

**Lilac City Figure Skating Club
2006/07 Membership Form**

The information on this form is important to the safety of our skaters. We need emergency information and any instructions you feel are pertinent for you or your child to receive the best emergency care if the need arises. Other than the member's name, phone number, address and birthday, this information will not be available to the general membership. The information on this form will be available to the coaches, Eagles Ice-A-Rena management, membership chairman, and testing chairman for official use.

All information is required in order to obtain USFSA membership number. Failure to fill out requested information will hold up your enrollment and LCFSC privileges. **If the form is not complete, I will be unable to process your membership.**

First Family member is the skater and Subsequent family members are defined as parents or dependent children up to age 21, living at home or attending school.

The membership year runs July 1 to June 30 the following year.

You must check one:

New Member _____ **Renewal Member** _____ **Associate Member** _____

First Family Member _____ Male _____ Female _____

Date of Birth _____ USFS Number _____

Subsequent Member _____ Male _____ Female _____

Date of Birth _____ USFS Number _____

Subsequent Member _____ Male _____ Female _____

Date of Birth _____ USFS Number _____

Subsequent Member _____ Male _____ Female _____

Date of Birth _____ USFS Number _____

Parent (or Responsible Party) _____

Mailing Address _____ City/State _____ Zip Code _____

Home Phone _____ Business/Cell Phone _____

e-mail address _____

Emergency Contact _____ Emergency Phone _____

Medical Insurance Co. and Number _____

Physician name and phone _____

(Over)

Lilac City Figure Skating Club

Universal code of Conduct and Disciplinary Procedures

Enclosed is a copy of the LCFSC universal code of conduct and disciplinary procedures. Each member and their parents are required to review, discuss, and accept the code of conduct and disciplinary procedures, acknowledged by signing a copy and returning it to the membership chair person. No one will be allowed on Club ice without a signed code on file.

This measure is necessary and mandatory to maintain discipline in our club. The entire club will benefit from this code. The coaches will be spending less time on discipline, the assumption being that the skaters will behave and are genuinely interested in improving their skills.

Universal Code of Conduct

General

The Lilac City Figure Skating Club practices and competes in facilities not owned by our club. All members must conduct themselves in a manner respectful of all policies and property at these facilities. Any violations of facility and/or club policies may result in a suspension from the use of these facilities and/or the club. PSA and USFSA rules apply. (This policy is also in effect at all out of town facilities when LCFSC is represented).

****The members should know the policies and rules posted by the LCFSC and follow them.**

****Skaters, parents, and coaches are expected to display proper respect and sportsmanship toward their competitors, coaches, officials, and public.**

****Skaters are expected to follow directions and instructions of the coaching staff and designated chaperones.**

****Skaters are expected to wear proper attire on the ice and in the skating facility as approved by individual coaches and according to USFSA guidelines and basic safety of skater. USFSA SSR19.01 The clothing of competitors in all disciplines of figure skating must be modest, dignified, not garnish or theatrical in design and appropriate for athletic competition. Clothing may, however, reflect the character of the music chosen. SSR19.02 Clothing for Men cannot be theatrical in nature. Men must wear full-length trousers. Tights are not permitted. The clothing must have a neckline which does not expose the chest, must not be sleeveless and must be without excessive decoration such as beads, sequins and the like. SSR19.03 Clothing for Ladies cannot be theatrical in nature. They must have skirts and pants covering the hips and posterior. A unitard is not acceptable. A bare midriff is not acceptable. Clothing must be without excessive decoration such as beads, sequins, feathers and the like. SSR19.04 Any ornamentation attached to the clothing must be firmly fastened so as not to fall off while skating under normal competitive conditions.**

****Any action a coach, parent, or rink staff member sees that is deemed by them as unsafe or inappropriate (including inappropriate skating attire) may be brought to the board's attention for their disposition.**

****No member shall solicit pupils for another professional, directly or indirectly, or through a third party.**

****In order for a pupil or parent to add or change coaches, they must first consult with their current coach and inform them of changes he/she wishes to make, and make sure all fees and charges to that coach and the club are current and paid.**

The following is a list of actions that will not be tolerated.

These actions will require a documented verbal warning for the first offense, a written warning for the second offense and removal from the ice for the remainder of the day for a third time offense:

- Running in the lobby
- Spitting
- Littering
- Yelling
- Not wearing skate guards off the ice
- Chewing gum, eating, or drinking while moving across the ice
- Inconsiderate behavior

After having received a documented verbal warning, the following actions will result in immediate removal from the ice, lilac room, and/or lobby for a period of 2 skating days and upon return will have a written letter of apology to the offended party.

- Profanity or gesture of profanity
- Insubordination towards any coach, official, or parent
- Refusal to comply with directive from coach or other rink official
- Displaying or promoting unsafe actions on the ice, in the lobby, or locker room
- Failure to sign in or punch in prior to getting on the ice

The following actions will result in immediate removal from the ice rink for 30 days during which there will be a meeting of the board, parents, skater, and coach. The skater will be required upon return to provide the offended party a letter of apology. The following may also be considered at any time by the board in addition to the above consequences: (1) 90 day suspension from pop concerts and competition, (2) upon return to the ice a parent must accompany the skater to the rink for the next 90 days, (3) permanent club membership suspension, (4) suspension from the rink, (5) notification of conduct violation and suspension sent to the USFSA.

- Any intentional physical contact, bodily or by throwing objects, which would be considered aggressive in nature by a responsible prudent person
- Any type of threatening, intimidation, or any form of harassment of skaters or other persons
- Theft
- Any destruction or defacement of rink property, including ice
- Possession or use of any illegal substances inside the rink/facility, which would include tobacco and alcohol
- Repeated violations of the published rules will result in the above listed consequences outlined in paragraph three.

Conflict Resolution and Chain of Command

Chain of command is as follows:

Coach
Discipline Committee
Board of Directors

DISCIPLINARY ACTIONS:

The Disciplinary Committee and the Board of Directors will consider every complaint or disciplinary action to be of top priority. Procedures are in place to ensure every member will be provided with a timely and fair resolution. Most issues can be successfully addressed through coaches but in cases beyond a coach's individual expertise, concerns or complaints can be brought to a member of the disciplinary committee. The committee will then take proper steps to ensure procedures are followed in allowing all parties the opportunity to be heard while ensuring the best interest of the skater/s involved. Both the members of the Board and the Disciplinary committee will remain unbiased and neutral on such complaints until a ruling is made.

PROCEDURES:

1. All complaints must be submitted to the Disciplinary committee chair person in writing for review.
2. Within seven days of receipt, the Disciplinary Committee Chair or designee will contact all parties and gather all information necessary to resolve the complaint. The committee will then make a recommendation and attempt to settle the complaint orally. The recommendation/s and/or settlement will be submitted to the appropriate party or organization in writing. This is considered an informal hearing since both parties presented their side of the complaint to a neutral party at this time.
3. If either party wishes to appeal the decision, they must do so in writing to the Board of Directors within seven days of the hearing decision. The Board will then hear the complaint at the next regularly scheduled meeting and allow each side fifteen minutes (some of which may be used for rebuttal), in which the committee must present fact finding and how decision was made, and the person appealing must present their case. The final decision will rest with the LCFSC Board of Directors. The appeal must be recorded and a \$25 fee will be charged to help offset the costs of an appeal hearing. The fee will be paid by the appealing party. The Board will be allowed seven days to render a written decision. This decision will be final and binding on all parties of the Lilac City Figure Skating Club. A copy of the findings must be given to all parties within seven days of the hearing. NOTE: All time limits may be extended or reduced only as necessary by mutual agreement of all parties.
4. It will be the responsibility of the Disciplinary Committee to investigate any assignment by the Board that is considered to be vital to the interest of LCFSC. This committee will have the power to summon any member for information or documents regarding activities that are relevant to the assignment of complaint. All members agree to abide by this summons and cooperate with the committee. Failure to cooperate or abide by the summons could result in disciplinary action.

5. The Board is vested with the right to place any member on probation or suspension. Therefore, the Disciplinary Committee Chair can place a member on probation with strict conditions and consequences or suspension greater than the norm when the safety of other members is in jeopardy.

LCFSC BEST PRACTICE GUIDE

A guide for Skaters, Parents, and Coaches

THINGS TO DO:

- Show respect for fellow skaters, parents, coaches, and rink staff!
- Recognize and be mindful at all times that skaters, coaches, and parents have the responsibility to influence others to act ethically, with dignity, and high moral conduct.
- Behave in a manner that avoids verbal and/or physical abuse of any skater, coach, parent, or official.
- Educate yourself about the sport of figure skating.
- Be health conscious in regard to diet and fitness.
- Manage and care for equipment.
- Consult respective people in regards to purchase of equipment and attire.
- Be punctual.
- Notify respective parties of absence.
- Arrange appointments outside of training time when possible.
- Collaborate in respective teams e.g., coach, parents, skater.
- Keep coaching club fees current and pay in a timely manner.
- Attend club functions.
- Promote and encourage new skaters.
- Participate and help raise funds for the club.
- Notice and praise hard work!
- Be supportive of each other's achievements.
- Remember and practice ice etiquette.

THINGS NOT TO DO:

- Criticize
- Compare
- Gossip
- Change schedules without proper communication to respective parties
- Enter competition without consulting your coach

Dear Members, Coaches, Parents, Skaters

This year, along with your membership forms, you will be required to sign a Code of Conduct. You will also receive a list of BEST PRACTICES, which you will keep for your own information.

Please be sure to read carefully all items in the revised code before you sign and if you have any questions please address this committee, a board member, a coach, or rink staff. Each form will require three (3) signatures before it is accepted: students signature, the student's coach, and the student's parent/s*. No skater will be allowed on the ice if we do not have a signed Universal Code of Conduct in his/her file as of October 20, 2001.

*If you are a coach, you will need a signature from the board as well as your own. If you are an adult skater (18 years of age or older) a coach's signature in addition to your own is required.

All members, coaches, and parents agree to abide by the universal code of conduct acknowledged by your signature.

Signed: _____ Date: _____
(Student)

Signed: _____ Date: _____
(Student)

Signed: _____ Date: _____
(Student)

Signed: _____ Date: _____
(Parent)

Signed: _____ Date: _____
(Coach)

Signed: _____ Date: _____
(Board Member)

Documentation of Behavior

Name of offender: _____

Offense: _____

Action taken: _____

Date of offense: _____

Signed: _____

Title

Date: _____