name and shirt size will be sent out. Watch for communication on this.

During the show there will be 7 Rivers Figure Skating Club merchandise available for purchase.

VIP tickets will be pre-sale approximately one month prior to the show. We will have 20 tickets per show which will include your rink side seat, popcorn, an assortment of snacks, hot cocoa, and soup. No general admission tickets will be available for pre-sale.

All show purchases (i.e. concessions, show programs, ticket admissions, raffle tickets) are **cash only** transactions. Club merchandise will also only be able to be purchased with cash. Plan accordingly.

It is the expectation that all parents and guests conduct themselves appropriately and are respectful to our show volunteers. Those who exhibit inappropriate behavior may be asked to leave the show at the discretion of the 7 Rivers Figure Skating Club board.

There will be volunteers at the opening of the bleachers with ropes to prevent walking up and down the stands during the show. Handicap accessible seating will be in the first row of the first section of bleachers. This is limited seating and first come, first serve.

Family Spring Show Volunteer Responsibilities

Each family is **REQUIRED** to volunteer a minimum of 2 hours during the Spring Ice Show Tech Week. The rink is cleaned from top to bottom that week and many hands make light work.

Each family is responsible to log their work hours on the Volunteer form located on Uplifter. If you need help locating this please ask a board member to show you. Board members **WILL NOT** log your work hours for you.

Each family will be **REQUIRED** to additionally volunteer for a minimum of one shift during the Spring Ice Show weekend. Slots will be available to sell tickets, sell concessions, work as locker room monitors, help with raffle basket sales, flower sales, etc. The sign-up for show volunteer shifts will come out in early March. Watch for further communication on signing up for these volunteer opportunities.

Tear down is **REQUIRED** by each family this year and each task will be assigned by a group number song. If your child participates in that group number then you will be required to help with that tear down task.

Show Day Ice Show Drop-Off Procedures

All skaters are required to check-in at the skater check-in table prior to going to their assigned locker room. New this year, drop off will be located at the new addition doors. Both skaters and volunteers will have to use these side doors. Front doors will stay locked until an hour before the show. Once skaters have their locker room assignments, they will report to the same locker room for each performance. Skaters and volunteers please check-in before each performance at the check-in table. After dropping their skater off, parents will have **no access** to them until after the show. This is to ensure the safety of the skaters and to minimize confusion in the backstage area. If there is an emergency, you will be notified. See the 7 Rivers Figure Skating Club Locker Room Policy for details.

Check In Times:

For All Skaters; except Learn to Skate

Friday 6:00 PM

Saturday 10:00 AM

Saturday 4:00 PM

Please have your skater come to the rink no later than the times listed above.

Skaters are expected to have hair and make-up done prior to arrival at the rink.

Learn to Skate will need to be at the rink no later than 6:30 on Friday night and 10:30 and 4:30 on Saturday.

Questions? Contact any show committee member.

How Will the Show Work

The show is super exciting and so much fun. It is easy, however, it can be overwhelming by all the “hoopla”.

In a nutshell, the show goes like this. As you might expect, we will do the same show three times.

- Tech Rehearsals.

- o In the week leading up to the show, you'll need to have your skater at the required technical rehearsal. The show is broken down into a 1st and 2nd half and the practice schedule for tech week is posted under the Show Tab on the club web site (<https://7rfsc.uplifterinc.com/>). Most skaters will need to be at both tech rehearsals.

- o The first and second half of the show rehearsal schedule will be announced several weeks prior to the show date. Attendance at these rehearsals is **mandatory** as it will help skaters understand the flow of the show and their responsibilities during the show. The tech rehearsal also gives skaters the chance to do a run-through and see all the facets of the show (they usually watch and cheer each other from the hockey boxes, so make sure to dress warmly). It also gives the “Illumination Crew” a look at what lighting will be necessary.

- o During tech week a light meal will be provided at the rink and available at 4:30 PM; this is optional. We do ask that you complete the sign up form to indicate if you will participate in the meal so we know how much food to plan for. This form will be available closer to tech week.

- o Tech and dress rehearsal days also involve the start of cleaning and decorating. The locker rooms, the photo area, concession area, and show set will all need to be set up. The hockey glass will need to be cleaned and covered, programs distributed, and t-shirts handed out.

- Dress Rehearsal.

- o The night before the show, we will do a full-dress rehearsal, which is a full-on, show simulation. This is where the quick changes (if there are any) will get worked out, along with the skaters getting an understanding of when they go on and how their time off the ice will be spent. Please bring quiet things to do in the locker room. No phones or electronics with cameras or recording capabilities are allowed in the locker rooms.

- o Prior to the start of dress rehearsal, a finale practice will occur. Watch for additional communication on practice times for this.

- Show Days.

- o Please, please, please... arrive on time with hair and makeup done. It is possible to do these things at the rink, but it adds tremendously to the stress. Also, make sure to have something (bathroom robe or club jacket) to cover the costumes during warm-ups.

It is very important that all skaters attend **all** these special rehearsals of tech week. These special rehearsals may finish earlier than the scheduled time listed. It is important to plan accordingly. If you drop off your skater, you should plan to be back to pick up your skater prior to the scheduled finish time should rehearsals finish earlier than scheduled. This is for the safety of the skater.

Parents, if you are working during the show time, no ticket is needed. If you are sitting in the stands, do the right thing and buy a ticket. In the past, many parents have brought in their skaters, then headed to the stands without

buying a ticket. The show is the club's largest annual fundraiser.

Additionally parent volunteers are not permitted to set out blankets in the bleachers when they arrive for their shift. 7 Rivers Figure Skating Club Board Members reserve the right to pick up and remove any blankets that are set out prior to the start of the doors opening, which will occur one hour to the prior of the start of the show.

Please, make sure to sit in the stands and enjoy watching your skater for one of the shows - you'll thank yourself.

After Friday's show, leave all costumes at the rink, as well as any non-valuable items your child may need on Saturday. After Saturday's show make sure all costumes are left in the locker room no later than 30 minutes concluding the final show. There will be locker room attendants to collect costumes and ensure that they are in good repair. Ensure that you take your own costume inventory and any activities with you from the locker room no later than 30 minutes upon concluding the last show. This is essential to allow the cleanup crew to get to work promptly. Please help with the cleanup where possible. It will go much faster if everyone pitches in.

Learn to Skate

- Learn to Skate will be the second number of the show this year. Skaters will be dropped off at the skater check-in table by their designated time. A parent volunteer will take them to their off-stage waiting space to wait their turn. Learn to Skate will exit the show through the set and will be walked by a parent volunteer to the lobby for pick up.
- Learn to Skate skaters do not need to pay admission to stay and watch the remaining show; parents are expected to pay for their admission to the show.
- If you do not plan to stay for the show, you will be expected to be in the lobby to pick up your skater shortly after the designated show start time. Plan accordingly.
- Learn to skate will wear their show shirts and solid, dark colored pants. Their song this year is *We Will Rock You* by Queen. Skaters may also wear a long sleeve shirt under their show shirt for added warmth.

Finally, remember to have fun!!!

On the club website, <https://7rfsc.uplifterinc.com> there is an acknowledgement form. This form will highlight the important content in the show packet and require acknowledgement of reviewing the show packet, understanding of parent obligations during show practice and show week, acknowledgement of understanding of show practice attendance policy, understanding of locker room policy, and various other important show related details. This acknowledgement form **MUST BE** completed prior to show practice. Failure to complete this form will result in skaters not being able to take the ice for show practice. This will count as an absence in their show attendance.

A digital copy of this show packet, including locker room policies, show practice schedule, and breakdown of show groups, will be available on the club website, under the Show Tab.

Ice Show Chaperone Policies and Procedures

Parent chaperone volunteers are a critical component to keeping our skaters safe and the show running smoothly. These volunteers make sure skaters are safe, accounted for, and get to and from the backstage area at the proper time. Chaperoning is not a hard job, but without chaperones, the ice show couldn't go on. Chaperone responsibilities include:

- Check in skaters as they arrive.
 - All volunteers must arrive at least 1 ½ before the show starts. This will help for a smooth check in process, as well as enough time to get in place before the doors open.
- Supervise skaters during the show. Once the skaters have checked in, they must stay in the locker rooms with their group until they are escorted to the ice for their performance. See enclosed locker room policy for necessary requirements to be a locker room chaperone.
- You may bring activities to keep your skaters busy.
 - Some suggestions: A DVD player with age-appropriate movie, CD player and music, crayons and paper, books, etc. Nintendo Switch are allowed as they do not have any recording capabilities.

ABSOLUTELY NO ELECTRONIC DEVICES WITH ANY AUDIO OR VISUAL RECORDING CAPABILITIES ARE PERMITTED IN LOCKER ROOMS PER USFSA POLICY.

**7 Rivers Figure Skating Club is not responsible for any damage, lost, or stolen valuables.

For those who chaperone their own skater's room, you will still be able to watch your skater's performance. It is expected that you promptly return to your assigned locker room concluding their number. Please provide to Megan (Board Show Chair) your name, Locker Room, and group numbers your skater is in so she can have coverage available during the time your skater is performing.

If you plan to help in the locker room or behind the set, you are **REQUIRED** to be **Safe Sport Certified** and complete the necessary background check before March 1st. Due to USFSA policy only a background check through them is able to be accepted. The link to complete SafeSport and background check is on the club website. If you need help completing this please see Kelsey Badger. Safe Sport certification takes a couple of hours to complete and background checks may take up to 2 weeks to process so please do not wait until the last minute. All who are **Safe Sport Certified** will have a specific designation on their volunteer name tag to prove the requirement. These designations will only be given out by Megan or Kelsey.

Upon completion if your background check email a copy of your receipt to treasurer7RFSC@hotmail.com to receive Uplifter account credit for the cost of the background check. Please include your name and your skater(s) name so credit can be applied to the correct account.

IMPORTANT NOTE: Skaters will return to their locker rooms after their performance and will remain there until either intermission or the end of the show.

Seven Rivers Figure Skating Club Locker Room Policy

In addition to the development of our figure skaters and their enjoyment of the sport, the safety and protection of our skaters is central to Seven Rivers Figure Skating Club (7RFSC) goals. 7RFSC adheres to U.S. Figure Skating Association (USFSA) SafeSport Program to help protect its participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing.

To help prevent abuse or misconduct from occurring in our locker rooms, 7RFSC has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms. At the Tomah Ice Arena there are several locker rooms available for our program's use. Locker Room D and

Varsity Hockey Locker Room have their own restrooms. Locker rooms A, B, C, the coach's locker room, and referee locker room utilize the shared public bathroom in the hallway outside of their entrance. In addition to the new locker room edition which 7 Rivers FSC will attempt to gain additional use of.

There will be specific designated female locker rooms, designated a high school male locker room, and designated a young male locker room. Locker Room A is designated for changing tents for parents to assist with costume changes.

As a reminder skaters are expected to stay in their own designated locker during the show. When skaters are not in their designated locker room it becomes very stressful for tech staff to locate skaters to ready them for their upcoming number.

Skaters are also not to go to locker rooms of the opposite gender, open the door or enter that locker room. There will be zero tolerance for skaters found in violation of entering locker rooms of the opposite gender. Skaters in violation of this potentially will lose their locker room privilege or receive other appropriate disciplinary action at the discretion of the 7 Rivers FSC board.

Locker Room Monitoring

7RFSC has predictable and limited use of locker rooms and changing areas before, during, and following the allotted time of the year-end annual ice show. This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some skaters uncomfortable and may even place our parent volunteers at risk for unwarranted suspicion. The 7RFSC board conducts a sweep of the locker rooms before skaters arrive. Changing tents will be provided to each of the main female locker rooms with male skaters utilizing the bathroom adjacent to the referee locker room. Two parent volunteers will serve as locker room monitors (each of which has been screened and completed SafeSport and background check). These locker room monitors will be posted inside of their designated locker rooms and will refrain from entering changing tents during periods of use. Parent volunteers acting in the capacity of locker room chaperones may assist skaters with simple costumes needs (i.e. tying skates). Only participants and approved locker room chaperones are permitted in the locker room.

Parents in Locker Rooms

Parents are prohibited from entering locker rooms unless it is truly necessary in the event of an emergency such as if the skater is injured or a skater's disability warrants assistance. If the skater has a disability that requires additional assistance and support from a parent, we ask that parents let the 7RFSC board know beforehand that he or she will be helping their skater. Those parents who need to help their child in the event of the skater having an underlying disability will be required to complete SafeSport and a background check. Parents must be of the same gender as the locker room that they are entering.

Naturally, with our youngest age groups it is necessary for parents to assist the skaters getting dressed. We encourage parents to teach their skaters as young as possible how to get dressed so that skaters will learn as early as possible how to get dressed independently. In extenuating circumstances where parents are permitted in the locker room, coaches and board members are permitted to ask that the parents leave if they are being disruptive or inappropriate.

Locker Room A will have several changing tents available for use by parents before or during intermission to assist with costume changes. Skaters are expected to bring their costume to the designated gathering point, and with their same gender parent enter an available changing tent, and make costume changes. Please be efficient and conscientious as there are many young skaters who will need assistance with changing. There will be absolutely no changing of costumes in the lobby bathrooms. In accordance with USFSA policy the door to Locker Room A will

remain open at all times while space is in use.

In front of the designated changing room there will be chairs and benches provided for tying skates. As this is an open space, any parent of any gender can assist their skater with skate tying.

There will be markers to denote the end of the communal changing space and only locker room chaperones, 7 Rivers Board Members, skaters and coaching staff are permitted beyond that point.

Cell Phones and Other Mobile Recording Devices

Cell phones and any other devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be brought in or used in the locker rooms. No skater may have their cell phone or any other electronic devices with recording capabilities in the locker room. Any parent or volunteer entering any locker at any point must not bring their cell phone or other recording capable devices into the locker room. 7RFSC maintains a zero-tolerance policy on recording-capable devices in locker room areas. Failure to leave recording-capable devices outside of the locker room will result in removal from the locker room and re-entry will not be permitted. For skaters in Locker Room D, as this is traditionally the only unchaperoned locker room, if it is discovered that skaters have cell phones in the locker room, chaperones will be assigned to Locker Room D for the remainder of the shows.

Prohibited Conduct and Reporting

7RFSC prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USFSA SafeSport Handbook. Participants, employees or volunteers in 7RFSC may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USFSA SafeSport Policies.

Certificates of completion of SafeSport from other activities (i.e. church groups, soccer, swimming, etc.) are accepted and a paper copy must be provided to Kelsey Badger prior to signing up for locker room chaperone duty.

Per USFSA all locker room chaperones must complete a **background check**. Background checks are performed on behalf of U.S. Figure Skating by the National Center for Safety Initiatives (NCSI). NCSI is a third-party that specializes in providing background checks for adults chaperoning youth sports. NCSI is responsible for interpreting results and reporting to U.S. Figure Skating. All personal identifying information for an applicant is provided directly to NCSI, therefore NCSI is responsible for complying with the Fair Credit Reporting Act and maintaining the confidentiality of information obtained in the background search process. NCSI will issue results to the applicant and U. S. Figure Skating based on a "red-light/green-light" system. A greenlight finding means an individual meets the criteria established by NCSI. A red-light finding means that an individual did not meet the criteria established by NCSI and will not be allowed to assume a role as a chaperone. If questions arise concerning a background search, the applicant will be contacted by NCSI and provided the opportunity to correct potential errors in the applicant's record or provide additional information prior to issuing a red-light. If an individual receives a red-light determination from NCSI, the individual will have an opportunity to appeal the finding directly with U.S. Figure Skating or its designee. In such situations, the individual should contact Staff Counsel at U.S. Figure Skating for more information regarding the red-light appeals process. Background checks for Covered Individuals will be required every year on or before the beginning of the U.S. Figure Skating membership year (July 1). Background checks typically take between 10-14 business days to receive a response from NCSI. In some instances, applicants receive a request for additional information. Therefore, it is recommended that applicants allow at least two weeks for completion of the background checks. U.S. Figure Skating background checks cost \$30. You may not submit a background check from an employer.

On the club website (<https://7rfsc.uplifterinc.com/>) it must be acknowledged that parents have read and understand

the locker room policies and hereby give permission for their child/ward to utilize the locker rooms provided at the Tomah Ice Arena by 7RFSC for the duration of the annual spring ice show.