



Skating Club of Lake Placid Handbook

2018-2019 Season

Introduction

Welcome to the Skating Club of Lake Placid (SCLP)! Hopefully you will find this handbook useful for answering a variety of questions that you may have or not even know that you have. Lake Placid, and by extension the SCLP, has a very long history in the world of figure skating in the United States and the world.

Club History

Although skating clubs had been coming to Lake Placid to hold events since the 1920s, the SCLP was not formally founded until 1933. Originally, it was called the Adirondack Club but the name was changed to the Skating Club of Lake Placid in 1937.

In the 1930s, the Town of North Elba and SCLP worked together to produce skating carnivals with live music and starring the best skaters in the United States and Canada. Gus Lussi was commissioned by Jack Garren to choreograph and produce the shows. Gus Lussi later became one of the premier skating coaches in the world.

Lake Placid survived the depression and the World War II economy by relying on the income generated by these well-attended skating events. Since Lake Placid had indoor ice since 1932, it was also a frequent destination in the summer for the best skaters in North America who were eager to continue to practice all year long.

In the 1940s, skating in Lake Placid entered its “glory years.” Skaters came from all over North America for a chance to train under the best professionals in the world. Lake Placid offered many opportunities for skaters of all ages to perform in ice shows that were comparable to the professional shows that toured the country and made movies in Hollywood.

Once the 1980 Winter Olympics were held in Lake Placid, the SCLP underwent some changes. The Town of North Elba (who actually owns the Olympic Center building that houses the ice rinks) signed a contract with the Olympic Regional Development Authority (ORDA). The contract stipulates that in return for ORDA providing ice for the SCLP sessions, the club would provide volunteers for all the competitions, test sessions, and skaters for corporate shows.

(this brief summary of the club's history was gleaned from Barbara Kelly's far more detailed written history that can be found on the skatingcluboflakeplacid.com website)

U.S. FIGURE SKATING

The SCLP is a member club of the *United States Figure Skating (U.S. FIGURE SKATING)*. *U.S. FIGURE SKATING* was founded in 1921 and is considered to be the national governing body for the sport of figure skating on ice in the United States. It is recognized as such by the *United States Olympic Committee* and is the United States member of the *International Skating Union (ISU)*.

As a member club of *U.S. FIGURE SKATING*, SCLP is obligated to meet the requirements and standards of *U.S. FIGURE SKATING* both in the way the club operates and the coaches that it employs.

What can be confusing to those that are new to the ice skating sport, is that there is also an organization known as the *Ice Skating Institute (ISI)*. While this organization has many of the same goals as the *U.S. FIGURE SKATING*, it is a recreational skating organization. It does not have ties to the *ISU* or the *United States Olympic Committee*. It was founded in 1959 as a trade organization for ice rinks with the goal of promoting the sport to proliferate indoor skating rinks. While the programs offered by *ISI* are just as good for most kids and ice rinks around the country, it is important for athletes who are seriously interested in making it to internationally recognized competitions to realize that they must be affiliated with a *U.S. FIGURE SKATING* member club to achieve those goals.

Membership Types

SCLP offers a number of membership categories. Each category has a set of advantages and, in some cases, disadvantages. The idea behind the variety of membership categories is to encourage as many members as possible with membership costs that are appropriate for the goals of those members.

Basic

The *Basic* membership is intended for those young members who are not skilled enough to take *U.S. FIGURE SKATING* level tests (explained below) or for those who don't have any desire to test and/or compete against other skaters. Many adults can fall into this latter category.

Basic members are registered with *Learn to Skate USA*. The mission of *Learn to Skate USA* is "to provide a fun and positive experience that will instill a lifelong love of skating." Learning to skate is the same whether your child wants to play hockey or do figure skating so the program is appropriate regardless of what the long-term goals of the beginner may be. There are a number of resources for parents and skaters at the www.learntoskateusa.com website.

It should be noted that *Basic* members are also not considered to be full *U.S. FIGURE SKATING* members and, therefore, are not qualified to participate in club elections and votes.

Full

A *Full* membership is intended for members who wish to be a member of U.S. FIGURE SKATING thereby allowing them to take skating level tests, follow test tracks, and/or compete/perform at U.S. FIGURE SKATING sanctioned competitions and shows.

There are a number of different types of *Full* membership which are outlined below. Hopefully, each member can determine which type is appropriate for themselves within the club's structure.

A full member who is over the age of 18 is also allowed to participate in the club's elections and votes.

Individual

Most skaters will fall into this category. This is appropriate for any skater who wishes to take level tests and/or compete in sanctioned events. However, if the skater is a member of a family with more than one club member, only one of the members in the household needs to have the *Individual* membership. Others can have the *Additional Family Member* membership (see below).

Additional Family Member

The *Additional Family Member* membership is identical to the *Individual* membership but offers a discount for those families with more than one club member. This can include either parents, guardians, children, or siblings who reside in the same household of a member who is registered as an *Individual* member.

Introductory

The *Introductory* membership is a one-year membership intended for those skaters who have recently completed their basic skills and wish to continue to skate. This offers them a less expensive opportunity to try level testing and competing a chance to see if it is right for them. Club coaches will often suggest this membership once the skater has reached the appropriate skill level. *This is only good for your first year as a U.S. Figure Skating member.

Collegiate

The *Collegiate* membership is intended for those skaters who have started college. It is a single payment that maintains their membership in the club for a period of four (4) years.

Associate

The *Associate* membership is intended for those people who already have a membership in another sanctioned U.S. FIGURE SKATING skating club. The *Associate* membership provides the member with the rights of all other club members (discounted ice fees, discounted testing fees, etc) while their primary membership remains with another club. However, only members who specify SCLP as their home club are allowed to serve on the SCLP Board of Directors (as specified by U.S. FIGURE SKATING Membership rules) and to have a vote in club elections.

Coach

The *Coach* membership is intended only for U.S. FIGURE SKATING coaches.

Skating Test Tracks and Levels

The *Learn to Skate USA* and *U.S. FIGURE SKATING* supports a myriad of test tracks and levels. This can be incredibly confusing to someone new to the sport. A “test track” is a series of levels that a skater works their way through. There are a number of different tracks depending on the focus of the skills associated with it. For example, if a skater is under the age of six, they will start their skating journey in the *Snowplow Sam* track. Older kids would start in a test track called *Basic Skills*. These tracks have some overlap but they have been geared towards the expected coordination skills and attention spans that those kids typically have. A “test level” is a step within a test track. Each track has a different number of steps. Each step is passed by taking a test. In the *Learn to Skate* atmosphere, the testing is done somewhat informally by the coaches. When a skater begins to take *U.S. FIGURE SKATING* tests, they will be evaluated by *U.S. FIGURE SKATING* judges during a test session.

So, to begin, for *Learn to Skate*, kids either start in *Snowplow Sam* or *Basic Skills*. There are four (4) levels to *Snowplow Sam* and six (6) levels to *Basic Skills*. Once a skater has mastered some of the *Basic Skills* levels, they can move on to a number of different tracks. These tracks include a variety of skating disciplines including synchronized skating (i.e. “synchro”), freestyle, ice dancing, speed skating, etc. SCLP tries hard to provide a variety of programs to keep the skaters interested and challenged.

Once a skater has mastered *Basic Skills*, they also can move into the club’s *Bridge Program*. The *Bridge Program* offers a *Basic* member the opportunity to move on to the *U.S. FIGURE SKATING* test tracks. The diagram below shows each of the *U.S. FIGURE SKATING* test tracks as a separate column. Each block in each column represents a different level within that track.

Moves in the Field	Freestyle	Dance	Pairs	Free Dance
Pre-preliminary	Pre-preliminary	Preliminary		
Preliminary	Preliminary	Pre-Bronze		
Pre-Juvenile	Pre-Juvenile	Bronze	Pre-Juvenile	
Juvenile	Juvenile	Pre-Silver	Juvenile	Juvenile
Intermediate	Intermediate	Silver	Intermediate	Intermediate
Novice	Novice	Pre-Gold	Novice	Novice
Junior	Junior	Gold	Junior	Junior
Senior	Senior	International	Senior	Senior

Each level in each track has detailed requirements that a skater must pass in front of a *U.S. FIGURE SKATING* judge in order to move on to the next level. These requirements are spelled out in detail both with words and diagrams in the *U.S. FIGURE SKATING* Rules which can be found on the *U.S. FIGURE SKATING* website (www.U.S. Figure Skating.org).

The *Moves in the Field* tests are the first stepping stone. Those tests must be passed in order for a skater to move into the various *Freestyle* or *Pairs* levels. *Dance* levels are accomplished by successfully skating pattern dances that are identified in the rulebook.

Parents should also be aware of the many resources that the U.S. FIGURE SKATING provides them online. One particularly good place to start is at <http://usfigureskating.org/story?id=84093>.

Purchasing Ice Time

Due to the relationship between skating club and *ORDA*, it can be confusing when purchasing ice time for practice and lessons.

SCLP Ice

SCLP Ice is obtained by the club from *ORDA* to provide ice for its members for the various programs SCLP offers. The club typically allocates ice during the fall, winter, and spring months into a number of sessions. Members can purchase one of a number of different options to obtain the ice time that they need. During the summer, the club usually has very limited ice due to the lack of interest amongst club members and because *ORDA* has dedicated much of their ice to their own summer skating program.

ORDA Ice

ORDA Ice is offered through the box office in front of the Olympic Center. Skaters can purchase punch cards that they can use to be allowed on the ice for *ORDA* scheduled Freestyle skating sessions. *ORDA* staff will punch the card at the start of each session. The *ORDA* skating schedule can change dramatically from week to week due to corporate events, ice hockey competitions, shows, etc. It is important for skaters to be aware of when and where ice is available. The weekly schedule can typically be found at the *ORDA* skating website (www.lakeplacidskating.com). It typically comes out on a Thursday or Friday for the coming weekend and the following week.

In the summer months (June through August), *ORDA* offers a summer skating program. *ORDA* ice is purchased in a significantly different fashion during these months and is typically done through the *ORDA* skating website mentioned above. However, Lake Placid is lucky to attract a number of skaters and coaches from around the country during these months providing a number of great opportunities. SCLP makes efforts to help member skaters get the most out of the summer skating program. Members should look for these opportunities in the late spring.

Private Lessons

Group lessons are usually good enough for a skater who is in *Basic Skills*. SCLP also makes an effort to provide group lessons during the *Bridge Program* for the various disciplines. However, once a skater has either passed their *Basic Skills* levels or requires special instruction, it *may* be time to look into private lessons with the club's coaching staff. Of course, every skater is different so choosing if and when to hire a private coach is up to them.

Coaches are allowed to provide private skating lessons to club members on SCLP Ice as long as their effective rate does NOT exceed \$65/hour. Paying a coach for private lessons can be accomplished in a couple of different ways and it is up to the coach to determine what is acceptable. The coach can be paid by cash/check or through tickets available at the box office. The box office can issue tickets in varying amounts of time. For example, the purchaser can say to the box office, "I need a 30-minute club ice lesson ticket" and they would be expected to pay \$30 to the box office. Tickets get turned into the coach at the start of the lesson. This system can be useful to protect coaches from bounced checks as well as a method for parents to give the "money" to their children without having to worry about it being lost or spent elsewhere.

The club's coaches are from a variety of skating disciplines and backgrounds. Each brings a different coaching style and skill set to their lessons. Finding the right coach for a skater can be a little challenging sometimes but don't be discouraged.

Switching Coaches

Also, parents of young skaters should not be afraid to change coaches from time to time. It is not unusual for skaters to use more than one coach in their skating careers. Some skaters use different coaches simultaneously in order to maximize the different skills that each coach brings to the lessons. Young skaters, in particular, can sometimes also start to "tune-out" a coach and may need a restart with a new coach.

However, it is **strongly** urged that parents make these transitions **after** notifying any current coach. Please inform a skater's current coach that they would like to take lessons from another coach.

Club Coaches

Mary Catherine Spinelli

Mary Catherine is a long time member of the Skating Club of Lake Placid. She spent years as a competitive skater and is now the Co-Director of the Learn to Skate Program. Mary Catherine is a U.S. Figure Skating Gold Medalist in Figures, Freestyle & Dance. She has been running learn to skate programs for over a decade in the north country. Mary Catherine specializes in Freestyle, Moves-in-the-Field & Choreography and is available to teach all levels & abilities.

Contact Mary Catherine at: 518.572.2721 or spinellimc@yahoo.com

Katrina (Hofbauer) Kroha

Katrina is a U.S. Figure Skating Gold Medalist in Moves and Dance; Silver Medalist in Free Skating and has passed International Dances. She developed and directed a basic skills program in Northern Virginia and coached the National Blades synchronized skating team for 5 years before moving back to Lake Placid. She has a degree in health & physical education for K-12 students and has a passion for teaching students all ages. Katrina is currently the Co-Director of the Learn to Skate program. She teaches off ice stretch, conditioning and trampoline classes for the summer figure skating program. Katrina is available to coach all levels and disciplines.

Contact Katrina at: kat_Sk8@yahoo.com or 610.295.2764

Jacqueline Clark

Jacqueline Clark moved to Lake Placid in 1982 at the age of 10. As a member of the Skating Club of Lake Placid she competed in regional competitions and passed her Gold Figure test and Junior Free Skate test. Jacqueline first began coaching at the Skating Club of the Adirondacks in Plattsburgh, NY and continued coaching when she moved to New Jersey, teaching for the Glissad Skating Academy. Upon her return to Lake Placid she came on staff for the Skating Club of Lake Placid and has been coaching since then. Her daughters Emma & Madelyn are both active members of the skating club as well. Jacqueline is available to teach all levels in freestyle & moves-in-the-field as well as power skating for hockey or figure skaters.

Contact Jackie at: jackieclark53172@yahoo.com or 518.524.1226

Angela Gavin

Angela Gavin has been coaching skaters for over 20 years. Angela is a gold medalist in dance and has passed international dances as well. She is a three time national competitor in synchronized skating. She was the head coach of the Learn to skate program at the St Lawrence Centre Arena for 7 years and coached the Silver Blades synchronized skating team from Norfolk-Norwood FSC for 4 years. She has a degree in applied science and has been an optician for over 20 years and has 2 children. Angela has been living in Lake Placid since 2007. She is available to coach all disciplines and all ages.

Contact Angie at: angelagavin88@yahoo.com or 315.842.0251

Amanda Jones

Amanda is a U.S. Figure Skating Gold Medalist in Moves in the Field and a U.S. Figure Skating Silver Medalist in Free Skating. She has been skating locally since she began skating at the age of 5, and has represented various local clubs at many competitions, including North Atlantics and the Empire State games. Within the local Saranac and Lake Placid area, Amanda has coached at the Professional and Junior Professional level for over 10 years. Amanda has both Master's and Bachelor's degrees in Education, which has added to her passion for coaching and mentoring skaters on and off the ice. After recently moving back to the area from pursuing her professional career in the south, Amanda is very excited to be back and coaching on home ice. Amanda is available to coach all levels in Moves in the Field, Choreography, and Freestyle.

Contact Amanda at ajones1@paulsmiths.edu or 518.637.9007

Tracy Prussack Nicola

National and International Coach, Former Olympic Training Team Member and National Champion. World Professional Pewter Medalist and U.S. Open Challenge Cup Professional Champion in both Singles and Pair Skating. In 2015, Tracy relocated from the San Francisco Bay area to Lake Placid, bringing with her 30 years of coaching experience. Offering lessons to Beginners through Senior level students, including National and International Competitors. Author of "Skate Your Personal Best"

Contact Tracy at 650-766-6288 or tracyprussack@sbcglobal.net

Brooke O'Neil

Brooke O'Neil has been coaching skating for over 5 years and is a US Figure Skating Gold Medalist in Moves in the Field and a US Figure Skating Silver Medalist in Freestyle. Brooke started skating when she was seven years old in Saranac Lake and has received numerous scholarships and awards. She competed in various competitions, including North Atlantic Regional Championships & Empire State Games, qualifying for the State Games of America. Her coaching career began there, but she has been a professional for the SCLP in recent years. During her time here she has taken the role of assistant coach for the Learn to Compete program helping introduce skaters to competitions in a group lesson setting. Brooke is available to coach all levels of freestyle & moves-in-field.

Contact Brooke at brooke.oneil0923@gmail.com or 518-637-2448

Mimi Wacholder-Frantz

Mimi Wacholder-Frantz has been coaching skating for over 20 years. She enjoyed a successful career at the top of the National Ranks in Competitive Ice Dancing and went on to perform with the Ice Capades, and then both perform and choreograph with the Ice Theater of New York. Her coaching career began

when she was still competing--working with Physics Professors at MIT, this proved to be a great gift as her foundation of teaching is strongly rooted in physics principals and alignment. In addition, she is also a certified yoga teacher and her studies in anatomy, physical awareness, breath and flow all informs her coaching principals as well. Lastly, despite her firm foundation in principals and skating method, Mimi gets to know her skaters and their individual learning style and adapts her style of teaching to each individual. She coaches all disciplines of skating.

Contact Mimi at: juniper@roadrunner.com

Amy Payton

Amy Payton has been coaching for 15 years. She trained year round as a competitive skater at the Olympic Center. She represented the SCLP as a Regional & Eastern ladies competitor. After graduation she was hired by Feld Entertainment as a professional skater for Disney On Ice. She toured with Disney for 4 years traveling throughout the US, Canada, Europe and South America. Amy is currently a professional for the Skating Club of Lake Placid, coaching skaters at all levels and ages and director and professional at the Tupper Lake Skating Club. She has been the head coach for a Synchronized skating team for the past two years at the Saranac Lake Civic Center and is also involved with the USA hockey program coaching power & edge classes throughout the tri-lakes region. Amy is available to coach all levels and disciplines.

Contact Amy at: amypayton@hotmail.com 518.524.6390

Marc Fenczak

Marc was a 3-time National Ice Dance competitor and competed at the 1998 Olympic team trials. He has been skating in Lake Placid for more than two decades and is a double gold medalist in ice dancing and free dance. Marc began his Lake Placid coaching career over 20 years ago coming every year for the Lake Placid Summer Skating program. In addition to summers in Lake Placid he has coached at many rinks throughout New York and New Jersey. Marc is available to teach all levels of ice dance, moves-in-the-field, power skating and stroking technique. He is also available for skate sharpening.

Contact Marc at: fenczak@gmail.com or 973-919-6143

Laura Klinger

Laura's love for skating brought her to Lake Placid over 15 years ago. While attending the National Sports Academy, she diversified her skating resume in all four disciplines of figure skating while concentrating in pairs. After spending five years of coaching and directing an awarded learn to skate program in New Jersey, she recently returned to the Adirondacks with hopes of living a more peaceful lifestyle. Motivated by children, Laura specializes in working with tot & basic skills skaters. To pass on her love of the sport, she heavily incorporates play into lesson time while focusing on each child's individual needs to create a positive and safe learning environment. She is available for on and off -ice instruction.

Contact Laura at: Lklinger723@yahoo.com or 518-524-6161

Parent Responsibilities

As the parent of a new skater, there are a few things that parents should be sure to take responsibility for.

Skating Attire

Younger *Basic* skaters are asked to dress warmly with sweaters, hats, gloves/mittens and ski pants, etc. Helmets are strongly encouraged for the new beginners (Tots and young Basic 1's who are very unsteady).

Jeans are **not** recommended, as they are restricting and retain moisture. Clothing should allow for freedom of movement and provide warmth without bulk. As the skater becomes more advanced, skating attire such as a skating dress with tights for girls and skating pants for the boys can be purchased if desired. For Hockey Skills classes, hockey equipment is not necessary.

Boots and Blades

An important part of learning to skate depends on having good equipment with proper fit and support. Skates can be purchased new or used.

What to look for when purchasing skating boots and blades:

1. The fit should be tight (do not plan to "grow into" the skate). Skates should fit snugly with thin socks (non-cotton) or tights. Wearing several pairs of socks is a poor idea, the skater will have less control and it really doesn't help to keep the feet warmer.
2. The heel should not slip up in the boot when knees are bent.
3. The boot should offer good support for the ankles, but not so stiff that they hurt the skater or prohibit bending at the knees or ankles.
4. Quality new skates at the beginner level will likely cost between \$75 and \$200 dollars.
5. A high-quality used skate is also an option. Look for boots that don't buckle when you bend the ankle from side-to-side. Preferably leather boots with a "screw-on" removable steel blade. Let our Director or Coaches help guide you as to whether you or your skater needs new equipment.
6. Double runners are not quality skates and are not recommended for the young beginner. Hockey skates can also increase the challenge of learning skating as a toddler, because the acute rocker on a small hockey skate sends the child forward and back unexpectedly. If hockey skating is an ultimate goal, the transition will be easy at a later date.

How to care for your skates:

After skating, wipe off the blades with an absorbent cloth and transport in a bag where the blades will not touch each other. You may purchase "soakers" (soft fabric blade covers) to protect the blades in transport. If skates are damp, remove from bag and store in warm dry room. Do *not* store blades with the "guards" (plastic or rubber protectors) on because they will cause the blades to rust. Use the guards when walking in your skates off the ice. Never walk on cement without guards. Also, although the rubber mats are there for blade protection, they have dirt and sand, which will damage and dull the blades. Check the blades periodically for nicks. They should be sharpened as needed. Two times a season for the Basics and more often for the advanced skaters depending on the number of hours spent on the ice.

Volunteering

Our club receives a fantastic value for club ice from ORDA. However, a part of the deal to get that ice is that the club volunteers its hours to support ORDA events. Specifically, helping out during ORDA run ice skating competitions. There are many jobs that parents and kids can help with

during the events. The more volunteers there are, the shorter the shifts. Jobs can be as simple as checking in skaters at the boards and manning the door to the ice (this is called an “ice monitor”), to announcing performers, to running results from the judges to the accounting room and posting them in the hall, to manning the registration table, to providing food for volunteers and visiting coaches. All of these tasks need to be performed during a skating competition. The club typically supports a minimum of three major events each year. Empire State Games, Freestyle competition in June, and the Ice Dancing competition in late July and early August. There are sometimes special events such as Skate America which is coming to Lake Placid in November. The club needs your help!

General Guidelines Regarding Volunteering

- Arrive at your shift a half hour early. Sometimes competitions can run ahead of schedule, so being there early will make everyone’s job easier.
- If you are working in the arena during an event (music player, announcer, ice monitor, runner), introduce yourself to the referee. They will be on the panel. If you have any questions as to who they are, ask one of the judges, but be sure to ask questions or make introductions BEFORE THE EVENT. While the event is in progress, the volunteer should not have any contact with the judging panel/tech panel/referee unless the official in question initiates it.
- Similarly, treat the officials with respect and kindness. They are volunteers too, and spend many long hours in ice rinks for free to give back to their sport. Treat them as you would a volunteer on your team.
- While volunteering IN THE RINK, do not use cell phones, ipads, ipods, or other electronic devices. A new US Figure Skating rule prevents officials from using these devices while judging, and even requires the judges to turn off their phones when on the judges stand. Even though you might think that you’re only a volunteer, you might be perceived in a position of authority so should refrain from using these devices as well. The perception from those watching the event is that everyone has an impact on the results of the competition, so it is important to abide by this rule.
- Dress accordingly. Everyone, from a runner to a registration clerk, should be dressed professionally and in clean clothing that is appropriate for the job.

Volunteer Job Descriptions

REGISTRATION: You will most likely be the first person competitors and coaches see in Lake Placid, so ensure that you give a good first impression! Registration clerks should wear professional clothing—a clean shirt/sweater/polo/blouse, and professional pants/dress slacks/skirts. Sweatshirts, sweatpants, shorts, and tank tops are not considered appropriate attire.

ANNOUNCING: Dress in layers, since the rink can either be very warm or very cold! Wear a clean, professional pair of pants/dress slacks, and a professional shirt/sweater/polo/blouse. For a “warm layer” it is preferable to wear dark colors, since it is not as distracting. Although the announcer might be seen during the event, they should not be trying to grab attention!

MUSIC PLAYING: Same as Announcing.

ICE MONITORS: Wear professional slacks/pants and a professional shirt/sweater/polo/blouse. Usually a vest is provided to distinguish the ice monitors.

RUNNING: The runner's job is to take papers back and forth from the rink to the accounting room, then distribute results. Runners should dress comfortably but neatly, with comfortable closed toe shoes, long pants, and a professional shirt or sweater.

For all jobs based in the rink (announcer, music player, ice monitor, runner) darker colors are best, as they are less distracting and the volunteers can "blend in". Neon colors, noticeable logos, shorts, open toed shoes, and tank tops should not be worn.

What are the Jobs available for Volunteers?

Traditionally at a competition, there are several jobs available, and volunteers can choose what they want to do based on their experience with a certain task, or take part in a job they want to learn more about.

The usual jobs for volunteers are: announcing, ice monitoring, running, and registration. Sometimes music players are required, depending on the competition.

What is the "easiest" job?

All jobs are challenging in their own way. Read the next section to determine which job is the right fit for you.

JOB DESCRIPTIONS

ANNOUNCER – An announcer will announce the introduction of the event, officials participating in each event, warm-ups for each skater, each skater during the competition, and the end of the event. The announcer will listen to the referee of the event, and should introduce himself or herself to the official before the event.

Requirements – An announcer should feel comfortable speaking in front of large groups of people. They should be comfortable communicating with the referee and other personnel, but should not attempt to engage them in conversation or attempt to take initiative without the referee's approval. The announcer should have a clear and strong voice so they can be heard clearly by the audience.

Tips for Announcing

- Before beginning your shift, find out pronunciations of certain athletes if you are uncertain about how to pronounce their name. Going rink side and asking an ice monitor to find the skater in question or their coach can accomplish this.
- Ensure that you don't hold the microphone too close to your mouth when announcing. Holding the microphone a few inches below your mouth will provide the best sound.
- Don't rush to "spit out" the names of the skaters or officials. Instead, take your time and allow yourself to breathe in between each announcement.

MUSIC PLAYERS

The music player sits rink-side next to the announcer and after the announcer has announced the name and club, the music player uses the provided computer to select music files to play or, in the event of error, plays CDs in the CD player. With the advent of the Event Management System (EMS) computer

usage should be expected as the new standard to play music. For some events, music players are provided. However, here are some guidelines in the event that volunteers must be music players.

Requirements – The music player must be able to see and hear clearly. They must be able to communicate well with the announcer. The music player should also be able to manipulate the CDs or use the computer quickly and comfortably—if you have arthritis and grasping or picking up objects is painful, this might not be the best job for you. Lastly, the music player should be professional and attentive to what’s going on around them.

Tips for Music Players

- If they aren’t already sorted according to the starting order (which should be provided), ensure that all CDs are lined up according to the starting order. Similarly, make note of the order of the music files used during competition for easier access.
- If you have time, check the back of the CDs for any discernible scratches...if they look especially damaged, tell the announcer that they should request a back up CD from the skater. Then the announcer should be able to contact the ice monitor, who will then ask the skater’s coach for a back up copy and can bring it to the announcer’s booth. If the computer is being used and the skater does not have a file, ask the ice monitor to find the skater/coach and request a CD. They should have a backup CD in case this occurs. The same should be done during the event if there is an error with the file.
- Some music players test each program’s music while the skaters are on warm up, (on a very low volume level of course). Check with the announcer and/or the referee for appropriate protocol at each competition.

ICE MONITOR - The ice monitor oversees each event from their spot at the entrance to the ice, check in skaters for the event then communicate any “scratches” (skaters who are absent) to the referee, and help remind skaters when they should be prepared for their warm up ice and individual performance. Our ice monitors often open the doors that lead onto the rink for each skater, and ensure they are closed securely after each skater. Basically, the ice monitor ensures that everything goes smoothly at the rink entrance.

Requirements - An ice monitor should feel comfortable interacting politely and professionally with skaters, coaches, officials, and other personnel. Sometimes it can get stressful rink side, so the ice monitor should be able to keep a cool head and stay professional. They should assist in contacting an EMT if there is an injury. Most of all, they should be attentive and stay organized in checking in skaters and helping them onto the ice.

REGISTRATION - Registration Personnel are volunteers who are at the Registration table and ensure that each skater is registered and checked in using the new Event Management System (EMS). Registration is also where results can be bought after each event; registration personnel distribute skater’s individual protocol sheets (an individual score sheet provided to each skater competing in an IJS free of charge). They might also be called upon to make copies of results, and are general “problem-solvers” that interface between skaters/coaches/parents and LOC personnel. Lastly, registration personnel may have to distribute medals to skaters who have placed in an event but, for whatever reason, cannot attend the awards ceremony (although attendance at the awards ceremony is preferred).

Requirements - Registration personnel should be organized, efficient, and display excellent customer service skills. They should be able to operate a copier (in case it is necessary to copy more results) and understand what system is being used to sort music and results. They should be able to operate an iPad

and/or computer to access the EMS, which is moderately user friendly but will further be explained on-site. If they are confused about any part of the process, they should defer to the VOLUNTEER COORDINATOR.

Tips for Registration

- When filing results, use the 104 schedules and use event numbers. It's much easier than using the event name. A 104 can be procured from the Accounting Room and should be provided to registration at the start of the competition.
- In the event the skater had to use a CD for their competition, leave the CD either behind the counter of registration, or on the front table for skaters to pick up, depending on preferred procedure at that particular event.
- In the event you must distribute a medal to a skater, check their placement in the appropriate event on the "awards" designated results sheet, and check off their name to denote they have received their medal.
- In preparing for the awards ceremony, it's a good idea to start a folder or separate pile for award results. Usually two result sheets will be brought: one for copying for selling, and one for awards. Starting a separate pile/folder of awards sheets makes the process easier when it's close to award ceremony time.

RUNNER - The runner is a volunteer who takes the results from the referee after each event, transports them to the Accounting Room to be tabulated, takes them after they are entered into the computers to be signed by the referee, then makes the appropriate number of copies to distribute. For IJS events, the referee and other official sign the results rinkside, so all that is left for the runner to do is bring the results to the accounting room, copy them, and distribute them appropriately.

Requirements - The runner should be able to spend a lot of time on their feet. This job naturally requires a lot of walking and standing for 5-6 hour shifts. They should also be respectful to all personnel, especially the officials. When bringing papers to the accountants or referee, they should be patient and polite. They should also be somewhat organized to ensure that all materials that need to be transported arrive safely at their destination.

Further Instructions

- Arrive at the rink where you are assigned and if there is time before the event begins, introduce yourself to the referee (he or she will usually be on either end of the judges table).
- Do not attempt to talk to the judges or referee during the event. Once the announcer announces the event and the first skaters start coming out for warm up, the event has started. If you have a concern to address with the referee (missing papers, etc) do so during one of the warm ups.
- 6.0 EVENTS: When the event is finished, go to the referee for the papers. He or she will hand you judges sheets and those go to the accounting room to be tabulated.
- When in the accounting room, wait for the papers to be finished. An accountant may ask for your assistance passing papers between the two accountants or reading scores. If they don't, sit quietly and wait for the results to be finished.
- When the events are done, the accountant will hand you the paper and a red pen. You then must find the referee whom you received the papers from, and they must sign the paper.
- When both signatures are signed in red pen (the referee and accountant), you are ready to copy. Return to the accounting room and refer to the copy list by the copier or ask an accountant.
- When the results are copied, you distribute them...again, ask an accountant or refer to the copy list by the copier.

- After you have finished distributing the results, return to the rink where you are assigned and wait for the next ones!
- IJS INSTRUCTIONS: Instead of getting the results from the referee, you will usually receive them from the accountants (usually near the middle of the table, between the technical panel and the judging panel). They will print out not just one sheet, but a results sheet, score breakdown, and officials panel sheet, plus protocol sheets for each skater. Usually they will be signed by both parties rink-side.
- Take these papers to the accounting room, copy, and distribute according to instructions.

Tips for Runners:

- First and foremost, WEAR COMFORTABLE SHOES. This is not a day to wear high heels, flip flops, or other unsupportive or uncomfortable shoes. We prefer that the runner wear a pair of running shoes or flats.
- When taking the papers from the accountant to the announcer, keep them on a clipboard turned backwards (so no one can see them) and don't allow anyone to see them. The results are not official until there are two signatures on it and they have been copied.

If you have any questions, consult the accountants or the volunteer coordinator.

Competitions

[TBD – Parent responsibilities when taking/preparing children for competitions]

Board of Directors

SCLP is managed by a Board of Directors who are elected by the club membership. The Program Director(s) report to the Board of Directors at their monthly meetings. Members of the Board serve a three (3) year term and no more than two consecutive terms (6 years). Each term starts with the annual meeting held in late March or early April. Below is the list of Board members for the 2018-19 season along with their office and the year in which they will end their term:

- David Kobe – President and Membership Chairperson – Class of 2019
- Christie Sausa – Vice-President – Class of 2021
- Bethany Kress – Secretary – Class of 2019
- Laurie Stephen – Treasurer – Class of 2020
- Pat Cannamela – Class of 2020
- Megan Lyon – Class of 2021
- Kathalene Cutone – Class of 2019
- Robin VanWeelden – Class of 2021
- Eric Wilson – Class of 2020
- Melanie O'Brien – Class of 2019
- Gina Abodeely – Class of 2021
- Ed Minkoff – Class of 2020

Members are more than welcome to attend the Board meetings. There is traditionally a period at the start of each meeting when members can bring things of note to the attention of the board.

The dates for the Board meetings can be found on the club's website www.skatingcluboflakeplacid.com.

Group Lesson Schedule

*Sample SCLP Weekly Schedule

Sunday

4:00pm-5:00pm Open Freestyle
5:00pm-6:00pm Tots/Basics
6:00pm-6:15pm Ice Make
6:15pm-7:15pm Bridge/Dance
6:00pm-7:00pm Synchro (rink TBD)
7:15pm-8:15pm Open Freestyle

Monday

5:00pm-5:30pm Power Skating
5:30pm-6:30pm Tots/Basics
6:30pm-7:30pm LTC
7:30pm-7:45pm Ice Make
7:45pm-9:15pm Open Freestyle/Adults

Tuesday

5:30pm-6:30pm Tots/Basics
6:30pm-7:30pm Bridge
7:30pm-7:45pm Ice Make
7:45pm-9:30pm Open Freestyle

Wednesday

5:30pm-6:30pm Tots/Basics
6:30pm-7:30pm Bridge
7:30pm-7:45pm Ice Make
7:45pm-9:30pm Open Freestyle/Adults

Thursday

10:00am-11:30am Coffee Club

Club Communication

In order to maintain adequate communication between the SCLP and parents/skaters, the SCLP has set up a number of different means to obtain the current status of schedule, classes, etc.

Hotline

The Program Director updates the SCLP's hotline (518-302-5343) typically once a week to provide the latest on the weekly schedule. This is a great way to find out if the schedule deviates from the normal schedule for that week.

Facebook

The SCLP has a Facebook page (search for "Skating Club of Lake Placid") that is maintained frequently with status of schedule and events happening in the club.

Web Page

The SCLP webpage (www.skatingcluboflakeplacid.com) is also updated with schedule information but not as frequently as other sources. However, the webpage does have a wealth of other information along with forms, etc that are always necessary.

Email

The club only sends out mass mailings to the membership when there is important info to share. Please keep an eye out for these because they contain a significant amount of important information. Because they are mass mailings, you may need to check your "Spam" folder for them and if you find them there, make every effort to "whitelist" them so that they show in your in-box in the future. These emails are not a regular occurrence but they do frequently contain important club business. The weekly schedule does not go out in an email.

Rules of the Ice

To ensure the safety and training success of all of its skaters, the SCLP has established basic rules for both on- and off-ice activities.

THE COACHES WILL HAVE AUTHORITY TO ENFORCE ALL OF THE RINK RULES. VIOLATION OF ANY OF THE FOLLOWING RULES BY A SKATER COULD MEAN A FORFEITURE OF THE SKATER'S ICE TIME.

SCLP RULES FOR APPROPRIATE BEHAVIOR ON THE ICE

The following rules are intended to keep ice sessions flowing so that: a) a skater can skate through his/her entire program without interruption; b) a skater will not have to circle numerous times trying to find a spot to jump and will be able to skate consistent patterns leading to jump consistency; c) a skater's frustration level will be kept to a minimum, thereby allowing the skater to remain focused on his/her goals; d) skaters will not collide with one another; and e) skaters will practice together in harmony.

1. A skater doing his/her program (with music) has the right-of-way. Coaches and other skaters are expected to move out of the skater's way.

2. Skaters in lessons, including skaters having lessons in the jump harness, have the right-of-way.

3. Skaters must learn how to "merge" into the flow of the session by skating with **heads up and eyes open**. Skaters as well as coaches must avoid getting in the way of one another and should be especially aware of skaters in lessons.

4. Skaters who are not moving should be at the boards.

5. Skaters should not cut off other skaters by darting across the middle of the rink.

6. A skater doing his/her program or setting up for a jump should be given plenty of room.

7. Skaters practicing field moves on freestyle sessions should yield to skaters setting up for jumps.

8. A skater should always be respectful of the other skaters and should be constantly aware of the skaters around him/her. A skater who is surrounded by skaters of significantly greater or lesser skills must be especially careful! Strive to avoid collisions!

9. A skater who falls should get up quickly, remembering that other skaters will have a much harder time seeing a skater who is down on the ice. A skater should learn how to fall properly - protecting the head as much as possible, staying "loose," and keeping fingers away from skate blades.

10. A skater who sees another skater fall and suspects serious injury should: a) have someone stand "guard" over the injured skater to prevent collisions with other skaters; b) get a qualified adult to come and help; c) throw a blanket, a warm-up jacket, or a sweatshirt over the injured skater to keep the skater warm; and d) have the coach contact a parent and/or call 911.

11. Certain skating moves are inherently dangerous. A skater who is practicing an element such as a camel spin or a back spiral must be especially aware of the danger his/her exposed blade poses to other skaters. The skater should recognize that once he or she has started the element, it will be difficult to see the surrounding skaters. A skater preparing to practice a dangerous move should take a good look at the expected "space" before starting the element and abort the move if a problem is likely to arise.

12. As a matter of safety, no skater or coach is to remain on the ice when the zamboni starts to enter the ice.

13. Skaters should be courteous, respectful, and encouraging to coaches and other skaters.

14. Skaters should dress appropriately.

15. Skaters should refrain from kicking ice, sitting on the ice, and playing tag. Such behavior is nonproductive and can be dangerous.

16. Skaters should not interrupt coaches giving lessons to other skaters.

17. No food, gum, or beverages (with the exception of water bottles) will be allowed on the ice.

18. Friends, parents, and skaters are not allowed to sit in the hockey boxes during ice sessions.

19. A skater on an ice session is expected to skate the entire session. Breaks should be approved by the skater's coach. The parent of a skater requiring extra breaks for a particular reason, physical or otherwise, should discuss that need with the skater's coach.,

20. Skaters should clean up after themselves. Tissues and empty water bottles must be discarded in appropriate receptacles.

Club Policies

There are a number of policies that the SCLP historically abides by. They cover a wide range of topics and are documented below to maintain history and consistency as the Board of Directors changes from year to year.

1. The SCLP offers some monetary assistance to members who compete at Regional, Sectional, National, and International events. The amount of assistance will be voted on by the board each season based on need.

2. The club recognizes the outstanding contributions of several of its members and has awarded them an Honorary membership. This entitles them to free SCLP and U.S. FIGURE SKATING membership. Currently, this list of memberships is as follows:

- Jack Devitt
- Oleg Protopopov

3. The SCLP maintains a Hall of Fame in the hallway outside of the 1932 rink. To be placed into the Hall of Fame requires a serious commitment over many years to pass U.S. FIGURE SKATING tests in a number of disciplines. In order to qualify for this honor, the following requirements must be met by the skater:

- 1) Skater must have been a full member of the SCLP at least two full years prior to passing the gold level test
- 2) Skater has passed at least one of the following tests: Senior Moves-in-the-Field, Gold Dance, Senior Freedance, Senior Freestyle, or 8th Figure test
- 3) Skater has volunteered for SCLP a minimum of 20 hours prior to passing the gold level test

Club Awards

ORDA Awards (Bobby Preston: Full Summer Ice; Nancy Archie Meyer :\$500 towards Winter Ice; Ardelle Sanderson :Full Winter Ice

1. No skater is eligible to receive an award more than once during his/her skating career.
2. The skater must be a full member in good standing of the Skating Club of Lake Placid for at least two years before she/he is eligible to be considered for the award.

3. The skater must train in Lake Placid at least in the summer and a majority of the school year.
4. The skater should show a positive interest in the sport of figure skating and be committed to reaching his/her potential in the sport.
5. The skater should show good citizenship and sportsmanship both on and off the ice.
6. If coaches, judges and/or other individuals are asked for a recommendation the skater should have received a positive recommendation.
7. To be eligible to receive ORDA awards a skater must be in the USFS testing track by having passed at least the Preliminary Moves & Freestyle tests.
8. The BOBBY PRESTON AWARD will be presented annually; however, the other two ORDA awards will be presented only if the club and ORDA feel there are skaters who meet the criteria.

Skating Club of Lake Placid Scholarship Awards

These awards will be presented if there are eligible skaters and if there is money available in the scholarship fund to cover the costs. It should be noted that these are only guidelines and that scholarships do not need to be given just because they are listed. It is recommended that when scholarships are given that these guidelines are followed unless changes are made to the guidelines in the future.

Annual Scholarship Awards (refer to criteria)

Basic Skills: 2 awards of \$50 each

Bridge: 2 awards of \$75 each

Learn to Compete: 1 award of \$50

Speed skating: 1 award of \$50

Adult Skating: 2 awards of \$100 each

Pre-preliminary-Pre-Juvenile: 1 award of \$100

Juvenile-Intermediate: 1 award of \$150

Novice-Senior: 1 award of \$200

Novice-Senior: 1 award of \$200 for a skater who does not live in Lake Placid but who skates in Lake Placid during the summer and at least a portion of the school year and currently trains with a Lake Placid pro for at least some of the time.

CRITERIA FOR THE ABOVE AWARDS

1. Must be a full member in good standing of the Skating Club of Lake Placid for least two years prior to the awards being given.
2. Must have good attendance, a sincere interest in skating and a desire to improve skating skills.
3. Should have shown some growth in skating ability.
4. Have a recommendation for the award from a coach or judge.
5. Should show some talent for the sport especially in the USFS award categories.
6. Other things which will be considered but are not deemed necessary for receiving an award are volunteer time, participation in other club activities, i.e. shows, fund raisers and participation in competitions.

NOMINATIONS FOR AWARDS

1. Skater may be nominated to receive the above awards by a coach or coaches, parents, board members or club members, ORDA employees or themselves.
2. Nominations are made by telling the directors or scholarship committee either by email or mail why you think the skater should receive an award.
3. The Directors/scholarship committee will ask for names of skaters prior to the awards selection and will consider all skaters who have been nominated as well as skaters who have been in one of the club's or ORDA's programs and were not nominated. Once a skater has been given an award in an area they are not eligible to receive an award in the same area again. They may be considered for other awards however, all skaters should be considered first. Skaters should not come to rely on these scholarships.
4. Scholarships need not be awarded if the committee feels there are no eligible candidates.

All testers, including Senior Level will be acknowledged for their accomplishments at the annual banquet.

Skating Terminology

[TBA]