



CODE OF CONDUCT AND **DISCIPLINARY PROCEDURES**

The following is a copy of the North Atlantic Figure Skating Club (NAFSC) Code of Conduct and Disciplinary Procedures. These rules and procedures are intended to provide for the safety and equitable treatment of all members and guests. It is the responsibility of all skaters, parents/guardians, coaches, and visitors to familiarize themselves with these rules to ensure the safety and enjoyment of all skaters. Members are required to sign that they have read and understand their responsibilities before being allowed to participate in club activities.

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I. GENERAL STATEMENT OF CONDUCT

Members should always be respectful and supportive of each other inside and outside the rink, at competitions or training at other facilities. We should think of ourselves as ambassadors of our sport, our club and the State of Maine and conduct ourselves accordingly.

The North Atlantic Figure Skating Club (NAFSC) practices, tests, and performs at facilities not owned by our Club. All members must conduct themselves in a manner respectful of all policies and property at these facilities. This NAFSC policy is also in effect during public skate sessions and when the Club is represented at out of town activities. Membership in the Club is a privilege. It is expected that club members exhibit a model of behavior that will provide a good example to the community and to the public and encourage pride in our Club.

II. GENERAL RULES & EXPECTATIONS

1. All skaters and coaches on club ice must be current members in good standing of U.S. Figure Skating through individual, home club, or Learn to Skate USA membership.
2. We ask all members to report any activities and/or behaviors that put members/skaters/coaches at risk.
3. No foul or abusive language by any member at any time will be tolerated. Refer to Section VII. Specific Classes of Infractions for further information.
4. No impudent or disrespectful behavior by any member at any time will be tolerated. Skaters are expected to display respect, sportsmanship, and a positive attitude towards their competitors, fellow skaters, coaches, officials, parents/guardians and the public. Refer to Section VII. Specific Classes of Infractions for further information.
5. Members are responsible for picking up after themselves. This includes all common areas including locker rooms, players benches, and warm room.
6. Locker room use is a privilege. NAFSC reserves the right to revoke this privilege at any time.
7. The use, possession or sale of illegal drugs at any Club sponsored, U.S. Figure Skating sponsored, and/or U.S. Figure Skating sanctioned function is strictly prohibited. The consumption, possession or sale of alcoholic beverages by members under age 21, and the use of tobacco products/electronic smoking devices by members under age 21 at any Club sponsored, U.S. Figure Skating sponsored, and/or U.S. Figure Skating sanctioned function is prohibited. The Board of Directors acknowledges that Maine Law prohibits the sale of alcoholic beverages to persons under age 21, and, further prohibits the use, possession and sale of certain controlled drugs, and the Officers and Board fully support these laws.

8. No Club member may enter a competition, give public exhibitions, or negotiate for themselves on behalf of the Club or its members without the approval of the Club officers or Club Management.
9. The Club shall not be responsible by reason of loss, theft, or damage for personal property brought onto the premises by any member or guest, or for personal injury to any member or guest occurring on or off the ice.

III. ICE RULES/ICE ETIQUETTE

1. No more than 25 skaters will be allowed on club ice excluding coaches. This number is not absolute and final discretion is up to the Skating Coordinator.
2. All skaters utilizing NAFSC club ice must check in with the Program Coordinator or NAFSC designee for each session BEFORE stepping onto the ice. Skaters who do not check in before getting on the ice may be subject to walk on rates.
3. All skaters are strongly encouraged to purchase an ice card or pay for session prior to stepping on the ice.
4. Any person seeing a foreign object on the ice should remove it immediately.
5. Gum chewing is not allowed while on the ice. Food is not allowed on the ice. Non-breakable covered drinking containers are allowed.
6. No foul or abusive language by any member at any time will be tolerated. Refer to Section VII. Specific Classes of Infractions for further information.
7. No impudent or disrespectful behavior by any member at any time will be tolerated. Skaters are expected to display respect, sportsmanship, and a positive attitude towards their competitors, fellow skaters, coaches, officials, parents/guardians and the public. Refer to Section VII. Specific Classes of Infractions for further information.
8. As a safety precaution, spectators, parents/guardians and guests should watch from the stands and/or warm room. Any conversation with skaters/coaches should take place off ice.
9. All clothing must be removed from the boards at the end of each session. Clothing can get caught in the ice resurfacing machine and cause damage.
10. Lingering and/or congregating by the boards will not be permitted. Skaters are expected to remain in motion on the ice and to avoid lingering in the corners.
11. No headphones are allowed on the ice.
12. Coaches and/or skaters should use care when using video recording devices on the ice. DO NOT place recording devices directly on the ice surface.
13. NAFSC reserves the right to amend rules regarding skating levels and ice designations (low open, high open, freestyle, etc.). Advanced notification will be provided.

14. For skaters to access club ice alone, skater must be at least 7 years of age AND must be in Pre-Free Skate/equivalent Delta Test (ISI) or higher. Skater must be on lesson with a coach on club ice if they do not meet the requirements to utilize club ice alone.
15. Skater(s) on program shall wear a colored pinny. If a pair or dance team is on program, both skaters should wear colored indicator if possible. Skater wearing a pinny and whose program is being played has the right of way. Skaters/coaches should yield quickly and politely when necessary and exercise every precaution. However, skaters on program in the pinny must also be prepared to adjust pattern if necessary as right of way is not absolute.
16. Skaters should yield to skaters who, due to the nature of the move being performed (for example, a lift, a spin, or a backward spiral), have limited ability to quickly maneuver.
17. Skaters must get up from a fall promptly unless injured so that any further accidents can be avoided.
18. Skaters should be aware of jumping patterns/corners and skating direction. Be aware that skaters may jump clockwise or counter-clockwise which will alter these jumping patterns. When in doubt, please ask the Skating Coordinator for further clarification.

IV. MUSIC PROTOCOL

NAFSC uses the RinkMusic system for music play during club ice sessions. Music protocol rules are built into the system and cannot be altered with equipment rink side.

1. No skater's music can be loaded on more than one RinkMusic tag and each skater is allowed to have one active tag.
2. For safety reasons, a skater may not skate their program when someone else's name is announced.
3. Music shall be played in the order in which it is received.
4. Once the skater who is first in line and the skater who is second in line (on-deck) have been announced, they cannot be bumped.
5. Music play priority is set up in the RinkMusic system as follows (highest priority to lowest priority):
 - i. Coached Skater (bumps)
 - ii. Skater not on lesson – has not skated
 - iii. Skater not on lesson – has skated

6. There will be one (1) non-lesson skater's music request between each request made by a coach.
7. Skaters/Coaches are not allowed to engage the CD system or the iPod play system without authorization. These methods can disrupt the queue and disrupt fairness in music play. Skaters/Coaches should make sure that all music is loaded accordingly onto the skater's RinkMusic tag BEFORE playing it during session. Volume should be adjusted on the console and not behind the music box. Any problems with music play, volume, etc. should be addressed and corrected on the RinkMusic tag before use during club ice.

V. NAFSC EVENT EXPECTATIONS/GUIDELINES

SPORTSMANSHIP: Skaters are expected to display good sportsmanship at ALL times. We are all here to enjoy this sport, which signifies teamwork and cooperation. Be encouraging to fellow skaters and supportive of all who are in attendance. Remember to bow or curtsy, smile, enjoy your skate and show positive energy. Exhibitions and events can be stressful since the hard work comes down to the performance. There will be good skates and not-so-good skates. Remember that learning experiences are gained from the good that happens as well as the not so good that happens.

ATTITUDE AND BEHAVIOR: Skaters are asked to give respect to their teammates and coach(es) at ALL exhibitions and events. There will be no signs of disgust, stomping on ice, or poor attitude. Moreover, skaters are asked to pay attention to instruction and maintain a positive attitude, as well as follow all rules as set by the coaches, throughout ALL practices, exhibitions and events.

VI. PROHIBITION OF CELL PHONES/RECORDING DEVICES IN LOCKER ROOMS

The use of cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, increases the risk for some forms of abuse and/or misconduct. As a result, the use of these devices is not permitted in the locker rooms at any NAFSC sponsored event including club ice and Learn to Skate.

VII. SPECIFIC CLASSES OF INFRACTIONS

The following descriptions list possible consequence-inducing infractions. The three classes are levels of behavior that may warrant disciplinary action, as determined by the infraction. NAFSC has zero tolerance for misconduct. Please note that these lists are not exhaustive.

1. CLASS I INFRACTIONS (including but not limited to the following):
 - a. Inappropriate yelling/outburst
 - b. Tossing objects in a manner that is inappropriate or causes danger
 - c. Disrespectful behavior
 - d. Stomping on the ice
 - e. Poor attitude
 - f. Unsportsmanlike behavior while representing NAFSC under any capacity and circumstance
 - g. Swearing/Cussing
 - h. Intimidating skating patterns (i.e. buzzing)

2. CLASS II INFRACTIONS (including but not limited to the following):
 - a. Use of obscene language/profanity with malicious intent
 - b. Any physical action taken with malicious intent
 - c. Any words or actions that may be deemed insubordinate
 - d. Displaying or promoting unsafe actions
 - e. Any destruction or defacement of property at any rink facility

3. CLASS III INFRACTIONS (including but not limited to the following):
 - a. Any intentional physical contact, bodily or by throwing objects
 - b. Threatening, hazing, or harassing including but not limited to bullying, cyber-bullying, sexual harassment
 - c. The following are prohibited at any Club sponsored, U.S. Figure Skating sponsored, and/or U.S. Figure Skating sanctioned function:
 - i. Use, possession, or sale of illegal drugs
 - ii. Consumption, possession or sale of alcoholic beverages by members under age 21
 - iii. Use of tobacco products/electronic smoking devices by members under age 21

VIII. CONSEQUENCES FOR INFRACTIONS

The following descriptions list possible consequences that could be assigned to infractions. The three levels of disciplinary action are not exhaustive and shall not be construed to limit the authority of NAFSC to take immediate action with respect to any conduct posing an imminent and clear danger to the physical and/or emotional safety of the Club; its management; or any members, guests, or other individuals.

1. CONSEQUENCES FOR CLASS I INFRACTIONS

Every good-faith effort will be made to address Class I infractions via interpersonal avenues (coach-skater, coach-coach, coach-skater and parent/guardian, etc.) as close to the time of incident as possible.

Adjudication of Class I infractions will only result in documented consequences if all other avenues have failed to address/modify behavior.

Consequences for a documented Class I infraction may include but are not limited to the following:

- 1st offense: *Documented warning (verbal or written)

- 2nd offense: *Immediate removal if currently on club ice session or participating in an event (no refund)

- 3rd offense: *Removal from all club sponsored activities for a minimum of 3 days
 *Loss of locker room privileges upon return
 *Written apology to offended party (if applicable)
 *Letter of reprimand
 *May require a meeting with appropriate NAFSC designee(s)

A documented Class I offense will be cleared from NAFSC records after 30 days if no further incidents require additional disciplinary action.

If the frequency/severity of Class I infractions is felt to be a problem, current and/or future infractions may be escalated to Class II consequences or other agreed upon consequences upon the approval of the NAFSC Board of Directors.

2. CONSEQUENCES FOR CLASS II INFRACTIONS

Commission of a Class II infraction may result in immediate removal from ice, activity, etc. A Class II infraction will result in a meeting with a Board of Directors designee, member, and parent(s)/guardian(s) if member is a minor.

Class II infractions may be reportable offenses to the U.S. Figure Skating.

Consequences for a Class II infraction may include but are not limited to the following:

- 1st offense:
- *Removal from all club sponsored activities for a minimum of 7 days
 - *Loss of locker room privileges upon return
 - *Written apology to offended party (if applicable)
 - *Letter of reprimand
- 2nd offense:
- *Removal from all club sponsored activities for a minimum of 10 days
 - *Loss of locker room privileges upon return
 - *Ineligibility from Junior Coaching, Varsity Letter Program, Kid's Club administration/participation, and/or other NAFSC sponsored programs
 - *Written letter of apology to offended party (if applicable)
 - *Upon return, a minor must be accompanied by parent/guardian
- 3rd offense:
- *Upgrade to Class III infraction consequences or other appropriate consequences

A Class II offense will be cleared from NAFSC records after 6 months if no further incidents require additional disciplinary action.

If the frequency/severity of Class II infractions is felt to be a problem, current and/or future infractions may be escalated to Class III consequences or other agreed upon consequences upon approval of the NAFSC Board of Directors.

3. **CONSEQUENCES FOR CLASS III INFRACTIONS**

Commission of a Class III infraction may result in immediate removal from ice, activity, etc. A Class III infraction will involve a meeting with a Board of Directors designee, member, and parent(s)/guardian(s) if member is a minor.

NAFSC is required to report Class III infractions to the U.S. Figure Skating and/or SafeSport.

Consequences for a Class III infraction may include but are not limited to the following:

1st offense:

- *Removal from all club sponsored activities for a minimum of 14 days
- *Loss of locker room privileges upon return
- *Ineligibility from Junior Coaching, Varsity Letter Program, Kid's Club administration/participation, and/or other NAFSC sponsored programs
- *Written letter of apology to offended party (if applicable)
- *Upon return, a minor must be accompanied by parent/guardian

2nd offense:

- *Suspension/expulsion from NAFSC and recommended suspension from the rink
- *Notification of conduct violation and suspension sent to U.S. Figure Skating

A Class III offense will be cleared from NAFSC records after one year if no further incidents require additional disciplinary action.

IX. REPORTING INFRACTIONS

Violations of any club rules, policies, and/or Code of Conduct should be reported to the NAFSC Executive Committee.

X. APPEALS

Decisions shall be final, subject to any rights that any party to this process may have to appeal that decision to the Board of Directors (if appropriate) and/or U.S. Figure Skating.