

ESCANABA AREA FIGURE SKATING CLUB

MEMBER HANDBOOK 2025-2026

Updated August 2025



**Escanaba Area Figure Skating Club
P.O. Box 413
Escanaba, MI 49829**

**Web Page: www.eafsc.com
Like us on Facebook**

***EAFSC skates at the
Hannahville Ice & Turf Complex (Wells Sports Complex)***

EIN 38-2913738

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COMMITTEE CHAIRS

Annual Banquet	Board of Directors/Coaches
Coach Coordinator	Beth Berube
Competition/Testing	Mary Gauthier, Nikki Pirlot
Exhibition	Club Coaches
Fundraising	Beth Berube/Tonja Mills
High School Team	Mary Gauthier, Heather LaPalm
High School Fundraising	Nikki Pirlot
Ice Liaison	Holly Thomma
Ice Show	Alicia Trudell
LTS Coordinators	Kassidy Wigand, Emily Hossele
Registration	Holly Thomma
Sanctions	Holly Thomma
Social Media/Website	Holly Thomma, Alicia Trudell
Test Chairs	Mary Gauthier, Holly Thomma
USFSA Memberships	Holly Thomma
Volunteers	Board of Directors

ORIGIN AND PURPOSE

The Escanaba Area Figure Skating Club (EAFSC) was founded by a group of local skaters and shortly thereafter became a Member Club of the United States Figure Skating Association (USFSA). The EAFSC has contract ice available typically from October through March at the Hannahville Ice and Turf Complex. The EAFSC is a nonprofit 501(c)3 organization, dedicated to the promotion of recreational & competitive figure skating. The Club objectives are:

- To promote the sport of figure skating in Escanaba & surrounding areas.
- To encourage the instruction, practice, and advancement of the members in any or all the disciplines of figure skating.
- To provide support for skating members' participation in USFSA competitions and beyond if they so aspire.
- To create opportunities for local skaters to showcase talents.
- To stimulate interest in the sport of figure skating by producing amateur ice shows and exhibitions.
- To provide figure skating educational opportunities for skaters, coaches, and other members.
- To provide group lessons in the basic skills "Learn to Skate" program.
- To encourage and cultivate a spirit of camaraderie among skating members.
- To carry out USFSA policies & objectives.
- HAVE FUN SKATING!

CODE OF CONDUCT, ICE ETIQUETTE AND RULES

Note: Any adult, member or coach, has the right to stop dangerous activity.

- Be courteous & respectful to fellow skaters, coaches, and parents.
- The use of cellphones are prohibited on the ice.
- No gum, eating, smoking, or drinking allowed on the ice.
- Earbuds/headphones are not allowed on the ice.
- No chairs are allowed on the ice.
- No horseplay, playing tag, or intentionally sliding on the ice.
- No kicking holes in the ice.
- Skaters must wait until their session time starts to enter the ice and leave the ice immediately when their session is complete.
- The harness may only be used by a coach and skating student (NOT skater and skater).
- All skating should be done in a counterclockwise direction. Spins

should be done in the center of the ice, jumps at the ends of the skating rink..

- Keep your head up and stay moving when skating. Move to the boards or off the ice if you must talk to someone.
- Only the ice monitor/music box volunteer is allowed in the music box.
- A skater whose program or dance is being played has the right-of-way. A skater in a lesson with a coach has the 2nd right-of-way.
- A skater must wear the right-of-way belt when their music is being played (program or dance.)
- The ice monitor/music box volunteer will play and announce all music in the order received.
 - Coach music requests are given priority **during a lesson.**
 - A coach may not ask for a skater's music (program or dance) to be restarted if other things are in line.
 - Each skater is permitted a maximum of 3 music requests per session, regardless of how many programs they have and/or how many lessons they have on the session. The goal is for all skaters to have the opportunity to have their music played fairly and consistently.
 - If the session is slow and the queue allows, additional music requests may be honored.
 - Each skater will have their music played at least once during a session if possible. Music will not be played a subsequent time until all other skaters have had their music played.
 - All skaters have the right to have their music or dance played regardless of if they are testing or competing.

INJURIES DURING ICE SESSIONS

If a skater is injured in a session parents will be notified. If a head injury happens parents will be sent home a head injury report that includes what happened leading up to the injury and signs and symptoms immediately after. Parents will be asked to sign a release for their child to return to ice after head injuries.

CONSEQUENCES and CONFLICT RESOLUTION

The USFSA Safesport Program Handbook defines Misconduct as “conduct that results in harm, the potential for harm or imminent threat of harm. The primary types of Misconduct are Emotional, Physical, Sexual, Bullying, Threats & Harassment, & Hazing. The

willful failure to report Misconduct one observes may also be Misconduct.” Specific details on what qualifies as the different types of Misconduct can be found at www.usfsa.org.

Disrespectful behavior will not be tolerated. Skaters who do not abide by the Code of Conduct and Ice Etiquette and Club Rules, or perform any forms of misconduct as outlined by USFSA, the skaters may be subject to the following action:

- If on the ice, the athlete will be asked to leave the ice by an adult authority. Action will be decided by a team of 2 in authority. Names will be recorded and reported to the EAFSC Board and parents will be notified.
- Repeated or serious infractions of the rules will be referred to the EAFSC Board. Loss of ice privileges may result.
 - *First Offense:* A verbal warning is communicated to the athlete and parent by a member of the Board of Directors.
 - *Second Offense:* A meeting with the athlete, parent and two EAFSC Board members will be conducted. A written warning will be provided and explained.
 - *Third Offense:* A meeting with the EAFSC Board will take place to determine the consequence. Termination of skater’s membership and/or removal from upcoming performances may occur.

PAYMENTS & MEMBER IN GOOD STANDING

REGISTRATION & PAYMENTS: A skater is in good standing with the club if all skating-related bills are up to date according to the payment schedule. All ice time payments must be paid by the payment schedule date. Failure to adhere to the payment policy may result in all skating privileges being revoked until payment is up to date. (Skating sessions, ice shows, competitions, and testing.)

FORGED SIGNATURES: Forged signatures on test and competition forms are not tolerated. A designated test chair must sign an application for a test session, or a club officer for a competition. Failure to adhere to this policy will result in all skating privileges being suspended immediately for the competition and/or test session.

DROP BOX: A locked drop box is located near the club’s teal bulletin

board on the south end of the rink. It is used for volunteer hour slips, drop in coupons, ice show forms, ticket sales, etc.

LEARN TO SKATE AND CLUB MEMBERSHIPS

LEARN TO SKATE: The Learn to Skate (LTS) program offers group lessons focusing on the progressive Basic Skills curriculum. One to two certified coaches are assigned to each level/group. Skaters must be at least 3 years of age to register for LTS.

PROFESSIONAL “LEARN TO SKATE” STAFF

Kassidy Wigand

LTS Director

Emily Hossele

LTS Assistant Director

JUNIOR CLUB: The purpose of Junior Club is to act as a bridge program between Learn to Skate and EAFSC. Parent meetings are held once a month at the ice rink and are designed to introduce parents and/or guardians to the sport of figure skating and the Escanaba Area Figure Skating Club. Junior Club consists of two classes: *Competition Class* and *Skills and Technique Class*.

Competition Class is open to skaters of all ages and levels who are not enrolled in Club. It allows skaters to work privately with a coach to create and develop a competition program to be competed at any Basic Skills competition.

Skills and Technique Class is available to skaters in Basic 4 or above who are not enrolled in Club. This class aims to build on the foundational skills of the sport in a small-group capacity.

CLUB MEMBERSHIP: Skaters must have passed Basic Skills Level 3 to be eligible for a Club membership and purchase Club sessions. The cost of Club sessions may vary each season, depending on ice time costs and enrollment. No refunds will be given for ice time except for medical reasons, such as an injury or illness that will prevent a skater from skating a significant portion of the season. Medical refunds require a written medical order.

CLUB LOCKER ROOM

The use of cell phones and other personal electronic devices are strictly prohibited in all locker rooms. A heated locker room is available for Club skaters behind the bleachers. Skaters and parents

are responsible for maintaining a clean and safe environment. Minimal food & drinks are allowed. Children MUST always be supervised in the locker room.

CLUB SESSIONS & PRIVATE COACHING

CLUB SESSIONS: General ice sessions are for the practice of singles, dance and skating skills. It is designed primarily to allow skaters at all levels to practice. The following is preferred:

- o Club 1: Up to Preliminary
- o Club 2: Preliminary level and up
- o Club 3: Pre-Bronze level and up

SKATING SKILLS: Skaters must have passed Basic 6 to be eligible for the Skating Skills session. Skating Skills sessions are coached as a small group broken up by level. Coaching is included in the price of the session.

POWER: Skaters must have passed Basic Skills Pre-Freeskate to be eligible for the group Power session. Power is taught as a large group. Coaching is included in the price of the session.

DROP IN ICE: All club members may drop in on ice sessions for which they are eligible. Drop ins are filled on a first come first served basis and must be paid for at the time of the drop in. Drop in spots vary for each club session and availability must be confirmed prior to paying. Sessions may not exceed the max number of 15 skaters between regularly enrolled skaters in attendance and drop ins. If your regularly scheduled ice time session is not available due to scheduling/ice time conflicts, you may be given a drop in coupon to be used on another session.

Non-EAFSC Club Members and drop-ins/skating privileges:

- o **LTS Skaters:** Must have passed Basic 3, have a confirmed lesson time with a coach, and pay the drop-in fee.
- o **EAFSC Alumni skaters:** Must be a USFSA member and pay the drop-in fee.
- o **Visiting skaters/skaters from other clubs:** Are NOT permitted to drop in at any time.
- o **Exchange Students:** Do not have to pass Basic 3 prior to joining the Club.

PRIVATE LESSONS/COACH SELECTION: All coaching fees are billed to the parent by the coach and not included in the price when purchasing ice time. It is the parent's responsibility to inform the coach of any skater absences prior to the start of the skating session. Contact the coach of your choice to make lesson arrangements prior to registering for Club sessions. If a skater has two coaches in the same session, it is the parent's responsibility to communicate that to both coaches. A list of coaches is available on the FB page.

COACH QUALIFICATIONS: All Professional Club coaches are required to complete specific requirements in order to coach either group or private lessons.

- A renewed/up to date USFSA membership & all annual credential requirements set by USFSA.
- An EAFSC Coach Contact must be completed and submitted to the coach coordinator prior to coaching any lessons each year.
- Attend one coaching seminar per year, if offered by EAFSC.
- New Club coaches must complete volunteer coaching in the Learn to Skate program prior to coaching private students. Then, they must shadow an experienced (post high school) coach. Shadowing must include at least two lessons each of singles, skating skills and dance. They may coach private lessons during the same time they are shadowing, on a provisional basis. If in the option of the EAFSC Board of Directors the new club coach is not making an adequate effort to complete the shadowing requirement in a timely manner, coaching privileges may be suspended until the shadowing has occurred.
- Junior Club Coaches are defined as qualified skaters approved by the Board who are still in High School but have reached a level of experience required of the private lesson coach. They must meet and maintain the same qualifications as Professional Club Coaches.
- LTS Coaches must volunteer for a full fall or winter session of the Learn to Skate program. Volunteer coaching may occur starting at 14 years of age with the potential to be considered for a junior LTS coaching position. Coaches may be paid as positions are available starting at age 16.

MANDATORY VOLUNTEER HOURS

Beginning for Fall of 2025 Escanaba Area Figure Skating Club will require all Club families to complete five (5) hours of volunteering along with the addition of volunteering at one (1) ice show. The five (5) hours of volunteering will be per Club Family not per student. Your skater(s) over the age of 12 may volunteer to help complete required hours. Families will be responsible for tracking and reporting their volunteer hours to the board.

Learn to Skate families will not have a volunteer requirement but they are highly encouraged to donate their time at Escanaba Area Figure Skating Club events and our yearly ice show.

While our club values your time over money we understand that volunteering may not be an option for everyone. The club will offer a buy out option for those who are unable to volunteer. Our current buyout cost is \$20 per required hour. If your yearly requirements are not met your skater(s) will be noted to be not in good standing. This may limit their ability to participate in clubs sponsored events and testing.

Throughout the year we will have many opportunities for volunteering. Watch our social media posts and bulletin board at the rink. Examples of volunteer options include: assisting with our Holiday Classic Competition and Test Session, Holiday Exhibition, Ice Show, hospitality donations. In addition volunteering to help with fundraiser efforts, prop creation and distribution of event apparel is always needed.

TESTING

LTS EVALUATIONS: Informal evaluations will be completed by the LTS Director and appointed coaches at the conclusion of the fall and winter LTS sessions. Evaluations will occur during their normal lesson time.

USFSA JUDGED TESTING: Skaters must talk with their primary private coach about testing and are responsible for completing all necessary paperwork, with the assistance of their private coach.

- In-Person and Virtual testing opportunities can be found at www.entryeeze.com. Private coaches must provide guidance on registering for all test sessions and for recording virtual tests. **Virtual tests are prohibited from being recorded**

during any EAFSC ice time. All recordings must be done on time reserved and paid for by the parent and/or coach, separate from the EAFSC. Recording virtual tests on Club ice may result in ice time privileges being revoked.

EAFSC TEST SESSION and COMPETITION

The Escanaba Area Figure Skating Club hosts an annual competition and test session during the month of December.

COMPETITION: The official competition announcement (with events offered) and registration will be available at www.entryeeze.com. The competition schedule will be made available on entryeeze 1-2 weeks prior to the competition date.

TEST SESSION: Test application forms & payment must be completed and submitted by the due date. Test session schedule will be made available a few days prior to the test session. The test chairpersons are the only authorized members within the club eligible to sign a test form. In accordance with the USFSA rules, you must be a member in good standing to compete or test (All club)

OTHER ACTIVITIES

HOLIDAY EXHIBITION (mid-December): *Participation is optional.*

Club skaters may sign up to skate a solo, duet, trio, or small group number. Skaters must communicate with their private coach if they'd like to skate in the exhibition. Each Club skater is allowed to skate in one number. LTS skaters will be grouped based on Basic Skills Level. The public is invited to attend with admission being one non-perishable item (donated to a local food bank.)

SPRING BANQUET: The club hosts an end-of-season banquet for all Club and LTS skaters. Club skaters are recognized for their test accomplishments. All LTS skaters are recognized for their accomplishments and awarded LTS patches for levels passed. Skaters will vote on the following season's ice show theme. Skaters must be present to vote.

HIGH SCHOOL SKATING TEAM: High School members skating at least one club ice session are eligible to participate. Skaters in 8th grade interested in learning more about the HS Team are eligible to

purchase the weekly practice session with the team, but will not participate in competitions. 8th graders are not required to participate in the HS Team fundraising efforts. 8th graders will perform with the team at the Holiday Exhibition and Ice Show.

FUNDRAISING: To help defray the ice time costs, the EAFSC does annual fundraising efforts. ALL CLUB AND LTS FAMILIES ARE REQUIRED TO PARTICIPATE IN EAFSC FUNDRAISING EVENTS!

ICE SHOW

The annual Ice Show happens in mid-March. Ice Show information will be distributed early in the season.

- *Performance intent:* All skaters are required to complete the ice show intent form, stating they understand the expectations of ice show participation.
- *Forms/Payments:* All forms and payments must be submitted by the due date. If documents are not submitted by the due date, the skater may be ineligible for any part in the ice show. **There is a \$25 late fee for any late forms or payments.**
- *Costumes:* Costume prices are subject to change each year. Once costumes are ordered, all sales are final. If a skater cannot participate in the show, no refunds will be issued for costumes or tights.
- *Practices:* All skaters are required to attend all scheduled rehearsal practices, dress rehearsal and ice show performances. Skaters will not be excused from practices, dress rehearsal, or show performances for any reason. Failure to attend practices may result in a skater being removed from that number and/or the show.

ICE SHOW TICKETS: Each family is required to sell a set number of ice show tickets. The number of tickets and price of tickets is subject to change each year. Extra tickets are available for purchase.

ICE SHOW DIRECTOR: The Ice Show director has the responsibility of coordinating the Ice Show and must follow all set rules. The Ice Show director will regularly report to the board of directors.

ICE SHOW NUMBER PLACEMENT CRITERIA: The following criteria

have been set forth for the selection of Ice Show placement of skaters. Each skater will be placed using the following:

Club Only Skaters (max of 4 numbers)

(1) **Age Group Number** (required for participation in all other numbers)

(1) **Specialty Number** (if qualified based on points & board approval**) **or**

(1) **Second Group Number** (based on freeskate/basic skills level)

(1) **Opening Number** (If qualified*)

(1) **High School Team** (If qualified)

(1) **Senior Number** (*Does not count toward max of 4 numbers)

*Opening Number - top 20 skaters with the highest points

**Specialty Numbers - top 20 skaters with the highest points

- 4 Solos, 4 Features, 3 Spots, based on point system
- 9 skaters arranged in Duets, Trios, Quartets based on style, strengths, abilities and age

Learn to Skate Skaters (Max of 1 Number)

(1) **Group Number** (based on basic skills level)

ICE SHOW POINT SYSTEM

Points are compiled from September 1 to August 31. Those points are finalized and used for that new season's ice show. Skaters are awarded points for testing, competing, basic skills levels and years in the club.

TESTING POINTS (*accumulate throughout skater's career*)

- Testing points will be awarded for skaters who pass tests for Singles, Pattern Dance and Skating Skills.
- Tests will be awarded for both in-person and virtual test sessions.
- All test results must be officially judged by August 31st of the skating season for points to count toward the Ice Show Point System.

COMPETITION POINTS (*reset each season*)

- Skaters may earn points for up to five competitions of their choice per season.
- Proof of competition participation (copy/photo of the competition placement results) must be sent to the Ice Show Points Coordinator within 14 days of the competition date to earn points for any competition other than Escanaba. (Alicia Trudell - alicia.trudell@yahoo.com)
- One set of competition points are awarded per competition. Skaters competing in 2 or more events (including individual and High School Team events) will be awarded points for whichever event is the highest point value.
- Regional non-qualifying qualifying competitions follow the point system with a 25%-point premium added.

BASIC SKILLS POINTS

- Skaters are awarded points based on their Basic Skills Level for Basic 1-6 and PreFreestyle under their "Freestyle Level" on the point sheet if they have not yet tested USFSA Singles.

YEARS IN CLUB POINTS

- Skaters are awarded one point for every year they are in club.
- The years in club points are based on the current season. For example: If the 2025-2026 Season/2026 Ice Show is the skater's 8th year in the club, they will receive 8 points for their years in club.

SINGLES TESTING POINTS

Test Level Completed	Points/Level	Total Points all Levels Passed
Basic 1 - PFS (.5/ Level)	4	4
Pre-Preliminary	5	9
Preliminary	6	15
Pre-Bronze	7	22
Bronze	8	30
Pre-Silver	9	39
Silver	10	49
Pre-Gold	11	60
Gold	12	72

DANCE TESTING POINTS

Test Level Completed	Points/Dance	Total Points/Level	Total Points all Levels Passed
Preliminary (3)	1	3	3

Pre-Bronze (3)	1.5	4.5	7.5
Bronze (3)	2	6	13.5
Pre-Silver (3)	2.5	7.5	21
Silver (3)	3	9	30
Pre-Gold (4)	3.5	14	44
Gold (4)	4	16	60
International (11)	4.5	49.5	109.5

SKATING SKILLS TESTING POINTS

Test Level Completed	Points/Level	Total Points all Level Passed
Pre-Preliminary	5	5
Preliminary	6	11
Pre-Bronze	7	18
Bronze	8	26
Pre-Silver	9	35
Silver	10	45
Pre-Gold	11	56
Gold	12	68

SINGLES COMPETITION POINTS

Singles Level	Points Awarded
Basic Skills 1-6	1.5
Aspire 1-4	2
Pre-Preliminary	2.5
Preliminary	3
Pre-Bronze	3.5
Bronze	4
Pre-Silver	4.5
Silver	5
Pre-Gold	5.5
Gold	6

OTHER COMPETITION EVENT POINTS

Points awarded listed below are the same for all levels.

Event	Points Awarded
Basic Skills Elements	1
Pattern Dance, Jumps, Spins, Skating Skills, Compulsory	2
Showcase(Aspire - Senior)	2
Showcase (Basic SKills)	1.5
High School Team	2

BOARD OF DIRECTORS

The Board of Directors manages the affairs of the club. The Board

Members will exercise the powers of the club's by-laws. The Board typically meets the second Monday of each month at 5:30pm in the EAFSC Club Locker Room. Any change in the date, time or location will be communicated. There is not a meeting during the months of June and July unless the Board of Directors deems it appropriate. Coaches, the public and all members are encouraged to attend board meetings.

BOARD COMMUNICATIONS: Any member having a suggestion or concern should contact a board member. If you wish to have a matter placed on the agenda for the next board meeting, the information should be communicated to the Board President at least five days prior to the board meeting. The board will accept comments from the public and/or club members at any meeting but may not act on items which have not been submitted in time to be placed on the agenda.

BOARD ELECTIONS:

Officers are elected at the May board meeting. Three board members are (re)elected annually for a 3-year term. There are a total of nine board members, not term limited. Board members must be (a) involved with the EAFSC for at least one year and (b) a parent, grandparent or guardian of a Club member in good standing or an adult Club member in good standing. Board members are expected to be present at all meetings. Consistently absent board members may be removed from the board at any time with a majority vote.

BOARD MEMBERS 2025-2026

Holly Thomma (President) - 241-6632 - hat644@hotmail.com
Beth Way (Vice President) - 280-2476 - waygirl_17@hotmail.com
Nikki Pirlot (Secretary) - 399-2645 - nicolepirlot@hotmail.com
Alicia Trudell (Treasurer) - 398-8061 - alicia.trudell@yahoo.com
Jess Carlson - 280-2965 - jplouff1980@yahoo.com
Jaime McCarthy - 399-8721 - jaimemccarthy1006@gmail.com
Tonja Mills - 280-2148 - tonja.mills@billerud.com
Eric Rutter - 501-350-5947 - erutter1983@gmail.com
Kassidy Wigand - 398-8967 - kassidy059@gmail.com

SCHEDULED BOARD MEETINGS

2nd Monday of the month, 5:30pm in the EAFSC Club Locker Room

No meetings June & July

Thank you for being an important part of EAFSC

Have fun on the ice!