



**Colonial Figure Skating Club**

**Professional Membership  
Handbook**

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# WELCOME LETTER

June 5, 2021

Dear New and Renewing Colonial Professional Member,

Thank you for choosing Colonial Figure Skating Club, Inc. (CFSC). Here at CFSC, you are a member of a world class coaching staff committed to the continued development of the sport of figure skating, a NEW summer program, many weekly sessions across three ice surfaces, various group classes, a Learn to Skate program, Synchronized Skating Teams, and Theatre on Ice. In addition, as health requirements allow, we hope to offer social opportunities, celebrations and other club activities so that all of our members enjoy being part of the Colonial "family."

Please review the Colonial 2021-2022 Membership Handbook before processing your membership application electronically. Pay particular attention to details including Membership Categories, Membership Contract, Code of Conduct, Volunteer Policy, Medical Leave Policy and Club Rules.

Members will also be asked to sign and accept the terms of the CFSC Member Contract, Volunteer Policy and Coaches Code of Ethics, Standards and Conduct. No paper applications will be accepted.

The deadline for renewal is June 21, 2021. Renewals submitted after the deadline are subject to a \$25.00 late fee. Please note that, for the 2021-22 season, a new membership option that allows an installment payment plan has been added.

Please familiarize yourself with the CFSC website, [www.colonialfsc.com](http://www.colonialfsc.com) for additional notices, ice schedules and other important information about CFSC.

As a reminder, volunteer commitments for 2020-2021, must be current for membership renewals to be approved. Due to the continued restrictions imposed due to COVID, various options are offered for those who have not yet completed their volunteer commitments. These are described in the Volunteer Policy. Please contact the office if you have any questions.

Your CFSC membership includes a USFS membership when CFSC is designated as your home club. All USFS memberships expire on June 30, 2021, so it is important to submit renewals by the deadline to ensure that your membership is approved in time for 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

# 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 skater membership type are outlined in the Skater Membership Handbook. If you have any questions, please reach out to our Executive Director, Patty Flanagan at [patty@colonialfsc.com](mailto: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>

## PROFESSIONAL MEMBERSHIP

Membership is a privilege offered to qualified and approved Professionals who have demonstrated a level of experience and expertise in keeping with the long-standing Colonial tradition of excellence. Colonial Figure Skating Club Professionals are subject to a high level of rigorous standards based on education, ranking, experience, accomplishments and professionalism. Our Club Professionals also support and promote Colonial, and model a positive, inclusive culture based on the core values of Camaraderie, Community, Excellence, Inclusiveness, Respect, Sportsmanship and Wellness.

Each Professional brings to the club their own unique experience, skills and passions, and it is the combination of the skills of our many coaches that allows Colonial to offer a variety of options that help us to achieve our Mission *"to create and cultivate opportunities for participation and achievement in figure skating for ice skaters at all ages and levels"* and Vision, *"to be a community that celebrates and shares a lifelong love of figure skating."*

## BENEFITS OF BEING A COLONIAL PROFESSIONAL

As a Valued Professional Member of Colonial Figure Skating Club, you receive many benefits, as listed below:

- \* Full coaching privileges on all Colonial sessions
- \* Use of the overhead harness on 3 surfaces, and access to the off-ice harness
- \* Access to skaters through our feeder and bridge programs
- \* Opportunity to coach on Colonial Summer Ice
- \* Access to a network of Professional peers
- \* Personal online profile on the Colonial website and promotion on Social Media
- \* Discount on Colonial Apparel (may be an embroidered jacket, or other item)
- \* Social & other interactive opportunities (COVID-permitting)
- \* USFS Membership
- \* Communication & voting privileges

In addition to receiving Colonial Benefits, each Professional is also expected to actively support and promote Colonial, and fulfil certain obligations to the Club. These include:

- \* Wear Colonial branded apparel, and promote the Colonial brand on their professional social or other media
- \* Teach on Colonial Ice Sessions as much as possible, ideally a majority of their coaching, if a Home Club member
- \* If not actively coaching, seek alternative ways to support the Club
- \* Support Colonial instructional programs by serving as an instructor, guest coach or specialist as much as is practical. These include Summer Session classes and other programs throughout the year
- \* Collaborate with Staff and other Club Professionals to plan, develop or support special programs, seminars or other activities that enhance the Club Member experience (e.g. A workshop that features World Championship skaters, or a talk with Olympians, etc.)
- \* Share resources and expertise with other Professionals to provide skaters with the best possible instruction and support
- \* Participate in a majority of Club-sponsored activities, and encourage their skaters to do the same
- \* Provide current resume and photo for posting on the Colonial website
- \* Contribute a minimum of 8 hours of volunteer service to the Club each year

The following activities are not allowed of Colonial Professionals:

- \* Wear attire that promotes a club or other figure skating entity other than Colonial (except USFS and related entities)
- \* Promote a personal brand or logo at NVO or in Colonial sessions or activities
- \* Enter into business/financial agreements with NVO without express written permission from Colonial. These may constitute competition and thus conflict of interest with Colonial, which is a violation of Rules and the Code of Conduct
- \* Bring in outside specialists who are not Colonial professionals or partners without express written permission from Colonial

**Your skaters and their families will often have questions about their membership benefits. Please take the time to read the skater membership handbook.**

## COLONIAL PROFESSIONAL MEMBERSHIP PRICING

	PAYMENT PLANS				
	FULL PRICE (Pay in Full)	DEPOSIT (June)	BALANCE AFTER DEPOSIT	# MONTHLY INSTALLMENTS (Begins Aug)	MONTHLY INSTALLMENT AMOUNT
CLUB PROFESSIONAL	\$350	\$200	\$150	5	\$30
PROGRAM PROFESSIONAL	\$250	\$100	\$150	5	\$30

# 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: [colonial@colonialfsc.com](mailto:colonial@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 "Club Documents" page at [www.skatecolonial.org/clubforms](http://www.skatecolonial.org/clubforms).
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](mailto: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.

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.

# CODE OF CONDUCT

## COACHES' CODE OF ETHICS, STANDARDS and CONDUCT

Code of Conduct sign-off is completed online annually when registering for membership. This Code exists to provide a standardized guideline of ethics, standards and conduct to ensure the quality, integrity and moral environment of CFSC and its programs. In addition to this Code, CFSC Professionals should also familiarize themselves with the Skater and Parent Codes of Conduct, and support their students and parents to follow these Codes.

In accordance with U.S. Figure Skating and the SafeSport Program Handbook, CFSC is committed to creating a safe and positive environment for members' physical, emotional and social development, and ensuring that our professional staff promotes these values and goals in an environment free of misconduct. This Coaches' Code of Ethics, Standards and Conduct ("Code of Conduct") is intended to provide both the general principles and the rules to cover most situations encountered by coaches and instructors. It has, as its primary goal, the welfare and protection of the individuals and groups with whom coaches work.

It is the responsibility of each individual coach to aspire to the highest possible standards of ethics, integrity and professional conduct. Above all, coaches of young people can have great influence on developing athletes who are reliant on these coaches for the basic instruction and guidance necessary to reach the top levels. Coaches can have tremendous power over these athletes in their quest to the top. This power must not be abused. Therefore, we have set forth this Code of Conduct to guide our coaches and protect our athletes for the mutual benefit of all concerned.

## GENERAL PRINCIPLES

1. **Competence:** Coaches must strive to maintain high standards of excellence in their work. They should recognize the boundaries of their particular competencies and the limitations of their expertise. They should provide only those services and use only those techniques for which they are qualified by education, training and/or experience. Coaches should not undertake these duties until they have first obtained proper training, study and advice that they are competent to do so as outlined by the Professional Skaters Association (PSA).

In those areas where recognized professional standards do not yet exist, coaches must exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work. They shall maintain knowledge of relevant information related to the services they render, and they must recognize the need for ongoing education.

2. **Integrity:** Coaches should seek to promote integrity in their coaching profession. Coaches should always be honest, fair and respectful of others. They must not make representations about their qualifications, services, products, or fees that are false, misleading or deceptive. Coaches should strive to be aware of their own belief systems, values, needs and limitations and the effect of these on their work. To the extent feasible, they should attempt to clarify for relevant parties, the roles they are performing and to function appropriately in accordance with those roles. Coaches must avoid conflicts of interest.
3. **Professional Responsibility:** Coaches must uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of different athletes. Coaches should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of their athletes, or other recipients of their services. Coaches should be concerned about the ethical compliance of their colleagues' conduct. When appropriate, they should consult with their colleagues in order to prevent or avoid unethical conduct. If a coach becomes aware of actions of a colleague that he/she believes has an adverse impact on a Colonial FSC member or other professional, and especially in cases involving the health safety or well-being of a minor, he/she should immediately bring it to the attention of the Colonial FSC Board of Directors.

4. *Respect for Participants and Dignity:* Coaches shall respect the fundamental rights, dignity and worth of all participants (i.e., skaters, parents, facility staff, officials, volunteers, etc.). Coaches must be aware of cultural, individual and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socioeconomic status. Coaches must eliminate the effect of biases on their work and should not participate in, or condone, any unfair discriminatory practices.
5. *Concern for Others' Welfare:* In their actions, coaches must consider the welfare and rights of their athletes and other participants. When conflicts occur among coaches' obligations or concerns, they should attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches shall be sensitive to differences in power between themselves and others, and should not exploit nor mislead other people during or after their relationship.
6. *Responsible Coaching:* Coaches must be aware of their ethical responsibility to the community and the society in which they work and live. Coaches must comply with the law and encourage the development of policies that serve the interest of figure skating. The coach shall strive to serve as a leader and model in the development of appropriate conduct for the athlete both within and beyond the figure skating setting. The coach shall strive to use strategies in practice and competition that are designed to encourage play within the letter and spirit of the rules. The coach shall strive to keep the concepts of winning and losing in proper perspective. The coach shall strive to enforce policies and rules with fairness, consistency and an appreciation for individual differences.
7. *Compliance with Rule Requirements:* All coaches must complete all annual coaching member requirements set forth by U.S. Figure Skating Rules and the PSA that apply to them by the appropriate deadlines.
8. *Sexual Harassment:* Colonial FSC requires all coaches to conduct themselves in a manner, and promote an environment, that is free of sexual harassment. Sexual harassment of students, other coaches, skaters, Colonial FSC or NVO staff, competitors at competitions or any other individual in settings in which coaches may find themselves in connection with their coaching duties is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment, or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is similarly unlawful and will not be tolerated. While the definition of "sexual harassment" is broad, it includes, but is not limited to, the following types of conduct:
  - Any sexual advances (whether or not they involve physical touching), requests for sexual favors, verbal or physical conduct of a sexual nature.
  - Actions or statements of a sexual nature that have the purpose or effect of creating an intimidating, hostile, humiliating or sexually offensive environment.
  - Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comments about an individual's sexual activity, deficiencies or prowess.
  - Displaying or distributing sexually suggestive objects, pictures, emails, cartoons, or other images, whether in paper, electronic or other forms of communication.
  - Unwelcome leering, brushing against the body, sexual gestures, suggestive or insulting comments.
  - Inquiries into one's sexual experiences or discussion of one's sexual activities.
9. *Personal Problems or Conflicts:* Coaches have a responsibility to be aware if there are personal problems or conflicts which may affect their ability to work with athletes or other professionals. They should also be able to identify problems affecting their athletes, which could potentially create situations that place their athletes in harm or danger of injury, and take the appropriate steps to remove the athlete from this environment.

# SAFESPORT FOR COACHES

Colonial FSC adopts, abides by, and requires that all coaches adhere to all expectations of US Figure Skating and the Center for Safesport, as found here: <https://www.usfigureskating.org/safesport>.

As Professional Members of CFSC, coaches are mandated to report suspected misconduct to the Club Compliance Chair, as described in the Skater Safety & Wellness section of this Handbook and on the Colonial website.

## 1. *Athlete Protection and Commitment to Safety*

- If a coach observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse or misconduct, it is the personal responsibility of the coach to immediately report the observations and take the appropriate action stated in applicable U.S. Figure Skating Rules. (GR 1.03 Reporting Procedures).

## 2. *Two-Deep Leadership and Appropriate Supervision*

- Two-deep leadership means that at least two adults are present at all times with individual minors when off the ice.
- Any meeting between a coach and one individual athlete is to take place in an open and observable environment or publicly visible and open area, such as the corner of the arena.
- Any meeting between a coach and one individual athlete in an office or a locker room is to take place with the door unlocked and open.
- If a closed-door meeting is absolutely necessary, the coach should inform another adult and ensure the door remains unlocked.

## 3. *Social Media, Mobile and Electronic Communications Policy*

- All electronic communication of any kind between coaches and minors, including use of social media, should be non-personal in nature and be solely for the purpose of communicating information about skating-related activities.
- If the Colonial FSC member is under the age of 18, any email, text, or similar communication from a coach must also copy or include a parent.
- Coaches are prohibited from having skaters under the age of 18 linked or joined to their personal Facebook, Instagram or other social media pages or accounts.
  - All coaches must remove all social media connections between themselves and members under the age of 18, within 7 days of receipt of this Code of Conduct, and notify parents with written communication of the policy change.

## 4. *Travel Guidelines*

- Coaches must agree to sign travel guidelines designated by Colonial FSC.
  - Coaches must not operate a motor vehicle occupied by another Colonial FSC member while distracted by texting, phone usages or under the influence of alcohol or any other substance (whether or not prescribed) that would impair their driving.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling of that particular athlete).
- When only one athlete and one coach travel to a competition, the athlete must have written permission from a parent or legal guardian in advance to travel alone with the coach.
- Team Travel (Synchronized Skating and Theatre On Ice Teams)
  - Coaches will not engage in team travel without the proper safety requirements in place, including valid drivers' licenses, proper insurance, well-maintained vehicles and compliance with all state laws.

## 5. *Coaches Code of Conduct Agreement*

- Every new membership year, when renewing their Coach Registration, all coaches will be required to read and agree to the Coaches Code of Conduct.

The [U.S. Figure Skating SafeSport Handbook](#) contains more valuable information for coaches, and it is strongly encouraged that each and every coach takes the time to read and understand the contents of the SafeSport Handbook.

# 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.

**Please see the Addendum at the end of this policy for important information about fulfilling your volunteer commitment for 2020-2021. As COVID restrictions have limited activities, we are offering alternatives to help you to complete this obligation.**

## 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 Pewter, 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 eblasts throughout the season. Please review these when you receive them, as they may be time-sensitive. It is your responsibility to seek opportunities.

## 2021 VOLUNTEER POLICY ADDENDUM

As the COVID pandemic continues to restrict activities and gathering, we recognize that it has been difficult for many members to fulfil their volunteer obligation to the Club. While we have offered volunteer credit for such activities as completing surveys, participating in focus groups or committees, completing various projects, and donating goods or cash, we realize this may not have met everyone's needs.

In the upcoming weeks, we will be publishing additional needs that will provide opportunities for you to earn volunteer credit. These include in-person volunteering at the Spring Show (May 15), Colonial Open (June 3-6) and Bay State Games (June 12-13), as well as contributing needed items to these events. There may also be activities that you can complete at home in support of the events. Additionally we will be in need of clerical support throughout the month of June as we process membership renewals for 2021-2022.

We hope that most of you will find something that you are able to contribute. Not only will it help you to fulfil your obligation, but more importantly, WE NEED YOUR HELP! Please consider your availability and help out to the extent you are able. We appreciate all that you are able to do.

We realize that scheduling, COVID concerns or other factors may still limit your ability to fulfil your volunteer hours for this year. For that reason, we are offering the following alternatives:

- Pay the assessment of \$25 per unfulfilled volunteer hour, due June 15
- Request partial or full deferral of volunteer hours to the 2021-2022 Membership year. If you request this option, you will be asked to work with the office to plan how you will complete your hours.

An online form is provided for you to complete to indicate your volunteer plans for the remainder of 2020-2021. Please complete the form by May 15. Any member who has not completed their volunteer obligation or completed the volunteer form by that date will be billed the assessment of \$25 per unfulfilled volunteer hour.

## **SAFESPORT AND BACKGROUND SCREENING**

The USFS Safesport 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 Safesport 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 Safesport training.

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

- All coaches who are U.S. Figure Skating Members
- Adult partners assisting in pair or dance tests with Minor Athletes
- All registered Learn to Skate USA instructors, coaches and directors
- Any professional service provider (i.e. sport psychologist, nutritionist, choreographer, etc.) wishing to obtain a credential for a U.S. Figure Skating-sanctioned event
- Adult Athletes who are Covered Individuals

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

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

## **LOCKER POLICY**

A locker room is provided at NVO for Colonial Professionals. There is no fee for use of a locker, and it is recommended that Pros lock their belongings in a locker at all times for safekeeping.

By using the Professionals locker room, you agree to the following terms:

1. I am responsible for the cleanliness of the locker as well as the locker room
2. There is no food or drink allowed in the locker room, other than water.
3. I will not hold CFSC nor NVO responsible for any lost, damaged, or stolen items
4. Disciplinary measures may be taken if the locker room is not kept clean to the standards of CFSC and NVO
5. I am responsible for providing a lock for the locker

# 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 adopted and approved by the CFSC Board of Directors effective August 11, 2020. 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 Rules Committee 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 Compliance and Safety Policies and Procedures*.\*
3. Reports of skating rule violations will be resolved by the Rules Committee.
4. Reports of misconduct, harassment or other violations of Safesport requirements will be addressed and resolved according to *CFSC Compliance and Safety Policies and Procedures*.\*
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.

*\*NOTE: CFSC Compliance and Safety Policies and Procedures are in development at the time of this publication (August 11, 2020) and are expected to be complete and published in early Fall 2020.*

## 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.
  - b. Guests must be signed in with the Club Office by the member, and a guest form, waiver and appropriate fees must be submitted before the guest may use Club facilities.
  - c. Non-members must check in with the Club Office prior to stepping on the ice for each session.
  - d. Non-member skaters must have a current USFS or ISI membership in good standing and must provide proof of membership prior to stepping on the ice.
  - e. Non-member professionals must follow the CFSC Guest Professional Policies, have a Guest Professional Registration Form and Certificate of Liability Insurance on file, and pay the required fee with the CFSC office before stepping on the ice.
  - f. Skaters as well as parents and spectators accompanying non-member skaters must abide by the CFSC rules.
  - g. Neither non-member skaters nor non-member professionals may use a CFSC overhead harness or Club locker rooms. Off Ice Harness use is limited to CFSC Professionals and CFSC members only.
10. All off-ice harness sessions must be booked by the Club Professional through the online reservation system Time can be booked up to 7 days in advance, and in 10, 15 or 20 minute segments.
11. All Club Professionals that reserve time on the off-ice harness agree to pay \$10.00 per month.

## **ON ICE - General Rules and Guidelines**

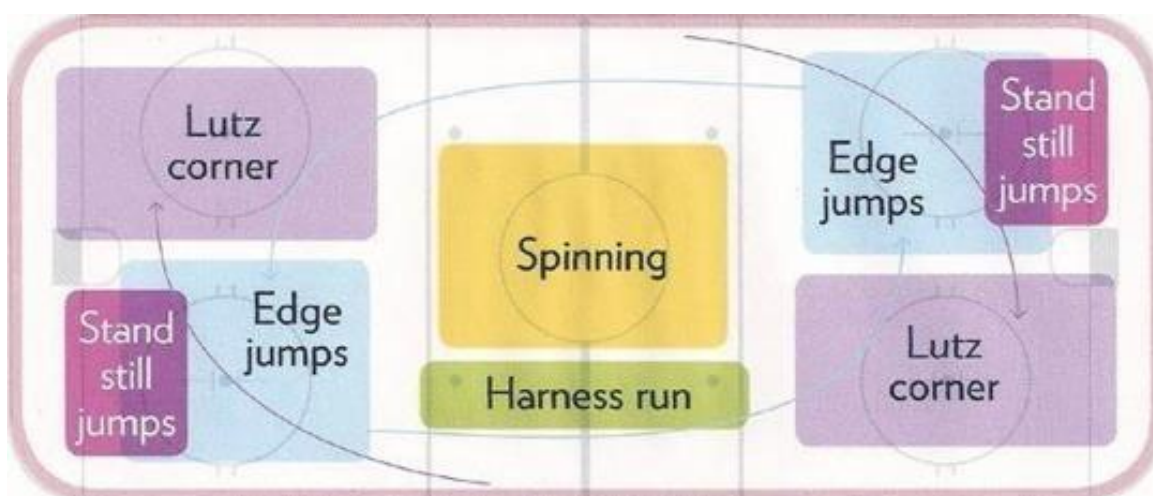
1. No breakable containers are allowed rink-side.
2. Drinks in sealable, non-breakable containers are allowed on sideboard.
3. Food (including chewing gum) is not permitted near the sideboard or on the ice.
4. Skaters must pick up all personal belongings and dispose of their empty bottles, tissues and 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 skating activity on the ice unless signed in as 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.

## 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:
3. Skaters performing a routine to music
4. Pair skaters in an overhead lift
5. Skaters on an overhead or pole harness
6. Skaters in a lesson with a coach
7. Individual skaters who are practicing (not in a lesson)
  - a. **Note: Skaters performing the called dance on a dance session have right of way over other skaters.**
8. 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. 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 skater's CDs 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 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. Respect each other's privacy and consider what the responses of others may be to your posting.
  - d. If you feel the need to post anonymously due to the content of your message, perhaps you should re-think your message.
  - e. Consider your frame of mind at the time of your posting. Negative comments made in anger may not always be appropriate.
  - f. Remember to read over your posting carefully before you send it to make sure it says what you want to say; once sent, it cannot be taken back.
  - g. It is expected that CFSC skaters will strive to demonstrate good sportsmanship in their postings on public Internet sites.
  - h. Professional members may not host or post any content on the Internet that is sexually inappropriate, exhibit illegal drinking or drug use, or contains other content that may be deemed detrimental to CFSC or its members.
  - 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 italics).**

### **US Center for Safesport ELECTRONIC COMMUNICATION AND SOCIAL MEDIA 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. Electronic communication shall include email, text messages, WhatsApp, Facebook, Instagram, Snapchat, Twitter and all other social media platforms.

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 by including at least one other adult. It is recommended the copied Adult be the Minor Athlete's parent or permanent legal guardian, but it can also be another Adult Participant, an Adult Athlete, a team leader, etc. This policy applies when the Minor Athlete initiates the electronic communication and when the Adult Participant initiates the electronic communication.

## **Facebook, Twitter, Instagram, Snapchat and Similar Social Media**

Adult Participants 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. 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 the 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.
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 will 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.