

# Cape Ann Skating Club

[www.cafsc.org](http://www.cafsc.org)

PO BOX 1193 Gloucester MA 01930

Email: [CapeAnnSkatingClub@yahoo.com](mailto:CapeAnnSkatingClub@yahoo.com)



## 2016 - 2017 Membership Application

Included In this Packet:

- Benefits of Membership/General Info
- Make Up Slip Information
- Volunteer Policy
- Membership Application Form
- Code of Conduct (2)
- Media Release Form
- Health Insurance Info & Emergency Contact Form
- Ice Contract
- Waiver / Hold Harmless
- Signature Page

Please read all the information and make sure all forms are complete before submitting. Cape Ann Skating Club operates under the ISI (Ice Skating Institute) umbrella. For more info on ISI, please check their website [www.skateisi.com](http://www.skateisi.com).

Annual memberships with ISI run from **Sept 1, 2016 - Aug 31, 2017**. Once your application is approved for membership, Cape Ann Skating Club members are automatically registered with ISI.



### **Benefits of Membership**

- ISI Skating Membership
- ISI Test Registration and patches
- Excess accident insurance
- Eligible to participate in all ISI sanctioned events
- Eligible to participate in all ISI competitions
- Contract ice at (lower) Member Rates
- Make Up Slips for missed sessions
- Participation in Holiday Exhibition, Spring Skating Show, Halloween Expo, etc.
- Priority over all skaters for walk-ons
- Participate in team events, parades, workshops

### **SPRING SHOW REQUIREMENTS:**

#### **Annual Spring Show Requirements for a Solo**

Participation in a solo at the Spring Show is optional for those skaters who meet the criteria below-

- Soloists must have passed FS/4, Open Silver, High School Senior or Preliminary FS by show cutoff test.
- Soloists must book 3 hours of ice between Sept and June
- Soloists must book 2 hours of ice during prior summer session
- Soloists must take private lesson from a CAFSC Coach
- Soloists must be in good standing with the Club with all financial obligations current
- Soloists must participate in the Advanced Group Number at the Spring Show.

#### **Annual Spring Show Requirements for a Duo, Trio, or Step-Out**

Participation in a duo/trio is optional for those skaters who meet the criteria below-

- Skaters must have passed FS/3 or Open Bronze by show cutoff test
- Skaters must book 2 hours of ice from Sept - Jun
- Skaters must book 1 hour of summer ice
- Skaters must take private lesson from CAFSC Coach
- Skaters must be in good standing with the Club with all financial obligations met
- NOTE: A Step-Out is 1 - 1.5 minute highlight within a Group at the discretion of the Show Director

CLUB EMAIL: *CapeAnnSkatingClub@yahoo.com*

## **General Membership info for Full & Dual Members:**

**Ice Contracts** - This form must be filled out to select the freestyle session and group lesson times your skater will attend. This is used to calculate your monthly invoice. It can be changed throughout the year if you need to make adjustments. Please request a Drop/Ad Session form via email, or pick one up in the rink office.

**Email & Newsletters** - will be sent to all Club Members on a regular basis to ensure timely communication of all Club information. Please make sure we have your current email address to communicate with you. Email the club with questions anytime.

**Billing** - Invoices are emailed to Members one per month. September to April. Payments are due on the date indicated on your invoice. Payments may be mailed into our PO Box or dropped off at the Talbot Rink in the lock box located in the office. Members can elect to pay for the full season at once. Skaters will have club membership privileges suspended if payment of invoices are overdue. All contracted amounts are due in full by 4/30/17 to be able to participate in Spring Show.

**Volunteering** - A volunteer fee of \$150 is assessed & collected at time of Application submission. This fee is held by the Club during the season, and credited back to the Member at the end of the season once the Member has completed their required volunteer times. Members who attempt at volunteering, but become unable to volunteer, will not have their volunteer fee returned and will be charged \$50 "opt out" fee at the end of the season.

To **OPT OUT** for all volunteering:

A fee of \$200.00 can be paid upfront for individuals wishing to opt out of volunteering all together.

### **VOLUNTEER REQUIREMENTS:**

Each Full Member family must volunteer 10 hours through out the season (Sept - Aug).

Each Dual Member family must volunteer 6 hours at CAFSC and 4 hours at SSSC through out the season.

**Make Up Slips / Make Up Session Policy** - Make Up Slips allow skaters to skate any Cape Ann Freestyle Session during the season, without paying the walk-on fee. Make Up Slips do expire at the end of the season (end of August) and there are no carry-overs. Only Full Club Members and Dual Club Members are eligible to obtain Make Up Slips.

---- See: "Make Up Slip Info" on page 6

*(Note: Bridge Members are eligible but fall under separate process to obtain the Slips.)*



*Cape Ann Skating Club is a not-for-profit organization that relies on Club members to participate in the activities and events of our Club. Your assistance keeps our program strong & sustainable. We understand not everyone has the time to participate in volunteering, but please know, even the smallest of tasks can make a great impact. Our Skaters truly appreciate all the encouragement & support that families bring to the rink - and we thank you for your continued efforts!*

## **VOLUNTEER INFORMATION**

THERE ARE 3 CATEGORIES WITH VOLUNTEER REQUIREMENTS:

1. Learn to Skate (LTS)    2. Spring Show    3. General

### **LEARN TO SKATE - Mandatory**

Full Member must spend 2 hours (of the full 10) volunteering with CAFSC Learn To Skate efforts.

Dual Member must spend 1 hour (of the 6) volunteering with CAFSC Learn To Skate efforts.

----- See "Volunteer Options".

### **SPRING SHOW - Mandatory**

Full Member must spend 2 hours volunteering to help with Spring Show.

Dual Member must spend 1 hour volunteering to help with Spring Show.

*NOTE: If your skater is not in the Spring Show (which will be determined in January when Show Applications are due), you will not be responsible for this requirement and the remaining of your volunteer requirements will fall under "General Volunteer" requirements.*

----- See "Volunteer Options".

### **GENERAL**

Full & Dual Members spend remaining hours of volunteer requirement performing tasks in the "General" category.

**--- VOLUNTEER OPTIONS ---** Complete your volunteer requirements with the following options, or present a new option to the Club BOD for approval.

Some Volunteer options that meet the LTS Requirement

- *Distribute LTS flyers, hang flyers/posters in your town, school, community*
- *Work CAFSC Table at local events (ie Fall Foliage Festival, Essex Clam Fest, Rockport HarvestFest, Craft Fairs, etc.)*
- *Walk with CAFSC in Gloucester Holiday Parade or 4th of July Parade*
- *Help decorate CAFSC parade truck*
- *Check in LTS kids during LTS Classes - write name tags, track attendance.*
- *Work CAFSC info table during Talbot Rink Public Skate, hand out materials*
- *Make photocopies of materials*
- *Have Senior Skater help during LTS Classes & practice time (must be approved by LTS Director/Coaches)*
- *Print and hand out "graduation" certificates for end of LTS session*

Some Volunteer options that meet the SPRING SHOW Requirement

- *Volunteer Coordinator*
- *Hospitality / Bake Sale during show*
- *Show Promotion via social media, local papers, hanging posters*
- *Costume Coordinator*
- *Group Class Show Coordinators -- One or 2 parents per each Group Class - help organize costumes, props, chaperone rehearsal and show. Bathroom, snack coordinator. Performance readiness.*
- *Rehearsal Dinner food table*
- *Paint sets*
- *Show set up and/or show clean up -- includes decorating lobby and ice area*
- *Video Tape / Photography*
- *Sell Tickets*
- *50/50 Raffle*
- *Coordinate flower table*
- *Produce Show Invitations, Show Book, Show Program etc*

Some Volunteer options to meet GENERAL Volunteer requirement

- *Organize a Fundraiser*
- *Proctoring*
- *Bake Sale during Winter Show*
- *Bay State Games, Viking or Other Group Competition Coordinator*
- *Volunteer Coordinator*
- *Create flyers, graphics, ads*
- *Publicity - on line social media, Facebook etc*
- *Publicity - local papers, community groups, flyers in public places*
- *Swag / Club Jackets & Sportswear coordinator*
- *Website updates*
- *Congrats Announcements, chalk boards, white boards, for Tests Passed*



## **Make Up Slip / Make Up session Policy & Information**

### **2016 - 2017 PROCEDURE**

At the beginning of your Membership, your skater will be automatically recorded to receive five (5) Make Up Slips PER EVERY SESSION (hour) you contract. *Ex. If you choose to Contract Sundays at 8 AM and Tuesdays at 6 PM, you will get 10 Make Up Slips in the beginning of the year.*

These will be your documents to keep. Each Member is responsible to keep track of their own Make Up Slips until they are used.

These slips will be numbered and logged with the Club. The #s on the hard copy Make Up Slips coincide with your Skater's Membership and cannot be traded/sold/given away.

Should you miss a session, you may elect to skate any other session by handing in your Make Up Slip to the ice proctor on duty.

Attendance is recorded in the Proctor Book so the Club will verify that session(s) were missed and the make up slip is appropriate to use.

They can be used to make up any missed session. If the Make Up slip value does not equal the contract session rate, payment for the difference must be made at the time of the walk on. *(Ex. This would happen if a skater contracted for regular Freestyle session is using that Make Up slip to join a Power Class.)*

No refunds will be made if the Make Up slip exceeds the sessions value.

If a member drops a session and does not replace it with another, some Make Up Slips may become invalid. Unused Make Up Slips for a drop session should be returned to the Club office.

For Skaters who join mid-year, there is a proration of Make Up slips. The mid-year member will receive 1 Make Up Slip (PER SESSION CONTRACTED) for every 2 months remaining in the season.

\_\_\_ NEW Full Member                      \_\_\_ Current (renew) Full Member                      \_\_\_ Dual Member

Skater Name \_\_\_\_\_ DOB \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

ISI # \_\_\_\_\_ Highest ISI Test Passed \_\_\_\_\_

USFS # \_\_\_\_\_ Highest USFS Test Passed \_\_\_\_\_

Highest Moves Passed \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Parent /Guardian Name \_\_\_\_\_

Private Coach(es) Name \_\_\_\_\_

**Full Membership: FEES DUE WITH APPLICATION:**

One year Membership Fee \$125. Additional skaters in same family can be added for \$75 ea. \$ \_\_\_\_\_

Volunteer Fee of \*\$150 (per family). \*Volunteer Fee refunded when 10 hour requirement is met. \$ \_\_\_\_\_

NOTE: Volunteer Fees/requirements are waived for for BRIDGE Members - first year only.

**Dual Membership with Silver Streaks Skating Club: FEES DUE WITH APPLICATION:**

One year Membership Fee of \$115. Siblings add on at \$55 ea. \$ \_\_\_\_\_

One year Volunteer Fee \*\$90 (per family). \*Volunteer Fee refunded when 6 hour requirement is met. \$ \_\_\_\_\_

NOTE: Volunteer Fee/requirements are waived for for BRIDGE Members - first year only.

**OPT OUT VOLUNTEER FEE (NON REFUNDABLE): \$200.00** \$ \_\_\_\_\_

CHECKS payable to: Cape Ann Figure Skating Club.

**AMOUNT ENCLOSED WITH APPLICATION: \$ \_\_\_\_\_**

CREDIT CARDS ACCEPTED at TALBOT RINK - CLUB OFFICE.

\_\_\_ Check here of paying by Credit Card.

**Office Use Only - Transaction Date / Conf #**



## CAPE ANN SKATING CLUB /CAFSC: Skater Code of Conduct

Our goal is to maintain a safe and positive environment for all members.

### By signing below, I agree that:

1. I will conduct myself in a manner that is respectful of all CAFSC policies, as well as any other facility while representing CAFSC, at all times.
2. I will help to continue the pride of CAFSC at our home arena, and also at other events, by showing good sportsmanship to other skaters, coaches, officials, parents, rink staff and the general public.
3. I will use appropriate language and behavior at all times.
4. I will support and encourage my fellow skaters at practice sessions, competitions, test sessions, shows, etc.
5. I will be polite and respectful to my coach, as well as the other coaches.
6. I understand that use of the figure skating warm room & rink locker rooms is a privilege and I will use appropriate behavior in the rooms, will help to keep them clean, and will respect other's belongings that are left in the rooms.
7. I will be considerate of other's feelings and will not engage in any bullying behaviors towards others. I understand that this includes teasing, threats, name calling, menacing harassment or any behaviors that disrupt another student's ability to learn.
8. If I feel unsafe or that my rights are being violated, I will notify my coach or a CAFSC board member immediately. I will also help to protect another skater's rights and notify an adult if I am aware of a problem.
9. I understand that I have the right to be happy, to have fun, and to excel at this sport. I have the right to feel safe and respected, and that other skaters will follow this code of conduct as well. I have the right to learn at my own pace and to have my coach be respectful of me.

### The following procedure will be implemented if a member's behavior does not reflect the code of conduct :

- 1st offense: A meeting will be set up between the parent, coach and skater. Written notification of the incident will be turned in by the coach to the board.
- 2nd offense: A meeting will be set up between the parent, coach, skater and CAFSC board. Written notification of the incident will be kept on file.
- 3rd offense: The CAFSC board will meet to determine your membership privileges.

Skater Name (PRINT) \_\_\_\_\_ ISI # / USFS # \_\_\_\_\_

Signed \_\_\_\_\_

Parent/Legal Guardian if skater is under 18 \_\_\_\_\_

Date \_\_\_\_\_





## CAPE ANN SKATING CLUB/CAFSC: Parent/Guardian Code of Conduct

A Code of Conduct gives everyone a guide to what is expected of us if we are part of a organization, participating in a sport, or as spectators at our child's events.

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship - This includes respect, responsibility, fairness, caring, trustworthiness and good citizenship. The highest potential of sports is achieved when competition reflects these ideals.

By signing below, I agree that:

1. I will encourage good sportsmanship by demonstrating positive support for all skaters, coaches and officials at every practice session, competition and test session.
2. I will place the emotional and physical well-being of my child ahead of my personal desire to win.
3. I will encourage my child to skate in a safe and healthy environment.
4. I will inform my child's coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
5. I will do my best to make skating fun and will remember that my child participates in sports for his/her own enjoyment and satisfaction not mine.
6. I will ask my child to treat other skaters, coaches, parents, fans, and officials with respect, regardless of race, creed, color, sexual orientation, gender identity, or ability.
7. I will be a positive role model for my child and other skaters.
8. I will respect my child's coach and refrain from coaching my child or other skaters during competitions, and practices.
9. I will respect the decisions of officials during competitions and test sessions.
10. I will be supportive of all the opponents in my child's competitions and respect the rights of all skater to participate.

Parent/ Guardian Name (PRINT) \_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_



### **Cape Ann Skating Club Media Release**

- € I give permission to the Cape Ann 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.
- € 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 Cape Ann Skating Club (CAFSC) and its activities.

PARTICIPANTS NAME \_\_\_\_\_

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**Signature of Skater**

**Date Signed**

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**Signature of Parent/Legal Guardian**

*(If participant is younger than 18 years old at time of registration)*

**Date Signed**



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

Skater Name \_\_\_\_\_

Insurance Carrier \_\_\_\_\_

Subscriber \_\_\_\_\_ Policy # \_\_\_\_\_

ALLERGIES: \_\_\_\_\_

List any physical limitations and/or special instructions to inform coaches:

\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY CONTACTS - Please list two (2):**

Name: \_\_\_\_\_ Relationship to skater: \_\_\_\_\_

BEST PHONE # for immediate contact \_\_\_\_\_

*Additional Phone #s* \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to skater: \_\_\_\_\_

BEST PHONE # for immediate contact \_\_\_\_\_

*Additional Phone #s* \_\_\_\_\_

Cape Ann Skating Club  
PO BOX 1193 Gloucester MA 01930



## 2016 - 2017 ICE CONTRACT

Skater Name \_\_\_\_\_ ISI # \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

*Please review your choices with your private coach before submitting.*

Select	DAY / SESSION	TIME	MEMBER RATE
	SUNDAY - Freestyle. Open to All Members. Lessons & Practice.	8:00 a - 8:55 a	\$16.00
	SUNDAY - Freestyle. Open to All Members. Lessons & Practice.	8:55 a - 9:50 a	\$16.00
	TUES - 20 min Freestyle, followed by 30 min POWER GROUP Class	6:00 p - 6:50 p	\$23.00
	TUES - 20 min Freestyle, followed by 30 min Basic/Teen Class	6:00 p - 6:50 p	\$20.00
	TUES - 30 min POWER GROUP Class, followed by 20 min Freestyle	6:20 p - 7:10 p	\$23.00
	TUES - 30 min Basic Group, followed by 20 min Freestyle	6:20 p - 7:10 p	\$20.00
	TUES COMBO Power or Basic Group Class & 60 min Freestyle	6:00 p - 7:50 p	\$34.00
	TUES: Freestyle. Open to All Members. Lessons & Practice	6:50 - 7:50 p	\$16.00
	SATURDAY - Freestyle. Open to All Members. Lessons & Practice.	10 a - 11 a	\$16.00
	SATURDAY - Freestyle. Open to All Members. Lessons & Practice.	11 a - 12 a	\$16.00
	SATURDAY - 30 Min GROUP (Alpha - Freestyle), 30 min Freestyle.	12 noon - 1 p	\$20.00
	WEEKLY TOTAL		\$ _____

- This is a binding contract.
- Contracting party is responsible for the total annual ice fee.
- Your monthly payment amount will be provided to you once you have selected your ice sessions, this amount will be your annual ice bill divided into 8 equal payments.
- Checks should be made payable to CAFSC and can be put in the lockbox in the club office or mailed to the above address. Credit Card payments are accepted in the Talbot Rink Club office.

I \_\_\_\_\_ **AGREE THAT THIS IS A BINDING CONTRACT FOR ICE AND I AM RESPONSIBLE FOR THE TOTAL ANNUAL ICE CONTRACT FEE.**

**TODAY'S DATE:** \_\_\_\_\_

**Waiver/Release/Assumption of Risk - NO EXPIRATION DATE**

Learn to Skate - Associate Member - Bridge Member - Full Member - Dual Member

The undersigned Participant or Parent/Guardian of the identified minor acknowledge and fully understand that Participant will be engaging in activities at the Talbot Ice Rink, Johnson Rink and/or other CAFSC property, and using equipment, harness, props, that may involve risk of serious injury, including permanent, temporary, total or partial disability, death, paralysis, illness or other harm, and that Participant voluntarily engages in such activities with adequate prior knowledge of such risks and dangers.

Such activities may involve ice skating, figure skating and ice sports. Participant or Parent/Guardian acknowledges that participation in ice sports, whether competitive, recreational, or instructional, including use of equipment for such purposes, is a potentially dangerous activity and that inherent in any ice sports is the risk of injury, including through over-exertion or exercise beyond my capability (or that of my child) or from other cause.

If Participant is engaged in a skating program (or other instructional activity) conducted by CAFSC, instructors are available to familiarize Participant with the CAFSC facilities and equipment used for such program and to assist participant in phases of the program.

Participant's assumption and acceptance of risks stated in this document include, but are not limited to, the following general areas:

1. Participation in any and all classes or individual instruction at CAFSC.
2. Participation in unsupervised activities at CAFSC and any other individual activities.
3. The use of any equipment.
4. Accidents occurring within auxiliary areas.

Participant acknowledges the existence of, and agrees to abide by, applicable rules, regulations, policies, and procedures of CAFSC. Rules relating to use of the Talbot Rink, Johnson Rink, and other CAFSC facilities may be posted for your information and convenience, but the lack of posting shall not relieve Participant of this obligation.

Participant or Parent/Guardian agree to and do assume all legal and financial responsibility for (i) any and all risks and dangers associated with such activities, (ii) any and all injuries, damages and losses, whether to person or property, and whether physical, psychological, social or economic, that Participant may in any manner and from whatever cause or sustain in connection with such participation, including such injury or damage that may result not only from his/her own actions, inactions or negligence, but action, inaction or negligence of CAFSC or others, or the condition of the premises or of any equipment used and further, that there may be other unknown risks not reasonably foreseeable at this time, and (iii) all treatment, hospitalization and other care rendered to Participant in the event of his/her illness, injury or other emergent circumstance in connection with any such participation.

Participant or Parent/Guardian assume all the foregoing risks and accept personal responsibility for the damages following such injury, including permanent, temporary, total or partial disability, death, injury, illness or other harm.

Participant or Parent/Guardian hereby fully and forever release, discharge, hold harmless and agree to indemnify and not to sue CAFSC, its employees, directors, officers, volunteers, affiliates, representatives, agents, insurers and their respective successors and assigns, from and against any and all liabilities, losses, claims, demands, litigation, damages and judgments, present or future, known or unknown, valid or invalid, direct or consequential (whether physical, psychological, social, economic or otherwise), together with reasonable costs and attorneys fees which (i) result directly or indirectly from injuries, illness, disability (whether permanent, temporary, total or partial), death or other harm to Participant or Participant's and/or Parent's/Guardian's property, or the property of third parties, and (ii) are caused by or result, directly or indirectly, from Participant's conduct, acts or omissions while participating in any activities on or about CAFSC property.

PARTICIPANT FURTHER UNDERSTANDS THAT THIS DOCUMENT MAY NOT BE ALTERED IN ANY MANNER WITHOUT THE EXPRESS WRITTEN CONSENT FROM CAFSC AND THAT IF ANY PORTION OF THIS DOCUMENT IS HELD TO BE INVALID, THE BALANCE SHALL CONTINUE IF FULL FORCE AND EFFECT.

Date \_\_\_\_\_ Participant's Signature \_\_\_\_\_

Parent's/Guardian's Signature (Parent's/Guardian's Signature required if Participant is under the age of 18):



**Signature Page** - to be completed by parent/ guardian of Club Member.

- I have read and reviewed this Membership Application.
- All information is accurate and up to date.
- I confirm I understand the contents of this Application including Make Up Slip, Volunteer & Billing policies.

\_\_\_\_\_  
Initials

I have completed the Membership Application Form  
I have signed the Parent Code of Conduct & Skater Code of Conduct  
I have signed the Media Release Form  
I have completed the Health Info & Emergency Contact Form  
I have filled out and signed the Ice Contract  
I have read and signed the Waiver / Hold Harmless information

\_\_\_\_\_  
Initials

Signature \_\_\_\_\_

Date \_\_\_\_\_