

BREEZY POINT FIGURE SKATING CLUB MEMBER HANDBOOK



Updated 3/24/26

"The mission of the Breezy Point Figure Skating Club is to provide high-quality instruction in the disciplines of figure skating and develop each skater's potential to the fullest in a fun, positive, and supportive environment." Non-profit---- USFS -----5150

BPFSC POLICIES

The following policies ensure that all members are treated fairly and that the Club remains financially secure:

- All skaters are **required** to contract for eight sessions to pay the Home Club rate; attendance will be taken by coaches via Sports Engine. Skate School classes and special clinics may count as contracted sessions. If skaters contract less than eight hours per month (September through April), then they will pay the Non-Member rate.) To receive the Home Club Rate again, a skater must be in good standing (skate 8 sessions in the current month to drop back down to the Home Club rate).
- Regular and Associate members must have representation with a USFS-certified coach. Proof of the coach's status must be provided to the Head Pro before lessons start. Skaters can skate on any Club Ice time with or without their Coach being in attendance.
- Ice time is subject to change at the arena's discretion. If changes are made to the skating schedule, credits will be put towards the following month's bill. Weather cancellations are at the arena's discretion; there are no refunds for weather cancellations. Information will be sent VIA email to families about cancellations or ice time changes.
- All ice session contract fees must be paid in full **before** a skater is allowed to register for another session or step onto the ice. If any fees (including walk-on fees) are in arrears for more than 30 days, the skater will not be allowed back on the ice until paid or unless special arrangements have been made with the BPFSC Board.
- All ice session contract fees must be paid in full before a skater is allowed to register for USFS-sanctioned test sessions or competitions. (This is a USFS policy, known as "member in good standing").
- Children younger than ten years of age must have a parent or adult proxy present at the rink during skating sessions.
- **Parents/Guardians/Siblings are not allowed in the penalty, or hockey box, or ice access near the rink doors. You must sit in the stands or wait in the lobby.** Parental coaching from the side of the rink will not be tolerated.
- Ice session contract fees are not prorated for missed sessions. No reimbursement is given for missed classes during a session. Classes may be made up with prior approval of the Head Pro at the discretion of the Head Pro within the current contract session. based on attendance during weekly sessions.
- Notification of an injury or a move out of the area must be made immediately to the President of the Board, a Board member, or the skater will be billed for all ice time until such notification is made. For injuries or serious illness necessitating a skater's prolonged (missing 2 or more weeks) absence from the ice, a physician's note is required before a refund of ice session fees will be given.
- Skaters interested in volunteering with the Learn to Skate program or being employed as junior coaches must apply through the website. These are approved positions through the Board and the Director of Skate School.
- BPFSC has a tablet with pre-approved music allowed to play for ice time. Personal cell phones with music that are not for competition practice are not allowed. No negotiation.
- Private lesson fees are the responsibility of the skater/parent to pay directly to the Coach. Coaches are self-employed during private lessons, and skaters/parents will be billed separately monthly. Coaching fees vary and depend on credentials and experience.

Parent/Skater and Coach will sign an agreement of pricing for private lessons and competition fees before lessons can begin. These will be kept on file in your skater's account. If a coaching bill is unpaid, the skater is considered to be out of good standing with the club.

- Attendance will be taken by coaches via the Sports Engine App. This is for liability for the Club and for skater accounting audits that are completed monthly.

DRUG & ALCOHOL POLICY

For all members of the Club, Skate School, coaching Staff, Board, and volunteers must adhere to the USFS Handbook and Codes of Ethics, US Safe Skate Handbooks, US Center for Safe Sports, and the BPFSC Handbook.

Prohibited Behavior:

Providing a minor athlete with alcohol, tobacco, or substance enhancing or recreational drugs. Transportation by a Club Member of a minor athlete while under the influence of drugs or alcohol.

Coaches shall refrain from using or being under the influence of alcohol, tobacco, or substance enhancing or recreational drugs while actively coaching skaters during any BPFSC Practices, Competitions, Events, and Shows.

The first confirmed offense of this policy shall result in a 30-day suspension from all skating and non-skating activities with BPFSC, a \$100 fine, and any prepaid ice time is forfeited.

The second confirmed offense of this policy shall result in a 60-day suspension from all skating and non-skating activities with BPFSC, a \$200 fine, and any prepaid ice time is forfeited.

Upon the third confirmed offense of this policy, the member shall be banned from BPFSC, and any prepaid ice time is forfeited. To lift the ban, approval of the Board and Head Pro must be completed with the application of membership for review.

Board Positions/Chair Positions for Breezy Point FSC

Board Position	Term limits
President	Year-round, 2-year term
Vice President	Year-round, 2-year term
Treasurer	Year-round, 2-year term
Secretary	Year-round, 2-year term
Gambling Manager	Year-round, 2-year term *Requires licensing and training
Volunteer Chairperson	Year-round (no term, does not have to be a board member)
Decoration Chairperson	Holiday Exhibition Annual Spring Show (No term, does not have to be a board member)
Social Media/ Marketing Coordinator	Year-round, 2-year term (does not have to be a board member)

Board positions are open to Home Club members in good standing and Sustaining Community Members. Only one member per household, per skater, can serve on the Board at a time. Family members may serve on the Board; however, not at the same time.

*When a vacancy occurs for any of the above positions, it will be posted at the general membership annual meeting (June of each year) to be filled and sent to families through email communication. When a vacancy is filled, the seat will only be filled for as long as the original term has left in it.

Volunteer Requirements

Volunteer hours are a **requirement** of all Club members/families, and Associate members/families for BPFSC, and are **optional** for skate school registered members.

Volunteer required hours: 30 hours per fiscal year (July to June), and some capacity, 2-4 hours for the spring show

*Associate member required hours are 5 hours per fiscal year

Your account will be billed at \$20 an hour for every unmet volunteer hour. Buy Out: \$500 per registered skater family club member

Requirements:

*Must complete the full time frame needed for hours, cannot complete partial time frames, or show up late.

*Volunteer hours will be scheduled for the time of the event; this will not include before and after the event

*12 hours must be at Meat Raffles; exceptions will be made on a case-by-case basis.

*Hours must be completed by May 1st of the current Season year

*Bill will be sent to registered families for the buy-out amount if hours are not met by May 1st of the current season year - you will not be able to register until this bill is settled

Volunteer opportunities: Weekly Meat Raffle, Family skate night, Off-ice Monitor, Locker room

Monitor/Holiday Program, and Local Parades (All seasons)

Note: Volunteer opportunities are sent to the default email that is under your registered skater's account. This is managed by the BPFSC Volunteer Board Chair. The volunteer hours are maintained and updated by the Volunteer chair under your skater accounts. If you have multiple email accounts that you need as a default email to receive information due to multiple households, please reach out to breezypointfsc@gmail.com to update your information. Remember, volunteer hours can be met by friends and family on your skater's behalf.

Fundraising Requirements

As a registered member of BPFSC, you will receive the incentive that has been approved by the Board of Directors should you meet the requirements.

2026-27 fundraising goal:

Each skater will participate in fundraising. There will be multiple opportunities to meet your fundraising goal: \$150 profit to the Club. After the fundraising goal is met, a skater will earn a skater account incentive of 75% of any additional fundraising profits to their skater account to be used to purchase ice time and club fees. Each fundraiser will have a different profit margin those will be disclosed to parents. Skaters may choose to do a buyout of their fundraising goal.

Requirement: You must sell the limit set for the fundraisers by the Board of Directors. If you are unable to sell the limit, you may buy out for what the profit would be for the club.

Required fundraisers are set by the Board of Directors after the annual meeting. Required fundraisers could include Butter braids, sale of gun raffle tickets, or anything else the new Board sets by the July meeting, and can not be changed mid-season.

Fundraiser information will be sent to your default email account that you gave during registration. It is your responsibility to meet the requirements and deadlines for the fundraiser and pick up the items on the day they are delivered.

*If you have multiple email accounts that you need as a default to receive club information, please reach out to breezypointfsc@gmail.com to update your information.

Breezy Point FSC Skater Code of Conduct

The following Code of Conduct has been established to help each club member develop into a respectful skater with good sportsmanship. These policies are in place for your protection and character development.

A. All skaters will:

- Be on time for all ice sessions and lessons. Definition of on time: Arrive at the rink 15 minutes before the start of your ice time. Skates on, and ready to be on the ice at the start of ice time.
- Work hard, strive to improve as a skater, and put forth 100% effort all the time.
- Stay focused and pay attention during practices, competitions, and shows.
- Be respectful of coaches, officials, other club members, parents, other skaters, etc.
- Demonstrate self-control. If you disagree, make a mistake, or fall, remain calm and stay in control of your behavior.
- Be positive and encourage other skaters. Avoid any negative or judgmental words or actions towards others.
- Demonstrate class at the end of a competition in both victory and defeat.
- Take pride in how you approach figure skating and how you show up for practice and competitions. Please wear appropriate skating apparel (skating dresses, skirts, warm-up pants, tights, etc). Hair MUST always be secured off the face.
- Everyone must help keep the rink and locker rooms clean and tidy. This is a shared space.
- Practice your skating skills when on the ice. Do not stand around socializing or lie on the ice. For liability reasons, be aware of your surroundings and give right of way to lessons, competition practice, and jumps. When music is played, skaters having a lesson take priority over those who are not. Music cannot be replayed when others are waiting. Keep moving!
- Say “excuse me” or “please move” when another skater must move out of your way. Manners are required.
- Spins should be practiced between the middle line and towards the Zamboni end, with awareness of skating skills, dance, and jump patterns.
- No food, pop, or gum is allowed on the ice. Plastic water bottles may be kept on the boards or in the players’ boxes.
- Exit the ice as soon as the contracted ice has ended. Make sure that all doors are shut and items are off the ice.
- Always be respectful to the coaching staff; “talking back” and ignoring instructions are never appropriate. A skater who does not follow the coach’s instructions will be asked to sit in the penalty box for 5 minutes. If the behavior is repeated, the skater will be asked to leave the ice for the remainder of the session. No refunds or ice credit will be given if your skater is asked to leave the ice.

- Any issues between skaters of different coaches will be deferred to the Head Pro and Skate-Safe Chair to resolve.

Practice sharp, look sharp, be organized, and be on time. Be confident but not arrogant.

BPFSC believes the growth and development of skaters can best take place in an environment that promotes safety, fairness, courtesy, and respect for one another. Skaters must adhere to the U.S. Figure Skating Skater Code of Conduct. As a member of Breezy Point FSC, all skaters must adhere to this Code of Conduct at all times.

General Guidelines: Breezy Point FSC 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. This Skater Code of Conduct has been established to ensure the safety of all members using our ice to ensure quality practice time for all home club, associate, non-member's and guests who purchase ice from the club and who participate in all club-related activities.

1. All skaters, regardless of whether they hold home club, associate, non-member, or guest status, must follow and uphold the provisions in this Skater Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents/guardians of skaters, U.S. Figure Skating officials, and guests.
0. Breezy Point FSC is committed to promoting a positive and friendly environment for all skaters.

Remember 'The Golden Rule' — treat other people like you want to be treated, with respect.

Ice Etiquette and Safety:

1. While in a lesson or practice, it is the skater's responsibility to always be conscientious and aware of other skaters around them.
2. Skaters must skate with the flow of other skaters and familiarize themselves with the most commonly used areas for jumps and spins.
3. The only time a skater has the SOLE right of way is when they are skating their program to music. When you hear another member's music, please extend that person the courtesy and move out of their path momentarily. This only takes a moment, and you will enjoy the same courtesy while you are performing your program.
4. Advanced skaters are expected to exhibit patience toward beginner members of the club. Remember, you were an inexperienced skater once, and it takes time for our future generation to advance to the point where they are completely comfortable skating with all levels of skaters.

Unsafe or Discourteous Behavior: Unsafe or discourteous behavior of any kind will not be tolerated.

Any concerns regarding the conduct of skaters relating to the above should be reported directly to the respective coach, Board of Directors, or SkateSafe chair, either by a skater, a parent, or a coach witnessing the behavior. Any official grievances should be filed by using posted Grievance form on our website and emailed to bpfcgrievance@gmail.com.

Any behavior by a skater that violates this code of conduct may result in removal from practice (with no refund given), removal from a competition/show, or suspension of the skater. Chronic discipline problems will be brought before the Board of Directors for consideration of suspension for the remainder of the season.

By signing this, I understand that if I do not abide by the above, consequences may include, but are not limited to, practice time reduction, parent meetings, skater suspension, and/or dismissal from the club.

Skater

Signature:

Date:

Parent/Guardian

Signature:

Date:

Breezy Point FSC Parent/Guardian Code of Conduct

Parents/Guardians are the heart and soul of our program, and involvement is vital to the skaters, the coaches, the rink, and the community.

A. Parents/Guardians will:

- As a skating parent/guardian, **your** responsibility to your child and your child's club can be summed up in one word: ***INVOLVEMENT***. BPFSC is an organization run *exclusively by volunteers*. Without families to donate the time and effort necessary to provide essential services, this Club and Skate School simply could not exist.
- Parents/guardians will fulfill all volunteer and fundraising requirements. Recognize the value and importance of our volunteers and coaches by finding constructive ways to support them. Examples of volunteer opportunities are:
 1. Serving as a BPFSC board member or committee chair member
 - Acting as an ice monitor. The ice monitor checks skaters in before each session, collects fees from walk-ons, and plays skaters' music. Supervision of the Locker Room if the Ice Monitor is Safe Sport Certified and Background Checked. BPFSC will reimburse all fees associated with Safe Sport Certification and Background Checks.
 - Annual Holiday Exhibition and Spring Show
 - Chaperoning off-ice social activities for Club members
 - Working the registration/check-in table for the Learn to Skate program (Skate School)
 - Family Skate Night needs: Skate sizing, Skate Sharpening, Check in/out, set up, and take down
 - Gambling: Auditing Pull-tabs, Meat Raffles for fundraising (ticket sales, every Sunday)
- Be supportive of and reinforce all elements of the Skater Code of Conduct, U.S. Figure Skating Skaters' Code of Conduct, and the U.S. Center for Safe Sport.
 1. Promptly report any behavior that violates BPFSC's codes of conduct, as well as the USFS rulebook and SkateSafe rulebook.
- Remember that youth are involved in organized sports for their enjoyment, **not yours**.
- Teach skaters that an honest effort is as important as winning.
- Try to turn disappointments into victories by helping your skater work towards character development and good sportsmanship.
- Additional Parent/Guardian **required** responsibilities are as follows:
 1. Ensure skaters are on time for practice/competitions/shows.
 - Paying your bills on time. For both your private lessons and ice time.
 - Notifying the Coach in advance when your skater will miss a lesson (refer to your coach's contract and policies regarding payment and missed lessons).

- Listening to your coach's advice and instructions. If there are additional items for them to work on off-ice, please help your child complete this "homework" before the next ice session.

B. Parents/guardians will not (either in person, through third parties, i.e, relatives or friends, or by social media):

- Confront or question a coach during a practice, competition, or show, publicly or within 24 hours following an incident.
- Publicly question an official's judgment, honesty, or decisions.
- Be critical or talk negatively about coaches, skaters, officials, or other club members.
- Allow a skater to leave the ice to receive instruction from you (except in an emergency). Skaters are expected to use ice time to build and maintain skills.
- Ridicule or criticize another skater or condone physical or verbal abuse of skaters.
- Conduct themselves in a manner that subjects the figure skating community or BPFSC to be viewed negatively by other communities and clubs.
- Be in the coach's box or near the doors during or after a practice (unless specifically invited by the coach).
- Confront or harass coaches, other parents, officials, or volunteers.
- Consume alcohol in excess either before or during practices or competitions/shows.

Any official grievances should be filed by using the posted Grievance form on our website and emailed to bpfscgrievance@gmail.com.

C. Any violations of the parent/guardian code of conduct may result in parent suspension, skater suspension (with no refund given), and or skater removal from the program (with no refund given). Parents/guardians must respect all officials and their decisions, demonstrate respect, encourage sportsmanship, and maintain self-control at all times. Final decisions regarding any disciplinary action will be made by the BPFSC Board of Directors.

Parents/guardians are considered fans. Let the skaters skate, let the coaches coach, let the officials officiate, and let the fans cheer. You must sign, date, and return this page to the Head Pro or Board President

Parent/guardian

Signature:.....

Date:.....

Breezy Point FSC Coach Responsibilities

The following requirements are to ensure that safety, responsibility, and respect are held to a high standard for our paid coaches and guest coaches.

- As a Coach, you will adhere to the U.S. Figure Skating Code of Ethics, the Coaches Code of Conduct, and the Standard of Professionalism. As well as the U.S Figure Skating Rulebook and bylaws. As well as up to date on all certifications with U.S. Figure Skating and Safe Sport.
- Coaches will arrive 15 minutes before on/off class times or private lessons. If a coach is going to be gone or is sick, that coach oversees arranging a sub who is approved by the parent before the contracted ice time. If you are unable to obtain a sub, please reach out to the Head Pro.
- If you are a coach for the Skate School program and you are going to be gone for a class/lesson, you must have your lesson plan completed and turned into the Head Pro before the scheduled class time. This lesson plan will then be followed by a Sub, Junior coach, or Coach assistant.
- Coaches are independent contractors and paid employees of the Club during sessions and, therefore, are held to a high standard.
- Any complaints, security concerns, or SafeSport accusations are taken very seriously, and disciplinary actions within the Club's Grievance Policy or Progressive Disciplinary Form will be given. taken by the Board of Directors and Head Pro. BPFSC has a 4-warnings policy with our paid and volunteer staff. These are handled by the SafeSport Chair and the committee Board President and Head Pro; private meetings are held, and warnings are signed. After the 4th warning, the coach will be terminated. This is a no-negotiation policy.
- Coaches must approve private lessons and have all "Parent Onboarding" forms signed with agreed-upon prices before the first private lesson or competition training can be started.
- Volunteer hours for additional events such as meat raffles and off-ice chaperoned events are not required but appreciated by the Board and committee chairs.
- Coaches must adhere to the BPFSC Drug and Alcohol Policy.
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Coach Signature:.....Date:.....

Board President Signature:.....Date:.....

Breezy Point Skate School (Learn to Skate USA) **Program Coaching Categories/Rates of Pay**

Junior Coach/Skate School Assistant -

Requirements:	Pay Rate:
Must meet all qualifications: ☐ Completed Learn To Skate USA Training ☐ Youth Safe Skate Training ☐ Interview with Board and Head Pro ☐ Passed Pre-Preliminary Skating Skills and Singles	1 Hour of Instruction 1 Hour of Contract Ice at the Home Club Member Rate * paid as ice-credit only
	In order to be promoted to Junior Coach (age 16) and begin Private Lessons must have 1 year LTS Assistant

LTS USA/Hockey Skills Instructor -

Must meet all qualifications: ☐ 18+ years old ☐ Passed background check ☐ Completed Learn to Skate USA training	Years of Experience Coaching Skating:	Pay Rate:
	0 - 3	\$18/Hour
	4+	\$20/Hour
	* Variance may be made by the club board on an individual basis	

USFS Certified Coach -**

Years of Experience:	
0 - 4	\$20/Hour
5-10	\$25/Hour
11+	\$30/Hour

** must also meet all LTS USA Coaching qualifications

Head-Pro Rate - based on skill level/experience and need of program: set by board, at board discretion \$35/Hour

Must be a USFS Certified Coach and meet all LTS USA Coaching qualifications.

Annual review of all Personnel to be completed by the Board of Directors with Head Pro prior to the end of the fiscal year possibility of raises in pay must be approved by the Board of Directors. All coaching Personnel will refrain from voting on personal decisions.

Coach Levels and Policies

Coach Assistant:

-Head Pro will assign duties for Coach Assistants with Junior or Higher coach levels. You will be responsible for these assigned duties and follow the BPFSC Policies and Coach Responsibilities listed above. If not found to be following these policies and duties, the coach assistant will be asked to sit out and not help.

Junior Coach -

Completed Learn to Skate USA Instructor Training

Completed Safe Sport Training

Age:	Minimum Freeskate Level Passed:	Pay Rate: Determined by Head Pro and approved by Board
15 - 17	Pre-Juvenile Freeskate	1 hour of Instruction = 1 hour of Contract Ice at Home Club Member Rate
16 - 17	Preliminary Freeskate	

LTSUSA Instructor -

18+ Years Old

Passed Background Check

Completed Learn to Skate USA Instructor Training,

Completed SafeSport Training

*Position to be approved by the Board and Head Pro, if applied for.

USFS Certified Coach

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18+ Years Old

Passed Background Check

Completed Safe Sport Training

Completed Annual CERs

Carries Current Liability Insurance PSA Membership (Optional)

*Positions will be up for application per fiscal year and reviewed by the Head Pro and Board Members.