



2011 - 2012 RULES OF ICE CONDUCT & CLUB POLICY

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All skaters, parents and skating professionals must familiarize themselves with the following rules and protocols to ensure the safety of all who use the ice.

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. Negative statements and/or behavior may follow us years later as skaters, parents or skating professionals.

II. Club Protocol & General Rules.

1. All skaters skating on club ice must be current members in good standing of U.S. Figure Skating. Ice monitors may ask to see membership cards to verify membership.

2. All skaters must check in with the Ice Monitor for each session before stepping onto the ice and initial their attendance.
3. A registered (see: X. Ice Purchase Guidelines.) skater's ice will be held for 10 minutes into the respective session. After that time, the Ice Monitor may assign a walk-on skater to the session. Refunds will not be given.
4. A skater not using contracted ice should notify NAFSC in advance or the Ice Monitor (see: X. Ice Purchase Guidelines; Switch Policy). This courtesy will permit another skater access to the ice.
5. As a safety precaution, spectators, parents and guests should watch from the stands. Contact with skaters on the ice should be kept to a minimum.
6. Any skater seeing a foreign object on the ice should remove it immediately.
7. Gum chewing is not allowed while on the ice. Food is not allowed on the ice. Non-breakable, covered drinking containers are allowed.
8. The enforcement of all ice rules is the responsibility of the Ice Monitor. The decisions of the Ice Monitor are final.
9. No foul or abusive language, nor impudent behavior, will be tolerated. A skater, having already been given one verbal warning by the Ice Monitor regarding conduct on the ice, will not be allowed to complete the session if given a second warning. No refund will be given.
10. Skaters are responsible for picking up after themselves - please keep locker rooms clean. Locker room privileges may be revoked if this rule is not observed.
11. 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 major damage).
12. Any standing or talking should be conducted off the ice.
13. Professionals, students and other skaters should yield to any skater whose program/dance music is being played. Skaters on program shall wear a fluorescent vest and be announced by the Ice Monitor at the beginning of the program. If a pair or team is on program, both skaters should wear a vest if possible.
14. Courtesy should be extended to professionals and students during lesson time.
15. No headphones are allowed on the ice.
16. Skaters are responsible to be alert and aware of what other skaters are doing and where they are going.
17. Skaters must be six years old and have passed the Basic Skills Test IV (U.S. Figure Skating) or equivalent Gamma Test (ISI) in order to skate independently on club ice. Skaters less than six years old who have not passed the Gamma or Basic Skills Test IV may be on club ice only when on lesson with a coach or when accompanied by a proficient adult skater.

18. Skaters who are members of NAFSC Basic Skills program, who are in Basic IV and higher, may be on club ice designated as Low-Open, when on lesson with a coach.

19. Any dispute involving club policy, billing, conduct, etc. should be immediately brought to the attention of the NAFSC Board of Directors. The Board will then appoint a Grievance Committee to hear and rule on the dispute within 30 days.

III. Ice Monitors' Responsibilities.

1. The Ice Monitor is in charge of the ice at each club-sponsored session. The Ice Monitor will decide ice issues based on safety, number of skaters, and fairness to all levels of skaters on the ice based upon the guidelines set forth in these Rules of Conduct.

2. The Ice Monitor has the authority to remove any skater who violates any of the RULES OF ICE CONDUCT.

3. Failure to follow the decision of the Ice Monitor may mean loss of a skater's pre-registered status for the remainder of that season. Payment may be returned on a prorated basis. Any disagreement with the Ice Monitor's decision(s) should be addressed to the NAFSC Board of Directors for appeal and resolution.

4. The Ice Monitor should be prepared to administer MINOR first aid, (i.e. band aids, ice packs, etc.), to an injured skater. In the event of a MAJOR medical incident, the Ice Monitor should immediately contact rink personnel for 911 EMT response, then appropriately isolate the affected person while maintaining safety and order on the ice.

5. Under no circumstance will the Ice Monitor administer any medication to an underage skater.

IV. Freestyle.

1. No more than **25** skaters will be allowed on Freestyle ice sessions, excluding skating professionals.

2. A skater practicing a jump should give warning, if necessary, by saying, "Excuse me." Skaters and skating professionals should give way courteously and without rudeness.

3. Skaters performing spins and backward moves should be given consideration, and collisions should be avoided at all costs.

4. Skaters must get up from a fall as soon as possible unless injured so that other skaters can move freely, and further accidents can be avoided. Do not congregate at the boards or on the ice.

5. Unless designated as purely Freestyle on the pre-registration ice form, Dance and Moves in the Field lessons will be permitted on Freestyle ice.

6. A professional may request a student's music out of turn, (i.e. "bumped"), once during that student's lesson.

7. High Freestyle is for skaters who have passed the Pre-Juvenile test or higher. Low Freestyle is for

skaters who have passed no freestyle test beyond Pre-Juvenile. If the ice is unusually under-subscribed, the Ice Monitor may permit High Freestyle skaters on Low Freestyle ice, and vice versa.

V. Dance.

1. No more than **25** skaters will be allowed on Dance ice sessions, excluding skating professionals.
2. Unless otherwise requested by a skater or professional as provided in this paragraph, club music for the compulsory dances will be played in an orderly progression throughout the session. Professionals on lesson may request the playing of club music or a student's dance music out of turn, (i.e. "bumped"), twice during that student's lesson. Skaters wishing to have specific dance program music played, (compulsories, OSP, free), must give the music to the Ice Monitor at the beginning of the Dance session. Music will then be played in the order they were given to the monitor upon the request of the skater. Club compulsory dances will be played between requests.
3. Unless specified as Pure Dance on the Pre-registration form, Freestyle and Moves in the Field lessons will be allowed on Dance ice. No Freestyle will be permitted if the skater is not on lesson.
4. Dancers should learn to recognize the patterns of the called dances. Skaters are reminded to be patient and helpful with beginning skaters. Diagrams are available from the Ice Monitor.

VI. Open Sessions.

1. No more than **25** skaters will be allowed on Open sessions, excluding skating professionals.
2. Freestyle, Dance and Moves in the Field lessons may be taught on open sessions. Skaters must be especially cautious and aware of the different levels of skating. All skaters are expected to yield graciously when the situation warrants safe action.
3. All music requests must be handed to the Ice Monitor and will be played in the order received.
4. Professionals on Freestyle lessons may request one freestyle program per lesson; professionals on Dance lessons may request two dances per lesson.
5. Skaters who are members of the NAFSC Basic Skills program, who are in Basic 4 and higher, are allowed on club ice designated as Low Open when they are on lesson with a coach.
6. Low Open ice sessions are intended for skaters who have not passed the Pre-Juvenile Free test or above. It is also intended for skaters working on the Bronze Dances or under.

VII. Freestyle/Dance vs. Dance/Freestyle.

1. When specified on the pre-registration form, **Free/Dance** or **Dance/Free** indicates that both Freestyle and Dance lessons and practice will be allowed during that session.
2. No more than **25** skaters will be allowed on the ice excluding professionals.
3. For a **Free/Dance** ice session, Freestyle will have precedence over Dance. For a **Dance/Free** ice

session, Dance will have precedence over Freestyle.

4. The Ice Monitor will play all music in the order it was handed over with priority given to the dominant format as follows:

Free/Dance - one Dance may, at the discretion of the Ice Monitor, be played between every two Freestyle programs.

Dance/Free - one Freestyle program may, at the discretion of the Ice Monitor, be played between every two Dances.

VIII. Moves in the Field.

1. All skaters must pay attention to levels and patterns of the different moves.
2. If specific moves are called by the monitor, skaters must yield for skaters on pattern.
3. Skaters practicing single elements should do so out of the way of full pattern skaters.
4. When space is available, moves may be taught on open ice, or on dance ice as well as freestyle. The “dominant format” skater has the right of way, (when that skater is on lesson only).
5. No freestyle or dance may be practiced or taught on Moves in the Field ice.
6. HIGH MOVES ice is for skaters who have passed the Juvenile Moves in the Field test or higher. LOW MOVES is for skaters who have not passed the Juvenile Moves in the Field test.

IX. Music Protocol.

1. There will be a warm-up period at the beginning of each formatted session before music is played. The Ice Monitor will then announce the first program skater and play the tapes in the order in which they were handed to the Ice Monitor.
2. The Ice Monitor is responsible for rewinding each tape at the end of the session.
3. Freestyle and Dance program music must be on cassette tape or CD, clearly marked with the skater’s name and either Freestyle level or type of Dance.
4. All skaters wishing to have their music played during an ice session must give their tape or CD to the Ice Monitor, preferably at the beginning of that session.
5. Any skater who does not wish to skate his or her music when called should tell the Ice Monitor. That skater’s tape/CD will then go the end of the rotation list of music to be played.
6. The Ice Monitor is responsible for the playing of all music. No skater is to handle tapes, CDs or music equipment without the permission of the Ice Monitor.
7. Coaches may request special music for students on lesson: professionals on Freestyle lessons may request one freestyle program per lesson; professionals on Dance lessons may request two dances per lesson.

8. If a professional requests a student's music out of rotation, ("bumped"), during a lesson, that music will be played AFTER any announced skater's music. There will be (2) skaters' requests between each professional's request.
9. Skaters may request special music, to be played at the sole discretion and final decision of the Ice Monitor.

X. Ice Purchase Guidelines.

1. NAFSC offers Freestyle, Dance, Moves and Open ice sessions; the following rules apply to all club-sponsored ice. Any questions should be addressed to your coach or directly to the club office.
2. Definitions:
 - A. **Session** – A unit of ice time consisting of Freestyle, Dance, Moves or Open format lasting 15-55 minutes.
 - B. **Formatted Sessions** – Specified types of skating for a designated session: either Freestyle, Dance, Moves or Open. All skaters must abide by the rules governing conduct for the specific format.
 - C. **Pre-Registration** – Ice is purchased at the start of a season using the club Pre-Registration Form with full payment, or payment plan installments. Pre-registration entitles skaters to purchase blocks of ice time at a reduced cost, and the ability to use switches. No confirmation will be sent; skaters are strongly advised to retain a copy of their pre-registration form for reference.
 - D. **Phone Registration** – Ice purchased during a season via a phone call or e-mail to NAFSC. Payment for phone registration is handled as with Walk-On.
 - E. **Walk-On** – Anyone wishing to skate on a session for which they have neither pre-registered nor phone registered. All skaters wishing to walk-on must check with the Ice Monitor as to whether or not there is space available in that ice session. A grace period of 10 minutes is allowed for pre-registered and phone registered skaters. After 10 minutes, the Ice Monitor will check in the remaining skaters as space is available and according to the following priority: 1st – NAFSC Home Club Members, 2nd – NAFSC Associate Members, 3rd – Non NAFSC skaters. In the event the ice session is not full, walk-on skaters may not have to wait the full 10 minutes. However, no skater is to take the ice without the consent of the Ice Monitor. **SKATERS MUST SIGN-UP IN PERSON** – parents or coaches cannot sign-up skaters who are not physically present at the rink. Payment (check or walk on ticket) must be handed to the Ice Monitor at the start of the ice session. Cash payments are not accepted.
3. Skaters who requested pre-registration or phone registration but were not able to secure a spot because the ice session was full will be given a credit or refund – unless they choose to be waitlisted for that session. Pre-registered skaters will not receive credit or refund if absent for ice purchased.
4. Pre-registered skaters will be given (7) switches for the Fall Ice Schedule, (7) switches for the Winter Ice Schedule, and (7) switches for the Spring Ice Schedule. Switches are not carried over from season to season, switches cannot be redeemed for cash or credit, and a skater cannot switch a switch.
5. Switches are designed to help Pre-Registered skaters who subsequently are unable to use ice due to vacation, school functions, business trips, etc. Switches are not intended for use in case of illness or for last minute changes, but for the skater's long-range planning. While Pre-Registering is always less

expensive over the course of a season, skaters may find that walking-on is more economical than switching-off regularly missed ice sessions.

6. When a skater wishes to use a switch, please notify NAFSC at least 24 hours BEFORE the session that will be missed. Identify the session you wish to switch from and the session to which you wish to switch.
7. NAFSC has a policy to help Pre-Registered skaters who subsequently are unable to use ice for a minimum of (2) calendar weeks, (14 days), due to injuries, illness or personal hardship. Refunds for unused ice due to a skater's injury, illness or extenuating circumstances will be reviewed by the NAFSC Board of Directors on a case-by-case basis. Written requests for refunds under this policy should be sent to the Board, and should include the specified period of time and the amount of the refund requested. A supporting note from the treating health care professional must be included if the refund request is based on injury or illness. While the Board would like to grant refunds generously, it is not always possible given the financial obligations of the Club.
8. Members who volunteer as Ice Monitors, (must be NAFSC member and 18 years of age or older), will receive an ice bill credit between \$1.20 - \$4.40 toward each session for which they have served as a monitor. This credit will be applied to their pre-registered ice bill.
9. Pre-registered skaters may prepay in full, or by the designated partial payment installment plan as detailed on the registration form. All ice bills must be paid in full at the end of the season unless other arrangements have been agreed upon with the Club Treasurer ahead of time. **Skaters will not be considered members in good standing if ice bills are not paid in full.** Members will not be allowed to purchase more ice, test, compete, participate in club shows or recitals, or vote until payment is received.
10. Ice Purchase Priorities, (as generally stated above in **X.2.E.line 6**):
 - A.All pre-registration requests for ice will be prioritized by date and order of receipt.
 - B.Pre-registered skaters unable to secure a spot on the ice may leave their name on the waitlist for the sessions they requested. They will be given first priority over any phone registration requests, and walk-on requests. If they do not ask to have their name removed and do not show, they will not be given a refund or credit for that session.**
 - C.Phone registrations and walk-ons will be prioritized by order of receipt, but will not bump a pre-registered waitlisted skater.
 - D.US Figure Skating members who are not members of the NAFSC are welcome on club-sponsored ice; they must have proof of US Figure Skating membership and will not be allowed to bump NAFSC members for purposes of pre-registration.
 - E.Any Skating Professional wishing to pre-register, phone register or walk-on and skate for themselves may do so free of charge by abiding by official club ice purchase rules. NAFSC is pleased to extend this professional courtesy. Professionals must have proof of liability insurance on file with the NAFSC Club Office.
11. New NAFSC members will be given the option of pre-registering for available ice, but will not have switch policy options for the current season. Payment in full is expected at the time of pre-registration unless other arrangements have been agreed upon with the Club Treasurer ahead of time. For purposes of ice purchase, membership is effective when the Membership Chair has received completed US Figure Skating forms and the requisite fees.

XI. Competition Policy.

1. All Competitors, All Competitions:
 - A.Name on bulletin board.
 - B.Name in club newsletter.

2. All Placing Competitors, All Competitions:
 - A.Name on bulletin board with event and placement.
 - B.Name in club newsletter with event and placement.

3. Regional Competitors & Adult Nationals, (Qualifying Competitions Only):
 - A.Name and bio on bulletin board with event.
 - B.Name and bio in club newsletter with event
 - C.Name and bio in newspaper with event
 - D.A good luck letter from NAFSC club officers.
 - E.A potluck send-off.
 - F.Exhibition ice time allotted among all regional competitors.
 - G.Recognition at annual meeting.

4. Placing Regional Competitors & Adult National Competitors, (Qualifying Competitions Only):
 - A.A congratulatory letter from NAFSC club officers.
 - B.An explanatory letter to school/work from NAFSC club officers.
 - C.Name and bio on bulletin board with skater's picture with event and placement.
 - D.Name and bio in club newsletter with event and placement.
 - E.Name and bio in newspaper with skater's picture with event and placement.
 - F.Cash stipend of \$50.00 for each event.¹

5. Sectional Competitors:
 - A.Same as #3.
 - B.Fruit/flowers from NAFSC at event.

6. Sectional Placing Competitors:
 - A.Same as #4.
 - B.Cash stipend of \$100.00 for each event.¹

7. National or Junior Olympics Competitors:
 - A.Same as #3.

¹ Cash stipends and fruit/flowers will be awarded to those competitors, whether or not the skater gets a bye, whose home club is NAFSC and who trains at NAFSC. The skater should be a member in good standing who buys NAFSC ice, maintains a local coach and participates in NAFSC activities. Non-members who train on NAFSC ice will be awarded non-expenditure recognition.

CONGRATULATIONS!! You have made it through the Rules of Ice Conduct and Ice Purchase Guidelines. We apologize for the length and detail, but it is the best way to clearly provide our membership with consistent and concise guidelines. We are all volunteers with real jobs and real family responsibilities, and administering the affairs of a club can be time consuming – these guidelines are meant to clarify club policy to make everyone’s life easier. These rules are subject to change and amendment with notice by the NAFSC Board of Directors if it is determined that they are not meeting the needs of the membership as a whole. Please feel free to offer constructive criticism and ideas that you think might improve these guidelines and the operation of our organization. Remember, this is ***your*** club.

NAFSC Business Hours shall be Monday through Friday, (8:00AM – 6:00PM).

NAFSC – 08/98, (rev. 05/04)