



# Colonial Figure Skating Club

## Ice Booking and Programs Manual

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# PROGRAMS

Colonial offers a variety of programs to give figure skaters, young and old, many opportunities to participate, learn and achieve, promoting our vision as a community that celebrates a lifelong love of figure skating. Programs include freestyle ice, Synchronized Skating, Theatre on Ice, Aspire, Learn to Skate and other classes. Each skater may choose to participate in one or more activities, geared to their own time and interests.



## FREESTYLE ICE

Colonial offers freestyle ice sessions from September through June. Member benefits include special pre-booking prices and priority booking as outlined in the Membership Levels Grid. The season is divided into three contract periods or seasons that typically run 14 weeks. Skaters may book freestyle ice according to the following criteria.

## MEMBER PRE-BOOKING

Colonial Members in good standing may “Pre-Book” ice during designated time periods, up to the maximum sessions allowed for their member type, at the premium “Member Pre-Book” price. Pre-Booking is only available during specified time periods unless a member is NEW to the club (and joined after the Pre-Booking period closed.) Pre-Booked sessions are considered contract ice, and are binding and non-refundable. Unlimited switches are allowed within an ice-booking season. A payment installment plan is available for all pre-booked ice.

MEMBERSHIP TIER	MAX # PRE-BOOKED SESSIONS PER WEEK	MAX # PRE-BOOKED SESSIONS (14 WEEKS IN SESSION)
Gold or Child of Professional	Unlimited	1000
Silver	5	70
Team	3	42
Bronze	2	28
Collegiate	None	None
Associate	None	None
Non-member	None	None

## GOLD MEMBER PRIORITY BOOKING

Gold members are eligible for priority booking, typically one week before general member pre-booking opens. In addition, Gold members accrue seniority based on years of membership, and members with the most seniority are given preference when they book during the priority period.

## MEMBER ADD/DROP PERIOD

Members may make changes (Add/Drop/Switch) to their bookings for a season during the Pre-Booking period with no penalty. Bookings are considered final at the close of the Pre-Booking period, at which time they are binding and non-refundable.

## MEMBER/NON-MEMBER OPEN BOOKING

After the Pre-Booking period closes, Open Booking is allowed up until the start of the ice-booking season. This is typically the one week prior to the start of the season. Members and Non-members may book additional sessions at the higher

Drop-In price. There are no limits to sessions booked during this time, and members with pre-booking limits may add to their bookings at this time. All booked sessions are binding and non-refundable, although unlimited switches are allowed within an ice-booking season. A payment installment plan is available for ice booked during the Open Booking period.

## MEMBER/NON-MEMBER WALK-ON ICE

Once the ice-booking season opens, all sessions are booked as Walk-On ice, at the Drop-In/Walk-On rate. Members and Non-members may book Walk-On ice in advance or up to the start of the session they wish to skate. Walk-On ice must be paid at the time of booking, and is non-refundable. Please note that all skaters must hold current USFS membership; Non-members are required to register and provide their USFS number to the Colonial office.

ICE BOOKING, CLASS & PROGRAM FEES	1 hour	45 mins	30 mins	Adult Skills & Edge Class	Ballet Classes	Mat Pilates Classes
MEMBER PRE-BOOK	\$22.00	\$17.50	\$12.00	\$110 / 6 weeks	\$175 / 7 weeks	\$175 / 7 weeks
MEMBER DROP-IN/WALK-ON	\$24.00	\$20.00	\$14.00	\$20.00	NA	\$30.00
NON-MEMBER DROP-IN/WALK-ON	\$28.00	\$23.00	\$20.00	\$20.00	NA	\$30.00

ICE BOOKING DATES	FALL 2024 Sept. 3, 2024 - Dec. 8, 2024	WINTER 2024-2025 Dec. 19, 2024 - March 16, 2025	SPRING 2025 March 17, 2025 - June 22, 2025
Gold Member Priority Booking	8/5/24-8/12/24	11/11/24-11/18/24	2/17/25-2/24/25
Member Pre-Booking	8/12/24-8/26/24	11/18/24-12/2/24	2/24/25-3/10/25
Open Booking - Opens 12:00 PM	8/26/24-9/3/24	12/2/24-12/9/24	3/10/25-3/17/25

## ICE CONTRACT PAYMENT INFORMATION

- To book contract ice at member prices, the skater must have current membership, and have no outstanding account balance with the club.
- Non-members must have no outstanding account balance to book during the Open Booking period.
- When pre-booking, members are able to opt out of sessions to account for vacations or other planned absences.
- Contracts booking only 1 session per week (14 or fewer total sessions) must pay in full at the time of booking.
- Payment options for ice booked during Pre-Booking and Open Booking are as follows:
  - Pay in full for all sessions at the time of booking
  - Pay a 10% deposit at the time of booking, followed by three automatic debit installments (24%, 33%, 33%). Payment information must be provided in the registration portal.
  - Pay 10% deposit at the time of booking, and pay three installments by check. Payment must be received before the installment due date.
  - Please note that there is a convenience fee charged for credit card transactions. For electronic bank payments (ACH), paper checks and cash, there is no convenience fee.
- Payment is due at the time of booking for Walk-On ice sessions. If walk-on sessions are booked by phone or in person, the skater/parent/guardian must authorize payment in advance by completing and submitting a [Payment Authorization Form](#), found at the end of this Manual.
- Other Payment Options: You may log in to the Registration Portal and see a notification on your Welcome Screen, stating "Pay Online." This will only show up if you have a balance in your account. You may click the button at any time and pay any outstanding amount or installment payment at your convenience. You may also view your balances, and drop off a check in the Colonial Office if that is your preferred payment method.

## HOW TO BOOK ICE

1. Go to the home page at <https://www.colonialfsc.com/> , click on “Ice Booking Portal,” and then click on “LOGIN TO THE ICE BOOKING PORTAL.”
2. This will bring you to the Registration Portal.
  - a. If you have used the registration portal before, log in using the same credentials as always
  - b. If you are new to the Colonial portal, but have an account with NVO, use the same credentials here as you do there
  - c. If you are new to Colonial and do not have an NVO account, go ahead and create an account using your email address and password of your choosing
  - d. If you are a Colonial Member, the registration portal should recognize you as such. If it does not, please contact the office 978-263-3450 so that we can get you set up correctly
3. Once you are logged in, click on “Freestyle Ice.”
4. Choose the correct person near the bottom of the page, then click “Choose Ice Times.”
5. This will bring you to a calendar page; choose the day of the week you wish to book.
6. Use the dropdown to see and choose the specific sessions for that day
7. For each session, the default option is to select all sessions in the ice-booking season. You may go through and remove any that you do not want. Click “Update Schedule.”
8. You will see the sessions you just chose on the calendar page. Select another day, sessions and dates, repeating these steps until you see all of your sessions on the calendar. Click “Next” when you are finished scheduling.
9. READ CAREFULLY, and agree to the waivers, then click “Review.”
10. Choose your payment plan. If you have booked only one session per week (14 or fewer total sessions), please choose “Pay up Front.” Otherwise, you may choose either option.
11. If you have credit available to use, you will see an “Available Balance” section. Check or un-check the box as applicable.
12. Enter your payment method. Credit card payments will be charged a convenience fee. If you are choosing an installment plan for contract ice, you may pay by check by mailing or dropping off your check prior to the installment payment date.
13. You are finished!

## CHECKING IN FOR ICE SESSIONS

Skaters must be checked in for all ice sessions and classes. Check-in may be completed any time on the day the skater is scheduled to attend. To check in:

1. Log in to the Registration Portal, in the same way as when you register or book ice.
2. If the skater is scheduled for any activity that day, you will see a Check-In button on your Welcome Screen. Simply click that button and follow the prompts to check in.

## CANCELLATIONS AND SWITCHES

Skaters may cancel any session for any reason, as long as the cancellation is communicated before the start of the session. Cancellations may be done on the online booking portal up to the start of the session, however, if a skater is unable to complete the cancellation online, they may contact the office by phone or in person for assistance. The Walk-On value of the cancelled session goes into a Season Ice Credit account, and is available through the end of that ice booking season, at which time the credit expires and is not refundable.

Please note that cancellation credits are issued at the Walk-On value, even if the session was booked at the lower pre-booking rate. This allows the skater to use that credit toward another session without incurring an upcharge to the higher rate.

To switch from one session to another, the skater simply needs to cancel one, then use that Ice Credit to book another session.

## CREDITS

- \* **Ice Credit:** Issued when a skater cancels an ice session, Ice Credit may only be used toward ice sessions within the same ice booking season. Ice Credit is not refundable, and cannot be used toward classes, membership or team fees. Ice Credit expires at the end of the ice booking season.
- \* **Medical Credit:** There are occasions when a skater must miss an extended period of skating due to illness or injury. When a skater qualifies for a Medical Leave, Medical Credit is issued for the actual amount of fees paid for missed sessions, classes or teams. Credit is issued at the end of the medical leave, and does not expire. Medical Credit may be used for freestyle ice, classes, team fees or membership. If the skater does not return to skating for the following year, remaining Medical Credit will be refunded upon request. For details regarding Medical Leave criteria, please refer to the [Skater Membership Handbook](#).
- \* **Rink Closure:** If the rink is closed for an extended time, or sessions are cancelled by the club for any reason, Rink Closure Credit will be issued in the amount paid for the cancelled sessions or classes. Rink Closure Credit does not expire, and may be used toward freestyle ice, classes, team fees or membership.
- \* **Account Credit:** In the event of an overpayment or other error, Account Credit may be issued. This credit does not expire and is automatically applied to any open balance or purchase in the registration portal.

When you are booking ice or registering for classes, available credits will appear on your payment page as Available Balance.” You may check or un-check the box as applicable. If you have any questions about your credits, please contact the Colonial office at 978-263-3450.

## 2024 - 2025 ICE and CLASS SCHEDULE

- ALL Ice booking & payments must be completed online.
- Please use this link to the current schedule: [2024-2025 Colonial Ice Schedule](#)

## SYNCHRONIZED SKATING

Synchronized skating is a popular discipline both within U.S. Figure Skating and around the world. Synchronized skating is a team sport in which 8-20 skaters perform a program together. It uses the same judging system as singles, pairs and dance and is characterized by teamwork, speed, intricate formations and challenging step sequences. Elements in synchronized skating include blocks, circles, wheels, lines, intersections, move elements, creative elements, no holds elements, spins and pairs moves. (see [detailed list of elements](#)) Synchronized teams in the U.S. can compete in [14 different levels](#) according to the age and skill level of the team members.

There are so many benefits to participating in a team sport, and synchronized skating is a great way for figure skaters to compete in a sport they love while enjoying all aspects of working with others in a team-oriented sport.

Below is a list of teams we field, although they will vary by year depending on enrollment:

- Aspire
- Preliminary
- Pre-Juvenile / Open Juvenile
- Intermediate
- Adult
- Open Adult
- Masters
- Open Masters
- Novice and Juvenile Boston Fusion Teams (Collaborative with Team Excel)



## PROGRAM DIRECTOR: AMANDA WERNER

Amanda Werner grew up in Newburyport, Massachusetts, where she started her synchronized skating career with the Ice Liners. Amanda then skated for the Ice Mates out of Lexington for one year where she helped her team to a Novice National Championship in 2002. She then skated on the Colonial Junior Line for three years where she competed both nationally and internationally.

Amanda then skated for Miami University's Senior Varsity Synchronized Skating Team for three years, winning a National Championship in 2006, and was a member of the first U.S. team to ever podium at the World Championships in 2007 with a silver medal. She graduated from Miami University in May 2009 with a bachelor's degree in Business Marketing, and immediately joined the Colonial coaching staff. Amanda became the Director of Synchronized Skating in the 2012 season.

## PROGRAM OVERVIEW

Our goal is to develop and strengthen skaters to maximize performance both on and off the ice. With a focus on basic skills, edge quality and power we will maintain a strong force as both national and international competitors known for our sportsmanship, teamwork and pursuit of excellence. Dedication, commitment, time management, cooperation and leadership skills are at the core of each skater as individuals, allowing the team to perform and succeed at the highest level.

- ★ **Aspire Synchro** - The schedule for the beginner team is typically Sunday afternoons, from September – February. If there are enough registered skaters, this team would compete at the Synchro Skills 1 or 2 level.
- ★ **Preliminary/Pre-Juvenile** - The schedule for the Preliminary & Pre-Juvenile teams typically begin with Spring skills sessions, on Wednesday evenings in May and June. There is a choreography weekend in August and in-season practice begins in September.
- ★ **Open Juvenile/Intermediate Teams** - The schedule for the Open Juvenile & higher level teams typically begin with Spring skills sessions on Wednesday evenings in May and June. There is a choreography weekend in August and in-season practice begins in September.
- ★ **Adult** - The schedule for the Adult team typically begins with a late summer choreography day/weekend in August and continues Wednesday evenings from September - February. Occasionally, extra practices will be added on either Thursday or Sunday evenings in preparation of major events (Easterns/January, Nationals/February).
- ★ **Masters** - The schedule for the Masters team typically begins with a late summer choreography day/weekend in August and continues Monday evenings from September - February. Occasionally, extra practices will be added on either Thursday or Sunday evenings in preparation of major events (Easterns/January, Nationals/February).
- ★ **Open Masters** - The schedule for the Open Masters team typically begins with a late summer preseason practice on Fridays in August and continues Thursday evenings, weekly, from September - January. Occasionally, extra practices will be added on either Saturday evenings in preparation of major events (Colonial Classic and Easterns/January).

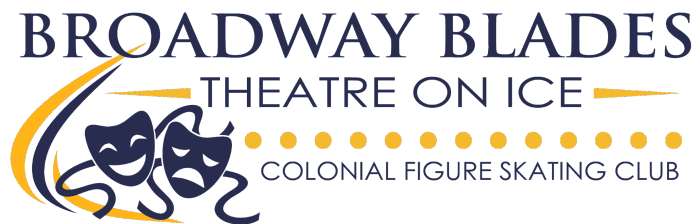
## REGISTRATION AND PAYMENT INFORMATION

Registration takes place in the Colonial Registration Portal. Out-of-season and supplementary classes and clinics are available as packages or on a drop-in basis. Team participation requires a commitment and payment plan; details are provided with skater invitations when tryouts are complete.



# THEATRE ON ICE

Theatre On Ice (TOI) is a team-structured program that combines the grace of figure skating with the excitement of theatre and dance. For more information about USFSA's Theatre on Ice program, [click here](#). TOI is a great way to develop dramatic and artistic skating skills, be part of a team atmosphere, and travel locally, nationally, and internationally.



## PROGRAM DIRECTOR: HAILEY MILLER SHEEHAN

Hailey Miller has been coaching Broadway Blades since 2020. She previously has experience bringing Theatre On Ice classes to her home club while she was in college and starting their first team. Hailey was a 2013 National medalist with Act One of Boston in the senior division and represented the USA in Logrono, Spain at the Nations cup. Hailey is a member of the Professional Skaters Association and Colonial Figure Skating club. She also spends her time coaching in the learn to skate program, coaching synchronized skating, hockey skills and working with her private students. Hailey is passionate about continuing to grow our Theatre On Ice program and helping our skaters learn about all aspects of Theatre On Ice!

## PROGRAM OVERVIEW

The Colonial FSC Theatre on Ice Program will teach you how to express your dramatic spirit as you dance with your teammates on the ice.

## SEASON SCHEDULE

### Team Practices

TOI teams meet Thursday evenings, from October through June. Levels may include Preliminary, Juvenile, Open, Intermediate and an Introductory class that introduces newcomers to TOI.

### Team Tryouts/ Pre-Season

Tryouts/Preseason is held in the summer. The full team begins in October and runs through June.

### Competitions and Performances may include the following:

- Northeast Theatre on Ice Festival – May (some seasons)
- Colonial FSC's Annual Ice Crystals Show - May
- North Shore Open Competition - May
- Theatre on Ice National Championships - June
- Other events/activities may be added

## REGISTRATION AND PAYMENT INFORMATION

Registration takes place in the Colonial Registration Portal. Pre-season classes and seminars are available as packages or on a drop-in basis. Team participation requires a commitment and payment plan; details are provided with skater invitations when tryouts are complete.



# ASPIRE ADVANCED SKILLS

## PROGRAM DIRECTOR: JESS DUPUIS

Jess Dupuis began skating at CFSC 30 years ago and has gone on to an accomplished career as a performer, choreographer, coach, and program director. She spent 3 years of her 7 year tenure with Disney on Ice as a Line Captain and Assistant Show Director, before joining the CFSC Professional Staff in 2005.

Jess has coached members to Regional, Sectional and National medals in the Juvenile, Intermediate and Junior levels, and has choreographed for shows including An Evening with Champions, Skating Club of Boston's Ice Chips, and CFSC's annual Ice Crystals Show. She will bring her experience from a previous role as Director of North Star Figure Skating Club's Learn to Skate and Advanced Learn-To-Skate program where she also managed advertising promotions, fundraising and web design for the Club.



## PROGRAM OVERVIEW

### Aspire

The Aspire Program seeks to develop Advanced Ice Skating Skills, from a Pre-Free Skate through Preliminary test levels, where skaters work on skills while learning about and trying other skating activities such as Synchronized Skating, Theatre on Ice, Moves in the Field, Ice Dance, Artistry and more! Aspire includes both on- and off-ice, as well as a parent component.

### Advanced Ice Skating Skills/ Pre Free Skate

Each free skate level consists of a variety of progressive skating skills, transitions, spins and jumps — all of which build on the previous skill, providing skaters a strong foundation of all elements. These levels will be taught in a positive and interactive group format. Classes are 45 minutes of on ice instruction followed by 30 minutes of off ice.

### On-Ice Class

The on ice group class is conducted in two 20 minute circuits with a 5 minute warm up, and is taught by some of our world class professionals! Instruction will include jumps, spins, choreography and introductions to some of our other skating programs like synchronized skating, theater on ice and artistry in motion.

## Off-Ice Class

The off-ice segment of the Aspire program will introduce aspects of dance along with strength & conditioning, plyometrics, flexibility and balance. This component of the program helps to set the foundation for ongoing off ice training which not only enhances a skater's on-ice proficiency, but also aids in injury prevention.

## CLASS REGISTRATION AND PAYMENT INFORMATION

Aspire / Advanced Skills classes take place beginning the first week in September and run through June. It is recommended that skaters commit to the full year when joining the program. Mid-session registration is allowed for skaters who progress from the Basic Skills level. Fees will be pro-rated for skaters joining mid-session.

Classes may be available on a Drop-in basis; however, there may be an increased per-session fee.

Registration takes place in the Colonial Registration Portal. When registering for a full, multi-week session, use the "Classes" menu option.

# LEARN TO SKATE

Colonial Figure Skating Club, in partnership with the Nashoba Skating School, offers Learn to Skate classes year-round for children through adults. Please visit [our website](#) for details.

## CLASS REGISTRATION AND PAYMENT INFORMATION

Registration and payment for Learn to Skate takes place at <https://www.skatenashoba.com/pages/skatingclasses.learntoskate>

## OTHER CLASSES

Periodically throughout the year, other on-ice and off-ice classes are offered to enhance skaters' learning and enjoyment. These may include the following classes, and more:

- Edge & Performance
- Adult Skills & Edge
- Off-Ice Strength & Conditioning
- Theatre on Ice Seminars
- Ballet
- Pilates
- Spinner

## CLASS REGISTRATION AND PAYMENT INFORMATION

Classes are typically offered in short sessions, ranging from 1 month to 14 weeks. Payment is required in advance; however, skaters may join mid-session, and fees are pro-rated. Some classes are also available on a Drop-in basis; however, there may be an increased per-session fee.

Registration takes place in the Colonial Registration Portal. When registering for a full, multi-week session, use the "Classes" menu option.

Most classes are also offered on a Drop-In basis; however, there may be an increased per-session fee.

# APPENDIX

## Payment Authorization Form

PAYMENT AUTHORIZATION: Please use this form to authorize payment for walk-on sessions or other activities in which the skater participates without payment in advance.

Name of Skater: \_\_\_\_\_

Payment Method (circle):      MasterCard      Visa      Discover      American Express      Bank (ACH)

Name on Account (Please Print): \_\_\_\_\_

Account Billing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

I authorize the Colonial Figure Skating Club to charge my credit card/bank account, ending in the following four digits \_\_\_\_\_ for future skating sessions as requested. This authorization is valid for the skating year that runs July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_.

This authorization includes walk-on sessions that may be requested by my minor (under age 18) skater, drop-in classes and any other Colonial Figure Skating activities in which the skater participates without payment at the time of registration.

I understand that my account will be charged for any outstanding balance on or around the 15<sup>th</sup> of each month.

Account Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Full Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ (required for credit card authorization)

Bank Routing Number: \_\_\_\_\_ (required for ACH authorization)

**For your protection, the bottom section of this form will be removed and shredded after billing information is entered into your account. Colonial Figure Skating Club does not retain full bank or credit card account numbers.**