



## Code of Conduct

The Flagstaff Figure Skating Club (FFSC) Code of Conduct outlines the behavior expected by all Club members and disciplinary procedures for infractions of the Rules. The Code of Conduct ensures that our program runs safely, our members are treated fairly, and we make the most of our ice time. By signing this agreement, Club members and parents/guardians (i.e. if the skater is a minor) agree to follow the FFSC Code of Conduct including SafeSport. <http://usfigureskating.org/content/2017-18%20US%20Figure%20Skating%20SafeSport%20Handbook.pdf>

### General Rules

FFSC practices, tests, and performs at the Jay Lively Ice Arena, owned and managed by the City of Flagstaff. Club members must, first and foremost, follow the rules and regulations of the facility and respect City property. Violations of the Jay Lively Ice Arena policies, including violence, abuse, or harassment; the use of alcohol or drugs, and/or the destruction of public property will result in immediate suspension from the facility and permanent suspension from FFSC.

- Skaters are expected to display proper respect, sportsmanship and a positive attitude towards fellow skaters, coaches, officials, parents and the public on and off the ice.
- Skaters using obscene/abusive language during Club ice sessions will be removed from the ice and will be subject to disciplinary action from FFSC.
- Skaters must follow the direction of coaches, rink staff, and designated FFSC members acting as ice monitors while on or off the ice during Club ice sessions.
- All Club ice sessions must be paid for in advance; if ice fees have not been paid or arrangements made with the Club Treasurer, a FFSC ice monitor or board member may remove the skater from the ice.
- Proper skating attire is highly requested. Individual coaches may have attire requirements. Please follow their rules.
- Invited guests of skaters are welcome to observe FFSC skating sessions at any time but are expected to be aware of and comply with the FFSC Code of Conduct. Guests violating the Code of Conduct will be asked to leave the facility.

### On-Ice Rules

- All skaters must sign in for each Club ice session, and enter through the main door of the rink (just beyond the lobby). A sign-in sheet will be posted beside the main entrance to the rink before the start of each Club session or with the ice monitor.

- Skaters with lessons scheduled with a FFSC coach should be ready to take the ice when the lesson starts. It is the skater's responsibility to contact their coach well in advance if they cannot attend a lesson (note: Coaches may charge for all lessons not canceled in advance.)
- Parents are welcome and encouraged to observe practice from the lobby or from the bleachers immediately inside the rink; no parents are allowed in the hockey boxes or music box unless they are serving as ice monitors, during Club ice sessions.
- A parent or designated adult must supervise any child under 10 years of age (on or off the ice). A responsible older sibling may supervise as long as there are no problems. FFSC and its affiliates do not assume responsibility for supervision of minor (under age 18) skaters.
- A Club member 21 or older or a parent/guardian or a coach must be present for skaters younger than 18 to take the ice.
- All skaters and parents are expected to respect the private property of other Club members. Club members that disrupt or destroy private property will be subject to disciplinary action by FFSC.
- Food, candy, gum, or drinks (other than water in a non-breakable container) are not allowed on the ice.
- No headphones or cell phones are allowed on the ice. The only exception is if phones are being used by coaches or skaters for recording moves for learning purposes.
- Water bottles (in an unbreakable container), sweaters, tissues, and other skating gear may be stored in the hockey boxes while on the ice. It is the responsibility of the skater to remove their skating gear and clean up tissues, etc. at the end of each session.
- The hockey boxes and ice are not for visiting. Please use the bleachers and lobby if you are not skating and want to talk.
- Do not intentionally kick holes or make ruts in the ice. The exception is when marking a spot for Moves in the Field test practice. Skaters that have practiced jumps during the session are expected to help patch holes before they exit the ice. See rink staff for materials.
- When the Zamboni doors open and/or FFSC ice time is concluded, the skating session is over and skaters must exit the ice.

## Safety and Ice Etiquette

Safe skating is a top priority of FFSC. It is the responsibility of all skaters to skate safely and be aware, cautious, and considerate of other skaters.

- All skaters are responsible for looking in the direction they are skating (i.e. forward or backward) at all times.
- All skaters must be aware of other skaters on the ice at all times; activities that distract a skater's attention, such as the use of headphones or cell phones are prohibited.

- Skaters should keep moving and use the entire rink. Skaters cannot stop in the center of the rink to talk or rest.
- Skaters are expected to skate with the flow of other skaters and follow the commonly accepted jumping and spinning zones (see attached map). Note: *Most* jumps are done between the blue lines and the ends of the rink, and spins are completed in the center of the rink.
- Do not cut across the ice (i.e. down the center) to enter or exit. Always skate around the rink to reach the door.
- A skater practicing a competitive, test, or exhibition program and wearing a belt with music playing has the primary right of way. A coach in lessons has secondary right of way. It is a skater's responsibility to watch for "priority skaters" and allow them to complete their program; please extend them the courtesy that you expect from them in return.
- Infractions of FFSC rules and the Code of Conduct should be reported to any of the following: ice monitor, board member, coach, senior member, parent/guardian of junior member, except in the case of an unsafe condition requiring immediate action.
- Infractions of the Code of Conduct will be enforced by ice monitors, board members and coaches, with the primary on-ice enforcement by coaches.
- Higher level skaters have a greater responsibility to avoid lower level skaters.

FFSC ice monitors, board members, and coaches may remove a skater from the ice for inappropriate or unsafe behavior and the skater will be subject to disciplinary action by FFSC.

## Music Policy

Only the club ice monitor or coaches will be allowed in the music box during Club ice sessions. The ice monitor has the final authority on all music played during the session:

- No skaters will be allowed in the music box during Club ice sessions when an ice monitor is present. When an ice monitor is not present, no loitering.
- Only music on CD will be played. The exception to this is if a new program is being choreographed and music has not yet been cut. In this case, the skater's coach has one week to cut the music and the skater can use music from a phone, iPad or other digital device during this period.
- Music must be given to the Club ice monitor at the start of the session, and will be played in the order that the CDs are turned in.
- Skaters will have the opportunity to have one program played before other skaters are able to play a second or third program.
- Coaches may play their student's music twice while in a lesson without "waiting in line".

The skater whose music is playing must wear the belt provided by the ice monitor, denoting right-of-way.

# Sexual Harassment/Hostile Environment Standards

FFSC, along with United States Figure Skating, is an educational organization which seeks to provide a safe environment that encourages and promotes the art and sport of figure skating. To this end, it is important that all members adhere to a code of conduct which is designed to prevent sexual harassment or a hostile environment. No club member shall engage in any activity that would be considered offensive by a reasonable person. All members are responsible for reporting behavior they find offensive, including, but not limited to: request for sexual favors, sexual behavior such as grabbing, pinching, groping, etc., offensive jokes or language, buttons, cards, t-shirts, etc. of a sexual or offensive nature. If a child reports such behavior to a parent, the parent must report behavior to a board member. Such behavior, and club member(s) charged, will be reported at a board meeting, and the member will be notified, as soon as practicable, in writing, that such behavior is not permissible. Only one warning will be given. Upon a second offense, the offender will be suspended from the ice for one month. If a third offense occurs, the offender will lose their club membership for life. The board has the authority to enforce harsher and quicker penalties when offenses are egregious, at their discretion.

## Infractions and Disciplinary Actions

The FFSC Code of Conduct is intended to provide a safe and enjoyable skating experience for all members. Violations of the Code of Conduct will be subject to disciplinary action by FFSC. The FFSC board, in accordance with the Club bylaws, has the final authority on all disciplinary matters. As a guideline, violations will be handled as follows:

### Discourteous Behavior

Including refusal to comply with a directive from a coach, board member, or ice monitor or skating in a manner that is discourteous to other skaters. Infractions will be handled as follows:

- 1<sup>st</sup> and 2<sup>nd</sup> Offenses: verbal warnings
- 3<sup>rd</sup> Offense: removal from the ice for two Club sessions

### Abusive or Unsafe Behavior

Including abusive or obscene language, deliberately skating in an unsafe manner or disturbing another skater's property. Infractions will be handled as follows:

- 1<sup>st</sup> Offense: removal from the ice for two Club sessions, letter of reprimand from the FFSC explaining the consequences of a second offense, and a formal letter of apology from the skater to the offended party.
- 2<sup>nd</sup> Offense: a meeting of all parties, including the FFSC Board SafeSport Chair, skater, and parent/guardian (i.e. if the skater is a minor). Consequences may include an 8-day suspension from Club ice sessions.

## Threats or Harassment

Including unwanted physical/verbal contact, threats, harassment, or destruction of personal property. Infractions will be handled as follows:

- 1<sup>st</sup> Offense: an 8-day suspension from Club ice sessions, a letter of reprimand from the FFSC explaining the consequences of a second offense, a formal letter of apology from the skater to the offended, and a 30-day suspension from Club-sponsored activities and performances.
- 2<sup>nd</sup> Offense: permanent Club suspension and notification of Club suspension sent to U.S. Figure Skating.

## Violent or Destructive Acts

Including destruction or defacement of public property, violence (or threat of violence), or possession/use of illegal substances. Infractions will be handled as follows:

- 1<sup>st</sup> Offense: permanent Club suspension, recommended suspension from the rink, and notification of suspension to U.S. Figure Skating.

All disciplinary procedures and appeals will be guided by U.S. Figure Skating and FFSC bylaws.