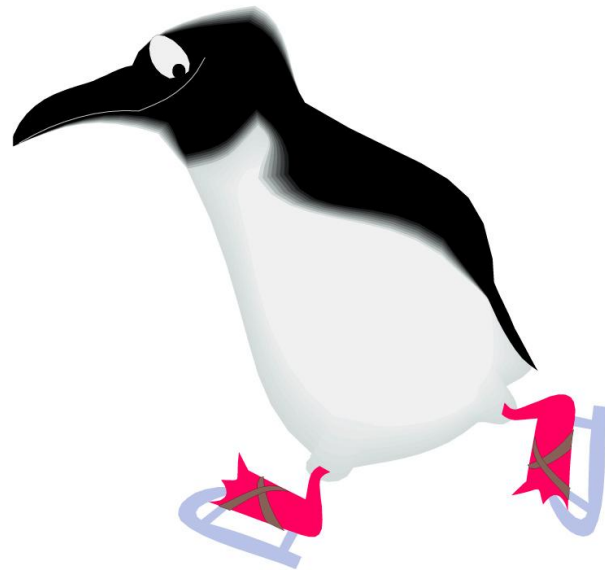


Everything You Need To Know About the Ice Show *(but were afraid to ask)*



(Updated July 2016)

In the following pages you will find all the information for our annual ice show. Please do not lose this handbook and make sure that you read it as many things have changed and been added. Any major changes in the handbook will be underlined or be noted at the top that it is new. Please refer back to this handbook throughout the season when you have any questions. Important dates & information will be found in this handbook, along with on our Figure Skating Bulletin Board and via Club Email Updates.

BOOSTER CLUB MEETINGS

You must be an **ACTIVE BOOSTER CLUB MEMBER** for your child to skate in the Ice Show. Booster Club Meetings are held the second Tuesday of every month @ 7:00 p.m. in the Banquet Hall. You must attend 4 meetings and have a proxy for another in order to receive your costume credit. If you have Tuesday obligations – you must state this in a written letter and it **MUST** be submitted by the last day of ice show registration **(11/12/16)** in order to be considered for exemption.

The Mandatory Ice Show Meeting will be Tuesday, April 11th, 2017. This meeting will be very informative regarding the Ice Show. If you have any questions regarding membership, please see the Sergeant at Arms – Bridget McLaughlin.

REQUIREMENTS TO BE IN THE ICE SHOW

The skaters must be registered and participate in ALL 3 sessions of lessons. Ice Show registration will run from November 4th – November 12th, during all class periods in the Arena B Lobby.

At this time, you will have to fill out your registration form and have your skater measured. Money will be due for Ice Show Registration, Booster Club Membership (if you have not done so already). Mandatory Fundraiser Money must have been paid for by this time. Your registration cannot be accepted until all the above has been paid for. A separate check will be needed for each – registration, membership and fundraiser in order to allow for accurate accounting procedures.

Eligible Classes are Learn to Skate, Freestyle Classes, Synchronized Skating, Team Compulsory, Freestyle Classes and Theatre on Ice. Dance and Moves in the Field will also count IF you are currently enrolled in Private Lesson weekly.

Couples is the only class that DOES NOT count as your required class. If you only take the Couples Class you will only be in the Couples Number. If you wish to be in Couples Number - you must take the class for the 2nd & 3rd Sessions.

FUNDRAISING

The fundraiser runs this year from the September meeting (tentative) until November 8th. You must sell ten - \$10.00 lottery raffle tickets. There are NO BUYOUTS or exceptions. No matter if you are a board member or a chairperson you **MUST** sell the required tickets. All money **MUST** be handed in by November 8th in order to receive your costume credit. Costume Credit will be issued PER FAMILY and not per skater. If you have any questions please see any Board Member. This year several individual fundraisers will be available in order to raise money to help pay for costumes, program ads, ice show apparel, etc. Please watch the board/email for info.

SOLO AND FEATURE TRYOUTS

Solo and feature tryouts for the Ice Show are held in the fall. Skaters who wish to try out for a solo or feature must have skated in the previous Southgate Ice Show. Only skaters who have passed F/S 4 and above may tryout for a solo or feature.

*****Further requirements are listed on the tryouts forms*****

Depending on how many spots are available for the show, not all skaters may receive a solo or feature. Tryout date this year is Wednesday, November 2nd from 2-7 p.m. Forms are due by Saturday, October 21st. **No late forms will be accepted.**

Should your skater receive a solo/feature a parent (*or skater – if old enough*) must perform five (5) hours of volunteer work on the Ice Show Props. These hours are strictly monitored and you must sign in and out when working. No one is allowed to have others perform their hours for them. Prop hours **MUST** be performed regardless of board member/committee chairperson status. Hours must be completed by Picture Day. See Chad Godbout if you have any questions. There are jobs that anyone can do, so please, get involved.

GROUP NUMBERS

Each skater has the opportunity to be in many numbers. Please pay close attention when filling out your registration form.

Each skater is automatically put in one group number. If you wish to be in an additional number – **YOU MUST** check the appropriate box on your registration form and pay the additional fee. Participating in the Couples Classes for the 2nd and 3rd sessions will make you eligible to participate in the Couples ice show number. Synchronized Skating Teams/Seniors/Theatre on Ice will also skate in at least one performance of the Ice show at no additional charge. If your skater is on a Synchronized Skating Team/Senior/Theatre On Ice please remember to check the appropriate boxes. On occasion, skaters are needed to skate in additional numbers to fill a spot or create an even number of skaters. If you are interested in your skater being able to do this, please check the appropriate box.

Please remember that ice show numbers are grouped as soon as registration is complete. Levels and ages at the last day of registration will be the ones used to group your skater. Costumes must be ordered ASAP and it is impossible to know how a skater will progress throughout the year. You will not always be placed in a group number of exact age and ability.

**** Special Numbers ****

Each year we try to include something different in the show such as High School Number, Big Kid/Little Kid, etc. Please remember that these are offered at the director's discretion and may not be available every year. Sign-Up for these numbers are separate from ice show registration. Additional fees will be required to cover ice/instructor costs. Costumes are often the responsibility of each parent and are often **NOT** ordered. Watch the bulletin board and emails for sign-up information.

MINI-FINALE/GRAND FINALE

There will be no Mini-Finale. All skaters will be in Grand Finale. If your skater is only in the first half and you wish to not stay for Grand Finale, that is your decision. This means that ALL Solos & Features will be announced in Grand Finale.

50/50 RAFFLE TICKETS

The Booster Club sponsors a 50/50 raffle drawing held the last day of the Ice Show (Sunday). This is a general fundraiser for the club.

Each *FAMILY* participating in the Ice Show is required to sell 15 tickets. The last day sold ticket stubs and money can be turned in is at the Mandatory Meeting on April 11th, 2017. Returns can be made earlier at Booster Club meetings, put in the SFSBC Drop Box, or given to the Chairperson, Kim Connors - Booster Dollars cannot be accepted for 50/50 Raffle Tickets.

PROGRAM AND PATRON ADS

Forms for program and/or patron ads will be available at the February Meeting from the Chairperson Lindsay Armos or can be picked up from the box located next to the bulletin board. **ALL ADS MUST BE PRE-PAID.** Prices for last years program ads were as follows – *Prices may go up slightly for this year's program.*

Patron Ads (Personal)	\$3.00 (40 characters including spaces)
Patron Ads (Business)	\$5.00 (40 characters including spaces – In Bold Print)
1/16 Page (Business Card Size)	\$30.00
1/8 Page	\$35.00
¼ Page	\$45.00
½ Page	\$75.00
Full Page	\$115.00
Inside Front Cover	\$130.00
Inside Back Cover	\$150.00

An additional charge of \$10.00 will be added for every picture to be included in your program ad.

The deadline for ads is March 18th, 2017 (Picture Day). All ads **MUST** be turned in to Lindsay or Julie either before or on the deadline date. If you have any questions regarding program ads, please see Lindsay or Julie. **NO LATE ADS WILL BE ACCEPTED – PLEASE GET YOUR FORMS EARLY AND MAKE SURE ALL ADS ARE COMPLETE BEFORE TURNING THEM IN.**

SHOW TICKETS

Advanced tickets will be discounted and available at the Recreation Department Office and the first week of April. They will also be sold during rehearsals the week of the show up to opening night (Friday). Full price tickets will be sold the day of each performance. **Parents MUST have a ticket for every show they attend (including Dress Rehearsal)** if they are not signed up to work.

PICTURES

Every year we have a studio take pictures of the skaters in costume with their group for the Ice Show Program Book. It is handled similar to school pictures. There are packages available but you are not obligated to buy.

Any pictures you buy must be paid for in full on picture day. We would like to have your skater there to be photographed with their group even if you do not intend on purchasing any pictures. This is the **ONLY** day for pictures, there are **NO** retakes.

This year pictures are being taken on Saturday, March 18th. They will run from approximately 10 a.m. – 2 p.m. The picture schedule will be posted on the bulletin board at the beginning of March. Please remember to check the bulletin board for your skater's group scheduled time.

Individual pictures for program ads will also be done this day. If your skater is going to have an individual picture taken for the program or if you would like to purchase individual pictures of your skater in their costume, please make sure it doesn't interfere with any of their group pictures. If you are having a picture taken for ad – **YOU MUST** check the box on the envelope (*when in doubt just check the box*) If you do not check the box on the picture envelope – your photo is not put on the program disk and causes huge problems in putting the program together. Please pay close attention to your envelopes. Come earlier or stay later after your scheduled group times for any individual pictures you may wish to have taken.

Package information will be available at the February Booster Club Meeting. There will be 2 photographers upstairs to cut down on the lines and wait time.

Please remember that although we order costumes **WAY** in advance it is out of our hands if a costumes does not come in for pictures. We try our best but sometimes it is impossible due to production at the companies. If this happens we will designate what your skater should wear to pictures. We **DO NOT** schedule retakes. If you wish to have a retake for an individual you must call the photography studio and schedule your own appointment.

COSTUMES

Costumes are ordered early November and will be in sometime in February/March. Any costume credit for booster members will be given if you have met your active membership and fundraiser requirements.

Costume Credit Requirements are as follows:

- Must be an Active Booster Club Member
- Must attend four (4) Booster Club Meetings and have one proxy and attend the mandatory ice show meeting.
- Must have sold the required fundraiser.

The costume committee will distribute costumes at the regularly scheduled practices at the rink. **WE MUST RECEIVE FULL PAYMENT BEFORE YOU CAN RECEIVE YOUR COSTUME/S.** You have already paid \$15.00 toward your costume when you registered for the show. All skaters must wear suntan tights unless told otherwise. If you have any questions please see Denise Gorans, Tiffany Omodio or Julie.

Costumes will be selected by the director and ordered based upon measurements taken at registration. As a rule of thumb, 2 inches is generally added to the skater's girth if they are still growing. This allows for room to grow between ice show registration in late November until Show in April. **Any alterations to costumes are the skater's responsibility and not the responsibility of the SFSBC.**

If a skater drops from the show, he/she is still responsible for costumes fees unless the ice show director can fill the spots/costumes.

Parents, please label all costumes and all accessories with your skater's name or initials as soon as you receive them. There are several skaters in each group and we don't want the costumes to get mixed up or lost. Please also remember that skates and laces must be clean for pictures, dress rehearsal, and all four (4) performances.

Any headpiece should be fastened with secure barrettes, **NOT BOBBY PINS**; bobby pins could fall on the ice while skating and cause an accident.

ICE SHOW PRACTICES

On-ice practices will begin at the beginning of March, please watch the board for exact start dates. All skaters in the show will receive a calendar of all their practices. The practice schedule will also be posted on the bulletin board at the rink.

Every group number will be assigned a specific practice time. Additional practices may be scheduled at the discretion of the professional in charge and the ice show director. Please note that the additional practices may be last minute decisions and the practice may take place the following day due to ice availability.

It is **ESSENTIAL** that your skater attends **EVERY PRACTICE**. It is important for our show and also for the skater, as they may feel uneasy if they do not know their routine. Remember to encourage and praise them for their hard work.

ATTENDANCE WILL BE TAKEN AT EVERY PRACTICE.

******After two (2) absences (excused or un-excused), the skater may be dismissed accordingly in their number/numbers at the discretion of the Ice Show Director & Board.***

DRESS REHEARSAL –

THURSDAY, April 27th, 2017 – DROP OFF TIME 5:00 P.M.

Please have your skater come dressed for their first number. Your skater may wish to bring a sweater or a robe for sitting in the stands. They will be allowed to watch the show "live" on this night only. **ALL SKATERS MUST HAVE SKATE GUARDS OR THEY WILL NOT BE ALLOWED IN THE STANDS.**

ARRIVAL TIME FOR SKATERS IN SHOW

All skaters in the first half of the show should arrive 1 hour before show time. Also, if you skater is only in the first half, they may be picked up at the back door during intermission by a parent. They may view the show from the bleachers as long as they change into street clothes. **ABSOLUTELY NO COSTUMES OR SKATES IN THE BLEACHERS, BEFORE, DURING OR AFTER ANY PART OF THE SHOW.**

If your skater is only in the second half of the show, they should arrive at show time.

SKATER/WORKER ENTRANCE

Skaters should be dropped off at the back entrance (behind the senior center and handicapped parking area). They will be checked in and taken to their locker room until the rehearsal/show is ready to start. All skaters must be picked up at this entrance as well. **NO skater will be “released” after the rehearsal/show until a parent picks them up and signs them out.**

Workers must also enter at the backdoor entrance and sign in. **ONLY PARENTS SIGNED UP TO WORK THAT EVENING WILL BE ALLOWED IN THIS ENTRANCE.** All other parents must enter through one of the front entrances with a ticket. Those working any show should arrive one hour prior to rehearsal/show time unless otherwise specified by your committee chair.

There is absolutely NO Parking in the driveway leading up to the back entrance. You must park in the regular lot and walk your skater up the driveway. This is for the safety of all the skaters and parents.

HAIR & MAKE-UP

Please have your child wear make-up, as they tend to look quite pale under the lights. Apply make-up at home for **PICTURE DAY, DRESS REHEARSAL AND ALL 4 PERFORMANCES.** All skaters should be wearing full make-up (blush, eye shadow, mascara & lipstick).

Hair – ALL Hair MUST be pulled back or up. Half up and half down is NOT allowed. If you skater does not pull their hair back – it will be pulled back by one of the coaches or your skater will not be allowed to skate their number.

WORKING THE SHOW

All parents are asked to work at least one performance under one (or more) of the committees. It is **MANDATORY** that a parent of each skater sign up to work a locker room (*see LOCKER ROOMS for more details*).

All workers must bring their own flashlight and pick up a worker's name badge at the back door. Parents who are dropping off skaters may not enter the rink unless they have purchased a ticket and entered through the main front doors.

When it gets close to Ice Show time, please check the board for worker sign-ups. Sign-up sheets will be available (*except for locker rooms*) at the March Booster Club Meeting and the Mandatory Meeting. Locker Room signups will **ONLY** take place at the Mandatory Meeting.

LOCKER ROOMS

IT IS MANDATORY THAT A PARENT OF EACH CHILD SIGN UP TO WORK IN A LOCKER ROOM DURING AT LEAST ONE OF THE PERFORMANCES. We have close to 150 skaters in the show and they must be supervised in the locker rooms at all times. Sign-ups for locker rooms will be done at the mandatory meeting on April 11th, 2017. Please remember that if you signed up to work a locker room for Dress Rehearsal – you must also work locker room for a show. You may sign up for more than one locker room after everyone has signed up at least one.

REMEMBER WHEN WORKING A LOCKER ROOM THAT YOU ARE IN CHARGE OF HELPING ALL THE SKATERS IN YOUR ASSIGNED LOCKER (not only your own) FOR THE ENTIRE LENGTH OF THE SHOW. *Locker room workers are in complete charge of the activities in the locker room, as well as making sure ALL skaters change into their correct costumes. You may be approached to help supervise the locker room if your skater is misbehaving.*

Snacks in the locker room should be limited to non-sticky and non-greasy types. Pretzels are good to send. No hard candy! Do not send pop, juice or any drink that could stain costumes – it is best to stick with clear liquids. *Absolutely nothing red to drink.* Also, *please avoid sending items that are covered in cheese, Doritos, etc.*

Skaters are not allowed to leave their locker rooms until their group skates. They must stay in their locker room until the end of either the 1st or 2nd half. **NO EXCEPTIONS.** It is suggested that you send something with your skater to keep them occupied in the locker rooms, such as cards, books, coloring books, etc. Do not send toys with a lot of parts (*they tend to get lost*). It is best to send a large beach towel or a blanket for your skater to sit on in the locker room. Little ones should have a large size shirt/robe to cover their costumes to keep them clean while in the locker room.

The locker rooms are very hectic and sometimes very messy (*but it's an organized mess*). A good idea for your skater's belongings while in the locker room is a laundry basket or plastic tote. They can keep their toys, books, costumes and costume parts (hats, gloves, etc.) in one centralized location. Please make sure that anything your child brings to the rink (costumes included) can fit into **ONE CONTAINER.** If each skater were to bring several it would allow for less room for the other skaters to sit and relax. The locker rooms are secured every evening, so anything the skater brings with them for dress rehearsal can stay at the rink (neatly stored in their containers) until the end of the Ice Show on Sunday. Also, please explain to your skater that they are not to bother any other skater's belongings without permission in the locker room.

ALL SKATERS MUST WEAR SKATE GUARDS IN THE LOCKER ROOMS.

Locker Room Parents:

Once the locker room sign-ups have been completed, one parent from each locker room per show (2 for the Annex) will be notified by the Locker Room Chairperson that they have been named the Locker Room Supervisor for that show/performance. The Locker Room Supervisor MUST remain in the locker room until all skaters are picked up and until the locker room is clean and organized. This means please make sure no trash or costumes pieces are laying around on the floors. Last year, after Sunday's show, – the lockers rooms and Annex were a complete disaster and many items were found left behind and trash was not thrown out. ALL Locker Room parents, please, do your part to help keep the locker rooms cleaner for the skaters.

PROPS

Each year the number of parents that volunteer to help with props seem to drop. The props are what makes the show look extra special and the kids really look forward to skating with the awesome props that we have been able to have the last few years. We encourage everyone to GET INVOLVED ... Every little bit of time you can spare is appreciated. Watch the bulletin board for information on days and times or see Chad Godbout to sign-up to come and volunteer.

End of the Year – Competitors/Ice Show Party

There will be an end of the year banquet for all skaters – both competitive (ISI & US Figure Skating) and ice show skaters on May 4th at Parkside Gardens (banquet hall inside of Ice Arena). More information will be provided to you at a later date. Please see Kristen Slowik, Julie or Lindsay if you have any questions.

DATES TO REMEMBER

Ice Show Registration	Nov. 4 th – Nov. 12 th	During All Classes
Ice Show Tryouts	Nov. 2 nd	2:00 p.m. – 7:00 p.m.
Ice Show Practices Start	Beginning of March	
Picture Day	March 18 th	10:00 a.m. – 2:00 p.m.
Mandatory Ice Show Meeting	April 11 th	7:00 p.m.
1 st Half Run-thru	April 24 th	5:00 p.m – 7:00 p.m. (approx.)
2 nd Half Run-thru	April 25 th	5:00 p.m – 7:00 p.m. (approx.)
Extra Practices & Decorating	April 26 th	3:00 p.m. - ???
Dress Rehearsal	April 27 th	5:00 p.m. - ???
Friday Night Show	April 28 th	7:30 p.m.
Saturday Afternoon Show	April 29 th	1:00 p.m.
Saturday Night Show	April 29 th	7:00 p.m.
Sunday Afternoon Show	April 30 th	2:00 p.m.
End of the Year Banquet	May 4 th	Parkside Gardens

Continued on next page

We hope we've covered everything you need to know. Please continue to check the bulletin board/club emails for additional information. As we said before, we have close to 200 skaters in the show and we cannot call everyone whenever there is new or changing information.

THE SHOW IS FOR ALL OF OUR SKATERS AND IT WOULD NOT BE FAIR TO LEAVE ALL THE RESPONSIBILITIES TO JUST A FEW PARENTS – GET INVOLVED.

Many of us spend ice show week working at the rink. Please help out as much as you can. Although the work can be grueling sometimes, we always manage to have a little fun.

We hope this will be an enjoyable experience for you and your skater/s

And please – DON'T BE AFRAID TO ASK QUESTIONS

*Thank You
The Southgate Figure Skating Booster Club*

2016-2017 Booster Club Board Members

<i>President</i>	<i>Kristen Slowik</i>
<i>Vice-President</i>	<i>Melissa Guerra</i>
<i>Secretary</i>	<i>Nicole Hales</i>
<i>Treasurer</i>	<i>Melissa Holzhueter</i>
<i>Asst. Treasurer</i>	<i>Jennifer Godbout</i>
<i>Sergeant At Arms</i>	<i>Bridget McLaughlin</i>
<i>Show Director</i>	<i>Julie Goddard</i>
<i>Competitive Coordinator</i>	<i>Lindsay Armos</i>

****** The City of Southgate and the Southgate Figure Skating Booster Club and its employees are not responsible for any damage or loss to any items ******