

## **ASC MEMBERS HANDBOOK OF RULES AND GUIDELINES**

Revised 12/99, 07/04 and 11/09

### **PURPOSE OF CLUB**

The Amherst Skating Club (hereinafter ASC), as a member club of the US Figure Skating. US Figure Skating is dedicated to promoting excellence in all aspects of ice-skating. To this end we: (1) provide a safe environment in which each skater can achieve his / her goals; (2) provide an organizational structure to assist or lead in the coordination of all programs associated with ice skating (3) offer instruction in all levels and aspects of ice skating.

### **CLUB ORGANIZATION**

ASC adheres to US Figure Skating policies, codes, rules and regulations. Each member is responsible to be familiar with USFS policies, codes, rules and regulations. The by-laws of the ASC vest all organizational authority in an elected Board of Directors. The Board consists of nine members. Each year three are elected for three-year terms. The tenth is the immediate past president who services a term of one year.

Board officers are elected by the Board of Directors and serve for a term of one year. The officers are President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary. Committee Chairs are designated by the President to oversee various Standing Committees, which assist the Board in the administration of ASC business. These chairs will enlist additional volunteer members for assistance and support.

Anyone having a suggestion, concern or complaint concerning the club should submit it in writing to the Board. All communication must be signed and dated.

### **ACCIDENTS AND INJURIES**

The ASC and its officers and representatives shall not be responsible for damage or injuries suffered by skaters, officials, or spectators. By submitting a membership application, you waive all rights to a claim against the ASC for injuries that may be sustained.

## MEMBERSHIP REQUIREMENTS

### Club Membership:

Membership in the club is open to both residents and non-residents of the Town of Amherst. Professionals teaching through the club must be members of the club, but cannot vote or hold office. Dues must be paid in full.

### Ice Privileges:

Residents of the Town of Amherst and those residing within an Amherst town school district (Amherst, Sweet Home or Williamsville) have ice privileges. Non-residents should check with the Amherst Skating Club office regarding ice privileges. Ice fees will be published annually prior to each skating season by the Board, and payments must be up to date before ice privileges will be granted. If any installment is overdue, ice privileges will be suspended immediately until payment is up to date.

### Guest Skaters:

- a. Must be USFS or Skate Canada member
- b. Must pay current guest fees,
- c. Who live within 150 miles of Amherst – limited to 5 calendar dates per season (fall, winter, spring, summer) and have prior approval from ASC Skating Director
- d. Who live over 150 miles from Amherst – unlimited sessions

Any ASC skater whose coach is not a member of the ASC professional staff, may have his/her coach present on Club ice with prior approval of an officer of the Board or the Skating Director. Prior to ice privilege use a signed guest contractor agreement with written proof of appropriate liability insurance, current USFS membership and current PSA membership must be submitted to the ASC office. Also, the guest contractor must submit a listing of students he/she intends to work with. The guest contractor may be present five (5) calendar dates per season (fall, winter, spring, summer). The guest contractor must notify the ASC Skating Director five (5) business days prior to any intended calendar date usage.

US Figure Skating is the governing body of amateur figure skating. All skaters must register with US Figure Skating in order to participate in any US Figure Skating activity (test, competition, show, etc...). Club officers, and membership, publicity and test chairs must be members of the US Figure Skating.

US Figure Skating publishes the rulebook that governs figure skating. Information on joining US Figure Skating and copies of the US Figure Skating rulebook are available through the Club office. Scholarship aid may be available through US Figure Skating. Interested skaters may obtain information through the Club office.

## GENERAL MEMBERSHIP MEETINGS

There are two general membership meetings held each year, one in the spring and one in the fall.

## JUNIOR BOARD

The purpose of the Junior Board is to give the non-adult members of the Club a voice in the Club and to enable them to assist in Club activities. The Junior Board consists of nine individuals elected by Club members, between the ages of five and seventeen, for the period of two (2) years. The Junior Board elects its own officers after the spring general membership meeting. To serve on the Junior Board one must be:

- (a) between the ages of twelve and eighteen (must be 12 by the Spring general membership meeting)
- (b) in middle or high school
- (c) a skater actively representing the Amherst Skating Club and / or
- (d) involved in assistant coaching on a regular basis.

The Junior Board shall act under the By-Laws of the Club. The Junior Board shall have an adult advisor who will be appointed by the Club President and will select a co-advisor. Such advisor / advisors must be present at all meetings of the Junior Board and Junior Committee meetings. Purchases by the Junior Board over Five-Hundred (\$500) dollars must be approved by the ASC Board.

## MEMBERS CODE OF CONDUCT

The following basic rules shall govern the conduct and relations of members of the ASC. It is a privilege, not a right to enjoy and participate in ASC programs and activities. Any complaint concerning breaches thereof shall be dealt with by the grievance committee according to the procedures that are adopted by the Board of Directors of the ASC. As ASC members, coaches and parents we will:

1. Conduct ourselves in a manner which demonstrates respect for the rules under which our skaters train and compete.
2. Be civil and courteous to all with whom we come in contact and will endeavor to maintain a good relationship with other members, skaters, parents, coaches and officials.
3. Strive to build a reputation for dignity, honesty and integrity for our club. Each member of the ASC, in many ways acts as a representative of every other member of the ASC each time we speak or come into contact with the public.

4. Not make groundless accusations of impropriety or attribute bad motives to other members, parents, coaches or officials in bad faith or without good cause.
5. Not engage in a course of conduct designed to harass another member, parent, coach, or official
6. Act in a manner which avoids verbal or physical abuse of any skater, coach, parent or official
7. Engage in good sportsmanlike behavior and never place the value of winning above the value of instilling character and respect for our fellow competitors.
8. Strive to avoid gossip, rumor and hearsay about fellow skaters, members, parents and coaches, including Internet discussion boards or any other form of communication.

#### A. GENERAL RULES

1. ASC prohibits unauthorized instruction, parental or otherwise, from doorways, near the rink or from the stands.
2. ASC prohibits anyone, including parents, to sit or stand in the hockey box areas during any skating session, practice, or competition without express written consent of the ASC Board of Directors. Only those skating or coaching or performing official functions during the session are permitted in the hockey boxes.
3. ASC prohibits redistribution of photographs of its members without express written consent
4. ASC prohibits any disruption of its functions or its representatives which infringe upon their rights and well being of others.

#### B. ICE ETTIQUETTE RULES for SKATERS

Ice rules have been established for the benefit and safety of all skaters. Proper etiquette is to be the norm at all times respecting the dedication of other skaters. Session monitors will enforce the ice rules. ASC stands behind its rules. If any violations of these rules occur, the ice monitor or ASC representative will, if the behavior is not corrected after verbal warning, send a note home to the parents or guardian and require the skater to remove himself / herself immediately from the ice for the remainder of the session. In the case of habitual violation of the rules, monitors and/or coaches will report the skater to the Board for consideration of suspension of ice privileges. If the Board suspends a skater's ice privileges for dangerous or disruptive behavior, the skater will not be eligible for the refund of ice fees for any sessions missed.

1. Experienced skaters shall be careful of less experienced skaters and shall set a good example for all. The less experienced skaters shall also be aware and careful of the more experienced skaters.
2. All skaters are to check in with the monitor upon entering the ice. Those who have not registered for the session must give their switch or payment to the monitor before skating.
3. Please leave the ice immediately at the end of your session.

4. Skaters are to perform their program alone. There will be no skating as groups or learning another skaters program.
5. Skaters performing their program or dance will wear a bright orange safety belt so other skaters can yield to you allowing you the right of way.
6. There will be no horseplay or abuse of equipment or facilities while on the ice. This includes, but is not limited to, profanity, kicking the ice or boards with toe picks, spitting, "cracking the whip", tag, deliberate bumping or tripping, sitting or climbing on the boards, or game playing of any kind.
7. No eating or gum chewing is allowed on the ice. Only plastic drink / water bottles are allowed at the boards. Please remember to be neat and discard all trash properly including tissues.
8. Children 13 (thirteen) years of age or younger must be accompanied at the rink by an adult at all times.
9. Only figure skates are to worn during figure skating sessions.
10. No one is allowed on the ice when the Zamboni is on the ice. Enter the ice only after the Zamboni door is closed and the session has begun as announced by the ice monitor.
11. Skaters should keep moving at all times. If you want to rest or talk with parents or friends please leave the ice.
12. Parents, guardians and coaches are responsible for the conduct of your skater(s).
13. If you fall on the ice and are not injured please remember to get up immediately.
14. Do not practice spins or congregate in the corners of the ice. The four Lutz corners (2, 4, 8 and 10 o'clock) need to remain clear for those skaters setting up for their Lutz jump.

#### C. RULES FOR FREESTYLE AND ICE DANCING

1. Freeskating and dance are permitted on freestyle sessions
2. Freestyle skating is prohibited during dance / moves-in-the-field sessions
3. Harness lessons are prohibited during dance sessions
4. The locker is for the music player and tapes. It is the responsibility of the session monitor for the last session on the rink to put the tape player away and lock the locker.
5. The session monitor shall discuss skater concerns privately with the skater by calling the skater into the monitor booth; concerns shall not be announced over the loud speaker.
6. Individual skaters are to stay off coned areas reserved for ASC lessons.

#### D. MUSIC RULES

1. Music will be played when requested by a skater or coach on a first request basis. Skaters in lessons have priority, their tape will be played once during the lesson and then placed at the end of the rotation.
2. If a skater is having a lesson the skater should inform the session monitor in advance. The program will be played at that time. The tape will be played once during the lesson and then placed at the end of the rotation. If a program is played prior to the lesson, it cannot be played again unless by rotation. However, a skater

who has his / her program played during warm-up i.e., the first ten minutes of a session, may have it played again during a lesson.

3. Skaters whose tapes have not been played during a session will have priority over skaters whose tapes have been played.
4. After all programs have been played once, they will be replayed as requested, time permitting.
5. A skater with two programs may have his / her second program played with the same priority as if he / she were requesting the first program a second time.
6. During the week prior to a competition or test session, skaters testing or competing will have priority over those not testing if time permits a second playing of tapes. Skaters who do not have lessons, tests, or competitions should understand that if they save their turn until late in a session there may not be sufficient time remaining for it to be played.
7. Requests by professionals have priority for playing of music
8. Once a program is started it will only be restarted at the discretion of the session monitor or upon player malfunction.
9. If professionals are choreographing a program, they shall use a portable tape recorder to play the skater's music. The session monitor will not restart programs for choreography.
10. Only authorized session monitors are allowed in the music room at any time.
11. On sessions where there is no designated music person, music may be organized by the session monitor or by some other responsible individual
12. On a freestyle session, two dances will be considered to be equal to one program. Three patterns will be played per dance.
13. Skaters on dance sessions may request only one dance at a time.

#### E. TEST RULES

Official test sessions are held by the Club and are sanctioned by US Figure Skating. To test, the skater must be registered with US Figure Skating. The tests are conducted in the disciplines of Figures, Moves in the Field, Freestyle and Ice Dance. Applications are available from the Test Chair.

1. The ASC Board and / or Test Chair will schedule test sessions at regular intervals.
2. All test fees must be paid in full 7 days prior to the test date. Anyone who has not paid will not be permitted to test. No refunds except for illness or injury.
3. The Test Chair has sole responsibility for inviting judges for a test session. It is both unethical and a violation of US Figure Skating rules to attempt to influence the composition of a judging panel.
4. Only professionals are permitted to schedule skaters for ASC test sessions. Test forms must be filled out, including the skater's name, US Figure Skating identification number and appropriate signatures.

5. Skaters who are members of other US Figure Skating clubs may test at ASC if:
  - a. Their professional schedules them with the ASC Test Chair; and
  - b. They obtain written permission from their home club; and
  - c. They pay ASC test fees.
6. ASC skaters testing at other US Figure Skating or CFSA clubs must obtain written permission from the ASC Test Chair or Club official in addition to meeting all requirements of the other club.