

*COLONIAL FIGURE SKATING CLUB
RULES AND ICE POLICIES*

Rules and Ice Conduct

I. General Guidelines

It is the responsibility of all skaters, parents, and skating professionals to familiarize themselves with, and follow, these rules and policies to ensure safety and courtesy on and off the ice, within the facility, and whenever and wherever representing CFSC outside the NVO arena (i.e., reflecting on the Club by being a member of the CFSC). These rules govern all members of CFSC, including professionals, guest professionals, skaters from all the skating disciplines, on ice or off ice activities, as well as guests and spectators visiting the CFSC.

Suggestions/ideas/comments are welcome and may be presented to any Board or Rules Committee member at any time, or placed in the suggestion box.

Club members wishing to report violations of the rules by any member must do so in writing. Forms are available in the CFSC office. Reported violations by a CFSC member will be referred to the Rules Committee for review/action as appropriate.

II. The CFSC Pledge of Conduct

As a member of The Colonial Figure Skating Club, I understand that I reflect on the club by being a member of the Colonial Figure Skating Club, as well as reflect on myself, when I participate in any CFSC activity or sanctioned event, including practices, exhibitions, competitions, travel, and social events. In view of this fact, I shall adhere to the following rules and policies whenever and wherever representing (that is, reflecting on the Club by being a member) the Colonial Figure Skating Club, en route to, from, and during all of the above events:

- A. Avoid any action or conduct that could reasonably be expected to significantly disrupt other members or skaters, the Synchronized Skating team, or interfere with the competition or individual/pairs/team event.
- B. Refrain from behavior that I know is unacceptable, including, but not limited to:
 - 1. Disobeying or taking any action that is contrary to the instructions of the club professional or Synchro team manager;
 - 2. Breaking any curfews as established by the club professional or Synchro team manager;
 - 3. Violating federal, state or local laws;
 - 4. Causing damage to person or property;
 - 5. Using illegal or banned drugs or tobacco or alcohol;
 - 6. Engaging in boisterous or other conduct that is inappropriate to my surroundings; or
 - 7. Engaging in personal behavior, privately or publicly, that could be interpreted as improper, indiscreet or offensive, even if the member believes otherwise.

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- C. Adhere to all individual/pairs/team schedules including those arranged by the Club professional, Synchro team manager, or by local organizations sponsoring individual/pairs/Synchro events.
- D. Obey the rules of the practice sessions and the rules of the competitions.
- E. Attend and be on time to all special events associated with competitions or practices.
- F. Be accepting of and helpful to other members and teammates of the club at all times.
- G. Be positive with my comments.
- H. Be supportive of position changes on the ice when skating as a member of a group or a Synchro team.
- I. Show good sportsmanship toward other individuals/pairs/teams and spectators at competitions.
- J. Be attentive to and respectful of CFSC coaches and their decisions.

III. Volunteer Policy

Colonial Figure Skating Club, like many other not-for-profit organizations, depends heavily on volunteers.

All families holding either Full or Family memberships will be required to volunteer ten hours per year. All families holding Junior, Adult, Professional, Synchro, and Adult Synchro memberships will be required to volunteer five hours per year.

Members are able to fulfill their volunteer hours from July through beginning of May. If members do not meet the volunteer requirements, they will be assessed a fee in May/June on their CFSC bill. Any fees outstanding will cause the membership to be "not in good standing". This affects competitions, test sessions, the ability to book ice and membership to both Colonial and USFS.

It is the Members responsibility to complete Volunteer slips for any event/activity for which they volunteer hours. Please print clearly, so that you will be credited for your time. Slips must be signed by the event/activity chair and then deposited into the Blue Volunteer mailbox outside of the Colonial FSC office. Please deposit slips for time in excess of your required hours as well, Colonial FSC is required to track all volunteer hours worked for auditing purposes. Slips will be tallied by a volunteer.

Ten hour volunteer requirement or \$200
Five hour volunteer requirement or \$100

Fees may not be prorated. All volunteer hours must be completed or account will be billed.

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IV. Rules of Conduct

- A. All skaters must check in at the Club Office upon entering the rink for each session. Failing to do so may result in loss of ice privileges.
- B. A skater's pre-booked Freestyle or Dance ice will be held for 10 minutes into the respective session. If a skater is going to be delayed, a telephone call to the Club Office will hold that session until the skater arrives. Moves, Power, or Edge sessions cannot be held.
- C. If a skater will not be using his/her pre-booked ice, it is his/her responsibility to notify the Club Office of the cancellation. Skaters who do not cancel ice prior to the session will not be allowed a switch for that session.
- D. All CFSC members are expected to respect the rules and protocol of the NVO facility and staff when on premises. Skating on unauthorized ice surfaces, unlit ice surfaces, when the building is not officially open or attended by staff is prohibited.
- E. CFSC members are expected to respect the personal possessions of others in the building, as well as the grounds and equipment of the facility property, whether it is NVO or a visiting facility. Keeping the locker rooms, weight rooms, etc. clean and presentable is everyone's responsibility. Theft or interference with the personal property of another individual or NVO may result in disciplinary action, including the loss of membership.
- F. There is no smoking allowed inside the NVO facility. Please use proper receptacles when smoking outside of the building. Please do not smoke directly in front of the entry door.
- G. Horseplay of any kind on or off ice is not allowed, including doing "pairs" moves by anyone not specifically designated as a current, coached pair.
- H. Offensive language or behavior on the ice, in the locker room, or in the rink, whether it is at NVO or representing CFSC at a visiting facility will result in a skater being asked to leave the premises, and possible additional disciplinary action.

V. Professional Protocol

- A. Professionals are expected to observe the highest standards of conduct and respect, not only to their students, but also to all skaters on the ice, their parents, members of the Board, and professional colleagues.
- B. Only CFSC Professionals and registered Guest Professionals may instruct skaters on or off the ice.
- C. Only Professionals coaching a student in a lesson may videotape from the boards for the purpose of instruction.
- D. A Professional wishing to use the ice for personal practice must register in the office prior to the practice session.

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- E. The ice must be cleared immediately upon signal of the Ice resurfacers driver.
- F. Professionals should teach near the boards as much as possible, unless choreographing a program, have a skater on program, or demonstration is impossible any other way than near the boards. Professionals should avoid teaching in the lutz corner.
- G. Professionals must wear skates on the ice, and no Professional may sit on the boards at any time.
- H. Professionals must exit the ice at the rink exit. Do not climb over the boards.
- I. Professionals must make every effort to notify students personally if they are not coming in as expected.
- J. Professionals may not use the CFSC office telephone for personal use or messages.

VI. Synchronized Skaters Rules, Policies and Protocol

A. Synchronized Skating Rules and Policies Committee

The Synchronized Skating Rules and Policies Committee is a sub-committee of the CFSC Rules Committee. It reports directly to the CFSC Rules Committee and to the Synchronized Skating Committee, and works in collaboration with the CFSC Rules Committee on matters determined to be of a serious nature. The membership of the Synchronized Skating Rules and Policies Committee shall consist of: (a) parents of synchronized skaters (at least one parent from each team), or in the case of an adult team, at least one adult skater from the team; (b) the Chair of the Synchronized Skating Committee; (c) the Director of Synchronized Skating; (d) the Chair of the CFSC Rules Committee, and (e) the President of CFSC (ex officio). The Board will delegate to the Synchronized Skating Rules and Policies Committee disciplinary matters pertaining to The Colonials Synchronized Skating Team. The Synchronized Skating Rules and Policies Committee also assists the Synchronized Skating Committee with drafting and revising rules and policies pertaining to The Colonials Synchronized Skating Team and educating The Colonials skaters and parents regarding the rules and policies of The Colonials and the Colonial Figure Skating Club. The membership of the committee and any proposed revisions to the rules and policies of The Colonials will be submitted to the Colonial Figure Skating Club Board of Directors, consistent with current practice and the Bylaws of the Club.

B. Procedure for Disciplinary Action of Synchronized Skaters

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1. If a member of The Colonials does not comply with the terms of the CFSC Pledge of Conduct, the rules of the Colonial Figure Skating Club as specified in the Colonial Figure Skating Club Rules and Ice Conduct, or the rules of The Colonials as specified in The Colonials Handbook, the problem will be discussed with the skater/parents. If deemed necessary, a report will be filed immediately with the Synchronized Skating Rules and Policies Committee and the skater and her parents will be notified. The Synchronized Skating Rules and Policies Committee will consider any report in a confidential manner, and take whatever action is deemed appropriate. In case of serious infraction during travel, the coach in collaboration with a designated Synchronized Skating Rules and Policies Committee member will determine any appropriate action. Such actions shall be consistent with applicable rules of the US Figure Skating and the Colonial Figure Skating Club. Sanctions may include, but are not limited to one or more of the following:
 - a. Requiring the skater to provide a written or oral apology;
 - b. Withdrawing the skater from a competition or skating event; and/or
 - c. Sending the skater home regardless of whether her event has taken place.

2. In case of a serious infraction, the Synchronized Skating Rules and Policies Committee may refer the case with its recommendation for discipline to the CFSC Rules Committee. This could result in loss of CFSC membership without refund. For all on-ice events (practices, exhibitions, competitions, etc.), the coach may take whatever immediate action is deemed necessary.

3. A skater may appeal any disciplinary action in the following order:
 - a. CFSC Rules Committee
 - b. Board of Directors

4. When the Synchronized Skating Rules and Policies Committee, or a member of the Synchronized Skating Rules and Policies Committee, receives a report of an alleged infraction of the rules or policies of The Colonials or the Colonial Figure Skating Club, the committee or the member of the committee will follow these general procedures:
 - a. The committee will be convened in a timely manner to address the report.
 - b. The committee will make a preliminary determination as to whether, if the report were found to be true, it would constitute an infraction of the rules and policies of The Colonials or the Colonial Figure Skating Club. If the committee determines that an infraction of the rules and policies would exist if the report were found to be true, then the committee will proceed to the next step. If the committee determines that an infraction of the rules and policies would not exist even if the report were found to be true, the matter will be closed and no further action will be taken.

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- c. The committee will appoint two of its members to investigate the report. To the extent possible, the two members appointed will be members representing another line.
 - d. The investigating members will meet with the individuals involved in the reported incident.
 - e. The investigating members will seek to establish the facts regarding the report and make a determination based on a preponderance of the reasonably available evidence of whether the rules have been violated.
 - f. The investigating members will bring recommendations to the Synchronized Skating Rules and Policies committee at its next meeting. In the event of an emergency or urgent situation, a Special Meeting should be called as soon as possible to address the situation.
 - g. The Synchronized Skating Rules and Policies committee will make a decision on the report.
 - h. The Synchronized Skating Rules and Policies committee will communicate its decision to the coaches, the Chair of the Synchronized Skating Committee, the skater and parent/parent-designee, and the line managers of the skater's line.
5. If the report is received while The Colonials are at a competition or exhibition, the procedure will be as follows:
- a. Whenever possible, the standard procedure will be followed.
 - b. Whenever necessary, this alternative procedure will be followed.
 - c. The committee designee(s) for that event will determine whether, if the report were found to be true, an infraction of the rules and policies of The Colonials or the Colonial Figure Skating Club would exist. If so, the committee designee(s) would proceed. If not, the matter would go no further.
 - d. The committee designee(s) for that event will conduct an investigation of the report. The committee designee(s) will meet with the individuals in the reported incident.
 - e. In cases deemed by the designee(s), the coaches, and the co-chairs to be of a serious nature (i.e., in cases in which the safety of the skater/line is at risk, or in which the competition status of the line is at risk), the designee(s), in collaboration with the coach, will make an immediate decision based on her/his/their findings.
 - f. The designee(s) will report to the committee at its next meeting and will make recommendations for further action as deemed necessary.
 - g. The committee will make a decision on any recommendations for further action.
 - h. The committee will communicate its decision as designated in its standard procedures.
6. All reports, investigations, and personal information received by the committee and/or its members will be held in confidence to the extent possible.

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Decisions made will be communicated to the coaches, Chair, skater and parent, and line managers. Decisions made will also be communicated to the Synchronized Skating Committee of The Colonials, to the CFSC Rules Committee, and to the Colonial Figure Skating Club Board.

7. NOTE: All rules and policies of The Colonials Handbook are incorporated by reference in these rules. If there is a conflict between the procedures or rules contained in The Colonials Handbook and these rules, then these rules will govern.

VII. Harness Protocol

- A. The on-ice and off-ice harness is owned by CFSC, which is solely responsible for its use. Only CFSC Professionals are permitted to use the harness, and only with a CFSC member. Please check with the office if you are unsure that your student is a member.
- B. CFSC Professionals must supply their own fishing pole harness.
- C. A PSA seminar demonstrating the use of the fishing pole harness must be completed prior to instructing with this apparatus. Coaches are responsible for adhering to appropriate harness use and safety.
- D. The fishing pole harness may only be used with CFSC members and only on Intermediate and above sessions.
- E. The fishing pole harness may not be used at the same time/session as the overhead harness.
- F. Only one fishing pole harness in use per session.

VIII. On Ice Protocol

- A. Skaters must clear the ice and all items from the boards promptly upon completion of the session or when the ice resurfacer comes on the ice. Once the ice resurfacer signals and enters onto the ice surface, all program music must be turned off immediately.
- B. If a skater practicing an element needs to give warning to avoid a collision, it should be done so courteously. Skaters and Professionals should yield quickly and politely when necessary.
- C. A skater performing or practicing a program has the right of way. However, skaters performing spins or backward moves should be given consideration to avoid collisions.
- D. Skaters in a lesson should not traverse through the flow of traffic, and must yield to skaters doing their programs.
- E. The harness is for use by CFSC members and Professionals only. Skaters and Professionals on lesson on the harness must yield to skaters

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- on program, and avoid standing in traffic patterns. The harness must be secured properly after use.
- F. Skaters must keep moving on the ice. Unless injured, a skater must get up from a fall as soon as possible.
 - G. If an injured skater cannot move of his or her own accord, local medical professionals should be called immediately. The ice must also be cleared of skaters and professionals. An injured skater should not be moved by anyone other than medically trained personnel. Medical report forms are available in the CFSC office, and must be completed as soon as possible after the accident.
 - H. Congregating at the boards or on the ice is not permitted, so other skaters can move freely and avoid accidents.
 - I. Skaters in “Moves” sessions must respect the patterns of the other skaters with courtesy. Unless specifically designated otherwise, Moves-in-the-Field are not allowed to be done on Freestyle or Dance sessions; Freestyle is not allowed on Moves or Dance sessions; and Dance is not allowed on Freestyle or Moves sessions.
 - J. Skaters must wear skates when on ice. Sitting on the boards or climbing over the boards to enter or exit the ice is not permitted for skaters or Professionals at any time.
 - K. Skaters are not permitted to have refreshments on the ice other than drinks in sealed, unbreakable containers
 - L. No skater may use the equipment of another skater without permission.
 - M. Boom boxes are permitted for choreography by Professionals only, and must be kept to a minimum volume. At no time should they be louder than program music playing overhead. Personal music systems (e.g., iPods, Walkman, Discman, etc.) are not permitted to be used or carried on the ice surface at any time.
 - N. Programs must be timed appropriately for the skaters’ competitive freestyle level (see Program Tape Playing Policies).
 - O. Skaters and Professionals should not congregate in the corners of the rink used for lutz jumps, other than practicing the maneuver.
 - P. Spins should be done center ice, unless part of the skaters’ program.

IX. Program Tape Playing Policy

- A. Tape playing order is based on skating* priority. It is the skater who has the right to request their tape on lesson, not the coach.
- B. Until the full rotation of skater tapes in line is completed, only one tape play (or portion of) per rotation, per skater. No restarts!
- C. Skaters must choose one tape per rotation: short, long, or show program.

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- D. Plan accordingly for lesson times! Skaters are entitled to only one tape play per rotation whether on lesson or not.
- E. Skaters will place their own tape in line, front to back.
- F. Only ONE tape in line at a time per skater, per rotation.
- G. The first program tape starts no later than 5 minutes into session.
- H. Skates opting to play a program tape during the first 5 minutes of a session will be using their "one tape play" for that rotation. If that skater wishes to play a tape later in the session, it must be put at the end of the rotation, and it can be bumped by another skater's *initial* request.
- I. Skaters must be ready to do their program immediately when up.
- J. Skaters opting to skip their program tape play must notify the next skater and replace their tape at the end of the rotation.
- K. Two (different) skaters on lesson in a row may request their program tapes and pre-empt the other skaters in line.
- L. Though no more than two lesson REQUESTS in a row can pre-empt the rotation, skaters already in line who happen to be on lesson should play their tape as soon as they are up.
- M. Non-members (on lesson or not) may never preempt a CFSC member.
- N. All music must be shut off immediately at the sound of the ice resurfacers signal.

Order of Skater Priority for Tape Playing

1. CFSC full members on lesson (of at least 15 minutes).
2. CFSC senior tested skaters.
3. CFSC qualifying event competitors one week prior to start of and during competition.
4. CFSC full skating members.
5. All other CFSC skating members.
6. Non-members on lesson (of a least 15 minutes)
7. Non-members

Rotation Example:

- >skater in line (on lesson or not)
- >skater on lesson request
- >skater on lesson request
- >skater in line (on lesson or not)

*The term skater includes Pairs as one skater.

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Priority for Qualifying Competitions

- >New England Regional Championships (Oct. 2-6, 2007)
Music priority from *September 24, 2007*
- >Eastern Sectionals (November 14-17, 2007))
Music priority from *November 7, 2007*
- >US Junior Figure Skating Championships (November 26-December 1, 2007) Music priority from *November 19, 2007*
- >US National Figure Skating Championships (January 20-27, 2008)
Music priority from *January 13, 2008*

X. Non-Member Walk-On Policy

Non-members (Skaters and Professionals) may walk on to CFSC sessions under the following conditions:

1. All non-members (skaters and Professionals) must check in at the CFSC office prior to stepping on the ice for each session.
2. All non-members must complete a “Non-member Information Sheet” to include their USFSA number and level of all current tests passed prior to skating.
3. All non-members must be a current US Figure Skating member in good standing and must provide proof of membership prior to going on the ice.
4. All non-members must adhere to the CFSC test level restrictions for Freestyle, Dance, and Moves ice (see ice schedule for level designations). Non-member walk-ons must be one test level higher than stated for CFSC members.
5. All walk-on Professionals must follow the CFSC “Guest Professional Policies” *and complete a Guest Professional Application*.
6. All non-members must abide by the CFSC Ice Rules and sign an agreement to adhere to these rules and policies.
7. All non-member walk-ons (skaters and Professionals) must pay the non-member walk on fee before getting on the session.
8. CFSC members have priority on all sessions, right up to the start of the session.
9. All parents and spectators accompanying non-member walk-ons must abide by the rules of CFSC.
10. Non-members may not use the CFSC overhead harness or fishing pole harness.

XI. Dance Session Etiquette

- A. All dancers must check in individually at the CFSC office before getting on the ice.
- B. Non-member Dancers must follow the CFSC “Non-member Walk-On Policy.”
- C. Skaters doing the “Called” dance have the right of way.

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- D. Skaters on lesson should be shown courtesy, but must yield to skaters in a Called dance.
- E. Stroking exercises should not be done during a “Called” dance.
- F. Faster, higher level skaters should begin a dance first to avoid collision with slower skaters. However, skaters on lesson may start a dance at the head of the line.
- G. When a single patterned dance starts, all skaters should start in the same place so the flow of traffic remains in the same pattern (example: Paso, Viennese, Argentine, Starlight).
- H. No Moves-in-the-Field, Singles or Pairs Freestyle may be done on Dance ice *unless so designated*.

XII. Pairs Skating Policies and Etiquette

- A. All Pairs skaters must check in at the CFSC office **individually** and declare themselves as skating Pairs before getting on the ice.
- B. Pre-booking is strongly recommended, as all Pairs sessions are limited. The number of Pairs allowed per session will be identified on the ice schedule.
- C. Pre-booking priority will be according to the Pair partner with the highest seniority.
- D. Both members of the Pair team must be CFSC members in order to pre-book for any Pair slot.
- E. The Pair partner with the highest Pair test will determine pre-booked session level.
- F. Skaters partnering with a coach-only will be pre-booked for sessions according to the **student’s** pair test level, unless the student’s freestyle test level is Novice or above. In that case, they will be assigned to sessions open to High-level skaters only.
- G. If both Pair partners’ freestyle levels are Novice or above, they will be assigned to High/ Open Freestyle sessions.
- H. Any skater, pre-booked as Pairs, or walking on as Pairs, is expected to skate as Pairs. If one or both of the Pair opts to cease skating as a Pair, that session shall be considered terminated for both partners if the session is full or another team is wait listed.
- I. Any pre-booked Pair partner knowing they will not be attending a session as a full Pair is expected to notify the office as soon as possible. This will allow a waiting dual-CFSC member Pair to walk on immediately and make use of the pre-designated Pairs slot.
- J. Qualified non-member Pairs, or Pairs where one partner is not a member, may walk-on only after **all** member walk-on requests are satisfied for that session, single skaters included.
- K. Non-member Pairs will follow the same rules for session designation as members.

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- L. Any pre-booked Pair skater canceling or forfeiting a session in advance of that session may request a “same day switch” from the office. They may switch to another freestyle session as a walk on Pair or as a walk on singles skater if there is space deemed available on a session appropriate to their test level.
- M. Pair skaters skating singles will do so only on ice appropriate to their singles test level.
- N. All Pair skaters, whether on lesson or not, must yield to any skater/Pair doing their program, and must respect the flow of traffic when traversing to and from the boards.
- O. Skaters will not conduct Pair activity on the ice unless signed in as a Pair for that session, *and session is designated for pairs.*
- P. Pair activity (on ice or off ice) is not allowed with any skater other than his or her own partner or supervised by a CFSC coach.
- Q. Pair-only sessions will be limited to 12 pair skaters (6 pairs) unless otherwise designated.

XIII. Key Sign-out/Room Use Policy

- A. Any key borrowed for the Blue Room, Weight Room, Green Room, etc. must be signed out at the CFSC office.
- B. Only CFSC members may sign out keys.
- C. The member who borrows a key is responsible for the proper use and condition of the room upon leaving. Misuse will result in loss of club privileges. *All rooms must be locked when leaving.*
- D. Any damage or maintenance concerns observed while using a room should be reported to the CFSC office immediately.
- E. Keys must be returned as soon as possible and signed back into the CFSC office.

XIV. Off Ice Policies

CFSC provides opportunities for its members to engage in off-ice training.

- A. Off-ice training may be provided in the Green Room, the Weight Room, and in the off-ice area in Rink 3. The use of these spaces for off-ice training must be scheduled with CFSC.
- B. Each individual participating in off-ice training must be a member of the Colonial Figure Skating Club
- C. Individuals who are not currently members of the CFSC may apply for one of the current membership categories in CFSC.
- D. Professionals using these spaces for off-ice training must submit a schedule of these trainings to the CFSC office *with their membership package.*

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- E. Professionals not currently scheduled but wishing to provide off-ice training in these spaces must submit a request to the CFSC Ice Committee for approval.
- F. All Weight Room activity must be supervised by a CFSC Professional. Only CFSC members, once trained by CFSC Professional will be allowed to use the weight room alone.
- G. The Weight Rooms are to be kept locked at all times.
- H. The Weight Rooms *and Open Area in Rink 3* are for the **sole purpose of skater training and not for any other purposes.** Skate bags should not be stored in this location.
- I. Skates are not allowed on the mats or in the Weight Rooms, with or without guards.
- J. No food or drink is allowed in the Weight Rooms *or Open Area in Rink 3*
- K. *Only CFSC members, once trained by an off ice professional, will be able to sign out the key from the CFSC office and be allowed to use Cardiovascular equipment. All keys must be returned to the CFSC office.*

XIV. Locker Room Policies

- A. Members of CFSC are eligible to rent a locker. Members must lease a combination lock from CFSC.
- B. Members leasing locks must sign a written agreement of responsibility for the locker.
- C. No food/beverages are permitted in the locker rooms and may not be consumed in the locker rooms with the exception of water.
- D. Placement of stickers, tape, or adhesives of any kind on lockers is strictly prohibited as they may cause damage. However, magnets and magnetic accessories are allowed.
- E. Graffiti or defacing of locker surfaces is prohibited. Any member engaging in such activities will be charged for repairs, or otherwise disciplined, up to and including loss of membership.
- F. Do not jam items into lockers or climb on them.

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- G. In case of any damage to a locker or combination lock, the responsible CFSC member will be held accountable for the repair or replacement of the damaged item.
- H. The CFSC coach's locker room in Rink 3 is to be used by the Colonial Staff coaches only. CFSC staff coaches may use the coaches' room to conduct CFSC business after all CFSC freestyle, moves, ice dancing, and pair sessions have concluded.

XVI. Guidelines for Internet Use

A. The Internet is a vast network, linking people all over the world through e-mail and discussion forums. As the Internet becomes more prevalent, however, its potential for misuse grows. E-mail and Instant Messages between two skaters is common, and not usually problematic as the discussion is confined to those two individuals who are identified

by screen names. A number of skating Web sites now support bulleting or message boards where anyone can offer comments, often without identifying themselves. It is in these public forums, under the cloak of anonymity, that the opportunity for abuse of the Internet arises.

B. 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.

C. No member, skater, Professional, parent or anyone else affiliated with CFSC is authorized to use any CFSC computer for Internet or email access, except for Board members and office staff.

D. Skaters, young children, parents, fans, coaches, and judges in the United States, Canada, and throughout the world read Internet message boards. Although CFSC skaters have the right to express themselves, they should always remember that they are ambassadors not only of CFSC, but also of the skating world. The following CFSC guidelines should be respected when making postings on public Internet sites:

1. Try to be upbeat and positive in your comments so as not to reflect negatively on CFSC or any other figure skating club, individual skater, or coach.
2. Avoid bad language or comments that might be interpreted as hateful, spiteful, critical or offensive.
3. It is strongly recommended that members avoid using specific names of others. Respect each other's privacy and consider what the responses of others may be to your posting.
4. If you feel the need to post anonymously due to the content of your message, perhaps you should re-think your message.

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5. Consider your frame of mind at the time of your posting. Negative comments made in anger may not always be appropriate.
6. 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.
7. It is expected that CFSC skaters will strive to demonstrate good sportsmanship in their postings to public Internet sites.
8. The CFSC board has approved that any Board approved CFSC program is able to have a link from the Colonial FSC Web site, with a Board approved Web master.
- 9.

XVII. Spectator Policies

- A. Spectators may observe skaters on the ice from designated seating areas only. Parents and spectators are not allowed to observe from the boards or doorways to the ice surface. Please note the location of restricted areas posted in Rink 3.
- B. Videotaping by spectators is allowable only in designated seating areas. Videotaping may not be done without written permission of those being taped.
- C. No spectator is permitted to instruct skaters on or off the ice.
- D. Spectators who wish to videotape their skater must register with the CFSC office.

XVIII. Rules Committee Procedures

A. The Board of Directors of the Colonial Figure Skating Club has established a set of rules with the intent of providing a safe, high-quality training environment for all skaters, and to encourage sportsmanship and professionalism within all skating activities of our members. The Board has appointed a Rules Committee to educate members about the rules and policies of the club, and to hear and process reports of violations of these rules by any CFSC member. All reports will be handled with confidentiality to the maximum extent possible, and as allowed by local, state, and federal law. The Rules Committee will take whatever action is deemed appropriate, as authorized by the Board of Directors.

B. The Rules Committee shall be the exclusive authority to determine violations of the rules and policies of the club. When a member is alleged to be in violation of the rules or policies of the club, the Rules Committee will take appropriate action including, but not limited to, the conduct of a hearing to investigate such violation. When the member is a minor, the matter will be discussed with the skater and her/his parents. Upon investigation and finding of violation, the Rules Committee will take appropriate action including, but not limited to, the following:

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1. Verbal Warning
2. Written Warning
3. Suspension
4. Expulsion

XIX. Alleged Violations While Traveling and Representing CFSC

In case of a report of a serious violation of the rules during travel when representing the CFSC, the coach, in collaboration with a designated Rules Committee member, will determine any appropriate action including, but not limited to, the following:

- A. Requiring the skater to provide a written or oral apology;
- B. Withdrawing the skater from a competition or skating event;
- C. Sending the skater home, at his/her or his/her parent's (if the member is a minor) own expense, regardless of whether her/his event has taken place.

The matter will then be referred to the Rules Committee for further consideration and action.

Appeals

A skater may appeal in writing any disciplinary action taken by the Rules Committee to the Board of Directors of the CFSC.

XX. CORI (Criminal Offender Record Information)

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CORI POLICY

Policy Statement:

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 Criminal Offender Record Information (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. Accordingly, the following policies will be in effect regarding CORI checks of certain individuals:

Procedure:

1. CSFC will require all CORI checks on the following individuals:

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- a. All employees of CFSC;
 - b. All coaches, trainers and instructors, whether on permanent staff, independent contractors, or temporary/visiting status*;
 - 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 either (1) completed at the Club Office with valid driver’s license, passport or other government-issued photograph identification, or (2) submitted by mail to CFSC with the applicant’s signature notarized by a Notary Public and a copy of the applicant’s driver’s license, passport, or government-issued photograph identification. 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 in his/her administrative duties of processing CORI applications 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, he/she 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

* 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.

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- 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.
 8. 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. 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

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- 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.

XXI. Colonial Figure Skating Club Awards

A. Awards Committee

The CFSC Awards Committee shall consist of one director, two members from the general membership, CFSC President and Secretary. The committee shall meet at least four weeks prior to the Spring Annual Meeting to nominate potential award recipients as outlined by the CFSC Board of Directors. Most awards will be awarded at the Spring Annual Meeting in June except Academic, New England and Gold Medal awards, which can be awarded at the Fall Meeting in November.

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President's Award – Criteria: Conduct - on and off ice, friendliness to skaters and parents, participation in club events. Skater must be a representing member for three years. *Presented at the June Meeting*

Competitive Award – For skaters who have been selected to be in USFSA team envelopes. Skaters must represent CFSC. *Presented at the June Meeting*

Horizon Award – Most tests passed in skating year (July to June)
– One for each discipline. Skaters must represent CFSC. *Presented at the Spring Meeting.*

Dance Award – Most Dance Tests passed in skating year. Skater must represent CFSC. *Presented at the Spring Meeting.*

Academic Awards – GPA of 3.0 or better. Applications available in CFSC office and are due September 15th. *Presented at the Fall Membership meeting.*

Gold Medal Award – Certificate given to each skater who passes a senior USFSA test
– Will be awarded at fall or spring meeting. Must represent CFSC. *Presented at the Fall Membership Meeting*

Club Spirit Award – Normally geared to lower level skater who participates in club events. Must represent CFSC. *Presented at the Spring Meeting*

Volunteer Award (Skater) – Skater who volunteers for CFSC, making a significant contribution to the club and/or its activities. *Presented at the Spring Meeting.*

Volunteer Award (Parent) – Parent who demonstrates service over self-interest and is a valuable contributor throughout the skating year in a volunteer capacity. Skater must represent CFSC. *Presented at the Spring Meeting.*

New England Competitors – Awarded to each skater who participates in the New England Regional Figure Skating Championships. Must represent CFSC. *Presented at the Fall Membership meeting.*

Eastern Sectional Qualifiers - Awarded to each skater who places in the top 4 at New England Regional Figure Skating Championships, and who is advancing to Eastern Sectionals. Must represent CFSC. *Presented at the Fall Membership Meeting.*

US Junior Championships Qualifiers - Awarded to each skater who places in the top 4 at New England Regional Figure Skating Championships, and who is advancing to US Junior Championships. Must represent CFSC. *Presented at the Fall Membership Meeting.*

National Participant - Awarded to each skater who participated in the National Championships. Must represent CFSC. *Presented at the Spring Meeting.*

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Allegiance Award – Given to skaters who represent CFSC for five and ten consecutive years – to be awarded at year five and year ten. Must represent CFSC. Award to be presented at the Fall Membership meeting