

NORTHERN BLADES NSC FIGURE SKATING CLUB  
HANDBOOK

*Northern Blades*



*NSC Figure Skating Club*

TABLE OF CONTENTS

INTRODUCTION .....3  
CLUB LOCATION .....3  
CLUB COMMUNICATION .....3  
CLUB APPAREL .....4  
CONTRACTING/PURCHASING ICE TIME .....4  
ABSENCES .....4  
INJURY GUIDELINES .....4  
NEW MEMBERSHIP/RENEWALS.....5  
MEMBERSHIP APPLICATION STATEMENTS.....6-7

- NORTHERN BLADES NSC FIGURE SKATING CLUB APPLICANT STATEMENT
- NORTHERN BLADES NSC FIGURES SKATING CLUB WAIVER & RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT (“AGREEMENT”)
- PARENTAL CONSENT & INDEMNIFICATION AGREEMENT
- CONSENT FOR MEDICAL ATTENTION OR TREATMENT
- MEDIA RELEASE
- CLUB DIRECTORY RELEASE

VOLUNTEER/FUNDRAISING REQUIREMENTS .....8-9  
ADDITIONAL HOURS – ICE COUPONS .....9  
MEMBER IN GOOD STANDING .....9  
MEMBERSHIP DENIAL/SUSPENSION/EXPULSION ..... 9-10  
SKATER CODE OF CONDUCT .....10-11

- ICE ETIQUETTE AND SAFETY
- EXPECTATION OF SKATERS

PARENT/GUARDIAN/ALUMNI CODE OF CONDUCT .....11-13

- EXPECTATION OF PARENT/GUARDIAN/ALUMNI

PROFESSIONAL MEMBER CODE OF CONDUCT .....13-15

- GENERAL PRINCIPLES
- ETHICAL STANDARDS
- COACHES CODE OF CONDUCT

SKATING COACHES .....15  
BOARD OF DIRECTORS .....16

- BOARD MEMBER AGREEMENT

BOARD MEMBER / CHAIR / COMMITTEE DESCRIPTIONS .....17-19  
GRIEVANCE AND CONFLICT PROCEDURE .....19-20  
SANCTIONS .....20-21  
SKATESAFE .....21  
NBNSCFSC TESTING PROCEDURE .....22



## **INTRODUCTION**

The Northern Blades NSC Figure Skating Club (NBNSCFSC) is a member of the Twin City Figure Skating Association (TCFSA) and U.S. Figure Skating (USFSA). Our club is recognized as a non-profit, 501c3 organization.

On behalf of the Northern Blades NSC Figure Skating Club, the Board of Directors would like to wish you a warm welcome to our club. Our unique partnership with the National Sports Center allows Northern Blades NSC FSC members access to consistent ice time, on and off-ice training opportunities, world class facilities, and professional coaching staff without the financial liability or management commitment that other clubs require.

Our club's purpose is:

- To promote amateur figure skating
- To foster a community of figure skaters with positive attitudes and good sportsmanship
- To carry out the objects and precepts of the United States Figure Skating Association in accordance with the provisions of the United States Figure Skating by-laws and official rules

The club's activities are designed to meet the needs of all its members, regardless of ability, and stresses sportsmanship, discipline, friendship, goodwill and cooperation within its membership.



## **CLUB LOCATION**

### Super Rink

National Sports Center  
1850 105th Ave NE  
Blaine, MN 55449

### Our Mailing Address

Northern Blades  
12527 Central Ave. NE  
Suite 124  
Blaine, MN 55434



## **CLUB COMMUNICATION**

Information regarding the club is available on the Northern Blades NSC Figure Skating Club website <https://www.northernblades.org>. It is each family's responsibility to stay up to date with club happenings and procedures using the club website and by reviewing emails and Club Social Media communications. NBNSCFSC club members or parents may not send emails to the full Club membership without authorization from NBNSCFSC president.



### **CLUB APPAREL**

Northern Blades uses Strauss Skates in Maplewood for embroidery on jackets and vests. **(Only jackets and vests may be brought to Strauss to be embroidered)** Most jackets can have the Northern Blades club logo on the back. Some jackets (such as lulu) have seams and/or a vent that prevents embroidery on the back-for these jackets choose the left sleeve logo option.

- Any all-black jacket can be purchased to receive the Club stars logo along with the skater's name on the front left side.
- Any all-black puffer vest can be purchased to receive the Silver Text Club logo ONLY along with the skater's name on the front left side. The Silver Text Club logo can ONLY be put on a black puffer vest, no jackets.

To get your vest or jacket embroidered, take the item to Strauss Skates in Maplewood and they will fill out the appropriate paperwork with you. The Club also provides at least 1 online store at the beginning of the fall season to purchase other apparel such as t-shirts, pants, sweatshirts, etc. Watch your email for details and access to the stores.



### **CONTRACTING/PURCHASING ICE TIME**

Ice time is contracted through the National Sports Center. The NBNSCFSC does not contract ice with NSC.



### **ABSENCES**

If your skater will not be skating their scheduled session, please notify your coach of your absence with as much notice as possible. Each coach has individual guidelines for advance notification and policies for charges for missed lessons. Contact your coach directly for details.



### **INJURY GUIDELINES**

If a skater falls during an ice session and hits their head, the NBNSCFSC policy is that the skater shall leave the ice immediately.



## **NEW MEMBERSHIP/RENEWALS**

Annual USFSA membership is required to be a member of the NBNSCFSC and membership fees are paid to USFSA through NBNSCFSC as your home club. Annual memberships run from July 1-June 30.

### **Benefits:**

- Membership to USFSA
- Ability to take standardized tests governed by USFA
- Participate in events/competitions sanctioned by USFSA
- Receive “Skating” magazine published by USFSA (one per family)
- Receive reduced rates for NBNSCFSC USFSA tests
- Receive 1st priority for NBNSCFSC USFSA tests
- Received 1<sup>st</sup> priority for NBNSCFSC hosted Exhibitions
- Ability to vote at the annual banquet in May (16+ yrs old or parent representative)
- Participate in all club sponsored events
- Reduced and/or no fees for club sponsored events

Once you have read and understand all applicable membership information, fill out the Application for Membership found at <https://www.northernblades.org/membership> and turn in to the club mailbox on the club locker in rink #3 at the National Sport Center (labeled Club Mail), or mail to the Club by June 20<sup>th</sup> every season (for renewals) at:

Northern Blades  
12527 Central Ave. NE  
Suite 124  
Blaine, MN 55434

- Members who have not submitted their renewal paperwork by June 30<sup>th</sup> will be removed from the Northern Blades NSC FSC roster and will not be eligible to receive any benefits of a Home Club Member until their renewal application has been submitted.
- In the event of ineligibility or temporary suspension/loss of USFSA membership, a \$100 reinstatement fee will be assessed
- Club membership fees are NON-REFUNDABLE

If you are not planning on renewing your membership with Northern Blades NSC FSC, please let us know so we do not send you a reminder email ([membership@northernblades.org](mailto:membership@northernblades.org)). If you have any questions, please contact the membership chair at [membership@northernblades.org](mailto:membership@northernblades.org).

Information and applications can also be found on our website at [www.northernblades.org](http://www.northernblades.org).



## MEMBERSHIP APPLICATION STATEMENTS

### NORTHERN BLADES NSC FIGURE SKATING CLUB APPLICANT STATEMENT:

I hereby apply for membership in the Northern Blades National Sports Center Figure Skating Club (“Club” or “NBNSCFSC”), a member club of the United States Figure Skating Association (“USFSA”) and agree that, in accordance with the By-laws of the Club, all membership applications are subject to approval by the Board of Directors in regard to class of membership, acceptance, or rejection. I will adhere to all Club & USFSA rules in any and all activities. If I am applying for a skating membership, I attest that I have neither tried out for nor appeared in any professional groups or shows, nor in any way violated amateur rules of the USFSA. It is understood that the Club will take reasonable means to provide a safe experience for its membership. However, it is further understood that neither the Club nor its officers assume any financial responsibility for any accidents or incidents that may occur. Should it be necessary, I authorize Northern Blades National Sports Center Figure Skating Club to call for emergency medical treatment and will hold no member or Board of Director liable for treatment. I understand that to remain a member in good standing in the Club, I must pay all Club bills promptly. If any bills due to the Club are paid with checks that are returned for nonsufficient funds, I agree that I will pay a handling fee of \$35 for the NSF check in addition to reimbursing any reasonable fees the Club may incur associated with the NSF check. This includes billings for membership, apparel, testing, exhibitions, and all other fees not specifically listed. I understand that if the requested payment becomes 30 days overdue without contacting the Club Treasurer, I will cease to be a member in good standing of the Club and will be disqualified from the following: USFSA Testing, USFSA Competitions, Contracting for Club Ice, participation in Club events such as exhibitions, social events, and individual fundraising opportunities.

### NORTHERN BLADES NSC FIGURES SKATING CLUB WAIVER & RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT (“AGREEMENT”)

In consideration of participating in Club activities, I represent that I understand the nature of figure skating activities (“activity”) and that I am qualified, in good health and in proper physical condition to participate in such “activity”. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the “activity”. I fully understand that this “activity” involves risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions, or inactions, those of others participating in the “activity”, the conditions in which the “activity” takes place, or the negligence of the “releases” named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the “activity”. I hereby release, discharge, and covenant not to sue the Northern Blades National Sports Center Figure Skating Club, United States Figure Skating Association, their directors, officers, administrators, sponsors, volunteers, agents, employees, staff, instructors, trainers, other participants and if applicable, owners and lessors of premises on which the “activity” takes place (each considered one of the “Releases” herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the “releases” or otherwise, including negligent rescue operations; and I further agree that if, despite this release, waiver of liability, and assumption of risk, I, or anyone on my behalf, makes a claim against any of the Releases, I will indemnify, save, and hold harmless each of the releases from any loss, liability, damage, or cost which any may incur as the result of such claim. The Club has the right, but not the obligation, to provide rules, regulations and/or ice monitors. We hereby acknowledge that the NBNSCFSC shall not be responsible for the supervision of the members.

PARENTAL CONSENT & INDEMNIFICATION AGREEMENT

I, the minor's parent and/or legal guardian, understand the nature of the above referenced activities and the minor's experience and capabilities and believe the minor to be qualified to participate in such "activity". I hereby release, discharge, covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releases from all liability, claims, demands, losses, or damages on the minor's account caused or alleged to have been caused in whole or in part by the negligence of the Releases or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claims against any of the above Releases, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each of the Releases from any litigation expenses, attorney fees, loss liability, damage, or cost any Releases may incur as the result of any such claim.

CONSENT FOR MEDICAL ATTENTION OR TREATMENT

I certify that I, the member the parent/guardian of said member, give my consent to the Northern Blades National Sports Center Figure Skating Club and the staff and facility the activities are taking place in and to members of the Northern Blades National Sports Center Figure Skating Club, Board of Directors and volunteers to obtain medical care from any licensed physician, hospital or clinic, including transportation and emergency medical services, for myself/ourselves and/or said participant for any injury that could arise from participation in these activities. This Consent for Medical Attention shall be binding and effective for the current membership year of the Northern Blades National Sports Center Figure Skating Club.

MEDIA RELEASE

Photos and videos may be taken during practice ice sessions, competitions, seminars, ice show practices, test sessions, exhibitions, social events, or group skating lessons and may be displayed on the NBNSCFSC website, bulletin board, NBNSCFSC social media accounts, brochures or in other NBNSCFSC materials or communications. On behalf of your skater, you acknowledge and provide authorization to post photos or videos; photos and videos displayed will NOT contain individual skater identification (no full skater names) in the captions without the prior and separate written approval of the skater and, when applicable, their parent or guardian. The Club does not control or regulate the taking of pictures, images, video, or names of Club members for purposes unrelated to Club publications and is not responsible for their use or distribution.



## VOLUNTEER/FUNDRAISING REQUIREMENTS

A Board of Directors runs the Northern Blades NSC FSC with many committees doing various duties; it is a non-profit, entirely volunteer club. The success of Northern Blades NSC FSC relies solely on the active and continuous support of its individual members and their families. The requirements for the skating season are as follows:

- Each Home Club family will be required to provide 10 hours of service/volunteer time to the club during the membership year (July 1st- June 30th). For families with more than 1 skater, the volunteer requirement will be an additional 5 hours per additional skater.
- In the event NBNSCFSC hosts an additional competition or event, all home club families will need to contribute additional 5 hours of service/volunteer hours to the club at or in preparation for the event. Members will be given notice of this requirement prior to the start of the Membership year in which the competition or event is scheduled to take place. These types of events and competitions help build the reputation of the club and typically provide additional revenue to the club.
- A \$250.00 for first member plus \$50 for each additional family member volunteer deposit is required from each Club Family to be cashed only if the family fails to fulfill the minimum required hours by June 30<sup>th</sup>.
- A family can elect to “opt out” of the service/volunteer time requirement by writing a check to NBNSCFSC for \$200.00 for first member plus \$50 for each additional family member. This check will be cashed immediately.
- A \$200.00 for first member plus \$50 for each additional family member fundraising requirement and deposit is required from each Club family. Deposit to be cashed only if the family fails to fulfill the fundraising requirements.
- Track It Forward is an online volunteer link that NBNSCFSC uses to manage volunteer hours and tasks. The deadline for submitting volunteer hours is June 30<sup>th</sup> each year. Each member family will be responsible for entering their hours worked on the Track it Forward website at <http://www.trackitforward.com/site/northern-blades-nsc-figure-skating-club>.
- Hours not completed and/or submitted before June 30<sup>th</sup> will not be counted.
- No more than two board meetings per year may be counted towards volunteer hours. Junior Board members may count all Junior Board meetings towards volunteer hours.
- The volunteer deposit checks will be destroyed upon full completion of the service/volunteer hours and fundraising requirements. If a family is short hours, up to 3, they can elect to pay for those hours instead of forfeiting the entire deposit check. Those missed hours will be charged at the rate of \$40 per hour missed.
- Each Home Club Family will be required to actively participate in at least 1 fundraiser throughout the year, **and** the Silent Auction in the spring. Silent Auction suggested donation is at least 50 dollars.

- A family can elect to “opt out” of participating in the Club fundraisers by writing a check to NBNSCFSC for \$200.00 for first member plus \$50 for each additional family member. This check will be cashed immediately.
- The fundraising deposit checks will be returned or destroyed upon full completion of the fundraising requirements. If a family is short on their fundraising requirement, they may opt to pay the difference to the club as a donation.
- If a member decides to withdraw, change Clubs or in any way discontinue membership, ALL volunteer/fundraising requirements must still be met, NO EXCEPTIONS.

There are numerous opportunities to complete the required service/volunteer hours to the club. In partnership with National Sports Center, “Frosty Blades” ISI competition hosted by the (typically in February each year) should provide ample volunteer opportunities for members for the season, along with other various events and activities, such as the Annual Silent Auction (which takes place during the NSC Spring Ice Show), attending Board meetings, our Annual Banquet, exhibitions, etc. Committees for various activities are also available for members to help with important tasks and earn volunteer hours!



#### **ADDITIONAL HOURS – VOLUNTEER INCENTIVES**

Members who volunteer more than their required minimum requirements are awarded incentives. Incentives will be established at the beginning of the season and incentive choices will be sent to families after Frosty Blades. Families are capped at 200 additional volunteer hours after meeting their requirement.



#### **MEMBER IN GOOD STANDING**

Home Club members must be current on any invoices to remain a Member in Good Standing. All members in good standing are permitted to represent NBNSCFSC in competitions and be approved for USFSA testing sessions.



#### **MEMBERSHIP DENIAL/SUSPENSION/EXPULSION**

The privilege of membership may be withdrawn or denied at any time when it is determined that a member’s conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate.



### **SKATER CODE OF CONDUCT**

This Skater Code of Conduct has been established to ensure the safety of all members to ensure quality practice time for all home club, associate, non-members and guests who participate in club-related activities.

1. All skaters, regardless of whether they hold home club, associate, non-member or guest status, must follow and uphold the provisions in this Skater Code of Conduct regarding behavior on and off the ice. All Club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents/guardians of skaters, U.S. Figure Skating officials and guests.
2. NBNSCFSC is committed to promoting a positive and friendly environment for all skaters. Remember “The Golden Rule:” treat other people like you want to be treated — with respect.

### ICE ETIQUETTE AND SAFETY:

1. While in a lesson or practice, it is the skater’s responsibility to always be conscientious and aware of other skaters around them.
2. Skaters must skate with the flow of other skaters and familiarize themselves with the most commonly used areas for jumps and spins.
3. The only time a skater has the SOLE right of way is when they are skating their program to music. When you hear another member's music, please extend that person the courtesy and move out of their path momentarily. This only takes a moment and you will enjoy the same courtesy while you are performing your program.
4. Advanced skaters are expected to exhibit patience toward beginner members of the club. Remember, you were an inexperienced skater once, and it takes time for our future generation to advance to the point where they are completely comfortable skating with all levels of skaters.

### EXPECTATION OF SKATERS

1. I will work toward and support:
  - a. Individual growth and excellence in figure skating.
  - b. Positive and constructive behavior with all of my fellow skaters, other parents and professional staff in the Club.
  - c. Respect and appreciation for the individual and different personalities and skills of all skaters and Pros.
  - d. Feeling of “belonging” to the Club, Club unity and working together to accomplish Club goals.
  - e. Support and respect for all skaters participating in competitive events.

2. I will be respectful of all skaters, Pros and others at the ice arena by exhibiting appropriate behavior at all times including in my social media presence.
3. I will abide by the disciplinary procedures as outlined in the Expectations of Professional Staff and restated below:
  - a. All Pros are responsible to be observant of inappropriate skating etiquette.
  - b. If inappropriate skating etiquette is observed, the coach of the skater involved and the coach who observed the behavior will meet off the ice and all parties will address the issue with the skater, and the skater's coach will be notified as soon as possible if unavailable.
  - c. If I disagree with how I was treated, I will follow the grievance procedure, as outlined by the Board.
4. I will conduct myself chemically free (alcohol, illicit drugs) whenever participating in a Club skating session, exhibition or skating competition.



#### **PARENT/GUARDIAN/ALUMNI CODE OF CONDUCT**

NBNSCFSC is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct.

In applying for membership to the NBNSCFSC for your child/skater, parents agree to the following:

1. I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, officials and rink staff at every practice, competition, and test session.
2. I will place the emotional and physical well-being of my child and others ahead of my desire to win.
3. I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
4. I will promptly inform my child's coach of any physical/mental disability or challenge affecting my child that may affect the safety of my child or others.
5. I will teach my child that doing his/her best is more important than winning.
6. I will do my best not to ridicule, bully, blame or yell at my child or other skaters, coaches, officials or staff/volunteers in response to a poor performance or for any other reason.
7. I will do my best to make skating fun at all times and will remember that my child participates in sports for his/her own enjoyment and satisfaction.
8. I will teach my child to treat other skaters, coaches, fans, volunteers, officials and rink staff with respect, regardless of race, creed, color, sexual orientation or ability. I will also take action and report any acts of bullying, harassment or abuse to the appropriate authorities.

9. I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
10. I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
11. I will be a positive role model for my child and others.
12. I will demand a figure skating environment for my child that is free of drug or alcohol abuse and agree that I will not use or provide to a third-party any illegal drug prohibited by applicable federal, state or municipal law.
13. I will not assist or condone any athlete's use of a banned substance as described by the International Olympic Committee, International Skating Union, United States Olympic Committee or U.S. Figure Skating, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.
14. I will expect my child's coach to be compliant with all requirements of U.S. Figure Skating and the Professional Skaters Association, to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association, and other accredited organizations.
15. I will respect my child's coach and refrain from "sideline" coaching my child or other skaters. We create and cultivate opportunities for participation and achievement in figure skating.
16. I agree to educate myself regarding the proper procedures to follow when establishing or terminating a coaching relationship.
17. I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.
18. I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, competitions, and test sessions.
19. I will become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.
20. I will support and respect all skaters and their right to participate.
21. I will abide by the rules of the SkateSafe program and keep the sport safe for all members.

#### EXPECTATION OF PARENT/GUARDIAN/ADULT

1. I will review and explain the Expectations of Skaters with my skater(s). I will support and respect these Expectations.
2. I will review and explain the Expectations of Professional Staff with my skater(s). I will support and respect all Pro's philosophies, work and disciplinary procedures.

3. I will support the Club by:

- a. Volunteering to help with any competitions hosted by or worked by Northern Blades NSC FSC.
- b. Participating and/or volunteering in other Club activities as requested.
- c. Paying my bills on time.

4. I will use the grievance procedure whenever I or my skater(s) has/have a problem which cannot be informally resolved.



### **PROFESSIONAL MEMBER CODE OF CONDUCT**

This information is intended to provide both the general principles and the decision rules to cover most situations encountered by coaches and instructors. It has, as its primary goal, the welfare and protection of the individuals and groups with whom coaches work.

It is the individual responsibility of each coach to aspire to the highest possible standards of conduct. Above all, coaches of young people can have great influence on developing athletes who are reliant on them for the basic instruction and guidance necessary to reach the top levels. Coaches can have tremendous power over these athletes in their quest to the top. This power must not be abused. Therefore, U.S. Figure Skating has set forth the following codes of ethics and conduct to guide our coaches and protect our athletes for the mutual benefit of all concerned.

#### **General Principles:**

Competence: Coaches must strive to maintain high standards of excellence in their work. They should recognize the boundaries of their competencies and the limitations of their expertise. They should provide only those services and use only those techniques for which they are qualified by education, training and/or experience. In those areas where recognized professional standards do not yet exist, coaches must exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work. They shall maintain knowledge of relevant scientific and professional information related to the services they render, and they must recognize the need for ongoing education. Coaches should make appropriate use of scientific, professional, technical and administrative resources.

Integrity: Coaches should seek to promote integrity in their coaching profession. Coaches should always be honest, fair and respectful of others. They must not make false, misleading or deceptive representations about their qualifications, services, products or fees. Coaches should strive to be aware of their own belief systems, values, needs and limitations and the effect of these on their work. To the most feasible extent, they should attempt to clarify for relevant parties the roles they are performing and to function appropriately in accordance with those roles. Coaches must avoid conflicts of interest.

Professional Responsibility: Coaches must uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of different athletes. Coaches should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of their athletes or other recipients of their services. Coaches should be concerned about the ethical

compliance of their colleagues' conduct. When appropriate, they should consult with their colleagues in order to prevent or avoid unethical conduct.

Respect for Participants and Dignity: Coaches shall respect the fundamental rights, dignity and worth of all participants. Coaches must be aware of cultural, individual and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socioeconomic status. Coaches must eliminate the effect on their work of biases based on those factors, and they do not knowingly participate in or condone unfair discriminatory practices.

Concern for Others Welfare: In their actions, coaches must consider the welfare and rights of their athletes and other participants. When conflicts occur among coaches' obligations or concerns, they should attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches shall be sensitive to differences in power between themselves and others and should not exploit nor mislead other people during or after their relationship.

Responsible Coaching: Coaches must be aware of their ethical responsibility to the community and the society in which they work and live. Coaches must comply with the law and encourage the development of law and policies that serve the interest of sport or activity. The coach shall strive to serve as a leader and model in the development of appropriate conduct for the athlete both within and beyond the U.S. Figure Skating setting. The coach shall strive to use strategies in practice and competition that are designed to encourage play within the letter and spirit of the rules. The coach shall strive to keep the concepts of winning and losing in proper perspective. The coach shall strive to enforce policies and rules with fairness, consistency and an appreciation for individual differences.

**Ethical Standards:**

Compliance with Rule Requirements: All coaches must complete all annual coaching member requirements set forth by U.S. Figure Skating Rules and the PSA that apply to them by the appropriate deadlines.

Competence: Coaches should not undertake these duties until they have first obtained the proper training, study and advice so that they are competent to do so.

Maintaining Expertise: Coaches should maintain a level of expertise through continued education and experience and shall strive to acquire additional education and experience through sources available to them.

Respecting Others: Coaches shall respect the rights of other's values, opinions and beliefs even if they differ from their own.

Nondiscrimination: Coaches must not engage in discrimination based upon age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status or any other basis as protected by applicable law.

Misconduct: Coaches must not, under any circumstances, engage in any form of misconduct and will respond to complaints of such a nature to respondents with dignity and respect.

Personal Problems or Conflicts: Coaches should have a responsibility to be aware if there are personal problems or conflicts which may affect their ability to work with athletes. They should also be able to identify problems affecting their athletes, which could potentially create situations

that place their athletes in harm or danger of injury and take the appropriate steps to remove the athlete from this environment.

Further, any person who makes groundless allegations or complaints of abuse or harassment may be subject to disciplinary action per Article XXV, Section 3B, of the U.S. Figure Skating bylaws.

**Coaches Code of Conduct:**

- Must obey and abide by all U.S. Figure Skating published rules, regulations, and procedures.
- Shall maintain exemplary standards of personal conduct.
- Must obey all state, national and international laws.
- May not be under the effects of alcohol, illegal drugs or any substance that can affect athlete safety and coaching judgment.
- Must refrain from using any profane or abusive language.
- Must not engage in any type of misconduct with any athlete.
- Must teach and support the athletes fairly and equitably.
- Must never discriminate against any athlete.



**SKATING COACHES**

The NBNSCFSC is proud to have excellent and experienced home club coaches. A list of home club coaches is available on the NBNSCFSC website. Please contact the coaches directly for further information about themselves. Coaches are a very influential person in your skater's life and the careful selection of a coach is very important.

After a coach is chosen, contact the coach and arrange for a meeting to discuss schedules, goals and policies. The coach will set up a lesson schedule acceptable to both parties. The coach will also assist in choosing appropriate equipment and select suitable music for the skater when necessary. Our professional skating coaches are all self-employed. Arrangements for lessons, schedule changes and coaching payments are made directly with the coach, not to the NBNSCFSC.



**BOARD OF DIRECTORS**

NBNSCFSC is governed by a volunteer Board of Directors made up of 5-9 members. Board elections are held in May of each year, typically at the annual Banquet. A board member term is two years. The Board of Directors elects a president, vice-president, secretary and treasurer, and a fifth executive member, and appoints other chair positions/committees and responsibilities as needed. The board is responsible for setting policies and procedures and overseeing Club financial matters that ensure the smooth operation, and long term viability of the club, as well as representing the Club in matters concerning scheduling tests and hosting the Rising Stars competition. Any adult US Figure Skating member or parent of an NBNSCFSC member is welcome to run for a position on the board. Please speak directly to a current board member to express your interest. Feel free to contact any of the board members at any time with questions. All meeting minutes and board and financial reports are available upon request.

### BOARD MEMBER AGREEMENT

Board members of the club are fully committed and dedicated to the mission of the club and pledge to carry out its mission. They understand that their duties and responsibilities include the following:

1. That all decisions will be made in the best interest of the Club.
2. To be fiscally responsible for this organization. To make themselves aware and knowledgeable regarding the budget and finances and take an active part in reviewing, approving, and monitoring the budget and fundraising to meet the goals of the Club.
3. To learn and make sure that they understand Board Member responsibilities for the club and those of their fellow Board Members. They are responsible for knowing and overseeing the implementation of policies and programs.
4. They have read and accepted the bylaws and operating principles of the Club. They understand that they are morally responsible for the health and wellbeing of this Club.
5. They will actively promote the Club in a positive manner.
6. They promise to treat their fellow board members and other club members with respect, and when conflict occurs, they promise to work for a compromise that is in the best interest of the Club.
7. If they have a conflict of interest with any potential issue in front of the Board, they will notify the President or another officer and remove themselves from the decision making if they are asked to do so.
8. They will attend board meetings. If they are not able to meet their obligations as a board member, they will offer their resignation.
9. They will abide by the rules of the SkateSafe program and keep the sport safe for all members.



### **BOARD MEMBER / CHAIR / COMMITTEE DESCRIPTIONS**

#### President:

It shall be the duty of the President to take charge of the Club; to preside at all meetings of the Club and of the Board of Directors. The President shall be responsible for the entire supervision and management of the Club and its property, pending the action of the Board of Directors; have the power to suspend any member for violating the bylaws or regulations of the Club, pending the approval of the Board; and may call special meetings.

\*The President shall specifically oversee the Junior Board and Testing Chair/Committees.

Other specific duties include:

- Ensuring the Club's goals and mission are being supported by the board
- Working with appropriate members to oversee the budget and club's finances
- Leading the board during and outside board meetings
- Edits/approves all communication to the Club

Vice President/Sanctions Chair:

It shall be the duty of the Vice President to assist the President in the discharge of his/her duties and in the President's absence to assume his/her duties and officiate in his/her stead.

\*The Vice President shall oversee the Volunteer Coordinator/ SkateSafe Chair/Committee.

Other specific duties include:

- Lead board meetings if President is absent
- Support the President in strategic planning
- Ensure that events being sponsored by the Club are sanctioned, if necessary. This includes competitions and performances.

Treasurer:

The Treasurer shall have charge of the funds of the Club and shall keep a record of all receipts and disbursements and render a written report when requested by the president or Board of Directors.

\*The Treasurer shall oversee the Fundraising and Event Planning Chair/Committees.

Other specific duties include:

- Pay out reimbursements
- Keep track of checkbook
- Report to President on finances
- Be responsible for handling tax issue of Club or for finding a resource to handle these issues
- Help in the budgeting process for the Club and present to the board for approval
- Help provide a checks and balance system for the club's finances
- Make bank deposits and do all bank dealings
- Understand nonprofit organization financial accounting
- Attend board meetings and report monthly

Secretary/Membership Chair:

It shall be the duty of the Secretary to keep the minutes of the meetings of the club and of the Board of Directors and supervise all reports.

\*The Secretary shall oversee a membership committee.

Other specific duties include:

- Supervise correspondence of the Club
- Prepare and issue notices
- Reserve rooms for all meetings of the Club and Board of Directors
- Responsible for club handbook updates
- Notify U.S. Figure Skating of club officer and board changes
- Handle all applications for membership to the Club.
- Update address changes for club members
- Distribute information to prospective members
- Handle the yearly membership drive
- Responsible for the organization/execution of the Club photo
- Updates website
- Updates Bulletin Board at NSC

Test Chair/Committee:

It shall be the responsibility of the Test Chair for the planning, executing, and reporting of each test session.

Other specific duties include:

- Responsible for the organization/execution of all Club test sessions
- Responsible for acquiring judges/technical specialists, etc. for Rising Stars and any other USFS competitions hosted (Regionals, Sectionals, etc.)
- Responsible for acquiring and distributing all testing awards and pins at the annual banquet and keeping track of all patches awarded throughout the season, also presents these to skaters at the banquet
- Responsible for coordinating volunteers as needed to oversee the judges' hospitality room during Rising Stars and/or other USFS competitions (Regionals, Sectionals, etc.)
- Responsible for providing "permission to test" emails/forms to skaters testing at other locations
- Keeps all records from our testing sessions in case they need to be referred back to for any questions or errors
- Updates the trophy case (this can be delegated, but the Test Chair is in charge of it)

Volunteer Coordinator/ SkateSafe Chair/Committee:

Ensures the club is compliant with current SkateSafe policies and procedures, serves as the club's primary SkateSafe contact for U.S. Figure Skating and oversees the implementation of educational programs for all Club members, their parents/guardians and coaches. In addition, the SkateSafe chair performs other functions as necessary to fulfill U.S. Figure Skating's continuing efforts to foster a safe, healthy and positive environment for its members and all participants.

Other specific duties include:

- Responsible for corresponding with club members regarding volunteer opportunities and status of volunteer hours
- Responsible for monthly volunteer hour tracking and reporting to the Secretary/Treasurer to include in board meeting minutes and accounting/coupon updates.

Junior Board Advisor Chair:

A Junior Board can give skaters an opportunity to develop leadership skills, provide service to others and become effective, active members. The Junior Board Advisor supervises and coordinates events hosted by the Junior Board.

Other specific duties include:

- Oversees and provides guidance to the Junior Board
- Attends all Junior Board meetings
- Responsible for developing and distributing the Jr Board's meeting minutes

Fundraising & Silent Auction Chair/Committee

Responsible for the organization, planning and execution of all fundraisers (including the Silent Auction) for the Club under the supervision of the President/Treasurer.

Rising Stars Chair/Committee

Responsible for organizing the Rising Stars Competition under the supervision of the President.

### Event Planning Chair/Committee

Responsible for the organization and planning of all Club events, which may include an ice cream social, summer party, fall kick-off, exhibitions, the general membership and annual meetings and clinics. The Event planning Chair/Committee may also assist the Rising Stars Chair/Committee for their event needs.



### **GRIEVANCE AND CONFLICT PROCEDURE**

Any member(s) with a complaint against another member for an infraction of any bylaw, rule, policy, procedure or behavioral misconduct may report in writing as outlined below. The complaint must be filed within 15 days of the incident, infraction or discovery of the alleged violation.

All complaints will be submitted in writing to the Club President and will contain the following information. If the Club President has a conflict of interest in the matter, the complaint will be submitted to another club officer.

1. Name, contact information, U.S. Figure Skating membership number and signature of the party/parties filing the complaint.
2. Name of the party/parties against whom the complaint is brought.
3. The specific bylaw, rule, policy, procedure or guideline allegedly violated.
4. A statement of the facts surrounding the alleged violation. Include all necessary information such as date and time, location, specific facts, witnesses and testimony.
5. Description of actions taken to attempt to resolve this matter informally.
6. The desired action or outcome the grievant wishes to be taken to resolve the conflict by the board.

The Club President or club officer who received the complaint will appoint a review panel of three unbiased people from within the club board or club membership not related or involved with the alleged incident/infraction. The President or officer will name one of the members of the review panel as chair of the review panel. The review panel will evaluate the complaint and determine what, if any, further action is necessary.

If accepted, a copy of the complaint will be sent to the person against whom the complaint has been filed. The parties to the matter will be notified in writing (email notice is considered written notice) of the names of the members of the review panel. In the event any party believes that a member of the review panel has a conflict of interest, an objection can be submitted in writing to the Club President or officer within three days of the notification in writing. The objection will indicate with specificity the basis of the conflict of interest. The Club President or officer shall determine if the review panel member will be replaced. The decision of the Club President or officer is final. The respondent will have 10 days to respond to the complaint in writing. The review panel will send a copy of the response to the person filing the complaint. Unless the chair of the review panel determines otherwise, the chair of the review panel will then schedule a meeting with all parties involved within seven days for a full investigation in the matter and come to a decision to resolve the complaint.

The review panel will report the findings and recommendations to the Club Board of Directors within seven days of the last meeting scheduled in the matter. The decision will be presented to the Board of Directors

who may adopt the recommendation, modify the recommendation, or return the matter to the review panel with directions for further investigation and or for further recommendations by the review panel. Once the decision is adopted or modified by the Board of Directors, the outcome is considered final and will be communicated in writing to both parties within seven days of the action by the Board of Directors.



## **SANCTIONS**

When you are invited to skate in ANY exhibition that is not sponsored by your home club, you must take the following steps:

1. Question whether a skating event is properly sanctioned for U.S. Figure Skating members.
  - a. If the event is a show or exhibition that is being held by another U.S. Figure Skating club, then it is probably sanctioned. That host club should contact an officer in your club to confirm the sanction and formally ask for permission for you to skate. The host club may request a signed permission letter.
  - b. If the organization holding the event has never heard of U.S. Figure Skating nor has any idea what a sanction is, you should talk to your home club or U.S. Figure Skating headquarters to determine how to proceed.
  
2. If the event has not been properly sanctioned, you and your club need basic information about the event and the organizers.
  - a. Who is organizing the event and why? Get a full name, address and phone number of someone in authority for the event.
  - b. When and where is the event being held?
  - c. Is the event free to the public or is admission being charged?
  - d. What are the figure skaters expected to do as part of the event?
  - e. Are the figure skaters receiving any type of payment (including monetary equivalent of goods or services) to participate?

Additionally, you should:

- Obtain a current U.S. Figure Skating rulebook and become acquainted with the eligibility rules for skaters.
- Contact your club for a letter of permission to skate, if the event is being held by another club, and make certain it is provided to the club organizing the event.

USFSA requires that every skater or event receive a sanction prior to performing. If a sanction has not been granted, performing in the event may jeopardize the skater's amateur status. Contact the board of directors to have a sanction issued.



## **SKATE SAFE**

The U.S. Figure Skating SkateSafe Program addresses sexual, physical, and emotional misconduct, bullying, threats and harassment, hazing, and willfully tolerating such misconduct. All forms of abuse or harassment directed at any individual or groups of individuals a part of or associated with NBNSCFSC is unacceptable and is not tolerated.

NBNSCFSC is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. Parents and skaters agree to familiarize themselves with the US Figure Skating SkateSafe rules and regulations and agree to adhere to them.

1. All violations must be reported to the SkateSafe Chair and U.S. Figure Skating.
2. Individual Members (or parents if member is under age 18) are required to complete "Safe Sport" training (valid 2 years) and a background check (valid 1 year) are as follows:
  - a. All volunteers in any sanctioned events or Club activities who have regular contact with Athletes.
  - b. Locker room volunteers for all competitions, ice shows, Club events, programs, etc.
  - c. Club SkateSafe Compliance Chairs.
  - d. All coaches who are U.S. Figure Skating Members.
  - e. Adult partners assisting in pair or dance tests with Minor Athletes.
  - f. Any professional service provider (i.e., sport psychologist, nutritionist, choreographer, etc.) wishing to obtain a credential for a U.S. Figure Skating-sanctioned event.
  - g. Adult skaters who are Covered Individuals.
3. NBNSCFSC requires that every parent or guardian of a skaters, all professional staff and all board/chair members complete "Safe Sport" training before volunteering. Some positions may require a background check. For those without a U.S. Figure Skating Membership Account go to the U.S. Figure Skating members only site and click "Non-Member" "Create Account" link. Follow the instructions then click on the "Safe Sport" icon to take the training and/or background check.



### **NBNSCFSC TESTING PROCEDURE**

The NBNSCFSC conducts at least 4 testing sessions per year. These are held in fall, winter, spring and summer. If more tests are needed, additional tests will be scheduled as the need arises. NBNSCFSC test dates are on our website under *Calendar/ Testing*.

The Club Test Chairperson makes all the arrangements for Club test sessions. This includes setting the date and time, arranging for ice, calling judges, setting the test schedule, and reporting all test results to USFSA.

A skater must be a USFSA member and be a Member in Good Standing with USFSA in order to test.

A skater who would like to take a test must first complete a test application. Speak with your coach before doing this with any club.

No fees will be refunded if you withdraw (“scratch”) from the test after the deadline. Test fees include USFSA fees as well as the cost for hospitality, ice and award pins.

A NBNSCFSC club member may test at another club but a letter of permission to test must be obtained from the home club test chairperson 3 days prior to the test date. All test fees are paid to the host club according to their procedures. Members of other clubs may be included on our test sessions but priority is given to NBNSCFSC members first.