

## 2019 Star Wars Participation Contract

Please complete this form and send it to Marna Schacknies at the address listed on the last page. **DEADLINE FOR THE CONTRACT IS FRIDAY, January 11th, 2019.** Contracts received after the deadline will not be included in the initial cast list and will be added as space permits. See Show Fees Form for payment information.

### Performance dates:

Saturday, March 23<sup>rd</sup> 4:00 & 6:00pm show times

Sunday, March 24<sup>th</sup> 4:00 & 6:00pm show times

### Off-ice and on-ice practices:

Begins Sunday, February 3, 2019 (off-ice time 2:00-4:30\*, on-ice Sundays 5:15-7:15pm)

Mandatory Dress Rehearsals Thursday March 21 (6:15-9:15pm) and Friday March 22\*\*, 2018 (5:40-8:50pm)

\*Off-ice: skaters will be assigned time slots of (typically) 20-30 minutes, occasionally large group numbers will have 60 minute rehearsals

\*\*Dress rehearsals are MANDATORY

### FOR CHILDREN UNDER THE AGE OF 18

\_\_\_\_\_ HAS MY PERMISSION TO PARTICIPATE IN **STAR WARS ON ICE**  
PRODUCED BY THE COLUMBIA FIGURE SKATING CLUB, MARCH 23<sup>RD</sup> & 24<sup>TH</sup>, 2019.

### CASTING:

Please select the number of parts appropriate for your skater. **Consider your budget, your child's commitment to perform and your family schedule.** Committing to two parts in the show will likely consume Sunday afternoon and evening and require two costumes and associated accessories (head pieces, gloves, tights, etc.).

### My skater would like to be cast for (check one):

- one part** (new members will automatically be assigned one part)
- two parts** (this does not guarantee a second part)

Featured or solo parts are generally given to skaters who are more than recreational skaters and have private lessons. Some skaters will be considered for a featured or solo part, skaters (and parents) agree to:

- pay for additional choreography as needed
- pay for custom made costume as needed
- pay for ice time at other rinks as needed
- use freestyle time to rehearse
- understand that soloists may not have scheduled on-ice time until dress rehearsal
- willing to adjust **your** schedule (e.g., early morning or weekend sessions) for solo choreographer

Additionally, please note the following:

- **skater** desires a featured part (not the parent)
- highly recommended to have a private coach
- soloist parents MUST volunteer additional hours

Opt out—a group part is fine!

Casting is done by the Artistic and Show Directors. The criteria that is taken into consideration in the casting process:

1. **Competitive Freestyle level (competing at Regionals, Sectionals, US National Championships or National Showcase)**
2. **Freestyle test level**
3. **How often the skater is training (how many sessions/week)**
4. **How long the skater has been participating in CFSC shows and consistency in participating**
5. **How the skater has performed in past shows (demonstrated acting skills, skating execution, **positive attitude**, attention level)**

**Skater information:**

Skater(s) Name: \_\_\_\_\_

Age: \_\_\_\_ Height: \_\_\_\_\_ Professional Coach: \_\_\_\_\_

Highest Passed Skating Level: Moves in Field \_\_\_\_\_ Freestyle \_\_\_\_\_

♦How many times do you skate in a week: ( ) once a week ( ) 1-2 times a week ( ) 2-3 times a week ( ) 3-4 times a week ( ) 4-5 times a week ( ) other \_\_\_\_\_

♦Skater is registered to compete at USFSA Qualifying South Atlantic Regionals, USFSA Sectionals, US National Championships or the USFSA National Showcase Competition taking place 2018/2019 year: \_\_\_\_ YES \_\_\_\_ NO

♦How many CFSC Shows have you performed in (**write in number**): Nutcracker \_\_\_\_ Spring Show \_\_\_\_

**Requirements for Participation:**

1. Skaters must be registered members or associate members of the CFSC and must purchase Sunday evening ice for the skater to participate in a club show. **Initials** \_\_\_\_\_
2. The cost of each costume required for a skater's part is the responsibility of the skater or his/her family. The price range can be as high as \$200.00 per costume for labor and material. A seamstress will be assigned to your group by the Costume Director. If you decide to sew your own costume, your costume must comply with the design designated to your skater's role. All costumes **MUST** be approved by the Costume Director and show committee and any costume that does not meet the required design will not be allowed in show. **Initials** \_\_\_\_\_
3. **I understand I am making a commitment for myself/my child to participate in STAR WARS ON ICE.** All show participants *must attend and be on time for all rehearsals, mandatory dress rehearsal and shows unless excused in advance by the Show directors. Anyone who misses more than 1 absence (including sickness) will need to have their role evaluated and potentially could be removed from the show.* If more than one absence occurs due to illness, a doctor's note will be required to continue in show. Continued lateness to practice could result in a lesser part (or choreography) for the skater or removal from his/her part(s). **Initials** \_\_\_\_\_
4. Show refunds abide by the Columbia Figure Skating Policy; refunds due to injury are the **ONLY** exception and must be submitted to the Board of Directors in writing. **Initials** \_\_\_\_\_

5. Any complaints, including casting should be submitted in writing to show directors to be reviewed by the show committee. **NO COMPLAINTS MUST BE DIRECTED TO ANY ARTISTIC DIRECTOR OR TO ANY DESIGNATED CHOREOGRAPHERS.** Initials \_\_\_\_\_
6. The Columbia Figure Skating Club (CFSC) is committed to creating a safe and positive environment for its members' physical, emotional, and social development, and ensuring that it promotes an environment free of misconduct. CFSC complies with USFS SafeSport recommendations and guidelines for athlete protection as set forth in the USFS SafeSport Handbook. As part of this compliance, CFSC requires that all individuals involved in the production of the **Star Wars on Ice** agree to adhere to: the USFS Member Code of Conduct; the applicable CFSC Code of Conduct governing skaters, parents/guardians, and coaches; CFSC's Locker Room Policy; and CFSC's Ice Rules. Initials \_\_\_\_\_
7. As part of its compliance with USFS SafeSport recommendations and guidelines for athlete protection, CFSC requires a minimum of 1 parent per locker room for dress rehearsal **and** show to serve as Locker Room Monitor (under the direction of CFSC's SafeSport Compliance Chairs and its Show Directors) to ensure the safety of skaters using locker rooms for costume changes. **All Locker Room Monitors must meet the USFS criteria for SafeSport, which may include a background check and training.** If CFSC fails to attain this minimum number of locker room monitors, I understand the skaters assigned to locker rooms will have to evacuate. Initials \_\_\_\_\_
8. Parents are encouraged to take the "Parents Guide to Misconduct in Sport" course on [www.athletesafety.org](http://www.athletesafety.org) With changes to the Safe Sport program and the commitment we all share in protecting children, education and awareness are essential to support efforts to keep our skaters safe and promote a positive environment. Initials \_\_\_\_\_
9. Parents will be required to read the Locker Room Policy for the 2018-2019 member year, sign and submit page 5 of the policy to the Safe Sport chairs, Lisa Lindberg and Katya Sittner. The policy can be found at [www.columbiafsc.com](http://www.columbiafsc.com) under the Safe Sport tab. Initials \_\_\_\_\_

### **Rehearsal Schedule**

We have only 7 weeks of rehearsal time therefore skaters may only miss 1 rehearsal before their role could be re-evaluated. Missing more than one rehearsal puts your skater at a disadvantage and is unfair to the other skaters in their group. Please review the schedule, academic calendars and any other weekend activities before committing you and your skater.

<b>Date</b>	<b>Off-ice*</b>	<b>On-ice</b>
Sunday, Feb. 3	2:00-4:30 (skaters attend for their time slot(s) only)	5:15-7:15
Sunday, Feb. 10	2:00-4:30 (skaters attend for their time slot(s) only)	5:15-7:15
Sunday, Feb. 17	2:00-4:30 (skaters attend for their time slot(s) only)	5:15-7:15
Sunday, Feb. 24	2:00-4:30 (skaters attend for their time slot(s) only)	5:15-7:15
Sunday, Mar. 3	2:00-4:30 (skaters attend for their time slot(s) only)	5:15-7:15
Sunday, Mar. 10	2:00-4:30 (skaters attend for their time slot(s) only)	5:15-7:15
Sunday, Mar. 17	2:00-4:30 (skaters attend for their time slot(s) only)	5:15-7:15
Thursday, Mar. 21 (dress rehearsal)		6:15-9:15**
Friday, Mar. 22 (dress rehearsal)		5:40-8:50**
SHOW DAYS – Mar. 23 and 24		

\*Off-ice time slots typically 20-30 minutes, are determined the week before the rehearsal and sent via email by the Show Directors.

\*\*Younger skaters are usually dismissed early

If you have an academic or religious conflict or major family event (wedding, graduation, etc.) please list event and date/time below. If you have more than one conflict, please discuss directly with the Show Directors **PRIOR** to submitting contract and payment.

**EXAMPLE:** SAT Test, Mar. 17, 2:00-4:00pm, Jane Skater will plan to attend after testing completes.

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### **Communication**

All show-related news is communicated weekly via email. Always double check emails prior to Sunday rehearsal to ensure you have the latest information and schedule, times can and do change! Please list all email addresses below that you would like included on the distribution list. Parents are responsible for ensuring skaters are at rehearsals at the correct time.

### ***PRINT EMAIL ADDRESSES CLEARLY!***

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Show Volunteer**

**Every family of our skating participants is expected to volunteer.** Other than our professional coaches, all aspects of the show are run by volunteers and our shows would not be successful without the volunteer staff. There are many ways to contribute.

**Please mark an X next to areas where you can volunteer:**

\_\_\_\_\_ Locker Room Monitor – requirement from USFSA to ensure the safety of skaters who are using locker rooms for costume changes on dress rehearsal(s) and show days. **Safe Sport training required**

\_\_\_\_\_ Friends and Family – assist chairs with collecting forms, payment and ensuring skaters are photographed for the program

\_\_\_\_\_ Photography (as needed) – assist with Friends and Family pictures or other publicity needs

\_\_\_\_\_ Publicity – assist the chair with publicity, i.e., posting flyers, contacting media sources, social media, etc.

\_\_\_\_\_ Ticket Sales – sell tickets at various shifts (e.g., Saturday Learn to Skate, public sessions, etc.)

\_\_\_\_\_ Usher – ensure guests are finding seats, ensure all bench space is utilized to the fullest, etc.

\_\_\_\_\_ Spotlights – work a spotlight for one or more shows, training provided

\_\_\_\_\_ Backstage crew – assist with props and scenery, before (move to rink from storage unit), during and after the shows

\_\_\_\_\_ Costume Coordinator – assist the Costume Director(s) in communicating and coordinating with a specific “group”, may involve helping to obtain accessory pieces such as gloves, boot covers, head pieces, etc.

\_\_\_\_\_ Hospitality – assist chairs in setting up and running the adult hospitality room (as needed). NOTE: most families involved in a show contribute a food item or drinks to the hospitality room.

\_\_\_\_\_ On Ice Help (aka Gatekeepers) – experienced show parents who can be on the ice for one or more shows ensuring skaters are at their proper entrance/exit gates, may involve moving props, scenery or costume changes

\_\_\_\_\_ Concessions – work the concessions table during a show, must be at table in lobby 30 minutes prior to show start

\_\_\_\_\_ Flowers (as needed) – assist chairs assemble pre-purchased flower bouquets for skaters; this is usually done the Saturday morning of the show and is dependent on number of orders received

\_\_\_\_\_ Girl Scout Program – assist the chair in running Girl Scout night, usually after 2<sup>nd</sup> Saturday show

\_\_\_\_\_ Props/Scenery – assist chair with making or obtaining props/scenery pieces; creativity and execution skills required

\_\_\_\_\_ Clean Up After Last Show – help break down sets, load trucks, pack storage unit, etc.

I understand that the Show Committee will do their best to accommodate my areas of interest. **Initials**\_\_\_\_\_

I understand that if I cannot fulfill my volunteer duties, I will be fined \$100 and my child will not be able to participate in any further shows until the fine has been collected. **Initials**\_\_\_\_\_

Skater’s Name: \_\_\_\_\_

Volunteer’s Name: \_\_\_\_\_

Email (please PRINT clearly): \_\_\_\_\_

Tel: \_\_\_\_\_

**Additional Skills Needed**

The Costume Director(s) and Props/Scenery Coordinator(s) would like to expand their pool of parents able to help in these areas. If you have any of the skills below or have a friend or family member who has reasonable pricing, please indicate below. Often sets, props, costumes, etc. have inspiration pictures only, hence the ability to deconstruct concept, work with a verbal “vision” and reproduce so that it is skater, ice and budget friendly\* is a must.

\_\_\_\_\_Painting – able to look at an inspiration picture and reproduce

\_\_\_\_\_Sewing – able to sew from a picture or with some guidance, patterns are infrequently used but guidance on designing one might be available

\_\_\_\_\_Headpieces/jewelry – able to construct skater safe and durable pieces, guidance or inspiration picture usually given but creative suggestions welcome

\_\_\_\_\_Metal working – able to solder or weld to make props or set pieces

\_\_\_\_\_Wood working – ability to construct sturdy, ice safe props or set pieces

\_\_\_\_\_Other crafting – paper-mache or other crafting skills used in constructing oversized props, ability to work off an inspiration picture or verbal “vision” briefing

\_\_\_\_\_Other, please specify any skills that would be of benefit \_\_\_\_\_

\*Skater-friendly – props, headpieces or costume pieces that can withstand speed and movement without pieces falling off or integrity being compromised. Props must have durability since they are often moved and tossed quickly during scene or costume changes.

\*Ice –friendly – props or set pieces that are scaled larger than normal (for ease in viewing from a distance) can move easily on and off the ice and have the durability to withstand handling from skaters and/or movement from backstage crew

\*Budget-friendly – the vision to use ordinary or inexpensive objects to create props, set pieces, etc., production budget is limited

**Permission to Photograph and to Publish Photographs and DVDs**

I understand that photographs and names of show participants may be used in Club publications, advertisements and promotion whether in print, on the Club website, on television or with other media. I also understand that the show will be filmed and that there will likely be one or more photographers taking photographs during the show and show rehearsals. I further understand that individuals who photograph skaters for the Club may post photographs they take on the club’s social media platforms, on their own websites and that show DVDs will be made available for sale to Club members and/or for use in connection with publicity for the Club and/or future shows. **Initials** \_\_\_\_\_

Finally, I understand that participation in the CFSC’s production of **STAR WARS ON ICE** requires strict compliance with the above provisions.

**Parent or Legal Guardian :** \_\_\_\_\_

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

**Please retain a copy of the contract for yourself and send the original signed contract to:**

**Marna Schacknies**

**3021 Carlee Run Ct.**

**Ellicott City, MD 21042**

Questions, email Marna at ColumbiaFSCShows@gmail.com **(Checks payable to CFSC, details on Show Fees Form)**

# CFSC SHOW FEES FORM

**Skater(s) Name:** \_\_\_\_\_

(PLEASE LIST ALL SKATERS IF MORE THAN ONE)

**SHOW FEES DUE WITH CONTRACTS ON JAN. 11, 2019**

**Columbia Figure Skating Club (CFSC)  
2018-2019**

DAY	TIME	DESCRIPTION	SEMESTER	FEE	AMOUNT DUE
Sunday	5:15pm-7:15pm	<b>Spring Show Fee</b> (covers Sunday Club* Ice from Feb. 3 - Mar.24, 2019)	Spring	\$190	
		<b>FIRST TIME SPRING SHOW PARTICIPANTS ONLY</b>	Spring	\$170	
		<b>STAR WARS ON ICE LATE FEE (PAYMENTS AFTER 1/11/19) Does Not Apply to New Members</b>		\$50	
(Please note in this space if sibling skaters are participating in different shows)					
<b>Total Skater 1</b>					
<b>Total Skater 2</b>					
<b>Late Fee if after 1/11/19</b>					
<b>GRAND TOTAL</b>					

**\*Sunday Club Ice:** "Club Ice" refers to time purchased by CFSC for use by CFSC Members. Members who do not participate in the shows may still skate on Sunday with a \$15 walk on fee.

**Payment Options:** Payment can be made by cash, check or credit card (credit card in person at rink) or by Entryeeze <https://comp.entryeeze.com/Membership/Welcome.aspx?cid=98>  
**Checks payable to: CFSC**

**Payment deadlines & Late fees:** **Payment for Star Wars is due by 1/11/19** or there will be a \$50.00 late fee added.

**Submit this Form:** You may mail payment or pay on line via Entryeeze, link above.  
Marna Schacknies, 3021 Carlee Run Ct, Ellicott City MD 21042

**Questions** [ColumbiaFSCShows@gmail.com](mailto:ColumbiaFSCShows@gmail.com)