

Spring 2024 FREESTYLE ICE INFORMATION

Resident Registration Opens: 10am on Wednesday, March 13

Non-Resident Registration Opens: 10am on Wednesday, March 20

General Freestyle Ice Schedule & Fees

There will be no packet/paper registration for prime time ice for the Spring 2024 session. Registration must be completed online through your Park District account using the code "Freestyle Ice - Spring 2024 #24094" or by clicking [here](#). Registration for residents opens at 10am on Wednesday, March 13 and for non-residents at 10am on Wednesday, March 20. Payment must be made at the time of registration for prime time ice sessions.

All freestyle ice sessions are \$8 per 30 minutes. All skaters that are not pre-registering must pay a daily drop-in fee or obtain a freestyle membership swipe card from the front desk and bring the card with them to all freestyle sessions. 10, 20 or 40 swipes can be added to the membership card. Swipes cannot be shared between family members. Participants purchasing 20 or more swipes will receive a 5% discount. Swipes cannot be used for purchasing pre-registered slots.

Freestyle ice is available during the fall, winter, spring and summer seasons. Schedules vary slightly each session, depending on other programming at the Sports Center. The current freestyle schedule is posted online [here](#).

Online Account

Skating families should confirm their online accounts prior to March 13. Registration staff can assist with setting up a login and password. Online options include purchasing freestyle passes, reserving prime time slots, paying account balances and viewing schedules.

Partner Work

Partner work is prohibited on prime time sessions. This includes, but is not limited to, connected synchronized skating, partnered ice dance, pairs skating, and duet programs. When partner work is permitted, skaters are allowed to partner/connect with one other person (a total of two skaters) and must follow all other freestyle policies.

Freestyle Ice Levels

The following information describes the division of freestyle levels. Private lessons are allowed during all freestyle sessions but must follow the level guidelines.

High: Skaters Free Skate 6 OR competing at Preliminary or above

- Fast paced session allowing skaters to practice their skills
- Strong organization and flow of skaters (staff reserves the right to require proof of skater's level or a test with the skating director)

Low: Skaters in Free Skate 5 and below OR competing at Pre-Preliminary or below

- Geared toward young, beginning skaters practicing their skills alone or in a private lesson

Open: All levels, all ages

- **Hockey players, speedskaters, and figure skaters Basic 4 and under must be in a private lesson for Prime Time**
- Not ideal for beginning skaters practicing outside of a private lesson or for those who are not comfortable being on the ice with stronger skaters

Starting/Ending Times & Associated Charges

Skaters must check in with the ice monitor prior to the session starting. Ice time will be held for **5 minutes** before being re-assigned to a skater on the waitlist. Any skater arriving later than 5 minutes into the session must contact the ice monitor prior to the start of the session to maintain their slot. Sessions begin and end at strictly defined times. Utilizing a portion of any session will result in a full charge for that session. Skaters who want to remove a session from their registration must notify the ice monitor **24 hours** before the start of that session. To remove a session, email icemonitor@nbparks.org. A 10% service fee will apply.

Prime Time Waitlists

Once a session is filled, registration for that time slot is closed. **Waitlists start 24 hours before the start of a session.** You can be placed on a waitlist by contacting the ice monitor by email, icemonitor@nbparks.org, calling 847-291-2993, or in person at the front desk. All ice time must be paid for prior to the start of the session. Skaters can register online for any available spaces up to 24 hours before the session begins. Less than 24 hours before the session all registration must be done through the front desk.

“Walk-On” Ice

A skater can “walk-on” to any freestyle session if a spot is available. Skaters looking to “walk-on” to prime time ice with an outstanding waitlist will be placed at the end of the waitlist and contacted if a spot becomes available. Skaters participating in “walk-on” ice **must have their membership pass** with valid swipes or pay the per session rate. Swipes can be added to a pass online or in person.

“No Show” Skaters

Skaters who are not present after 5 minutes of their pre-registered and pre-paid ice slots and have not transferred the ice time will be considered a “no show”. “No show” sessions **will not be refunded** and cannot be transferred after the ice session begins.

Transfer/Cancellation Process

The Northbrook Park District staff understands the need for flexibility in a skater’s schedule. If you would like to transfer a pre-paid session, the participant must contact the ice monitor at icemonitor@nbparks.org and request to be transferred from the unwanted session and request a new session to be placed onto. A transfer must be completed **24 hours before** the scheduled ice time begins. Transfer or refund requests will not be granted after the 24 hour deadline. If a permanent change is made to the schedule, a skater should transfer all sessions so waitlists can be accommodated.

A transfer will be completed only if there is an open spot in the newly requested session. Pre-registered ice time (prime time ice) can only be transferred to other pre-registered ice sessions. No pre-registered ice will be transferred to “walk-on” ice. Any session that will not be transferred will be **refunded only** if the request is made 24 hours prior to the start of the purchased session. An exception will be made if a coach cancels a scheduled session. A 10% service fee will apply.

It is the skater’s responsibility to transfer sessions if a lesson is rescheduled. Do not assume your coach has done so. If you do not transfer the ice, you will be responsible for all ice time fees.

Skaters are not allowed to split or trade their ice time with another skater for any reason. Only those who registered will be allowed on the session. Skaters are not allowed to switch rinks during a freestyle session; those violating this rule will be charged an additional \$8.

Service Fees

All canceled sessions will incur a 10% service fee, regardless of notification time or reason. Holding ice times, which prevents others from registering, is discouraged.

Freestyle Rules

1. Sessions start and end at the time designated for the skater's level. Skaters should never enter the freestyle session prior to the time they have registered for. **There are no warm-up times prior to the start of each session.** If they are found to have done so, they will be charged for having participated on the session.
2. On days when there are ice resurfaces between sessions, coaches cannot take their skaters to the other side to skate during the break. Please wait until the next session begins for your skater's designated level. Again, if they are found to have done so, they will be charged for having participated on the session.
3. Skaters must only skate on the freestyle sessions they are eligible for. High, low, and open level requirements are listed in the packet. Staff reserves the right to require proof of skater's level or a test with the skating director.
4. All skaters and coaches must check in with the ice monitor prior to the start of a session. Often times, a skater will be approved from the waitlist for one session but will not be approved from the waitlist for another session. If this is the case, skaters will be asked to leave the ice. Confirm your status with the ice monitor.
5. Semi-private lessons (2 skaters) are permitted. Group lessons (3 or more skaters) are not permitted.
6. During all sessions, skaters **MUST** skate on the side they are registered for. Partner work is prohibited on prime time sessions. This includes, but is not limited to, connected synchronized skating, partnered ice dance, pairs skating, and duet programs. When partner work is permitted, skaters are allowed to partner/connect with one other person (a total of two skaters) and must follow all other freestyle policies.
7. If there is a line for the music, you must respect the people in line. That means you are not allowed to replay your music. Even if your skater messes up while practicing their program, they are not allowed to rewind a portion to redo it. They must wait for their next turn.
8. If there is no line for programs to be played, skaters may play their program a maximum of two run throughs. Following the second run through, the skater must continue practicing without their program music playing. This is the standard of expectation for all disciplines (singles, pairs, ice dance, synchro). If the skater would like to play their music for the third time they must wait at least 15 minutes from when they last played the music.
9. Skaters and coaches may use personal devices to record themselves. Recording other skaters and coaches is prohibited.
10. Additional guidelines for effective freestyle sessions:
 - a. The program skater always has the right of way, regardless of whether or not a lesson is taking place.
 - b. When playing music, you must wear the belt. Wearing the belt allows for other skaters to be aware of who is doing their program. When you are done with the belt, put the belt back on the boards neatly.
 - c. Coaches should teach students how to look out and avoid other skaters during freestyle sessions in order to prevent collisions.
 - d. Coaches should be aware of their placement on the ice during freestyle sessions and the impact it has on other skaters. For example, stand to the side of the rink when possible or move with your skater while they are moving, be aware of your surroundings to protect yourself and your skaters, use the proper areas of the rink for specific elements (lutz corner, middle circle for spins, outside circles for circular elements, etc.)
 - e. Groups of skaters should never be standing on the ice talking. If they are, they must either be told to continue skating, to take the conversation off of the ice, or to move against the boards where they will not disrupt the skaters utilizing the ice time for practice.
 - f. Coaching by parents from the stands or boards is not permitted. Only those with the proper coaching credentials, insurance, and signed agreement are allowed to coach skaters. All coaching materials must be submitted prior to the start of your first session.
 - g. Freestyle sessions are for skaters at least 3 years old. Skaters under 3 years old must receive approval from Skating Director.

Private Off-Ice Lesson Rules

Coaches may use space in the Sports Center to run private off-ice lessons. Coaches must adhere to the following policies.

1. Coaches can only reserve rooms the day of their training. Coaches may check to see if the room is available for a future date, but availability is subject to change. The only locations coaches can teach private off-ice lessons are in the Community Room and Multipurpose Room.
2. The coach running the training must fill out the off-ice sign-in sheet shortly before the start of the lesson. The information on the sheet includes the date, time, location, coach name and signature, and skater name(s).
 - a. The off-ice sign-in sheet is located in the off-ice binder on the far left side of the front desk.
3. Participating skaters must check-in with the front. Each skater is charged \$8 (or one swipe) for each hour. Staff will track who checks in and pays.
4. Coaches who do not want to wait until the day of for a room rental and wish to book future dates can fill out the Application for Facility Use form. Room rental for *non-staff* hourly rates are: **community room** (\$99 for residents and \$119 non-residents) and **multi-purpose room** (\$79 for residents and \$99 for nonresidents). Room rental for *staff* (who are currently teaching 2 classes or have taught classes in the previous session) are: **community room** \$50 and **multi-purpose room** \$40.

Lobby and Arena Reminders

1. All coaches (staff and non-staff) must sign a Private Lesson Agreement and provide an updated Certificate of Insurance.
2. All skaters and coaches must be respectful of every individual on the ice. Skaters doing their program have the right of way, however, when there isn't a program being practiced, skaters should be aware of their surroundings and be considerate of all those that are training. If there is an instance a skater cannot get out of someone's way, encourage the skater to go up and apologize to the other person. Effort and kindness goes a long way.
3. Skaters may use one (1) airpod while on the ice when there isn't warm up music being played, or if it's for choreography purposes. These skaters must be extremely alert and respectful of all the others. If using an airpod becomes a safety hazard, this privilege will be revoked.
4. **NEW!** When multiple skaters are wanting to do their program, please use the mounted dry erase board to begin a skating order. Be mindful of who you are before and after to keep the program transitions smooth and quick.
5. When using the lobby, please be mindful of your noise level and your surroundings. If you see trash, please throw it away. If you have a lot of energy and need to be loud (and the weather is nice), please go outside during breaks. If you have a lot of belongings, please keep them tidy and together.
6. When there is a resurface, please make sure all the doors are closed and everything is off the boards. This is for EVERYONE'S safety.
7. When entering the rinks from A lobby, please double check if the doors close after you.