



Colonial Figure Skating Club

Skater Membership Handbook 2023-2024

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WELCOME LETTER

May 1, 2023

Dear New and Renewing Colonial Figure Skating Club Member,

Thank you for choosing Colonial Figure Skating Club, Inc. (CFSC) as the skating club for you or a member of your family. CFSC offers a world class coaching staff committed to the continued development of the sport of figure skating, many weekly sessions across three ice surfaces, a Learn to Skate program, Aspire Advanced Skills, Synchronized Skating Teams, and Theatre on Ice. In addition, we have Ice Crystals, our annual ice show, competitions and social opportunities, celebrations and other club activities so that all of our members enjoy being part of the Colonial “family.”

Please review the Colonial 2023-2024 Membership Handbook before processing your membership application electronically. Some membership categories have changed this year, so you may wish to make a change in your member level. Pay particular attention to details including Membership Categories, Membership Contract, Code of Conduct, Volunteer Policy, Medical Leave Policy and Club Rules. Please do not hesitate to contact the CFSC office if you have any questions.

Members will also be asked to sign and accept the terms of the CFSC Member Contract, Volunteer Policy and Parent and Skater Codes of Conduct. No paper applications will be accepted.

The deadline for renewal is June 21, 2023. Renewals submitted after the deadline are subject to a \$25.00 late fee. There is no late fee for new memberships at any time.

Please familiarize yourself with the Colonial website, www.colonialfsc.com for additional notices, ice schedules and other important information about Colonial Figure Skating Club.

As a reminder, skater accounts, including ice and class fees, and volunteer commitments for 2022-2023, must be current for membership renewals to be approved. Please visit the “Get Involved” page at www.colonialfsc.com for details about your volunteer commitment, and contact the office if you have any questions.

Your Club membership includes a USFS or LTS-USA membership when Colonial is designated as your home club. All memberships expire on June 30, 2023 (unless you are a Collegiate member who has renewed in the last 3 years). It is important to submit renewals by the deadline to avoid loss of seniority, delay of membership approval, and USFS member renewal.

Thank you for your interest in CFSC. If you have any questions or concerns, please feel free to contact me via the email address listed below.

Sincerely,

Patty Flanagan
Executive Director, Colonial Figure Skating Club
patty@colonialfsc.com

COLONIAL MEMBERSHIP INFORMATION

Colonial Figure Skating Club offers many types of memberships to suit all levels and ages of figure skaters. Skating club membership is a community of support and encouragement, whether you want to compete, test, perform or simply share a love of skating. Membership in Colonial Figure Skating Club includes a full membership to U.S. Figure Skating*. This membership allows your skater to participate in U.S.F.S. Competitions and also includes a subscription to SKATING magazine.



Club membership also provides many benefits such as the ability to test and compete in U.S. Figure Skating sanctioned events. The Colonial Figure Skating Club hosts multiple competitions and events throughout the year! The benefits of each membership type are outlined in the grid below. If you have any questions, please reach out to our Executive Director, Patty Flanagan at patty@colonialfsc.com.

Colonial Figure Skating Club Membership Year Runs July 1st - June 30th
Membership Deadline - June 21st
<https://comp.entryeeze.com/Membership/Welcome.aspx?cid=243>

BENEFITS OF BEING A COLONIAL MEMBER

- * USFS or Learn to Skate USA Membership for Skater*
- * USFS Membership for Parent/Guardian*
- * Member pricing and pre-booking privileges for freestyle ice
- * Test at club member rates
- * Opportunities to participate in shows or exhibitions
- * Social and holiday gatherings
- * "Sendoff" celebrations when entering selected competitions
- * Club communications
- * Make lifelong friends and memories!

BENEFITS RECEIVED THROUGH USFS

- * Certificates of accomplishment for passing proficiency tests and placing at U.S. Figure Skating qualifying events (athletes)
- * Subscription to SKATING magazine (except Learn to Skate USA and Associate members)
- * Individually numbered electronic membership card
- * Coverage under U.S. Figure Skating's sports accident insurance policy
- * Special offers and discounts from U.S. Figure Skating corporate partners

*Introductory membership includes membership in Learn to Skate USA; USFS membership starts with the Bronze level.

COLONIAL MEMBERSHIP LEVELS & PRICING

View the detailed [membership levels, details and pricing grids here](#).

COLONIAL MEMBERSHIP LEVELS - 2023-2024

	GOLD	SILVER	TEAM	BRONZE	INTRODUCTORY	COLLEGIATE	ASSOCIATE	CHILD OF PROFESSIONAL
WHO IS IT FOR?	Committed skaters who skate more than 5 sessions per week	Skaters who wish to skate several sessions per week.	Skaters on Synchro and/or Theatre on Ice Teams	Skaters taking private lessons and/or enrolled in Aspire or LTS	Skaters participating in Aspire or Learn-to-Skate Classes	For members enrolled in a college or university.	Skaters 18+ who wish to maintain USFS and CFSC memberships.	Skaters whose parent is a Club Professional or Program Professional
OTHER DETAILS	Receive pre-booking priority in order of seniority for early ice booking.	For skaters looking to skate recreational, competitive, testing, etc.	Skaters on teams may choose Silver or Gold membership.	Bronze level or higher required if skater will be testing at any level, and/or competing in non-qualifying competitions	Fee is automatically charged when registering for Aspire classes for the first time in a skating year (July through June); Learn to Skate participants may purchase at any time	A four-year (consecutive) membership at a reduced rate. May be purchased only once during the skater's career	For skaters no longer skating full time. Can participate in club activities at member rates.	Benefits at this level are the same as for Gold Members, EXCEPT that children of Professionals do NOT accrue seniority
COMPETITIONS ELIGIBLE	NQS/Regional, Sectional or National competitions		Team Competitions		Only Learn to Skate or Compete USA competitions			
	Adult qualifying competitions							
	All non-qualifying competitions (Includes: Excel and Adult levels)							
ANNUAL FEE	\$450 \$425/Adult	\$300 \$275/Adult	\$275 \$250/Adult	\$175 \$150/Adult	\$50	\$150	\$150	\$200
PRE-BOOKING	Priority Booking Unlimited sessions at pre-booking price	Up to 5 weekly sessions at pre-booking price **	Up to 3 weekly sessions at pre-booking price **	Up to 2 weekly sessions at pre-booking price **	Open booking only at the Drop-in/Walk-on price	Open booking only at the Drop-in/Walk-on price	Open booking only at the Drop-in/Walk-on price	Unlimited sessions at pre-booking price
PARENT/GUARDIAN INCLUDED	Yes	Yes	Yes	Yes	No ***	NA	No	No
MEMBERSHIP	USFS	USFS	USFS	USFS	Learn to Skate USA	USFS	USFS	USFS
VOLUNTEER OBLIGATION *	10 Hours	8 Hours	8 Hours	4 Hours	None	None	None	10 Hours
ACCRESSES SENIORITY	Yes	No	No	No	No	No	No	No
ICE CRYSTALS	Four free tickets	–	–	–	–	–	–	–
LOCKER RENTAL	\$50/year	\$50/year	\$50/year	\$50/year	–	–	–	\$50/year
VOTING RIGHTS	Yes	Yes	Yes	–	–	–	No	–

* Volunteer obligation may be substituted with payment of \$25 per hour (e.g. Gold = \$250)

** Can book additional sessions above the pre-booking limit at the drop-in/walk-on rate

*** Additional fee for optional Parent/Guardian membership

HOW TO JOIN

Become a Member

To become a Colonial Member, please go to our website, www.colonialfsc.com, where you will find a “Become a Member” button at the top right of each page. If you are using a mobile device you will need to click on the menu, then expand the “About” section to find Membership Information and the registration link. For your convenience, this link will take you directly to the [Entryeeze Membership Registration](#) site. As you go through the registration process, you will be asked to enter information such as the skater’s USFS number and test levels, along with the usual identifying information.

Please note that if your skater is a participant in the Aspire Advanced Skills class, an Introductory membership is attached to your enrollment, and you do not have to complete the above steps.

Upgrading your Membership

Members are able to upgrade their membership at any time. Some reasons you may wish to do this include the skater passing higher level tests, entering certain competitions or a desire to skate on more sessions. To upgrade to a higher level, simply log into [Entryeeze](#), click “Apply/Renew,” select the skater and new membership type, and click “Upgrade.” The upgrade fee will be the difference between the old and new membership types.

Prorated and Reduced Membership Fees

For Gold and Silver memberships, fees are prorated when joining or upgrading in October or later in the membership year. For Bronze memberships, fees are reduced beginning in January. Introductory and Team membership fees are not pro-rated.

Membership Level	Prorating or Reduced Fee Available	First Family Member	Additional Family Member
Gold	October through March	Subtract \$20 per month	Subtract \$15 per month
Silver	October through March	Subtract \$15 per month	Subtract \$15 per month
Bronze	January through March	Under Age 18: \$125 18+: \$100	\$75

If joining after March, please contact the Colonial Office.

ABOUT COLONIAL

Mission

The Mission of Colonial Figure Skating Club is to create and cultivate opportunities for participation and achievement in figure skating for ice skaters at all ages and levels.

As a U.S. Figure Skating member, Colonial follows the mission set forth by United States Figure Skating (USFS), and functions in accordance with their general policies, procedures and rules.

Vision

Colonial's Vision is to be a community that celebrates and shares a lifelong love of figure skating.

Values

Colonial's Values reflect who we are and what we stand for as a Club. These values are:

- **Camaraderie:** *We actively promote friendship, trust and a sense of belonging.*
- **Community:** *We develop and promote relationships that provide support and connection.*
- **Excellence:** *We strive for the highest standards in all endeavors.*
- **Inclusiveness:** *We commit to provide an environment where all are welcome.*
- **Respect:** *We treat others the way we want to be treated.*
- **Sportsmanship:** *We encourage and applaud our members in all of their efforts to achieve their individual goals.*
- **Wellness:** *We seek to foster and improve physical and emotional health, supportive relationships, and social well-being.*

Bylaws

As a 501(c)(3) non-profit organization, Colonial is governed by a set of Bylaws, which are the governing rules by which the corporation exists. Non-profit bylaws are both a legal document and a roadmap for the club's actions. The bylaws may be found on the Colonial website here: [CFSC Bylaws](#)

Where is the Colonial Office Located?

The Colonial Office is located in Rink 3, just past the bottom of the stairs.

What Does the Colonial Office Do?

- Member Service Staff: Answers phones, checks the ice, and help members to add, drop and switch sessions
- Office Coordinator: Supervises Member Service Staff, sets up and supports registration and ice booking procedures, checks the ice and assists with administrative and billing tasks
- Finance Manager: Oversees all billing and financial tasks
- Executive Director: Oversees all Club operations
- In addition, the Club is supported by Program Directors (Advanced Skills, Synchronized Skating and Theatre on Ice) and a Coordinator of Events and Marketing. These staff members are typically not in the office; however, our on-site staff can help you to reach them as needed.

Who Should I Contact with Questions?

Call the Office: 978-263-3450 or email: customerservice@colonialfsc.com

ICE BOOKING

Colonial offers freestyle ice sessions from September through June. Member benefits include special pre-booking prices and priority booking as outlined in the Membership Levels Grid. For ice schedules and details on how to book ice sessions, please visit <https://www.colonialfsc.com/ice-booking-portal>

MEMBER CONTRACT

Annual Agreement is completed online when registering for membership.

As a condition of my (or my child's) membership in Colonial Figure Skating Club, Inc. (CFSC), I hereby agree to the following terms, conditions, financial responsibilities, and other obligations set forth below:

1. I agree to familiarize myself with, and abide by, all rules and policies of CFSC, including the Club's Bylaws, Rules, Policy, Parents' Code of Conduct and Volunteer Policy requirements.
2. Membership dues are non-refundable once the membership has been approved.
3. All accounts with CFSC and/or Nashoba Valley Olympia (NVO) must be current.
 - a. Ice will not be booked for skaters with past due accounts with CFSC or NVO.
 - b. Contracted ice must be paid for in advance, using one of the prepayment options outlined in the Ice Payment Contract.
 - c. Walk-on ice must be paid for at the time it is used.
 - d. Accounts must be paid within 7 days of the due date according to the payment option you choose, in order to remain a member in "good standing" and to avoid the loss of ice privileges. If your total ice booking is less than \$200, full payment is required at time of booking.
 - e. Members will be liable for all costs of collection of unpaid dues and fees, including court costs and attorney fees. Members will be charged \$25 for all returned checks.
4. CFSC has a switch policy that allows a skater to change his/her ice time when necessary. If you do not switch your ice time, you are obligated to pay for that ice time. For specifics on our switch policy please refer to the [Ice Booking and Programs Manual](#) found on our website.
5. This contract is binding for the entirety of the season and no provisions exist to refund or reduce costs for skaters who retire or relocate.
6. If a skater misses 5 or more consecutive days due to illness or injury, they may be eligible for credit. Medical credit requests must be submitted to the Club Director for approval.
7. CFSC reserves the right to add/drop sessions when necessary.
8. Skaters competing in a United States Figure Skating (USFS) qualifying competition, representing CFSC, are eligible to receive credit to account for ice sessions missed for the duration of the competition only. Qualifying competition credit must be requested in advance, in writing. Forms to request credit are available in the CFSC office.

Agreement:

I have read the above and understand all terms and conditions of this contract, including my financial obligations to CFSC. I understand that photographs, videos, and other forms of media identifying and portraying CFSC skating members may be used by CFSC for marketing and other promotional purposes. I agree to familiarize myself with, and follow, all rules, regulations and policies of CFSC which are available in the CFSC office. I understand that any violation of any rule, regulation or policy of CFSC, including late or unpaid dues or fees, may result in a loss of my skating or membership privileges. If unable to reach a parent or guardian of a minor, CFSC is granted permission to administer or obtain emergency medical treatment to my child.

Assumption of Risk and Waiver of Liability:

I am aware that figure skating is a dangerous sport, and that my (or my child's) participation in skating or training activities is at my (or my child's) sole risk. I hereby agree to release, indemnify and hold harmless CFSC, Nashoba Valley Olympia, Inc., and Olympus Realty, Inc., and all of their directors, officers, agents, insurers, attorneys and employees, from any and all claims, demands, losses, damages or injury, whatsoever, of any kind or nature, including any bodily injury or property loss or damage, that I may sustain as a result of my (or my child's) participation or activities with CFSC.

SKATER SAFETY AND WELLNESS PROGRAM

Colonial Figure Skating Club (CFSC) strives to provide a healthy and supportive Club environment, free from misconduct or harassment, which ensures the safety and well-being of its members. The Compliance and Safety Committee of CFSC has created the Skater Safety and Wellness Program which outlines a program of prevention and education, establishes a system for reporting and resolution of misconduct or safety concerns, and defines an accountability structure that requires responsible adults to act on suspected harassment, misconduct or other safety issues. As a member of U.S. Figure Skating, Inc., Colonial Figure Skating Club is required to designate a SafeSport Compliance Chair. At this time, the Compliance Chair is the Club Executive Director.

A full description of the program may be found here: [Skater Safety and Wellness Program Handbook](#). The program introduction and links are also located on the HOME page at <https://www.colonialfsc.com/>

In the event an individual witnesses or experiences misconduct (physical, emotional, sexual or other), bullying, threats, harassment or other wrongdoing, they are encouraged and expected to report their concerns using the online [Colonial Figure Skating Club Safety Report Form](#).

Individuals may also report any concerns regarding the safety of skaters or others by calling or emailing the Club's SafeSport Compliance Chair, Patty Flanagan at 978-263-3450, patty@colonialfsc.com.

MEDICAL WAIVER INFORMATION

While ice-booking and class registration fees are contracted and non-refundable, CFSC recognizes that there are occasions when a skater must miss an extended period of skating due to illness or injury. The policy described here allows for credit and/or refund of fees paid in the case of a medical leave.

ELIGIBILITY: If a skater misses more than 5 consecutive days due to illness or injury, including COVID quarantine requirements, they may be eligible for Medical Credit.

APPLICATION: To apply for credit, the skater (Parent/Guardian if under 18) must submit a [Medical Leave form](#) to the Club Executive Director. This form may also be found on the Membership Information page of the Colonial Website.

Along with the form, the skater/parent must submit documentation, within a week of the injury/illness, indicating that the skater is not able to skate, along with the specific beginning and ending dates the skater is excused from skating. Documentation must be from a licensed medical professional or, in the event of a quarantine requirement, the school, Board of Health or other authority. Additional documentation may be required.

RETURN TO ICE: Once the skater returns to the ice, the excused medical leave will terminate, even if it is within the time period indicated on the doctor's letter.

CONCUSSION: In the event that the Medical Leave is due to a concussion, the skater must submit a letter from a medical professional, clearing them for a return to activity, listing specific dates and any restrictions.

MEDICAL CREDIT: At the end of the medical leave, credit will be issued to the skater's account for all missed sessions. Medical Credit does not expire. If the skater does not return to skating for the following year, remaining Medical Credit will be refunded upon request.

CODES OF CONDUCT

Parent Code of Conduct

Code of Conduct sign-off is completed online annually when registering for membership.

In accordance with U.S. Figure Skating and the SafeSport Program Handbook, Colonial Figure Skating Club, Inc. is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct.

By accepting the terms of this document, I hereby agree that:

1. I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition and test session.
2. I will place the emotional and physical well-being of my child and others ahead of my desire to win.
3. I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
4. I will promptly inform my child's coach of any physical/mental disability or challenge affecting my child that may affect the safety of my child or others.
5. I will teach my child that doing his/her best is more important than winning.
6. I will do my best not to ridicule, bully, blame, or yell at my child or other skaters, coaches, officials or volunteers in response to a poor performance or for any other reason.
7. I will do my best to make skating fun at all times and will remember that my child participates in sports for his/her own enjoyment and satisfaction.
8. I will teach my child to treat other skaters, coaches, fans, volunteers, officials, and rink staff with respect, regardless of race, creed, color, sexual orientation or ability. I will also take action and report any acts of bullying, harassment, or abuse to the appropriate authorities.
9. I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
10. I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
11. I will be a positive role model for my child and others.
12. I will demand a figure skating environment for my child that is free of drug or alcohol abuse and agree that I will not use or provide to a third-party any illegal drug prohibited by applicable federal, state, or municipal law.
13. I will not assist or condone any athlete's use of a banned substance as described by the International Olympic Committee, International Skating Union, United States Olympic Committee, or U.S. Figure Skating, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.
14. I will expect my child's coach to be in compliance with all requirements of U.S. Figure Skating, Colonial Figure Skating Club, Inc, and the Professional Skaters Association, to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association and other accredited organizations.
15. I will respect my child's coach and refrain from "sideline" coaching my child or other skaters.
16. I agree to educate myself regarding the proper procedures to follow when establishing or terminating a coaching relationship.
17. I will respect the decisions of officials, their authority and decisions during competitions and test sessions, and teach my child to do the same.
18. I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, competitions, and test sessions.
19. I will become familiar with the rules of the U.S. Figure Skating and Colonial Figure Skating Club, Inc., and teach my child accordingly.
20. I will support and respect all skaters and their right to participate.

Skater Code of Conduct

Code of Conduct sign-off is completed online annually when registering for membership.

Colonial Figure Skating Club is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. This Skater Code of Conduct has been established to ensure the safety of all members using our ice and to ensure quality programs and practice time for all home club, associate, non-members and guests who purchase ice from the club and who participate in club-related activities.

All skaters at CFSC, regardless of whether they hold home club, associate, non-member or guest status, must follow and uphold the provisions in this Skater Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents/guardians of skaters, U.S. Figure Skating officials and guests.

By accepting the terms of this Skater Code of Conduct, I will strive to exemplify the CFSC Values of Camaraderie, Community, Excellence, Inclusiveness, Respect, Sportsmanship and Wellness. I agree that:

1. I will always do my best, and I realize this is more important than winning.
2. I will accept both victory and defeat, emphasizing positive accomplishments and learning from mistakes.
3. I will treat other skaters, coaches, fans, volunteers, parents, officials, rink staff and all other individuals with respect at all times.
4. I will be a good sport at all times, and applaud the efforts and achievements of all skaters.
5. I will discuss my skating, concerns and questions with my coach and parent/guardian, as this three-way relationship is extremely important to my success as a skater and in life.
6. I will follow CFSC Rules, paying special attention to the rules that govern ice etiquette and safety.
7. If I am an advanced skater, I will set a positive example for others, and help and encourage less experienced skaters as they develop. I remember that I was inexperienced at one time, and it takes time for skaters to advance to the point when they are comfortable skating with all levels of skaters.
8. I understand that unsafe or discourteous behavior of any kind will not be tolerated.
9. If I see any acts of bullying, harassment or abuse, I will report them to a parent, a club official or another trusted adult.

VOLUNTEER POLICIES AND PROCEDURES

Overview

Colonial Figure Skating Club, Inc. (CFSC), a 501 (c)(3) non-profit organization, depends heavily on volunteers to support its events and activities. As a condition of certain membership levels, families are expected to contribute a minimum number of hours per year.

Volunteer Policy

All families holding a:

- Gold or Child of Professional Membership are required to volunteer ten (10) hours per year
- Silver, Team, or Professional Memberships are required to volunteer eight (8) hours per year
- Bronze memberships are required to volunteer four (4) hours per year
- Volunteer hours are not required for Introductory, Collegiate or Associate members

Families may choose to pay the following assessment in lieu of volunteer hours:

- \$250.00/ten (10) hours
- \$200.00/eight (8) hours
- \$100.00/four (4) hours.

Volunteer hours are per family, not per member. If there are two members of different membership types, the greater volunteer hour requirements must be completed to avoid the assessment.

Ex. A family has a gold and a silver membership, the family is responsible for 10 hours. If the family has a Professional Membership and a Child of Professional membership, the family is responsible for 10 hours.

****NOTE**** Volunteer hours may be accumulated from July through mid-June. For events or activities that take place in June, volunteers must register by June 1, or they will be billed for the above assessment. Assessments are billed in early June. Members will not be allowed to renew their membership unless their volunteer commitment is complete, or they have paid the assessment. The volunteer assessment is NOT prorated.

Volunteer Voucher

CFSC is required to track all volunteer hours worked for auditing purposes. When volunteering at an event, it is the member/parent's responsibility to fill out a [volunteer voucher](#) for processing so hours will be credited. Volunteer vouchers may also be found online at <https://www.colonialfsc.com/get-involved>. A copy of your submission will be emailed to you as a receipt. Please be sure to keep the email for your records. Billing questions will not be addressed at the end of the year without this receipt. If no submissions are received, your account will be assessed accordingly.

The deadline to turn in volunteer vouchers is two weeks (14 days) after the date of the close of the event at which you volunteered.

Volunteer Program Handbook

The CFSC Volunteer Committee maintains a handbook which is available annually starting in June at <https://www.colonialfsc.com/get-involved>. In the handbook, you will find opportunities to sign up for certain volunteer activities, as well as seeing a general outline of needs for the year.

Examples of areas in which volunteers are needed include, but are not limited to the following:

- **Competition Support**
 - Hospitality, Registration, Music, Ice Monitors, Runners, and various other areas for: Colonial Classic, Adult Challenge, Learn to Skate Spring Skate, Colonial Open, other events if awarded.
- **Event Coordination**
 - Annual Ice Crystals Show and Send-Offs, including tickets, set-up, tear-down, costumes, music, etc.
- **Committee Support**
 - Ice Committee, Pro Committee, Publicity, Membership, Send-Offs, Testing, Athlete's Advisory, NEICC, Marketing, Finance, Annual Banquet, Board of Directors

By submitting a membership to Colonial Figure Skating Club, Inc., you will be automatically signed up to receive volunteer opportunities via Club e-blasts throughout the season. Please review these when you receive them, as they may be time-sensitive. It is your responsibility to seek opportunities.

SkateSafe® and Background Screening

The USFS SkateSafe® program exists to help prevent abuse, harassment and other misconduct, to provide a safe environment for all participants. Certain individuals, including volunteers over the age of 18, are required to complete the online SkateSafe® training program and a background check prior to serving in a volunteer capacity where they have regular contact with athletes. The following link provides FAQs, detailing compliance requirements and other information. Regardless of your capacity as a volunteer, you are encouraged to complete the SkateSafe® training.

Individuals who are required to complete both the training and pass a background check are as follows:

- All volunteers in any sanctioned events or club activities who have regular contact with Athletes
- Team Managers / Team Service personnel for synchronized skating and theatre on ice teams
- Locker room volunteers for all competitions, ice shows, club events, programs, etc.
- Club SkateSafe® Compliance Chairs
- Club Board of Directors

To learn more about, and complete SkateSafe® training and Background check, please use this link:

<https://www.usfigureskating.org/skatesafe> Scroll down to Additional Resources and click on "Compliance Toolkit," where you will find links and instructions.

LOCKER POLICY

LOCKERS ARE AVAILABLE to rent in the Colonial Figure Skating Club Locker Rooms. The rental period runs July 1 through June 30 for each year.

The locker rental fee is \$50 for one year.

To rent a locker, please go to "Merchandise" on the main page of this website (EntryEeze), choose "Locker," and follow the prompts to complete the following agreement and payment. Alternatively, you may PRINT and submit this form with payment to the Colonial office.

Locker Rental Agreements and Fees are due July 31.

By paying the rental fee for the 2023-2024 season, I accept the terms of this policy and agree to the following terms:

1. I must notify the club office of my locker number within one week of submitting this contract and payment.
2. I am responsible for the cleanliness of the locker as well as the locker room.
3. There is no food or drink allowed in the locker room, other than water, per the Colonial Club Rules
4. I will not hold CFSC nor NVO responsible for any lost, damaged, or stolen items.
5. Disciplinary measures may be taken if the locker room is not kept clean to the standards of CFSC and NVO.
6. I will pay a fee of \$50.00 to rent a locker from July 1, 2023 – June 30, 2024. If I begin my rental at a later date, my fee will not be pro-rated.
7. I am responsible for providing a lock for the locker.
8. If I renew my locker rental, payment for next year is due at the time of membership registration; I will remove my lock by June 30, 2023 if I do not renew.

Signature: _____

If under 18, signature of parent/guardian: _____

Printed Name: _____

Date: _____

Please make checks payable to: Colonial Figure Skating Club, Inc.

CLUB RULES

For the safety and enjoyment of all of our skaters, families, professionals, staff and others, a set of Club Rules is maintained and updated annually, or more often if needed. The complete Rules are located below. All members should familiarize themselves and adhere to these rules at all times.

The following Rules of the Colonial Figure Skating Club, Inc. (CFSC) have been updated and approved by the CFSC Board of Directors effective December 13, 2022. **Updates are in BOLD font.** All CFSC members and guests are expected to abide by these Rules at all times.

MISSION STATEMENT

The Mission of Colonial Figure Skating Club is to create and cultivate opportunities for participation and achievement in figure skating for ice skaters at all ages and levels.

As a U.S. Figure Skating member, Colonial follows the mission set forth by United States Figure Skating (USFS), and functions in accordance with their general policies, procedures and rules.

GENERAL RULES

All CFSC members and guests shall abide by these Rules, as well as Club Bylaws, Codes of Conduct and other published rules and policies of CFSC and the Nashoba Valley Olympia (NVO) facility. All members are also bound by United States Figure Skating (USFS) rules and policies, including the Code of Ethics (GR 1.01), the Code of Conduct (GR 1.02-1.03) and the Safesport Program.

1. The CFSC **Board of Directors** annually reviews and updates these rules and other club policies.
2. Violations of these rules should be reported in writing, verbally or via the online portal as described in ***CFSC Skater Safety & Wellness Program***.
3. Reports of skating rule violations will be resolved according to the procedures outlined in the ***Skater Safety & Wellness Program***.
4. Reports of misconduct, harassment or other violations of Safesport requirements will be addressed and resolved according to ***CFSC Skater Safety & Wellness Program***.
5. Resolution of reported violations, if warranted, may include informal counseling, monitoring, mentoring, action plans, or other actions up to and including termination of Club privileges. In any actions involving a minor, the minor's parent or legal guardian will be consulted.

BOOKINGS (Ice and Off Ice Harness)

Please refer to <https://www.colonialfsc.com/ice-booking-portal> for detailed information. Limited key concepts are outlined here for members' quick reference.

1. Skaters must check in each day before stepping on the ice, using the online system or with CFSC staff. Failure to check in may result in loss of ice privileges.
2. Cancellations must be made online at least 30 minutes before the start of the session in order to be allowed a switch/cancellation or credit for that session.
3. A member's place on a pre-paid session will be held for up to 5 minutes into a session.
4. CFSC Professionals may skate on Colonial sessions at no charge on a space available basis (i.e. if a session is not full). Professionals utilizing this privilege must register with the Club Office prior to the practice session. Professionals may also pre-book and pay for sessions.
5. ***Switches and Cancellations***—Members are allowed unlimited switches within an ice-booking session, including exchanging sessions between family members. However, unused sessions will not carry over

into the next ice-booking session.

6. *Member pre-booking ice* priority will be assigned in the following order:
 - a. Club Membership Seniority
 - b. Date of application receipt, after the priority booking period
7. 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 non-members walking on to the session. Skaters with scheduled lessons have priority over practice sessions.
8. Members have priority over non-members.
9. **Non-members (Skaters and Professionals) may walk-on to CFSC sessions under the following conditions:**
 - a. **Guest skaters**
 - **May skate on CFSC sessions, subject to available space, with members being given priority when space is limited.**
 - **Must complete a Guest Skater Registration form prior to using Club facilities.**
 - **Must submit proof of current USFS or ISI along with the Guest Skater Form.**
 - **Must check in with the Club Office prior to stepping on the ice for each session.**
 - b. **Guest Coaches/Non-member professionals**
 - **Must follow the CFSC Guest Professional Policies.**
 - **Must complete a Guest Coach Registration Form, and receive approval from the Colonial office prior to coaching on Colonial Ice.**
 - **Must submit proof of current USFS Membership, Safesport Compliance, and Certificates of Liability along with the Guest Coach Form.**
 - c. **Skaters as well as parents and spectators accompanying non-member skaters must abide by the CFSC rules.**
 - d. **Neither non-member skaters nor non-member professionals may use a CFSC overhead harness. Off-ice harness use is limited to CFSC Professionals and CFSC members only.**

ON ICE

General Rules and Guidelines

1. No breakable containers are allowed rink-side.
2. Drinks in sealable, non-breakable containers are allowed on sideboard.
3. Food (including chewing gum) is not permitted near the sideboard or on the ice.
4. Skaters must pick up all personal belongings and dispose of their empty bottles, tissues and other trash at the end of each session.
5. Parents, skaters not on 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.
6. Coaching by parents from the bleachers, benches or side board is not allowed at any time. Parents will be asked to leave the arena if this happens.
7. It is important for everyone's safety that all skaters stay aware of other skaters on the ice. Please be mindful of traffic patterns, level of experience, and anticipating other skaters' movements to the best of your ability.
8. 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.
9. Be aware of which skater is performing a routine to music and do your best to stay clear of that skater's pattern.
10. 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.
11. Skaters will not attempt **Pair/Dance Pair** skating activity on the ice unless signed in as **Pairs/Dance Pairs** for that session.
12. No personal technology devices (including but not limited to iPods, cell phones, iPads, video recorders, CD

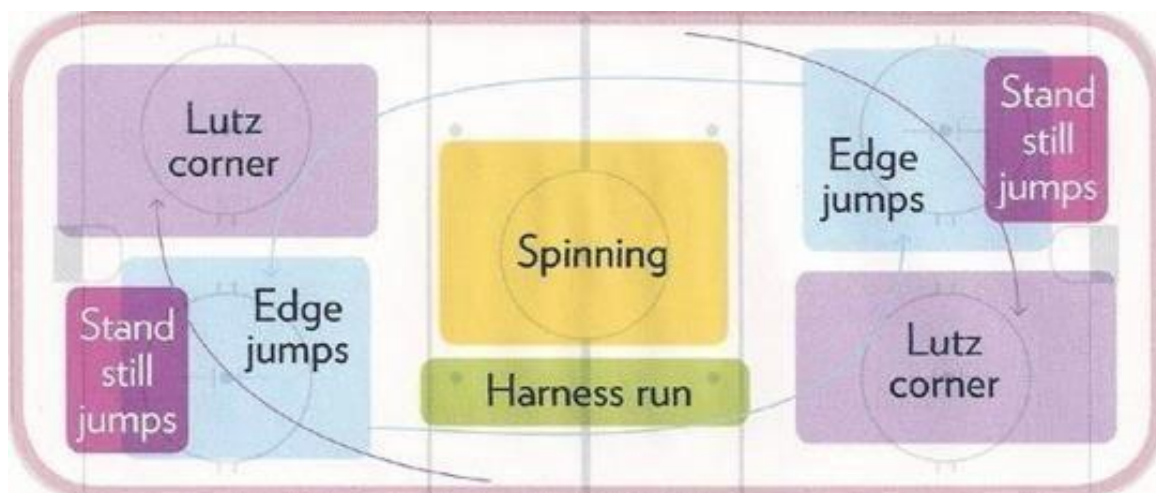
players, etc.) are allowed on the ice or boards at any time, unless used by a coach for instructional purposes, or if it is a device used to play the skater's music. Coaches may give permission to connect such a device to the music player to play a student's program.

13. At no time may a skater, coach or other person prop a phone or other device on the boards for the purpose of video recording.
14. Headphones/AirPods may not be worn by skaters or coaches/Professionals at any time.
15. 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.
16. **Rules for running synchro or other group programs on freestyle ice sessions. Note that all Right of Way and Music rules apply:**
 - a. **One skater may run a synchro or other group program individually with music.**
 - b. **Up to two skaters may run a synchro or other group program together if they are in a coached lesson.**
 - c. **At no time may any group of 2 or more skaters practice a synchro or other group program, in whole or in part, with or without music, as a group.**

Right of Way

1. Professionals are expected to educate and reinforce safe patterning and right of way with their skaters
2. The Hierarchy of Right of Way is as follows:
 - a. Skaters performing a routine to music
 - b. Pair skaters in an overhead lift
 - c. Skaters on an overhead or pole harness
 - d. Skaters in a lesson with a coach
 - e. Individual skaters who are practicing (not in a lesson)
 - f. Note: Skaters performing the called dance on a dance session have right of way over other skaters.
3. Spins should be done at center ice unless being performed as part of the skaters' program with music.

The following is a sample of how patterns should travel during a Freestyle session:



Music

1. Skaters and coaches must share the available time to play music.
2. Program music will be placed in line and played in order, on a rotational basis.
3. A skater may only have one program in the rotation at any given time.

4. After a skater's music has been played, that skater's program (or a different program) may be re-entered in the rotation at the back of the order.
5. Coaches may cut into the rotation ahead of skaters that are not in a lesson if:
 - a. the lesson is longer than 15 minutes
 - b. the skater in the lesson has not yet played a program on that session
 - c. the skater in line has only been cut by one other coach or,
 - d. the next skater in line has already played a program
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. Once a skater has played their program music twice, they no longer have the right of way. Priority may be given to skaters competing in a qualifying event or international competition. The Ice Committee will clearly post the amended policy one month prior to competition, which will remain in effect until the close of that competition.
8. Coaches may not choreograph using the overhead sound system.
9. Music may not be stopped and restarted if another program is waiting in the rotation.
10. All music must be shut off immediately at the sound of the Zamboni signal.
11. Please handle the music equipment and other **skaters' CDs and music devices** with care.
12. Any skater or coach playing warm up music will be responsible for making sure that the music is appropriate.

The following behaviors are 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. Video recording by anyone other than an on-ice coaching professional videoing their own student for instructional purposes. Parents of skaters or other skaters are not allowed to video Club practice sessions for any reason.

OFF ICE RULES

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 facilities. Use proper receptacles when smoking outside the building. Do not smoke directly in front of the entry door.

Weight Room and Training Areas

1. Club-owned training equipment may only be used only for its intended purpose.
2. Club-owned equipment should be properly stored after use.
3. Professionals using space within the NVO building for off-ice training must arrange a training schedule directly with NVO and can submit approved schedules to the Club office for distribution or posting.

4. The open area in Rink 3 is for the sole purpose of skater training and not for any other purposes.

Locker Rooms

1. No food/beverages are permitted in the locker rooms, with the exception of water.
2. Placement of stickers, tape, or adhesives of any kind on lockers is prohibited.
3. Defacing or damaging a locker is prohibited.
4. CFSC is not responsible for any lost or stolen items. It is the members' responsibility to lock their items or leave valuables at home.
5. The CFSC Professionals' Locker Room is for the exclusive use of **full** CFSC Professionals. No other individuals, including the children of Professionals, are allowed in the locker room at any time.

Office Computers

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

ACTIONS IN A PUBLIC FORUM

1. No member, anyone else affiliated with CFSC, unless authorized by the Executive Director or President, 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 unless the message is positive and there is mutual consent. 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 rethink 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.
 - h. Professional members may not host or post any content on the Internet that is sexually inappropriate, exhibits illegal drinking or drug use, or contains other content that may be deemed detrimental to CFSC or its members.
 - i. Any inappropriate content or images of CFSC members, including professional staff, appearing on the Internet must be removed immediately.
 - j. Violations of this policy will be met with disciplinary action, up to and including termination of membership.

COMMUNICATION

All electronic communication between Professionals, Staff, Skaters and other adults must adhere to the US Center for Safesport Electronic Communication and Social Media Policy, copied here (in blue).

PART 3: ELECTRONIC COMMUNICATION POLICY

All electronic communications between an Adult Participant and a Minor Athlete must be professional in nature and for the purpose of communicating information about skating activities. This policy applies to all Adult Participants who do not qualify for a policy exception listed on page 7. Electronic communication shall include email, text messages, phone calls, videoconferencing, video coaching, WhatsApp, Facebook, Instagram, Snapchat, Twitter and all other means of digital communication.

U.S. Figure Skating recommends that the content of all electronic communication with a Minor Athlete should be saved by the Adult Participant for a period of three years and be readily available to share upon request with the Minor Athlete's family or a representative of the Member Club or U.S. Figure Skating.

All electronic communication between a Minor Athlete and an Adult Participant shall meet Two-Deep Leadership requirements and be open and transparent by including at least one of the following adults:

1. The Minor Athlete's parent or permanent legal guardian
2. An Adult Immediate Family Member of the Minor Athlete
3. Another Adult Participant (i.e., an Adult Athlete, Team Leader, or Coach)

If a Minor Athlete communicates with an Adult Participant electronically without copying one of the required adults as outlined above, the Adult Participant must follow this policy if the Adult Participant responds.

When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes, the Adult Participant must copy or include the Minor Athlete's parent/permanent legal guardian, or another Adult Participant as outlined above. Only platforms that allow for Open and Transparent communication may be used to communicate with Minor Athletes.

FACEBOOK, TWITTER, INSTAGRAM, SNAPCHAT, AND SIMILAR SOCIAL MEDIA

Adult Participants, except those with a Dual Relationship or a Close-in-Age Exception, are prohibited from having Minor Athletes join a personal social media page. Member Clubs should remind Minor Athletes that this is not permitted and that the Minor Athlete should not, for example, accept or initiate a "friend" request with an Adult Participant. Adult Participants and Minor Athletes are not permitted to "private message" or "instant message" each other privately. Adult Participants are encouraged to set their social media pages to private settings to avoid Minor Athletes' attempts to friend, follow, or access their sites. Nothing in this policy is meant to prohibit a Member Club from utilizing social media to communicate to its Members and promote its program or from Adult Participants from "following" and "privately messaging" each other.

Member Clubs are required to have a signed Name and Likeness Consent and Release Agreement by the Minor Athlete's parent or permanent legal guardian before any distribution, posting of photos, videos, images, etc. Sharing of a Minor Athlete's contact information on any social media site is strictly prohibited.

PARENTAL/PERMANENT LEGAL GUARDIAN REQUEST TO DISCONTINUE ALL ELECTRONIC

COMMUNICATIONS

Member Clubs, Programs and Adult Participants must comply immediately with a request from a Minor Athlete's parent or permanent legal guardian that their child not be contacted through any form of electronic communication unless necessitated by an emergency. Failure to immediately comply with such a request is a violation of this Electronic Communication and Social Media Policy.

Additionally: 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

RULES FOR PROFESSIONALS

General

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.
3. Colonial Professionals must use Colonial Ice for all teaching at NVO, unless teaching at a time when Colonial ice is not available.
4. Colonial Professionals must obtain written approval from Colonial to offer on-ice or off-ice group instruction. Requests must be submitted to the Executive Director.
5. Colonial Professionals may not rent ice or enter into other business arrangements with NVO without the express written permission of the CFSC Board of Directors.

On-Ice Rules

1. Only CFSC Professionals and registered Guest Professionals may instruct skaters on or off the ice on Colonial sessions.
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.
6. Professionals may instruct no more than two (2) students at a time on the ice, including teaching a pair that has designated themselves as such when booking the session. **When coaching two students (who are not a pair), coaches should avoid having skaters skate side-by-side or "in tandem," as this may interfere with the flow of skaters on the ice. Instead, each student should be instructed to skate individually.**
7. Professionals are expected to abide by all on-ice rules, traffic patterns and music rules, and instruct their students accordingly.

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. 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.
3. 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.

Interruption of Services

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

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 by telephone, voice mail, computers, email, instant messaging, facsimile machines, and other information technology sources.