

CAPE ANN FIGURE SKATING CLUB



CAFSC

2011 - 2012 Membership Application Packet

www.cafsc.org

skatecapeann@hotmail.com

P.O. Box 1193

Gloucester, Massachusetts 01930

FORMS INCLUDED IN THIS PACKET

- Membership Application Form
- Code of Conduct Form
- Release of Liability Form (aka Hold Harmless)
- Emergency Medical Contact/ Media Release Form
- Volunteer Policy Form

Note:

Ice Contract Form is **NOT** included in this packet and can be found separately on web site.

***Cape Ann Figure Skating Club
c/o Sharon Way
9 Cavendish Square
Beverly, MA 01915***

July 2011

Dear Skater and Parents:

Welcome to the Cape Ann Figure Skating Club's (CAFSC) 2011-2012 skating season. We are looking forward to another great year and are happy you have chosen to skate with us. Attached is our membership packet. Please take the time to read the information closely and use the checklist below when submitting your membership application. CAFSC operates under the Ice Skating Institute (ISI). Your annual membership term with ISI is from September 1 to August 31. To ensure your membership with ISI stays current, you must submit your completed membership packet (incomplete forms will be returned) to the CAFSC in person or by mail to the above address **on or before August 10, 2011**. Skaters with expired ISI memberships will not be allowed to take the ice until their membership has been renewed.

The following attached forms need to be completely filled out - incomplete forms cannot be processed.

- Membership Application Form
- Code of Conduct Form
- Release of Liability Form (aka Hold Harmless Form)
- Emergency Medical Contacts and Media Release Form
- Volunteer Policy Form

A Fact Sheet explaining membership options and terms is also attached for your reference. The Ice Contract Form is a separate form which must also be filled out. This form allows you to select the ice sessions, including group lessons that are appropriate for the skater. We will notify you when this form is available to be downloaded from the club's web site.

Email will continue to serve as our club's primary form of communication. Hard copies will be posted on our club bulletin board at the rink as well. This will help ensure important Club information is received in a timely fashion.

As in the past, we are requiring each returning family to volunteer at least 10 hours throughout the skating season. Two of these hours must be with our Learn to Skate Program. After all volunteer hours have been approved by a board of director member; the \$100 volunteer fee that you paid with your registration will be refunded. The \$100 volunteer fee hour requirement is waived for new members for the first year. We will also be asking the parents of our show soloists/duos to offer several hours of their time to help us with show related activities.

Continuing this season, payments for ice time will be made on a monthly basis from Sept to April. We will determine your monthly ice bill after you have chosen your ice time by submitting your Ice Contract Form. Payment of membership and volunteer fee is payable with your completed membership application.

We are excited to tell you that we have been able to move our Tuesday evening ice to an earlier time. We will have ice from 6:00-7:50. This change will allow our coaching staff to offer several new clinics, various freestyle groups and additional slots for private lessons. We are also working on several financial incentives to help you book additional ice at lower costs.

Please direct any questions regarding club and/or ISI memberships to our Club's email address, skatecapeann@hotmail.com. We look forward to seeing you at the rink.

Regards,
The CAFCS Board of Directors

Revised July 5, 2011

***Cape Ann Figure Skating Club
Membership Application Form***

- New Member
- Current Member
- Associate Member

Skaters Name _____

Date of Birth _____ ISI No. _____ Highest ISI Test Passed _____

USFS No. _____ Highest USFS FS Test Passed _____ Moves Passed _____

Address _____

Phone: _____ Email: _____

Parent or Guardian Names: _____

Private Coach's Name: _____

List other skating clubs you are a member of: _____

CAFSC and SSSC Joint Membership: This membership is for those skaters who are CAFSC Full members and are also USFSA members. Please refer to the Joint Membership Information Sheet for details and instructions.

Full Membership Payment: A membership fee of \$145 for the 1st skater in a family and \$65 for each additional family member along with \$100 volunteer fee is due with this application. Applications should also include the following completed forms: Code of Conduct Form, Release of Liability Form, Emergency Medical Contacts and Media Release Forms, and Volunteer Policy Form. The volunteer fee will be refunded when volunteer requirements are met. The \$100 volunteer fee and volunteer hour requirement is waived for new members for the first year.

Associate Membership Payment: A payment of \$35 is due with this application. Your application should include the following completed forms: Code of Conduct Form, Release of Liability Form, and Emergency Medical Contact and Medial Release Forms.

Please make your check payable to Cape Ann Figure Skating Club or CAFSC. You may give your completed application to a board officer or mail it to the above address. Each skater must complete a separate membership application. Completed applications are due on or before **August 10, 2011.**

Cape Ann Figure Skating Club
Membership Fact Sheet for 2010 - 2011
(Keep this sheet for your reference)

Terms of Membership

The term of annual CAFSC club membership is September 1 - August 31. Cape Ann Figure Skating Club's annual membership fee is due in August of each year to avoid a lapse in your Ice Skating Institute (ISI) membership and membership benefits. ISI requires renewals to be registered by September 1 of each year. New members are welcome to join the CAFSC at anytime during the year at a pro-rated rate.

We suggest skaters and parents discuss membership options with their coach before signing on to make sure they are making the correct decision.

Membership Options

There are three categories of CAFSC membership:

- **Joint CAFSC/SSSC** representing membership
- **Full** representing membership
- **Associate** membership

Joint CAFSC/SSSC representing membership

- Discount on membership fees at both clubs
- Membership with both the International Skating Institute (ISI) and The United States Figure Skating Organization (USFS)
- Opportunity to test both ISI and USFS at member rates
- Opportunity to compete at both ISI and USFS competitions as representing members
- More practice sessions at two skating rinks
- Additional ice time for private lessons
- Contract ice at member rates with both clubs
- Makeup slips for missed sessions
- Harness usage with both clubs
- Opportunity to participation in holiday and spring shows (based on clubs show rules)
- Participate in skating clinics taught by our professional coaching staff

Full Membership Benefits

- ISI Skating membership
- ISI Test registration and patches
- Recreational Ice Skating Magazine
- Excess accident insurance
- Access to skating manuals and brochures
- Opportunity to participate in all ISI sanctioned events
- Opportunity to represent CAFSC at all ISI competitions
- Contract ice at member rates
- Makeup slips for missed sessions
- Members have the ability to order makeup slips for missed sessions
- Opportunity to participate in our Holiday and Spring Skating Show

Associate Membership Benefits

- Associate member rates for walk-on ice

***Cape Ann Figure Skating Club
Code of Conduct Form***

In order to provide a positive environment for all our members, Cape Ann Figure Skating Club supports a zero tolerance policy for unsportsmanlike behavior. Its members, coaches, and parents should continually raise the standard of behavior - both on and off the ice.

Membership in the Cape Ann Figure Skating Club is a privilege and should carry a sense of pride. Participation in programs offered will require that members and parents accept certain responsibilities.

Members Responsibilities:

I will not verbally or physically abuse any of my fellow members, other skaters, Skating officials, Ice proctors, CAFSC board members, volunteers and/or coaches.

I understand that poor sportsmanship, on or off the ice, will not be tolerated.

Parents/Guardians Responsibilities:

I will encourage sportsmanship by showing positive support for all members, coaches, board members, and other officials during all on and off ice sessions.

I will encourage my child to treat all other members, coaches, board members, other member's parents and other officials with respect.

I will not verbally or physically abuse any club members, coaches, board members, officials, other member's parents, or volunteers.

I will represent myself positively and not undermine the authority of coaches, board members, officials, or other club volunteers.

Course of Action:

Should a parent or member not adhere to the above, the CAFSC Board of Directors holds the member and/or parent accountable and the Board of Directors is empowered to take necessary action. Actions can include a verbal warning to the parent or member and further disciplinary action up to and including suspension or expulsion from the Cape Ann Figure Skating Club.

Implementation:

Anyone may file a written and signed complaint to the Board of Directors of the CAFSC.

Member Signature

Date

Parent/Guardian Signature (if member under 18)

Date

Cape Ann Figure Skating Club
Release of Liability and Assumption of Risk Agreement (aka Hold Harmless) Form

I acknowledge, and agree that: I understand and accept the risk of injury, paralysis and death, resulting from my participation in the aforementioned program. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS and full responsibility for my participation; and, I willingly agree to comply with the rules, terms and conditions of participation. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE, INDEMNIFY, AND HOLD HARMLESS the **Cape Ann Figure Skating Club** and the **Ice Skating Institute**, their officers, officials, agents and/or employees, instructors, coaches, other participants, sponsoring agencies, sponsors, advertisers, and, if applicable, owners and lessors of premises used for the activity ("Releasees"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property associated with my presence or participation, to the fullest extent permitted by law.

Signature of participant
(Only if age 18 years or over)

Date Signed

FOR PARENTS/GUARDIANS OF PARTICIPANTS OF MINORITY AGE

(UNDER AGE 18 AT TIME OF REGISTRATION)

This is to certify that I, as parent/guardian with legal responsibility for the above participant, do consent and agree to his/her release as provided above and for myself, my child and our heirs, assigns, and next of kin, I release, indemnify and hold harmless the Releasees from any and all liabilities related to my minor child's involvement or participation in these programs, to the fullest extent permitted by law.

Signature of Parent/Legal Guardian
(If participant are fewer than 18 years old)

Date Signed

***Cape Ann Figure Skating Club
Emergency Medical Contact Form***

Skater Name: _____

Insurance Carrier: _____

Subscriber: _____

Insurance Policy Number: _____

Emergency Contacts:

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Cell Phone: _____

Cell Phone: _____

Home phone: _____

Home phone: _____

***CAFSC Media Release Form
(Parent)***

By signing this section I give permission to the Cape Ann Figure Skating Club (CAFSC) to use my/ my child's name, story, photograph, likeness, and/or quoted comments for the purpose of increasing awareness about the CAFSC and its activities. I further understand that articles and photos may appear on the CAFSC's display board at the club rinks, CAFSC website, and/or local papers.

Skater's Name: _____

Parent/Guardian Signature: _____ Date: _____

By signing this section I do not give my permission to use my/my child's name, story, photograph, likeness, and/or quoted comments for the purpose of increasing awareness about the CAFSC and its activities.

Skater's Name: _____

Parent/Guardian Signature: _____ Date: _____

Cape Ann Figure Skating Club
Volunteer/Fundraising Policy Form

Our club is sustained entirely through the efforts of the member volunteers. Volunteers not only insure that club activities run smoothly and safely, but also help in keeping the overall costs down. The Board takes our positions very seriously and volunteers our time because we care about the skaters, the sport, the coaches and the families. We are hoping that you share our pride in our club, our skaters, and our events. Everyone plays an integral part when we share the commitment of volunteering our time. We can accomplish so much if we try to do our fair share. Thank you in advance for your help.

As you know, CAFSC membership requires the completion of a minimum of **10** volunteer hours per family over the course of the skating season. **2** of those hours must be with our Learn to Skate Club. Refunds of the \$100 volunteer fee will be made after your volunteer hours have been recorded and approved by a Board Officer. Refunds will be made at the end of April. If you do not fulfill the volunteer time, you will not receive the refund. The \$100 volunteer fee is waived for new members for the first year.

Below is a list of the many areas where we need your help. Please check as many boxes that may interest you, and we will try to match you up in these areas. If you have a particular talent that you would like to share with us let us please let us know in the space provided below. We will make every effort to make this easy to accomplish.

Board Membership

Elected positions include: President, Vice President, and Treasurer.

Appointed positions include: Secretary, Test Chairperson, and Membership Chairperson.

Head Proctor

Duties include coordinating proctors, making sure all sessions have a proctor, training new proctors.

Proctors

Duties include taking attendance, collecting payments, keeping track of walk-ons and make-ups and playing music for the skaters. After you fulfill your volunteer time, every 5 sessions proctored will earn a make-up slip for your skater. You will be responsible for completing and submitting your volunteer vouchers. Vouchers should be placed in the locked-box at the rink. There will be training for all proctors by a Board member to assist all new and seasoned proctors for continuity. Every effort will be made to ensure your proctor volunteering is scheduled during the sessions when your skater is on the ice.

Learn to Skate (LTS) - 2 Hours are required

Every family must volunteer a minimum of 2 hours for our Learn to Skate program. We need volunteer parents during the Saturday Learn to Skate sessions to help with registration and collect and record forms and payments. A successful Learn to Skate Program is vital to the continued growth and success of our senior club. We also need skaters to help the Learn to Skate coaches on the ice.

Another volunteer opportunity to earn your Learn to Skate Time is to post flyers in your local schools, churches, day care centers, businesses, libraries and recreation departments throughout the entire skating season. This needs to be done on a continuing basis as we run new sessions approximately every 2 months. Work with LTS director to ensure flyers are posted in a timely fashion.

Hospitality

Duties include but are not limited to coordinating the food table for our annual holiday skating exhibition, our annual show, and any other event we may sponsor. Other duties include ensuring current members are aware of new sessions, such as summer at a separate facility. Advocate for skater by guiding parents through the sign up process including how to begin private lessons. Introduce new parents to Board members and coaches to ensure their questions are answered properly.

Copy Person

Make copies of necessary forms as needed. Set up a copy center at the rink and ensure forms are available at all times.

Resale Boutique

Organize a resale boutique by collecting dresses, skirts, skates, etc. from skaters for resale. Resale runs on Saturday and Sunday during ice hours. Create & distribute flyers, solicit volunteers

Flyer Distribution

Post flyers in local businesses, libraries, day care centers, recreation depts. and schools continually throughout the year. This needs to be done on a continuing basis as we run new sessions approximately every 2 months. Work with LTS director to ensure flyers are posted in a timely fashion.

CAFSC Apparel

Coordinate jacket and/or other apparel orders. Collect orders, place orders with local vendor and distribute.

Web Design

Update and maintain the CAFSC Web Page.

Buy Out

There are times when volunteering is impossible to accomplish. If you are unable to volunteer at all during the skating season, please let us know at this time. You will not receive a refund of your volunteer fee and we will not ask for your assistance during the season.

Other - please see lines below

If you have a particular talent that you would like to share with us, let us know in the space provided. We appreciate your suggestions and donation of your time and talents.

Skater signature: _____

Parent signature: _____

Email address: _____ **Phone Number** _____