



August 26, 2019
Dear Coaches,

Welcome to the 2019/20 season! As the season gets started, we wanted to make sure you are aware of some changes in the policies and procedures specific to club ice time.

This year, the dance session will be held from 7:15 to 8:45 on Sunday nights from September 8th through June 21st. There is no ice on December 22, April 12, 19, and 26, and May 24. We hope you will be able to attend! Because the cost of the ice time has increased, we need your help to ensure that we can keep this session going. Please remind your students to pay for the session before getting on the ice. If they plan to attend regularly, they should buy the ice contract for the year. Punch cards and walk-ons are also available. The details are attached, and registration forms are available on our newly redesigned website, <http://www.windycityfsc.org/>.

Please note that the rules for our dance session are slightly different from McFetridge's rules for package ice. A copy is enclosed for your convenience. McFetridge's general skating rules are also in effect on our sessions, but these rules take precedence when there is any difference. We appreciate your reminding your students to follow our rules when they skate our sessions.

We have adjusted the prices of tests at our test sessions and are revising our test session policies, particularly regarding special test sessions. The current policy is attached. Please make sure that you and your skaters have the most up-to-date information, which can be found on our website. Skaters who need permission to test at other clubs' test sessions or to compete should contact Zoi Doehrer at windycitysecretary@gmail.com.

Finally, all coaches must have completed US Figure Skating's compliance process and present proof of liability insurance to coach on our dance sessions or at our test sessions. Compliance includes completing SafeSport training and passing a background check. Details can be found at <https://www.usfigureskating.org/story?id=84159>.

Attached please find a statement we'd like you to sign showing that you understand and agree with our policies. Please return it, along with proof of SafeSport compliance and insurance, to Bev Thurber at 2038 Keeney St, Evanston, IL, 60202 or bat23@cornell.edu before you begin coaching on club ice.

Sincerely,
Windy City Figure Skating Club
Board of Directors



I, the undersigned, have full understanding and take full responsibility for the following and agree that I will abide by all rules and regulations of the Windy City Figure Skating Club (WCFSC).

1. I will comply with all US Figure Skating regulations, including SafeSport compliance. I understand that if I am not SafeSport compliant, I will not be allowed to coach. **Please attach proof of SafeSport compliance and insurance when returning this form.**
2. I will encourage my students to pay all fees owed to the WCFSC. The club extends coaching privileges on the condition that each coach's students pay for the ice time they use.
3. I will teach only my students and under no circumstances will I teach or give instruction to another student without that student's coach's full knowledge.
4. No solicitation or perception of solicitation will be tolerated under any circumstances.
5. I will pay all fees owed to the WCFSC.
6. I will encourage harmony, good will, and ethical behavior among skaters, parents, coaches, and rink personnel.
7. To every extent possible, I will participate in and support WCFSC activities.
8. I understand that a skater may take up to three lessons on club ice. After that, WCFSC asks that skaters apply for membership.
9. I will follow, and remind my students to follow, the rules of the session I am teaching on. The club extends coaching privileges on the condition that coaches and their students comply with these rules.
10. I have read the Club's Test Session Information and Policy, which can be found on the Windy City FSC website, under testing, at <http://www.windycityfsc.org/>.

Name:

Signature:

Date:

Address:

Phone:

**WINDY CITY FIGURE SKATING CLUB
SUNDAY EVENING PROGRAM DANCE**

WHERE: McFetridge Sports Center, 3843 N. California Ave, Chicago, IL (773) 478-2609
STARTS: Sunday, September 8, 2019
ENDS: Sunday, June 21, 2020
TIME: 7:15 to 8:45 PM
NO ICE: December 22, 2019 Christmas and Hanukkah
April 12, 2020 Easter Sunday
April 19 and 26, 2020 McFetridge Ice Show
May 24, 2020 Memorial Day weekend

PRICE

CONTRACT: Seniors: \$629.00 for 37 1 ½ hour sessions
Juniors: \$481.00 for 37 1 hour sessions

PUNCH CARD: Seniors: \$180.00 for 10 1 ½ hour sessions
Juniors: \$140.00 for 10 1 hour sessions

WALK-ON: Seniors: \$20.00 for 1 ½ hour session, no limit
Juniors: \$16.00 for 1 hour session, no limit

TEST SESSIONS

DATES:	Saturday, November 2, 2019	1:00 pm - 4:00 pm
	Wednesday, January 15, 2020	5:00 pm - 9:25 pm
	Saturday, March 21, 2020	9:00 am - 12:10 pm
	Saturday, May 2, 2020	9:00 am - 12:10 pm
	Saturday, June 20, 2020	9:00 am - 12:10 pm

Test registration: Please contact WCFSC Test Chair, Valerie McKinney at internetvmail@gmail.com

Test cancellations: Refunds will be 50% except for wait-listed tests. There will be no refunds for non wait-listed tests cancelled less than one week prior to the test session. Exceptions will be made for extreme reasons.

Lessons: You may take 3 lessons as a guest. After that we ask you to apply for WCFSC membership.

Juniors: For students through high school only. Students may skate for 1 hour during the session starting at either 7:15 pm or 7:45 pm. Coaches and parents are responsible for getting the student off the ice at the appropriate time.

Release and Waiver of Liability Agreement: All skaters participating in any WCFSC sponsored event must sign the enclosed agreement. Please sign this agreement and provide the information required on the lines on page 2. Please bring the entire agreement (pages 1 and 2) with you prior to skating. Make a copy for your files if you wish. No one will be permitted to skate or otherwise participate in a WCFSC event unless we receive the completed agreement. Parents or guardians must sign and complete the agreement for participants who are 18 years old or younger.

Checks returned for non-sufficient funds will be assessed a \$25.00 surcharge.

Music Rules

The Sunday night session is a program dance session run by the Windy City Figure Skating Club and operates differently than McFetridge practice ice. The WCFSC music played includes a variety of dances at different levels and lasts approximately 45 minutes. All skaters will have a chance to skate their dances as they come up, even those skating a half session. In fairness to all skaters, please observe the following rules regarding music:

1. **Only Windy City Figure Skating Club officers or coaches giving lessons** may change the music. All other skaters must wait their turn for their dances to come up on the CD played.
 - a. Windy City officers will not change the music for an individual skater.
 - b. Coaches may change the music for the skater to whom they are giving a lesson, during the lesson.
2. The dance that is currently playing must be allowed to finish before the music is changed.
3. If any skater is skating the dance on the posted schedule, or if a skater is in position waiting to start, they must be allowed to finish the dance before the music is changed.
4. Music must put back at the place it was before on the WCFSC dance CD.
5. The session is only for ice dances and moves in the field.
 - a. Please do not jump or spin.
 - b. Please do not practice synchronized skating as a group.
6. Free dance music may be played during a lesson.

WINDY CITY FIGURE SKATING CLUB

Test Session Registration Information & Policy

General Guidelines

- Registrations for Windy City FSC members will be accepted starting 5 weeks prior to Test Date / 4 weeks for non-Windy City FSC members. Registration closes 14 days prior to Test Date or sooner if session is full.
- **ONLY MAILED REGISTRATIONS WILL BE ACCEPTED**
NOTE: Applications postmarked before the registration opens will not be accepted.
- All registrations are processed first come first served (determined by postmark).
- Incomplete registrations will not be accepted and will be returned.
- All skaters must complete the "Release and Waiver of Liability" form. Note: This is a one time form.
- Skaters must be current USFSA members in good standing or USFSA will put test results on hold. Note: Skaters may not test with a Learn to Skate Membership.
- A coach's signature is required on the registration form as verification that the test level is correct.
- Skaters may register for more than one test. However if a test is contingent on passing a previous test taken within the same test session and the required test is not passed, fees paid for any test not taken are forfeited.
- Registrations are not transferable to different test dates.
- Cancellations MUST be received 7 days prior to the test date or the registration fee is forfeited
- The final test schedule will be emailed to coaches 5 days before the test session.
- Only one skater/family per envelope.
- Include a separate check, **payable to Windy City FSC**, for each test. Include the skater's name & test on check.
- Mail registrations to:
Valerie McKinney, WCFSC Test Chair
2619 W. Superior St.
Chicago, IL 60612

Special Test Sessions

- As a courtesy for Windy City Club members, coaches may arrange special test sessions for their skaters.
- Skater's name, USFS#, test being taken, test date & time, as well as judge's name must be emailed to the Test Chair at least 7 days prior to the test date to allow for verification of the skater's eligibility.
- Special test session results will not be accepted without prior approval.

- Special test sessions will only be approved for the following test levels:
 - Moves in the Field Pre-Preliminary & Preliminary and Free Skate Pre-Preliminary without Music.
 - Ice Dance: Preliminary, Pre-Bronze & Bronze Note: Special ice dance test sessions are very limited and may only be taken during WCFSC Club Ice. Times for these tests are very limited and will only be allowed for special circumstances.
- In addition to registration fees, skaters must also pay the required ice fee.

Non-Members

- **Must include a Permission Form/Letter from your home club with this registration to test.**
- Non-Member registrations received without this letter will not be accepted.
- Out of Club Fees for Non- WCFSC Members
 - Moves in the Field & Singles Free Skate tests: \$20.00 for each test
 - Ice Dance Tests fee for DuPage FSC only: \$20.00 for up to three tests within the same level (No fee required for Clubs that are members of the Skating Council of Illinois.)

Refund Policy and Fees

- A full refund will be issued only when a skater emails a cancellation request to the Test Chair no later than 7 days at midnight prior to the test session date to: Valerie McKinney at internetvmail@gmail.com
- There will be no refunds for tests cancelled after the cancellation deadline except for extreme reasons
- Skaters may register for more than one test. However if a test is contingent on passing a previous test taken within the same test session and the required test is not passed, fees paid for any test not taken are forfeited.
- Checks returned for non-sufficient funds will incur a \$25 NSF fee from Windy City FSC.