

# FSA Internal Rules and Regulations

Figure Skating Amsterdam (FSA) is an Amsterdam club for figure skating and ice dancing for members from young to experienced and from beginners to competitors. Our goal is to support our members in their sportive endeavours. Respect for each other and friendship, passion and pleasure in figure skating are important values. As a team of athletes, parents, volunteers and coaches, we create a stimulating, safe and positive environment in which athletes can achieve their personal goals efficiently and successfully.

## General

FSA derives its formal status from the Statutes that were notarized on the 13<sup>th</sup> of September 2005. **Figure Skating Amsterdam (FSA)** club is registered with the Chamber of Commerce under number 3421.6644.

### 1. Structure (art. 3 of the Statutes)

Bodies of the club are: the General Members Meeting (GM), the Board and other persons or committees charged by the GM or the Board with a specified task. The club can also draw up further regulations, including these FSA Internal Regulations. These Regulations have been drawn up in conjunction with the Statutes. However, the provisions in the Statutes precede in a legal sense the provisions set out in the Internal Regulations. In addition, the Board may, for well-founded reasons, deviate from the matters set out in these Internal Regulations. The Internal Regulations are established at the GM of the 7<sup>th</sup> of December 2019.

Members can view a copy of the Rules on the website of the club and, upon request, receive a copy of the Statutes via e-mail.

FSA is affiliated with the Royal Dutch Skating Association (KNSB) and the North-Holland - Utrecht region as a figure skating club. FSA actively complies with the Code of Conduct for Trainers, Coaches and Supervisors of the KNSB. FSA adheres to the KNSB safe sports environment and complies with the valid KNSB regulations. FSA strives to appoint a Confidential Contact Person (*in Dutch: vertrouwens contact persoon VCP*) within the club to increase and monitor the social safety of members. In the absence of a VCP in the club, members can contact the KNSB VCP.

### 2. Membership (art. 6,7 and 10 of the Statutes)

A member is an individual whose request for club's membership has been approved by the Board. Conditions for membership:

- 1) An aspiring member can follow trial lessons for some time before registering with the club according to the conditions of the Board. The treasurer decides on the financial conditions of the trial period.
- 2) A future member must fill in, sign and send registration form to the secretary.
- 3) There must be no outstanding obligations with other KNSB affiliated figure skating associations, foundations, trainers and with the KNSB. If the future member has previously been affiliated with another club, a transition form (see KNSB website) must be submitted.

4) By signing up as a member, one agrees to adhere to our Statutes, these Internal Regulations and the financial obligations arising from the membership. In the event of a violation of the rules, the board may take (disciplinary) measures.

5) In the registration form, the club annually asks members permission to use their images and potentially their names on club's social media, including the website of the club. Out of respect for each other's privacy, photos and videos of the training sessions or other club activities may only be taken after permission and in consultation with the board or trainers. The FSA Privacy Policy statement states how the club handles your personal data and photo / video material.

6) Membership lasts until the end of the club's year and is automatically renewed annually unless a written termination of membership is submitted. The club's year runs from the 1<sup>st</sup> of May until the 30<sup>th</sup> of April. Termination of membership must be sent in writing to the secretary by the 1<sup>st</sup> of April at the latest. In the event of a cancellation after the 1<sup>st</sup> of April, the contribution (membership fee) for the new club's year will be due in full. Membership is only definitively terminated when all financial obligations have been met. After reviewing all conditions, the secretary will confirm the termination of the membership in writing. In special circumstances, the Board has the authority to decide otherwise than as described in this paragraph.

7) Termination of membership by the Board is possible if, among other things, a member does not comply with the Statutes and/or the Internal Regulations or fails to meet his obligations.

### 3) Contribution and payments (Article 9 of the Statutes)

The amount of the contribution is determined by the GM and can be divided into categories depending on the type of member.

In addition to membership fees, a member owes training fees if a member registers for one or more lesson blocks. FSA has a structure whereby a discount can be granted, if several lesson blocks are purchased per season. The rate and discount structure are drawn up by the treasurer and submitted to the GM.

The amount of the training fee consists of the costs of the ice rental, the trainer costs and other direct costs arising from the training hours. The general costs, including payments to the KNSB, are paid from the contribution (membership fee).

If there is room on a certain lesson block, the member should make a request to the secretary, then may take an incidental lesson. The lesson price is determined by the treasurer and invoiced separately.

Costs for private lessons and competitions, such as the registration fee and supervision costs of the trainers at the competition, are usually paid by the members to the trainer or KNSB directly. The supervision costs are determined by the board in consultation with the trainer.

The club sends invoices by e-mail for amounts due. A standard payment period applied is 14 days after the invoice date. Deviations from this standard period are possible only in consultation with the treasurer. Paying in instalments is possible for training fees at the start of the season, but only if the member is not in arrears and earlier instalments have been paid in time. If a payment is not made, 10% may be charged as collection

costs. Also, if payments are not received on time, the skater may be denied access to the training sessions, but the payment obligation will remain.

In the event of early termination or interruption of classes, there is in principle no right to a refund of tuition fees. The Board may decide otherwise in cases of force majeure. This could be, for example: death, moving abroad, involuntary unemployment of parents / guardians, as a result of which they are no longer able to meet their financial obligations.

In the event of a long-term illness or injury (longer than 3 weeks), confirmed by a doctor, the Board can review an application for a partial refund.

#### 4) Board (art. 12 of the Statutes)

The Board consists at least of chairman, secretary and treasurer. These three positions are elected by the GM. Board members are automatically members of the club, without obligation to pay a contribution, but have no independent voting rights on the GM.

#### 5) Committees, volunteers (art. 21 of the Statutes)

Our club is run by and depends on volunteers who, in addition to the administrative duties, arrange practical matters or facilitate events. We expect a cooperative attitude from our members to periodically contribute to the common interest.

The Board and the GM are authorized to set up or dissolve committees, to appoint the members thereof or to release them from their position. The decision to set up a committee, its composition, duties, powers and procedures within this committee will be determined in consultation with the Board. A committee appointed by the Board has no decision-making authority and is accountable to the Board. The GM can set up committees and grant them with a decision-making authority.

The GM appoints an audit committee each year. The audit committee consists of two members and a deputy member who are not members of the Board. The term of seat is two years, with one member being replaced each year.

FSA also has an editorial committee of volunteers who maintain the website and manage the social media of the club. The tasks that fall under the function of the competition secretariat are in principle also performed by a volunteer.

#### 6) General Members Meeting (art. 17 of the Statutes)

General Members' Meeting (GM) is held annually no later than six months after the end of the club's year. The invitation to the GM will be sent in writing by the secretary at least 14 days before the meeting.

All members have access to the GM unless a member is suspended. The chairman can also grant access to other persons. At the GM, decisions can only be taken on proposals that are on the agenda. Decisions are taken by a general majority of the valid votes cast.

A member has the right to vote when he or she reaches the age of 16. If the member is younger, the voting right of the member concerned lies with the parent / guardian.

If a member is unable to attend, he may authorize another member to cast his vote. A member cannot accept more than one authorization from another member.

#### 7) Communication

In principle, the club communicates with individuals only by email, unless legal provisions require air mail communication. FSA also uses What's app groups to communicate with groups of parents.

Dutch is the main communication language within the club, although we strive to offer English translation whenever needed and possible. However, the club cannot be held obligated to provide translations.

Changes regarding the trainings are sent by e-mail or app. The board may deviate from this if other means of communication are considered more effective in the future.

The FSA website is used for general affairs and promotional purposes. The association also uses Instagram, YouTube, Pinterest, Twitter and Facebook for the same purposes.

Members must report changes by e-mail to the secretary. Changes are understood to mean: address changes, interim changes to the package, changes to dry training, absences, etc.

Addresses of the club:

Website: [figureskatingamsterdam.com](http://figureskatingamsterdam.com)

Phone: 06 - 2842 3585

E-mail addresses: [voorzitter@figureskatingamsterdam.com](mailto:voorzitter@figureskatingamsterdam.com)  
[secretariaat@figureskatingamsterdam.com](mailto:secretariaat@figureskatingamsterdam.com)  
[penningmeester@figureskatingamsterdam.com](mailto:penningmeester@figureskatingamsterdam.com)  
[info@figureskatingamsterdam.com](mailto:info@figureskatingamsterdam.com)  
[redactie@figureskatingamsterdam.com](mailto:redactie@figureskatingamsterdam.com)  
[wedstrijd@figureskatingamsterdam.com](mailto:wedstrijd@figureskatingamsterdam.com)

## 8) Grouping and scheduling

Our team of trainers determines, if necessary, in consultation with the Board, which lesson blocks the members are assigned to. Skate level, training objective and age are the factors on which the grouping is based. The composition of the groups may be adjusted during the season.

The team of trainers can hold annual meetings with the skater and / or parents to evaluate the progress of the skater.

The board can appoint a certain trainer from the team of trainers as coordinating / head trainer/coach.

## 9) Training

### Skaters

We strongly recommend an individual warm-up of 10-15 minutes before the lesson (if no off-ice training is pre-scheduled).

Notify the trainer in advance if there is an injury or another reason that prevents a skater from (full) participation in training. Skaters must arrive in time for the training to start at the scheduled time sharp. Being late is a nuisance for both members and trainers. The skaters follow the instructions of the trainers' team. We expect full commitment, enthusiasm, positive attitude and respectful interaction from everyone.

Do not go on the ice if there is no trainer present. The skater may immediately start warming up on the ice, even if no instruction has yet been given. Gloves are mandatory during training. Eating is not allowed on the ice. Drinking from a suitable plastic bottle (no glass) is permitted.

After a fall, stand up as quickly as possible and make room for other skaters. The person who skates a program has priority on the ice at all times. The skater stays on the ice during the entire lesson (please visit the toilet before or after the lesson.) As soon as ice-resurfacing starts, immediately leave the ice.

If it is a skater's birthday, you are welcome to treat at the end of the training after warning the trainer.

A number of members of the trainer's team are in possession of a first aid diploma. During the winter season there is also a first aid facility on the Jaap Edenbaan.

Good quality skates are very important if you want to learn to skate properly. FSA owns a large number of rental skates for renting to its members. For making use of this, request the FSA "Schaatshuur" document from the secretary.

ALWAYS use plastic skate protectors outside the ice to protect the blades. Do not walk unnecessarily long on the black rubber outside the track. Fabric covers are to protect the blades in the bag. These covers are not suitable for walking.

Preferably tie medium or long hair in a knot or braid. It is important that you can clearly see what is happening around you on the ice, so no hair in front of the eyes. Wear a skating suit or training pants that fit tightly. A cardigan or sweater should not be too loose (it is important that the posture is clearly visible during skating). No open coats and loose scarves. Offensive clothing is not permitted. We also advise against outerwear with a hood.

For off-ice training, please wear sports clothing and shoes. Bring the following items: spinner, jump rope, stretch cord and a mat.

A dressing room is available. Do not leave any valuables in the dressing rooms. FSA is not liable for loss or theft. Do not bring telephones and / or other valuables to the rink. Do not leave any waste in the changing rooms or on the ice rink. There are enough waste bins. If the dressing room is found messy, report it to the ice technicians.

The members must request permission from the trainer team in advance for any skating trainings and skating related trainings that are taken outside of FSA. This is due to consistency in technique and safety. This includes, for example, individual lessons in the summer period, lessons at other clubs / trainers and (summer) internships.

#### Parents / accompanying persons

Parents / supervisors may not stand by the boarding or watch the training sessions from the stands. It hinders skaters and trainers. Every last Saturday of the month is an open-door day and spectators are welcome on the bleachers.

If there is a need for consultation with the coaches, an appointment must be made, trainers are preferably available for questions and/or consultation via their e-mail address or app. Immediately before or after training, a rest moment (but also preparation for the next training) is very important for a coach.

## 10) Attendance

If a member is unable to attend, the member reports to the secretary or to the trainer. An SMS or a WhatsApp to 06 - 2842 3585 is sufficient.

In the event of a trainer being unable to attend (in the event of illness or match management), the Board will endeavour to ensure adequate replacement. Group lessons take priority over private and / or choreography / freestyle lessons. In the case of cancellation of the training by the Board, a replacement block will be offered. If the skater is unable to attend it, this training will not be reimbursed.

Catching up / exchanging a training is possible to a very limited extent and may incur additional costs. A request for this can be made to the secretary.

## 11) Competitions / Testing

The team of trainers determines whether a skater is eligible to perform a program. The trainers' team must also approve participation in a competition or a test. It is also common to discuss the music and clothing choice with the trainers' team.

By registering for a competition, you are obliged to pay the registration fee. To participate, a competition license must be purchased from the KNSB, via <https://mijn.knsb.nl/login>. The license must be shown every competition and expires annually. Don't forget to print it out and always take it to competitions.

Participation in competitions and tests is invoiced by FSA to participants immediately after registration. If the skater is unable to attend, the registration fee can only be refunded if the KNSB or organizing party refunds it to the club.

The skater must be present one hour before the start of the skating category concerned. The skater brings his or her license and 2 CDs with music to every competition. One of the CDs must be given to the trainer as a backup CD, unless otherwise arranged at the event. On this CD indicate: name of skater, club and the competition category.

The trainer is only responsible for the skater during the warm-up and the program. FSA reserves the right to have the skater assisted by a coach from another club during a competition.

## 12) Complaints procedure and jurisdiction

Complaints can be reported in writing to the chairman. It must be clearly stated that this is a complaint. A complaint is discussed within the Board and the outcome is immediately communicated to the relevant member.

If a complaint does not lead to a satisfactory solution, the member has the right to submit it to the Disputes Committee (geschillencommissie) of the KNSB. FSA conforms to the decisions of this committee.

All members of the club are subject to the disciplinary proceedings of the KNSB, as stated in the Statutes of FSA (art. 8).

## 13) Changes to the Internal Rules and Regulations

The Rules and Regulations can only be amended by a resolution of the GM, if this is stated in the agenda of this meeting and the change to the proposal is expressed in writing.