

COLONIAL FIGURE SKATING CLUB, INC. RULES

The following Rules of the Colonial Figure Skating Club, Inc. (CFSC) have been adopted and approved by the CFSC Board of Directors effective October 1, 2010. All CFSC members and guests are expected to abide by these Rules at all times.

I. General Rules

- A. All CFSC members and guests shall abide by these Rules, the CFSC Bylaws, as well as other published CFSC and NVO rules and policies, including the CFSC Mission Statement and Code of Ethics which are attached to these Rules as Appendix A. All members are also bound by United States Figure Skating (USFS) rules and policies, including the Code of Ethics (GR 1.01), or the Code of Conduct (GR 1.02-1.03)

II. Rules Committee Procedures

- A. The Board of Directors of the CFSC has established these rules to help provide a safe, high-quality training environment for all skaters, and to encourage sportsmanship and professionalism within all skating activities of our members.
- B. The Rules Committee will consider reports of violations of these rules.
- C. The member alleged to be in violation of the rules will be provided an opportunity to discuss the matter with the Rules Committee.
- D. When the member is a minor, the matter will be discussed with the skater's parent or guardian.
- E. Reports of Rules violations will be handled with confidentiality to the extent possible, and as allowed by local, state, and federal law.
- F. Upon investigation and finding of violation, the Rules Committee will advise the Board of Directors to take appropriate action including, but not limited to, the following:
 - 1. Verbal Warning
 - 2. Written Warning

3. Suspension
4. Expulsion

III. Parents Code of Conduct

- A. Parents will encourage good sportsmanship by demonstrating positive support for all skaters, coaches and officials at every practice session, competition and test session.
- B. Parents will place the emotional and physical well being of their child ahead of their personal desire to win.
- C. Parents will encourage their child to skate in a safe and healthy environment.
- D. Parents will inform their child's coach of any physical disability or ailment that may affect the safety of the child or the safety of others.
- E. Parents will teach their child that doing one's best is more important than winning, so that their child will never feel defeated by the results of a competitive event.
- F. Parents will never ridicule or yell at their child or other skaters for making a mistake or blame their child's teammates for placement in a competition.
- G. Parents will do their best to make skating fun and will remember that their child participates in sports for their own enjoyment and satisfaction and not that of the parent.
- H. Parents will ask their child to treat other skaters, coaches, fans, and officials with respect, regardless of race, creed, color, sexual orientation or ability.
- I. Parents will applaud a good effort in both victory and defeat emphasizing the positive accomplishments and learning from the mistakes.
- J. Parents will teach their child to resolve conflicts without resorting to hostility or violence.
- K. Parents will be a positive role model for their child and other skaters.
- L. Parents will demand a figure skating environment for their child that is free of drug or alcohol abuse and agree that they will not use or provide to a third party any drug proscribed by applicable federal, state, or municipal law.

- M. Parents will not assist or condone any competing athlete's use of a drug banned by the International Olympic Committee, International Skating Union, United States Olympic Committee, or USFS, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.
- N. Parents will not provide alcohol to, or condone the use of alcohol by minors, abuse alcohol in the presence of skaters, or at USFS activities or, in the case of skaters, consume alcoholic beverages while a minor.
- O. Parents will encourage their child's coach to continue their education and training through programs offered by USFS, the Professional Skaters Association and other accredited organizations.
- P. Parents will respect their child's coach and refrain from coaching their child or other skaters during competitions and practices because it may conflict with the coach's plan or strategies.
- Q. Parents will respect the decisions of officials and their authority during competitions and test sessions and teach their child to do likewise.
- R. Parents will show appreciation and recognize the importance of volunteers and club officials.
- S. Parents will study the rules of USFS and teach their child accordingly so that we have an understanding and appreciation of the rules of competition and membership.
- T. Parents will support all the opponents in their child's competition and respect the rights of all skaters to participate.

IV. Checking In at the Club Office

- A. Skaters must check in at the Club Office each day before stepping on the ice.
- B. Failure to check in may result in loss of ice privileges for the session.
- C. A member's place on a pre-paid session will be held for up to 5 minutes into the session at the discretion of the Club Office. However, if the member contacts the Club Office and indicates that the member will be late to a session then the Club Office will hold that session until the member arrives.

- D. Skaters who do not contact the Club Office in advance to indicate that the skater will not attend a session will not be allowed a switch for that session.
- E. A Professional wishing to use the ice for personal practice must register in the Club Office prior to the practice session.
- F. Non-members (Skaters and Professionals) may walk-on to CFSC sessions under the following conditions:
 - 1. Non-members must check in at the Club Office prior to stepping on the ice for each session.
 - 2. Non-member skaters must complete a “Non-member Information Sheet” and indicate their USFSA number and level of all current tests passed prior to skating.
 - 3. Non-member skaters must have a current USFS membership in good standing and must provide proof of membership prior to stepping on the ice.
 - 4. Non-member professionals must follow the CFSC Guest Professional Policies and have a Guest Professional Application and Contract approved before stepping on the ice.
 - 5. Parents and spectators accompanying non-member skaters must abide by the CFSC rules.
 - 6. Neither non-member skaters nor non-member professionals may use a CFSC overhead harness.

NOTICES:

- **WALK-ON-ICE** will be determined on a first come first serve basis and Members will have priority over Non-Members. Attendance will be taken at the gate of each session before any Walk-on-Ice decisions are made.
- **SAME DAY SWITCHES** from one session to another (of equal or lesser time value) will be permitted if space is available. Family members may exchange same day sessions between family members.
- **MEMBERS PRE-BOOKING ICE PRIORITY** – Pre-Booked Ice will be assigned in order of the following priorities:
 - 1. Club Membership Seniority

2. Highest USFS Free Skating passed as of booking deadline
 3. Date of application receipt
- **PERMANENT WAIT-LISTS** will be established for sessions that are oversubscribed by members. Club members on this list will be put in order of priority ABOVE ANY WALK-ON SKATERS.

V. On-Ice Rules

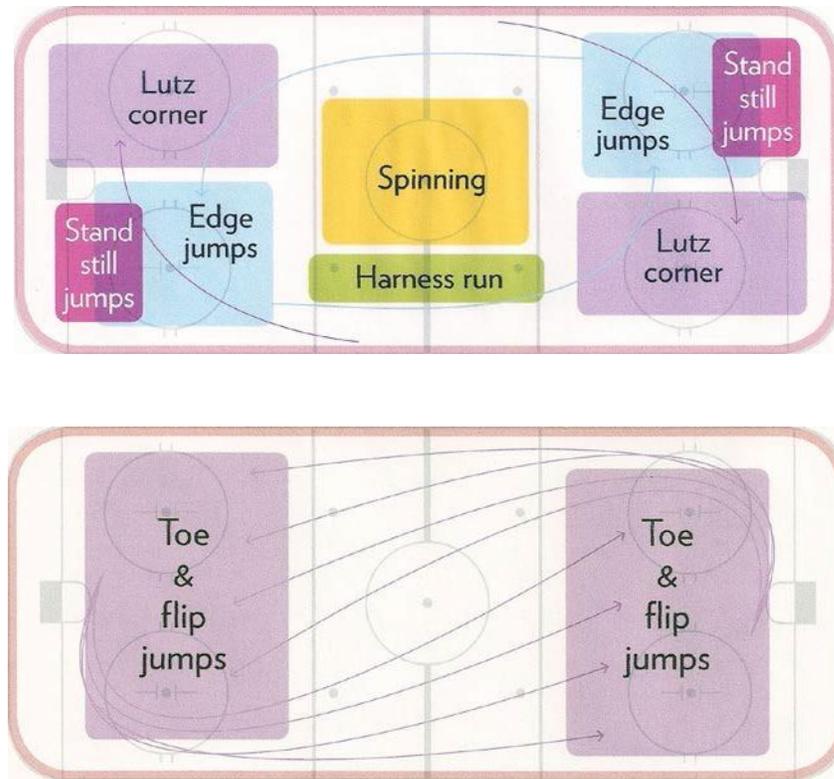
A. General Rules and Guidelines

1. No breakable containers are allowed rink side. Drinks are allowed on side board. Food (including chewing gum) is not permitted near the side board or on the ice.
2. Skaters must pick up all personal belongings and dispose of their empty bottles, tissues and other trash at the end of each session.
3. Parents, skaters not in the session and other spectators should not loiter at the side board or hockey benches. This is unsafe and it interferes with a constructive training session.
4. Coaching by parents from the bleachers, benches or side board is not allowed at anytime. Parents will be asked to leave the arena if this happens.
5. It is important for everyone's safety that all skaters stay aware of other skaters on the ice. Try to anticipate their patterns as you decide your own pattern.
6. If you are a less experienced skater, please be aware of other skaters and look ahead of where you are skating to see what others are doing or are about to do.
7. If you are an experienced skater, please be patient with the less experienced skaters.
8. Look both ways before leaving the side board or skating across the ice.
9. Keep moving while on the ice. It is dangerous for both you and other skaters to stand still during a session. It is particularly important to avoid stopping in the middle of the ice or any of the jumping corners.

10. Be aware of which skater is performing a routine to music and do your best to stay clear of that skater's pattern.
11. If an injured skater is not ambulatory then the ice should be cleared and local medical professionals should be called immediately. The skater should not be moved by anyone other than medically trained personnel. A medical report form must be provided to the Club Office as soon as possible after the injury occurs.
12. Skaters will not attempt Pair skating activity on the ice unless signed in as Pairs for that session.
13. Please be aware that no personal technology devices (iPods, Cell phones, iPads, video recorders, CD players etc) are allowed on the ice or on the Boards at any time unless used by a coach for instructional purposes. Coaches may give permission to connect such a device to the music player to play a student's program.

B. Right of Way

1. Skaters performing a routine to music have right of way over other skaters.
2. Pair Skaters in an overhead lift have right of way over other skaters except skaters performing a routine to music.
3. Skaters in a lesson have the right of way over other skaters except skaters performing a routine to music and skaters on an overhead harness.
4. Spins should be done at center ice unless being performed as part of the skaters' program.
5. Skaters performing the called dance on a dance session have right of way over other skaters.
6. The following is a sample of how patterns should travel during a Freestyle session:



C. Music

1. Skaters and coaches must share the available time to play music.
2. Program music will be played on a rotational basis.
3. A skater may only have one CD in the rotation at any given time.
4. After a skater's music has been played, that skater's CD (or a different CD for the skater) may be re-entered in the rotation at the back of the order.
5. Coaches may cut into the rotation to put a CD for a member they are teaching in a lesson of over 15 minutes ahead of the CDs of other skaters who are not on a lesson. However, no more than two CDs will be cut into the rotation ahead of any non-lesson skater in the rotation.
6. Once a skater has played their music, they may not cut in front of any skaters who have not yet played their music during that session.
7. Coaches may not choreograph using the overhead sound system.

8. Music may not be stopped and restarted if another CD is waiting in the rotation.
9. All music must be shut off immediately at the sound of the ice resurfacer signal.
10. Please handle the music equipment and other skater's CDs with care.
11. Personal music systems such as iPods with Headphones are not permitted to be used or carried on the ice surface at any time.

D. Prohibited Behavior

The following behavior is **strictly prohibited**:

1. Kicking, digging holes, scraping or stomping the ice with your blades or kicking the railings.
2. Being verbally abusive to other skaters or coaches. Any skater engaging in this behavior will be asked to leave the session immediately, and may have membership privileges suspended or revoked.
3. Deliberately challenging, scaring or intentionally blocking another skater. Any skater engaging in this behavior will be asked to leave the ice immediately for an indefinite period of time.
4. Skating on unauthorized ice surfaces.
5. Videotaping anyone other than your own skater on a practice session.

E. Clearing the Ice

1. When the ice resurface signals the end of a session, all skaters and coaches must leave the ice immediately. If you are skating to your music, please stop skating immediately, turn off music and clear the ice.

VI. Off-Ice Rules

A. General Rules For Members and Guests

1. Respect the personal possessions of others. Do not move, harm or take any personal property that does not belong to you.
2. Rubbish and recycling should be placed in the appropriate receptacles provided by NVO.
3. Do not leave personal belongings on the floor where they impede the movement of others.
4. Theft or interference with the personal property of another individual or NVO may result in disciplinary action, including the suspension or termination of membership.
5. Smoking is not allowed inside NVO facility. Use proper receptacles when smoking outside the building. Do not smoke directly in front of the entry door.

B. Weight Room and Training Areas

1. Club-owned training equipment may only be used for its intended purpose.
2. Club-owned equipment should be properly stored after use.
3. Professionals using space within NVO building for off-ice training must submit a training schedule to Club office with their membership package.
4. Only CFSC members trained in proper use of weight room equipment by a CFSC Professional will be allowed to use the weight room.
5. The Weight Room and Open Area in Rink 3 are for the sole purpose of skater training and not for any other purposes.
6. Skates may not be worn on the mats or in the Weight Room, with or without guards.
7. No food or drink (including chewing gum) is allowed in the Weight Room or Open Area in Rink 3.

C. Key Sign-Out/Room Use Policy

1. Keys for access to locked areas such as the Blue Room, Weight Room and Green Room must be signed out at the Club Office.
2. Only CFSC members may sign out keys.
3. The member who borrows a key is responsible for the proper use and condition of the room upon leaving, and returning the key to the Club Office. Misuse of keys or rooms will result in loss of Club privileges. All rooms must be locked when leaving.
4. Any damage or maintenance concerns observed while using a room should be reported to the Club Office immediately.
5. Keys must be returned to the Club Office and signed in after room use.

D. Locker Room Policies

1. Members of CFSC are eligible to rent a locker. Members must lease a combination lock from Club Office.
2. Members leasing locks must sign a written agreement of responsibility for the locker.
3. No food/beverages are permitted in the locker rooms, with the exception of water.
4. Placement of stickers, tape, or adhesives of any kind on lockers is prohibited.
5. Defacing of locker surfaces is prohibited. Any member engaging in such activities will be charged for repairs, or otherwise disciplined, up to and including suspension or termination of membership.
6. In case of any damage to a locker or combination lock, the responsible CFSC member will be charged for the repair or replacement of the damaged item.
7. The CFSC coaches' locker room in Rink 3 is to be used by the CSFC Staff coaches only.

E. Office Computers

1. Only authorized members and office staff are permitted to use or access remotely any CFSC computer.

F. Actions in a public forum

1. No member, skater, professional, parent or anyone else affiliated with CFSC, except a member of the CFSC Board, is authorized to state or imply that any email, Internet posting, Web log (blog) or other statement made over the Internet is made by, on behalf of, or with the authorization of CFSC.
2. Guidelines for Internet postings:
 - a. Avoid negatively characterizing CFSC or any other figure skating club, individual skater, or coach.
 - b. Avoid offensive language and comments that might be interpreted as hateful, spiteful, critical or offensive.
 - c. Avoid identifying people by name. Respect each other's privacy and consider what the responses of others may be to your posting.
 - d. If you feel the need to post anonymously due to the content of your message, perhaps you should re-think your message.
 - e. Consider your frame of mind at the time of your posting. Negative comments made in anger may not always be appropriate.
 - f. Remember to read over your posting carefully before you send it to make sure it says what you want to say; once sent, it cannot be taken back.
 - g. It is expected that CFSC skaters will strive to demonstrate good sportsmanship in their postings on public Internet sites.
3. Professional members may not host or post any content on the Internet that is sexually inappropriate, exhibit illegal drinking or drug use, or contains other content that may be deemed detrimental to CFSC or its members. Any inappropriate content or images of CFSC members, including professional staff, appearing on the Internet must be removed

immediately. Violations of this policy will be met with disciplinary action, up to and including termination of membership.

4. Professional members may not communicate with CFSC members under the age of 18 by email, text message, "Friend" connections on Facebook or other methods of communication, except for the express purpose of scheduling or other official CFSC business. It is strongly suggested that all such communications occur with the parents, and not with minor children.
5. Sending, posting, receiving or transmitting any content or photos over the Internet or otherwise that contain displays of sexually inappropriate behavior, content or images, illegal drinking, drug use, other improper behavior, or which violates CFSC, USFS or Professional Skaters Association (PSA) Bylaws, Codes of Conduct or other rules is strictly prohibited, and will be met with disciplinary action, up to and including termination of membership.

VII. Professionals

A. General Rules

1. Professionals are expected to be courteous to their students, other skaters and other professionals and adhere to USFSA rules and the PSA Code of Ethics.
2. Professionals are expected to actively support and promote CFSC.

B. On-Ice Rules

1. Only CFSC Professionals and registered Guest Professionals may instruct skaters on or off the ice.
2. Professionals should stay near the boards as much as practical.
3. Professionals should avoid teaching in the Lutz corner.

4. Professionals should wear skates when on the ice.
5. Only CFSC Professionals are permitted to use the Club's harnesses, and only to instruct a CFSC member.

C. Competence In Coaching

1. Coaches shall not knowingly lay claim to a level of competence not possessed, and will at all times exercise competence at least to the level claimed.
2. Coaches may provide services only within the boundaries of their competence, based on their education, training, or appropriate professional experience. Coaches may only accept work as they believe they are competent to perform.

D. Maintaining Expertise

1. Coaches shall maintain a reasonable level of awareness of current best business practices and professional information in their fields of activity, and undertake ongoing efforts to maintain competence in the skills they use.
2. Coaches shall keep themselves informed of new technologies, practices, legal requirements and standards as are relevant to the coaching profession.

E. Respecting Others

1. Respect for the individual is a cornerstone of the coaching relationship.
2. In their work-related activities, coaches shall respect the rights of others to hold values, attitudes, and opinions that differ from their own.

F. Harassment

1. Coaches shall not knowingly engage in behavior that is harassing or demeaning to persons with whom they interact in their work.
2. Sexual harassment is sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature. Coaches shall ensure that

their behavior is at all times appropriate and can in no way be described as harassment in any form.

G. Exploitative Relationships

1. Coaches shall not exploit persons over whom they may have a management role.
2. Coaches shall not engage in sexual relationships with personnel over whom the coach has evaluative or direct authority, because such relationships may be viewed as exploitative.

H. Fees and Financial Arrangements

1. As early as is feasible in a professional relationship, the coach and the client, or other appropriate recipient of coaching services shall reach an agreement specifying the compensation and the billing arrangements.
2. Coaches shall not exploit recipients of services or payers with respect to fees, nor may coaches misrepresent their fees.
3. If the client or other recipient of services does not pay for services as agreed, and if the coach wishes to use collection agencies or legal measures to collect the fees, the coach shall first inform the person that such measures will be taken and provide that person an opportunity to make prompt payment.
4. In their invoices to payers for services, coaches shall accurately and clearly state the nature of the service provided, the fees and/or all other charges.

I. Interruption of Services

1. Coaches will make reasonable efforts to make other arrangements for any interruption of coaching services. For longer-term interruptions (longer than 1 month), the coach is encouraged to refer clients to other coaches until they are able to resume coaching.

J. Confidentiality

1. Coaches shall respect the client's right to privacy. They shall not solicit private information from the client unless it is essential in the provision of services, or the implementation of research. The standards of confidentiality apply once disclosure occurs.

2. Coaches may discuss confidential information only for appropriate professional, consultative, or scientific purposes and only with persons clearly concerned with such matters.
3. Coaches shall take precautions to ensure and maintain the confidentiality of information communicated through the use of telephone, voice mail, computers, email, instant messaging, facsimile machines, and other information technology sources.

VIII. Criminal Offender Record Information (CORI)

A. Policy Statement

1. The Commonwealth of Massachusetts Criminal History Systems Board (CHSB) offers a process whereby organizations may check certain criminal records of current and prospective employees, volunteers and members, known as CORI checks. CFSC has determined that it is in the best interest of the health and safety of our members, and the general operations of the Club, that CORI checks be conducted on all officials and employees of CFSC, as well as certain contractors, volunteers and other individuals.

B. Procedure

1. CFSC will require all CORI checks on the following individuals:
 - a. All employees of CFSC;
 - b. All coaches, trainers and instructors, whether on permanent staff, independent contractors, or temporary/visiting status (in unusual circumstances, when a CORI check cannot be performed on a visiting instructor or guest professional prior to his/her arrival because of time constraints or other reasons, that individual may be permitted to participate in CFSC activities or events under the condition that he/she must be accompanied at all times by an adult CFSC staff member, Board member or instructor who has undergone a CORI check and who agrees to sponsor the visiting or guest professional. The decision of whether to allow participation under this provision shall rest solely with the President of the Board of Directors.);
 - c. All Board Members;
 - d. All volunteers for any function or event who will have "direct unsupervised contact" with children under the age of 18.
 - e. All volunteers chaperoning overnight trips;
 - f. All volunteers with responsibility for handling CFSC funds or financial affairs;

- g. All outside vendors used for transportation of members to events (e.g., bus drivers, etc.) or the provision of medical services (either by CORI checks conducted directly by CFSC, or receipt of written confirmation from the outside vendor that any employee of the vendor servicing CFSC has undergone a CORI check that did not reveal any criminal history); and
 - h. Any other person participating in an event that, in the discretion of the President of the Board, is reasonably believed to necessitate a CORI check.
- 2. All persons requested to participate in CORI checks will be requested to complete a CORI application, consenting to the CORI check and providing required personal information. All CORI applications must be completed online at <http://www.ncisafe.com>. Failure or refusal to complete a CORI application upon request will result in immediate termination of employment, or in the case of a volunteer, in the individual not being allowed to serve as a volunteer for any CFSC event.
- 3. The President of the Board will be the designated CORI Officer for the CFSC. The President may be assisted by the Office Manager of the Club, or another staff member or Board member of the Club as designated by the President. In the event the President is unable or unwilling to serve in this capacity, the President shall designate a CORI Officer for the CFSC who shall abide by these policies.
- 4. All CORI results, correspondence and any information received by or about an applicant will be held in strict confidence by CFSC, and kept in a locked file. Only the CFSC's CORI Officer and the CFSC's legal counsel will have access to CORI information, records and results.
- 5. The CFSC CORI Officer must be thoroughly familiar with the educational materials made available by CHSB regarding CORI process and procedures.
- 6. Unless otherwise provided by law, a finding of a past criminal record will not automatically disqualify an applicant or employee from employment, participation or membership in CFSC. Rather, a determination of suitability based on CORI checks will be made on a case-by-case basis, consistent with this policy and any applicable law or regulations.
- 7. If a criminal record is received from CHSB, the CFSC CORI Officer, in consultation with legal counsel, will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant. If CFSC reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in this policy, then the determination of suitability for the position will be made.
- 8. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - a. Relevance of the crime to the position sought;
 - b. The nature of the work or service to be performed;

- c. Time lapse since the conviction;
 - d. Age of the candidate at the time of the offense;
 - e. Seriousness and specific circumstances of the offense;
 - f. The number of offenses;
 - g. Whether the applicant has pending charges;
 - h. Any relevant evidence of rehabilitation or lack thereof;
 - i. Any other relevant information, including information submitted by the candidate or requested by the hiring authority.
9. If complete information is not obtained, the CORI Officer may request additional information from the applicant. This may include additional documents or details regarding any information that was revealed in the CORI results.
 10. If a CORI application reveals a past criminal history, then the CFSC CORI Officer, in consultation with legal counsel, will conduct a prompt and thorough review of the CORI information received by the CHSB, and conduct any additional investigation he/she deems appropriate to make a preliminary determination of whether the applicant should be disqualified from employment, participation or membership in CFSC. The CORI Officer will then report to the Board his/her preliminary determination and findings; however, such report *shall not* include any information which identifies the individual who is the subject of the CORI application. The Board shall then vote on whether the applicant should be disqualified from employment, participation or membership in CFSC. Following said vote, the CORI Officer will notify the applicant within ten (10) days of the decision and the basis of the decision. This information will remain confidential.
 11. If the Board makes an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with (a) a copy of the criminal record; (b) a copy of CFSC's CORI policy and (c) advised of the part(s) of the record that make the individual unsuitable for the position. The applicant will then be given an opportunity to dispute the accuracy and/or relevance of the CORI record to the position sought.
 12. Applicants challenging the accuracy of the CORI results shall be provided a copy of the CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, CFSC will make a determination based on a comparison of the CORI record and documents provided by the applicant. CFSC may contact CHSB and request a detailed search consistent with CHSB policy.
 13. Applicants challenging the relevance of the CORI decision by CFSC will have an opportunity to meet with the CORI Officer and legal counsel to present reasons why he/she should be able to assume or continue in the position sought. This meeting, and all information discussed or received, will be confidential. The CORI Officer will then report this information to the Board, which will then vote again on whether the applicant should be

disqualified from employment, participation or membership in CFSC. The Board vote shall be final.

APPENDIX A – CFSC MISSION STATEMENT AND CODE OF ETHICS

Mission Statement

The purposes of the CFSC are to support, promote, facilitate, advance and improve the sport of amateur figure skating, specifically figure skating in all its forms; to encourage, cultivate and set as an expectation, a spirit of harmony, collegiality and sportsmanship among ice skaters, to foster an environment hallmarked by cooperation, mutual respect, and an appreciation for individual and team achievements. CFSC is dedicated to the development and advancement of amateur figure skaters and to that end will hold, sponsor, conduct and/or participate in test sessions, ice shows, competitions, exhibitions, either individually or in concert with other associations, organizations, and clubs. CFSC will perform other responsible acts deemed necessary, advisable, proper, or incidental in keeping with its mission. CFSC exists as a participating member of USFS and therefore endorses and carries out the goals and objectives of USFS, and functions in accordance with USFS general policies, procedures and rules.

Code of Ethics

All members of CFSC are required to be thoroughly familiar and comply with the Mission Statement, bylaws, rules and codes of conduct of CFSC and USFS (and of the PSA for Professional Members). All members are expected to exemplify, by words and actions, the highest standards of conduct, ethical behavior and sportsmanship in all of their interactions and dealings with other CFSC members, as well as with members of other skating clubs and the general public, both on and off the ice. All CFSC members are expected to represent CFSC in a manner which properly represents CFSC goals, values and standards, and to abide by these Amended and Restated Bylaws (hereinafter referred to as these “Bylaws”) and all other rules, policies, procedures, codes of conduct, codes of ethics and principals of ethical behavior promulgated by CFSC or USFS.