

BRFFSC ICE SHOW

Handbook and Policies

The annual ice show is our largest event and is the culmination of a year's worth of work by skaters and families. The ice show is a place to showcase our skaters and provide entertainment for friends, families, and the community. It is also the club's largest fundraiser and helps keep figure skating affordable in our community.

It is our hope that this handbook provides clarity to skaters and the club's needs to perform a great show.

ICE SHOW GUIDELINES

1. All skaters who participate in the ice show are expected to be at **all** assigned group practices, ice show run through, dress rehearsal, and **ALL** ice shows.
2. All BRFFSC Learn to Skate, Senior Club and Associate skaters must skate in 2nd and 3rd sessions to be eligible to participate in the ice show.
3. All BRFFSC Learn to Skate, Senior Club and Associate skaters are encouraged, but not required, to skate in the ice show. We assume all skaters (Learn to Skate and Senior Club) will participate. Skaters who will not participate must indicate this by January 10.
4. Skaters will be allowed to skate in at least one number in each show. Senior club members will skate in both opening numbers. The extra number and hockey number are offered to qualifying Senior Club members.
5. Skaters must have no outstanding ice, club, or written payment plan on file.
6. Skaters will be grouped primarily by learn to skate or singles test level.
7. Care of the costume is the responsibility of the skater and their family. Skaters will be charged a replacement cost for each damaged or unreturned costume.
8. Costumes are only to be worn for picture day, dress rehearsal and show performances. (bring extra clothes as these should not be worn outside of dress rehearsal and show performances).
9. No eating or drinking with show costumes on (except for pretzels and water).
10. No food or drink allowed in the dressing rooms (except for pretzels and water).
11. Skaters will remain quiet in the dressing rooms.
12. Hockey number is available to skaters 9th grade and above. 9th and 10th grade skaters must have passed preliminary singles by 6 PM on Solo/Duet tryout date, as recorded by USFS or proof of test form indicating level passed. Junior (11th grade) and Senior (12th grade) skaters are eligible, regardless of level passed.
13. The test requirement for the Extra Number is Bronze (Juvenile) Singles; eligible skaters must be at this level by 6 PM on Solo/Duet tryout date, as recorded by USFS or proof of test form indicating level passed.
14. Opening numbers or large group numbers are open to BRFFSC Home Club and Associate Senior Club skaters
15. Associate Senior Club members must skate 15 hours at BRFFSC prior to show tryout date to be eligible for a solo or duet in the ice show.
16. Solo and duet tryouts for eligible BRFFSC Home Club and Associate Member private lesson skaters will take place in different groups. The groups will be determined by singles level achieved by 6 PM on Solo/Duet tryout date, as recorded by USFS. The Board of Directors has the right to make changes to the number of solo and duets awarded or eligibility time at their discretion.
 - a. If a skater moves up a group level due to testing, they are immediately eligible to try out in their new group, even if they were awarded a solo or duet the year prior, in a lower group. As an example, a skater who was awarded a group 3 solo in year 1, tests and passes Bronze singles can try out for a group 2 solo or duet in the immediate next year (year 2).
 - b. Group 1: Skaters who have passed the Pre-Silver (Intermediate) singles level.

- i. Up to one solo and one duet awarded.
 - ii. If awarded a solo or duet, the skater will still be eligible to try out every year within this group.
 - c. Group 2: Skaters who have passed the Bronze (Juvenile) singles level.
 - i. Up to one solo and one duet awarded.
 - ii. If awarded a solo or duet, the skater will only be eligible to try out every other year within this group.
 - d. Group 3: skaters who have passed the Preliminary singles through the Pre-Bronze (Pre-Juvenile) singles level.
 - i. Up to one solo and one duet awarded.
 - ii. If awarded a solo or duet, the skater will only be eligible to try out every other year within this group.
 - e. Group 4: skaters that have passed pre-preliminary singles.
 - i. Up to one solo and one duet awarded.
 - ii. If awarded a solo or duet, the skater will only be awarded once in this group.
 - f. Group 5: skaters that are untested private lesson skaters
 - i. Up to one solo and one duet awarded.
 - ii. If awarded a solo or duet, the skater will only be awarded once in this group.
17. A graduating BRFFSC Home Club member, high school senior, who has skated at least 10 sessions by the end of the third session is eligible for a senior solo. The senior or designee must complete the full member work hours, rink monitor and show jobs to be allowed to skate a senior solo in the show. A Senior is also required to record a Senior Speech to be played during the show. The speech must be no longer than 2 minutes or may be cut in order to keep the show length at a reasonable amount of time.
18. **Skaters will respect the dressing room monitors, other skaters, and the Board of Directors at all times.**

Skater Biographies

All skaters that are awarded a solo or duet are able to write a short skating biography for the ice show program and as an introduction during the ice show. Biographies are due to BRFFSC by February 15th of the show year.

Biography Rules:

1. Non-Senior Solo and duet biographies may be no longer than 100 words for the ice show script
2. Senior Solo Biographies may be no longer than 2 minutes for the ice show recording
3. The BRFFSC Board of Directors has sole discretion to review and edit biographies if they determine that there is verbiage harmful to the mission of the club

Ice Show Responsibilities

All families are expected to support the ice show as outlined below.

1. Ice Show Ticket Sales (minimum value equal to 12-tickets)
2. Requests will be made for donations of 9 x 13 pans of bars to sell at the ice shows
3. Each account must work at least a minimum of 2 jobs (not necessarily 2 hour requirement; some jobs are for longer periods of time) during show performances or show run-through (these jobs are separate from the 4 hours/session or 10 hours/season requirements). **Please note, some of these jobs do not allow you to watch the show (i.e. example locker room monitoring).
4. Each account is required to help with either show set-up or show tear-down.
5. Admission is free for a working time because we cannot promise that workers will see the show.
6. Each family member must purchase a ticket to enter for each show performance that the member is not working
7. Skating families will not be allowed to reserve seats prior to one hour before the ice show. Reserved seats must have at least one family member saving them (i.e. no unattended blankets).
8. Skating families are allowed to request reserved seats for a handicap family member, by providing what show and how many seats will be needed.
All skating family members will be required to have a ticket for each show unless working at that show. Workers will be asked to sign in for assigned job for each show.

ICE SHOW PRACTICE GUIDELINES

1. Ice show practices will begin approximately 4 weeks prior to the ice show and will be in place of regular lessons. **MAKE SURE TO FOLLOW THE ICE SHOW PRACTICE SCHEDULE.**
2. Show groups will be made at the discretion of the ice show committee. Different level skaters may be put together to accommodate the number of songs needed for the ice show. Groupings may need to be done almost immediately after our season begins in order to have costumes in time for picture day. This may result in a skater participating in a show number with other skaters they may have not skated with since the beginning of the season, due to testing. Please be understanding of this fact as our time frames do not allow us to operate in any other way.
3. Any skater missing a show practice without an excused absence or prior Board of Director approval may be dismissed from the ice show. It is the skater's responsibility to contact the instructor in charge of their ice show number for an excused absence.
4. It is the responsibility of the parent to get the skater to the rink and on the ice for the ice show practices.
5. Don't leave a Learn to Skate skater unattended during ice show practices. Scheduled practices may run early or late.
6. Being 10 minutes late for a show practice will count as an unexcused absence.
7. If a skater misses a show practice due to an excused absence, it is the skater's responsibility to have the instructor or another skater teach what was missed.
8. A skater must attend both show run-through and the dress rehearsal unless there is an excused absence or prior Board of Directors approval.
9. All Skating Families are required to play music during show practice.

SAFE SPORT

If a skater needs assistance only putting on their skates, that can occur in an open and public space, such as the rink lobby or a designated [ready room](#). This option eliminates any restrictions to parents assisting their child of a different sex.

1. If a skater needs assistance getting dressed/changed for the event and does not have a same-sex parent/guardian in attendance, they can:
 1. Show up to the event dressed.
 2. If the facility has one available, utilize a single occupancy restroom with their parent/guardian to get changed/undressed in private.
 3. If the facility has one available, utilize a single occupancy pipe and drape station with their parent/guardian to get changed/undressed in private.
 4. Their parent/guardian can bring their own portable pop-up tent to help their child get changed/undressed in private.

There are no exceptions for a parent/guardian of a different sex of their child to enter a changing space communally designated for their child's sex (e.g., dads are not

permitted to enter a female changing area; moms are not permitted to enter a male changing area).

Frequently Asked Questions about Costumes, Picture Day & Show Jobs

Q: Does my child have to tryout to be in the show?

A: No ALL skaters that want to participate are placed in a group. If your skater is a private lesson skater (passed out of Basic Skills), they may tryout for a solo/duet. (Tryouts are usually the first Sunday in January).

Costumes:

Q: When will I get my skater's costume?

A: Costumes will be handed out the Sunday before pictures.

Q: Do I have to pay for my child's costume for the show?

A: The club provides all costumes except for the following: Opening numbers, solos and duets. Parents *may* have to provide a nude long sleeve shirt and gloves for some numbers depending on the costume. **All skaters provide their own skating shimmer tights.**

Q: Where do I get shimmer tights?

A: You can order through the club. We will have an order going into M&M sports so that they arrive before picture day. Otherwise, you can get them from M&M on your own.

Q: When do I return my skater's costume?

A: Costumes will be collected at the end of Sunday's show. Please bring clothes for your skater to change into. **All** costumes and accessories **MUST** be turned back in at the end of the show or you **will be billed** to replace that costume. **Please bring clothes for your skater to change into once they are done performing in Sunday's show.**

Picture Day:

Sign up for and purchase the following items on Picture Day:

- Show DVD
- Show Tickets (each family is required to sell/pay for 12 tickets)
- Show Jobs (show job sign up begins on Picture day at 12:00 pm via Sign-Up Genius link)

NOT ALL HAVE TO BE PAID FOR PICTURE DAY, BUT ALL MONEY WILL BE DUE 2 WEEKS PRIOR TO SHOW

Q: Am I able to "hold" a job?

A: NO! All jobs are assigned on a first come, first serve basis. When the job slots are filled, there are NO additions under any circumstances.

Q: Do I have to order pictures?

A: No. But, if you want an individual picture of your child in their costume, Buckley Sports Image, will be taking pictures that day and will do individuals as well as group.

Q: Does my child have to attend picture day?

A: Although picture day is not required, we do use these pictures for our show program. If you want your child in the program, they must be at pictures on this date.

Q: Am I allowed in the picture room with my child?

A: NO. We ask that no one enters the pictures room except for skaters.

Q: How do I pay for show tickets & DVD's etc?

A: You can have it billed to your goMotion account or pay with cash or check.

SHOW JOBS:

Q: I already worked my 10 hours required; do I still have to work the show?

A: Yes, the show jobs are an additional requirement for those participating in the show.

Q: How do I sign up for show jobs?

A: All skaters will receive an email with a link to sign up with Sign Up Genius on Picture Day Sunday at 12:00 pm.

Q: Do I need a ticket each night I am there?

A: If you are working during the show, you do not need a ticket. However, if you are there and not signed up to work, you will be required to pay for your ticket.

Q: Can I switch jobs with someone else?

A: No. If you are unable to make your assigned job, you must notify a board member ASAP and the spot will be filled at that time. If you have someone in mind to fill that spot, please let us know that as well. We have many spots to fill, and we need to know that each area is covered. There is a lot of chaos going on behind the scenes and having all jobs filled is a necessity to have the show run smoothly.

Q: If I still have questions that are not answered on this frequently asked question sheet, who do I ask?

A: You can email the club at brffsc@gmail.com or ask any of the BRFFSC board members that you see at the rink.