

ASC MEMBERS HANDBOOK OF RULES AND GUIDELINES

Revised 2014

PURPOSE OF CLUB

The Amherst Skating Club (hereinafter ASC), as a member club of 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 these documents. The by-laws of the ASC vest all organizational authority in an elected Board of Directors. The Board consists of nine directors. In addition, a tenth member, the immediate past President of the club shall be a director for one year with full voting rights. Each year three directors are elected for three-year term.

Club 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 appointed by the President to oversee various 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 as a direct result of involvement in any ASC activities.

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 prior to each skating season by the Board. Payments on accounts must be up to date before ice privileges will be granted. If any installment is overdue, ice privileges may be suspended immediately until payment is up to date.

Guest Skaters:

- a. Must be a currently registered member with US Figure Skating or Skate Canada
- 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 or President
- 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 the ASC Skating Director or President. Prior to ice use a signed guest contract agreement with written proof of appropriate liability insurance, current US Figure Skating membership and current PSA membership must be submitted to the ASC office. The guest coach must submit to the director a list of students he/she intends to work with. The guest coach may be present a maximum of five (5) calendar dates per season (fall, winter, spring, summer). The guest coach 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 US Figure Skating. Scholarship aid may be available through US Figure Skating. Please refer to info@usfigureskating.org for information.

GENERAL MEMBERSHIP MEETINGS

There is one general membership meeting held each year in the spring .

JUNIOR BOARD

The purpose of the Junior Board is to give the junior members who actively participate in the Club, a voice in the affairs of the Club and wherever possible, to enable them to assist officers and directors in attaining club objectives. The Junior Board consists of nine individuals elected by Club members(who are 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. The advisor 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. All skaters ,regardless of whether they hold home club, associate, nonmember or guest status must uphold ASC rules regarding behavior on and off the ice. Any complaint concerning breaches thereof shall be dealt with by the grievance committee and according to the procedures as set forth in the ASC Bylaws.

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 , officials and facility personnel.
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. Amherst Skating Club encourages and supports members taking part in social media by posting, texting, blogging and tweeting positive experiences in skating as a show of support of members and promotion of the club. Social media and other means of electronic communication shall NOT be used to commit abuse and misconduct (e.g. emotional, sexual, sexting, bullying, harassment , hazing and related). Any abusive communications by a skater or club member / affiliate will NOT be tolerated and is considered a serious violation of Amherst Skating Club Policy.
9. The ASC has incorporated and adopted US Figure Skating SafeSport Program guidelines and policies to ensure skaters and members enjoy an atmosphere that is free of harassment and abusive practices. All professional coaching staff members are required to complete the online training course once every two years as part of the ASC Independent Coaching contractual requirements. These policies also apply to all staff members, officials, parents ,skaters, volunteers and participants. Please see the ASC Participant Safety Handbook for program details.

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, 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 the rights and well being of others.

AMHERST SKATING CLUB ICE RULES

Ice rules are established to ensure the safety and well-being of all skaters. The ASC is committed to providing a safe and effective environment to enhance member's physical, social, emotional development and well-being. To that end, all members are expected to adhere to proper ice etiquette at all times.

Session monitors will enforce rules. If any violations occur, the skater and/or coach will first be called to the monitor booth and receive a verbal warning. If the behavior continues, the violator may be asked to leave the ice and the incident reported to the ASC Skating Director for review and consideration of any further disciplinary actions. In the event of habitual violations or serious/dangerous infractions, the director may refer the matter to the board of directors for consideration of suspension of the offender's ice privileges or revocation of professional coaching contracts. 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 sessions missed as a result of this suspension.

1. Parents, guardians and coaches are responsible for the conduct of your skater
2. Children 13 years of age and younger must be accompanied at the rink by a responsible parent/guardian at all times, a child's coach is NOT permitted to assume this responsibility.
3. Skaters may enter the ice AFTER the Zamboni has completed resurfacing and has left the rink. UNDER NO CIRCUMSTANCE ARE SKATERS PERMITTED ON THE ICE DURING A RESURFACE
4. All skaters are to check in with the monitor upon entering the ice. Skaters who have not registered for the session MUST provide a switch/ice card or walk on fee payment PRIOR to skating. Skaters failing to do so may be asked to leave the ice and/or be billed at the highest walk on rate. Coaches are expected to ensure skaters compliance. Please review the ASC switch policy.
5. Please leave the ice immediately at the session end. Skaters and coaches are expected to clean up after themselves and properly dispose of trash.

6. No eating or gum chewing on the ice or rink side. Only plastic or paper drink/water bottles are allowed at the boards.
7. Advanced skaters are expected to exhibit patience and understanding to those less experienced by setting a good example of courtesy and sportsmanship. Coaches and parents are responsible to educate less experienced skaters on ice etiquette as set forth in these rules.
8. There will be no horseplay or abuse of the facilities while on the ice or within the Northtown Center. This includes but is not limited to profanity, kicking the boards, spitting, tag, deliberate bumping/tripping, interfering with lessons or others personal belongings.
9. Skaters are to perform their program or dance patterns alone. There is no skating in groups or mimicking another skaters program. Group instruction by coaches is not permitted during regular freestyle/dance sessions. Coaches are not permitted to designate specific areas of the ice for exclusive use by congregating all their skaters and giving lessons in only one area. Coaches must ensure that the entire rink is accessible for all skaters' program practice, dance/moves patterns or lessons.
10. Skaters performing their program or dance with music have the right of way on the ice. This skater will be identified by wearing a red sash (or other ASC designated safety item) to be easily identified by other skaters/coaches. Skaters and coaches must pay attention and move from this skater's path during the program. Skaters or coaches who repeatedly ignore the right of way courtesy will be referred to the director for further disciplinary actions. Skaters not in lessons should be mindful of skaters in lessons.
11. Skaters must keep moving at all times, if you fall please get up immediately to prevent any accidental collisions or trips. If you need to rest or talk to friends please do so at the boards or leave the ice.
12. Skaters must not practice spins or congregate in the corners of the ice. These are referred to as the Lutz corners and must remain clear for skaters setting up Lutz jumps.
13. Music will be played by session monitors as detailed in the ASC music rules.
14. Freestyle, moves and dance are permitted on freestyle sessions. Freestyle skating is however prohibited during designated dance/moves sessions.
15. No more than two skaters utilizing hockey skates are permitted on the ice during designated figure skating sessions.
16. Use of the harness is prohibited during designated dance/moves sessions
17. Harness Rules:
 - i. The session monitor ONLY will retrieve the harness from the locker for use on a session. No coach is permitted to take the harness from the locker
 - ii. If a session has no monitor then the harness may not be used-no exceptions
 - iii. the monitor will have the harness available for use, any coach wishing to do so is to retrieve the harness from the monitor and when finished must immediately take down the harness and return. The harness must never be left hanging unused during a session.

- iv. session monitors will be responsible for either handing the harness directly to the next monitor or in the event there is no monitor available, return the harness to the locker. The harness may not be left unattended,
18. It is the responsibility of the session monitor to ensure that ASC equipment (harness, tape player etc.) used during sessions is either returned to the ASC locker or left with the next session monitor. If no monitor is available, the equipment must be returned to the locker.

AMHERST SKATING CLUB MUSIC RULES

1. Only authorized session monitors are allowed in the monitor booth. Skaters are not permitted in the booth other than to turn in program music.
2. Only the session monitor may play music, however on sessions with no monitor the music may be played by a skater or coach with adherence to the music rules
3. Programs and Dance music take precedence on any session
4. Background music is permitted under the following conditions:
 - a. no individual iPad or iPhone to be used for background music but can be used for playing of individual's program/dance music
 - b. only ASC board approved CD's may be used-these CD's will be clearly marked and placed in the monitor bags. Skaters/parents may submit a CD mix to the ASC office for review and approval. Approval must be secured before music mix CD's may be played
 - c. a designated board member will be responsible for reviewing music CD's for content and age appropriateness. Music containing sexual overtones or offensive lyrics will not be permitted
 - d. background music to be played at a low volume so as not to interfere with skating lessons
5. Music will be played when requested by a skater or coach on a first request basis. Skaters in a lesson will have priority. The skater must inform the monitor upon requesting their program that they are in a lesson. The program will be placed next in line. The program will be played once during the lesson and then placed at the end of the rotation. Skaters with two programs will have the second program played with the same priority as if requesting the first program a second time.
6. Skaters whose music has not been played during a session will have priority over skaters whose music has been played within the rotation
7. Skaters doing programs must wear the red sash (or otherwise designated safety article) so as to be easily identified as the skater having the right of way
8. During the week prior to an event, skaters competing or testing will have priority over those who are not if time permits a second playing. Skaters who do not have lessons, tests or competitions should understand that if their request is made late in a session, there may not be sufficient time remaining to play their program
9. Once a program has begun, it will not be restarted except for music or equipment malfunction

10. On a freestyle session, two dances to be considered as equal to one program. Three patterns will be played per dance
11. If professionals are choreographing a program, they shall use a portable player to play the skaters music. The session monitor shall not stop and restart programs for choreography

AMHERST SKATING CLUB 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 and be a member in good standing with their home club. Tests are conducted in the disciplines of Figures, Moves in the Field, Freestyle and Ice Dance. Test applications may be downloaded from the ASC website or obtained from the ASC office.

1. The ASC Director 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 to be issued except for illness or injury upon receipt of medical documentation and Board approval.
3. The Test Chair or Skating Director has 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. Professionals are permitted to approve 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 contacts the ASC Test Chair or Skating Director to obtain approval.
 - b. They obtain written permission from their home club; and
 - c. They pay ASC guest test fees as per the ASC test application form
6. ASC skaters testing at other US Figure Skating or CFSA clubs must obtain written permission from the ASC Test Chair, Skating Director or Club official in addition to meeting all requirements of the other club.