

AGOAC

*Angus Glen Older Adults
Club*

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1P8*

Program

Rules and Regulations

Version 4 – May 15, 2016

This is a reference document that includes the Rules and Regulations of the various AGOAC programs. Members are encouraged to read through this document prior to attending AGOAC programs.

For questions regarding the Rules and Regulations, please send an email to agoac2014@gmail.com

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1. Disclaimer

All participants of AGOAC programs should be in good physical condition and be able to participate in the exercise.

Participants should understand that when participating in any exercise or exercise program, there is the possibility of physical injury. If you engage in this exercise or exercise program, you agree that you do so at your own risk, are voluntarily participating in these activities, assume all risk of injury to yourself, and agree to release and discharge Angus Glen Older Adults Club (AGOAC) and the instructors and or leads from all claims.

When in doubt, check with your own physician before beginning any exercise program.

2. General Codes of Conduct

All members are expected to follow the general Codes of Conduct in addition to the Rules and Regulations of each individual Program.

1. Respect the dignity and spirit of all people-children, youth, adults and staff
2. Treat all people in our programs and facilities fairly and equitably
3. Do not take part in or tolerate behavior that frightens, embarrasses, demoralizes or negatively affects the self-esteem of any of the people in our programs and facilities.
4. Create supportive, positive experiences for the purpose of building confidence, developing or improving skills and having fun.
5. Promote positive behaviors that encourage participants and reduce the likelihood of violence in our programs and facilities.
6. Do not tolerate abusive and disrespectful language or actions by anyone.
7. Respect public property and the property of others.
8. Keep your town facilities clean, free from litter, defacement and vandalism.

3. Program Rules and Regulations

In addition to the general Codes of Conduct, all members are expected to follow the Rules and Regulations as defined for each program.

1. Program Coordinators/Instructors/Leads/Monitors have the right to request a participant to leave the class if a member refuses to follow the rules.
2. Members who refuse to follow the rules will be reported to the AGOAC Board. Consistent offenders may result in their membership revoked.
3. Members must show a valid membership card when signing in to attend a program. Only the original membership card is accepted. A copy of any kind (photocopy, softcopy, etc.) is not considered a valid membership card and will not be accepted.
4. Members have a choice of not showing their membership card and pay the current drop-in fee to participate in the class.
5. As a general rules for drop-in programs, AGOAC members are given priority over non-members. Non-members can join AGOAC programs only if the individual is 55 years old or above and when there is space available (refer to each individual program for additional rules) and upon full payment or proof of receipt of drop-in fee as established by AGOAC. Currently, the drop-in fee is set at \$2.60.
6. For pre-registered programs, the Start date and End date of each session will be determined by the Program Coordinator and/or Program Instructor/lead of each program. Information for these programs is announced separately via email. Members must follow the instructions to register.
7. For Fee programs, the fee is determined by the number of participants and may vary from session to session. See the individual program for the payment term.

3.1 Badminton Program (Rev. 2_ 2016 05 15)

The Angus Glen Older Adult Club (AGOAC) badminton program is based on the premise that more fun and exercise is achieved when players are of equal ability. Volunteer court coordinators are key individuals who organize games for the benefit of all players. All badminton players are to follow these rules and regulations of play:

Group's official email address for communication with members is agoac.bad88minton@gmail.com and no-reply broadcast as [AGOAC Badminton no-reply]

1. Follow the court assignment provided by the court coordinators and refrain from changing courts unless authorized by the court coordinators. Court monitors have the authority to re-assign courts for reasons of maintaining harmony, fair play time and balance skill according to attendance.
2. Wear proper court clothing including indoor non-marking court shoes which have a "non-marking" word shown on the underside of the shoes. Shoes that will mark the gymnasium floor are not permitted.
3. If a player hits the shuttle (bird) outside the boundary line or accidentally touches the shuttle with the racquet or body before the shuttle is struck, ONLY the opponent has the right to call the fault. Spectators must not call any faults unless requested by a player.
4. When you lose a point, you are to be courteous and return the shuttle over the net to your opponent.
5. If a shuttle falls onto another court, you are to wait until those players finish their point before retrieving it.
6. Do not start playing until all of the players including your partner are ready to begin.
7. If there are many players waiting for their turn, you are to keep warm-ups brief.
8. Games are to 21 points, using the new formal badminton system. There are no time limits. If you are not playing a game, the maximum court time is 15 minutes.
9. All players are to touch hands/fists or acknowledge sportsmanship at the end of the game.
10. After the game, all players must immediately leave the court to allow players of next game to enter. If there is not enough players in the upcoming game, other waiting players may join.

11. White waiting for your game, do not stand in front of the sitting players to block their view to watch the game
12. If you do not have enough players in the game, do not ask your favorite player to jump the queue to join you.

Court Safety

Due to the popularity of the AGOAC badminton program, the gymnasium is often very crowded with players and those waiting to play. Therefore, it is mandatory that you follow these safety rules:

1. Do not walk across a court while it is in use by players. Spectators must remain at least 3 feet or more away from a court in use.
2. A player in the front position must never look back at his/her partner hitting the shuttle. Serious eye injury can occur.
3. In order to prevent injury and wet floor, outdoor shoes as well as the consumption of food /drink in the gymnasium are not allowed.

Registration for Badminton Program

1. The goal is to allow each member applying to play badminton at least once a week
2. Members must indicate their skill/play level in terms of
 - a. Beginner
 - b. Intermediate
 - c. Advance
3. Spaces available to respective level in each session may vary. Some sessions would have more spaces available for Intermediate/advance.
4. Members are to indicate their preferences in various sessions.
5. All of First choice will be filled first based on several criteria: First come First Serve as the major criteria, space availability in the session as well as

relevant court, attendance record, play level. It is followed by second choice and if there are still spaces available, 3rd choice will be assigned.

6. Normally, spaces are filled first with First Choice and some with second choice. So, members with unfilled second choice and third choice will be put on wait list.
7. Member on the wait list will be called in when temporary vacancy appears and will give up the temporary spot to the returning member. The member on temporary leave will take back the spot upon returning provided he/she gives advance notice to court monitors. If he/she fails to provide enough notice or does not show up without proper notice for a certain period/duration, the member will be replaced permanently by the member on waitlist without notice.
8. Husband and wife are assigned to the same session if they are clearly identified in the same registration and choose the same priority.
9. Each member is allowed to register for one additional member. That is, a maximum of 2 members is allowed in one registration.

Court Rules

1. No member is allowed to transfer from one play session to another play session without permission from program coordinator and court monitors of both outgoing and incoming play sessions.
2. No member owns a court. Attendance is not predictable. Members should learn to share scarce resources with other members. Court monitors can re-assign the courts according to the attendance in a session for reasons as indicated in the Badminton Program item 1.
3. Members are required to send official notice to agoac.bad88minton@gmail.com for vacation, sick leave, personal and volunteer work for AGOAC for record purpose. A minimum of 2 weeks notice is required for planned vacation or medical reason. Alternatively, members can report to the court monitors who will mark down in the attendance. A member will be strike-out from the list if there is no notice of absence in the following cases
 - a. A consecutive 3 weeks; or
 - b. More than 50% of time on-and-off in the first half of the semester.
 - c. The above provision will be reviewed periodically.

4. Poor Attendance will be included as a factor to reject in next registration
5. Attendance Record:
 - a. Members are required to sign-in him/herself. Signing-in for other members is a serious offence and subject to discipline according to the bylaw.
 - b. Empty spots will be crossed out by the court monitors at the end of the session.
 - c. Legend for leave of absence:
 - a. Vac – Vacation
 - b. Sick – Sick
 - c. Inj – injured
 - d. P – Personal
 - e. Vol –AGOAC volunteer work
 - d. The record is the official document to be submitted the City at the end of each quarter. Only court monitors, not members, can mark on the Record for the Leave of Absence.
6. All sessions will start and end according to the program schedule to observe the contract with the City of Markham. Do not enter the gym until City staff finish the setting and leave the court. Birdies will be collected immediately at the end of the session. No continual play is allowed to finish a game.
7. Drop-in Program :
 - a. Exclusively for AGOAC members including those in the registered badminton program
 - b. Maximum numbers of players allowed in sessions according to the duration:
 - a. For 1.5 hour session : 32
 - b. For 2 hour session : 36
 - c. For 2.5 hour session : 40
 - c. Each player to obey court monitor in court assignment.
8. Birdie Fee :
 - a. AGOAC membership does not include supply of birdie. A member pays only 1 Birdie Fee which covers both registered and drop-in programs. No waiver is granted to anyone even though he/she brings own birdie. Bringing own birdie does not grant any member privilege over the court rules nor AGOAC-supplied birdie.
 - b. Starting September 1, 2016, every member in a badminton program has to pay an annual fee of \$10 a year running from September 1 to August 31 of the following year, not pro-rated nor refundable. The fee will be reviewed and/or adjusted periodically and be determined by the Badminton Committee in due course.

9. Grievances, disputes and complaints
 - a. Court monitors are volunteers to help AGOAC to run the court in harmony and deserve respect and cooperation. Should member have any grievances, disputes or complaints against court monitors, please do not argue with them. Address your issue to the Badminton committee by email, not to the City, for resolution. If there is no resolution, the issue would be elevated to AGOAC board.
 - b. Do not bring personal conflicts in the City's properties.

10. Accident and Incident Reports
 - a. The court monitors can issue the Accident and Incident Reports of City of Markham or similar Report approved by AGOAC to a member who contravenes rules and regulations or Code of Conducts.
 - b. Such report can be used as an official record or warning against offending members.

11. Disciplinary Action
 - a. When member contravenes the rules or Code of Conducts, Court Monitors have the authority to issue warning and/or to take such disciplinary actions as suspension to the offending member. Depending on the seriousness and frequency of the offence, the Badminton Committee will determine the duration of suspension.
 - b. Such member receiving the warning letter and/or suspension can appeal to the Committee by writing.
 - c. If there is no resolution, the issue will be elevated to AGOAC Board for solution.

12. Spare
 - a. Spare.
 - b. Spare.

3.2 Ballroom Dance Program

1. Participants must abide by:
 - a. General Codes of Conduct listed on Section 1.
 - b. Program Rules and Regulations listed on Section 2.
2. The first 30 minutes are reserved for Members only.
3. After the first 30 minutes, Non-members may join the class if space is available.
4. When the maximum occupancy is reached, a "Full" sign is posted outside the door and no more members will be allowed to join the program.
5. Change dancing shoes before entering the dance area.
6. Always follow the dancing direction (Anti-clockwise).
7. When dancing stops, leave the dance area and return to your seat as soon as possible.
8. Neither teaching nor practicing in the dance area at anytime.
9. Improper behavior will not be tolerated, when necessary, the Program Coordinator and/or instructor can request the member/non-member to leave the program.

3.3 Craft and Hobbies Program

1. Participants must abide by:
 - d. General Codes of Conduct listed on Section 1.
 - e. Program Rules and Regulations listed on Section 2.
2. Class is limited to 12 members and is for Members only.
3. Participants are to provide own materials that include yarns, needles, etc.

3.4 Digital Photography Program

1. Participants must abide by:
 - a. General Codes of Conduct listed on Section 1.
 - b. Program Rules and Regulations listed on Section 2.
2. Participants are responsible for their own equipment.

3.5 Guitar Class Program

1. Participants must abide by:
 - a. General Codes of Conduct listed on Section 1.
 - b. Program Rules and Regulations listed on Section 2.
2. This is a pre-registered program for AGOAC members only.
3. Beginner's Class cycle: three times a year and the start date will be announced through AGOAC email.
4. Registration can be submitted by email to agoac.guitar@gmail.com or in-person to the Guitar class.
5. Program Coordinator will decide the maximum number of students depending on classroom size and the maximum number of students the instructor can handle.
6. Students must sign-in with the class-monitor for class attendance, and show a valid AGOAC membership card when requested.
7. Consecutive absence of 2 or more classes without notice will be treated as automatic withdrawal from the class.
8. Equipment is not provided; each student is responsible for his/her own nylon string acoustic guitar and must bring it to class.

3.6 Karaoke Program

1. Participants must abide by:
 - a. General Codes of Conduct listed on Section 1.
 - b. Program Rules and Regulations listed on Section 2.
2. Karaoke Program is opened to all AGOAC members. Each member must sign in to join each session by presenting the original copy of his/her membership card.
3. Non-members are welcome to join the Karaoke session after paying the drop-in fee as established by AGOAC (currently, it is \$2.60).
4. Priority is given to members for the 1st half hour of each session. After that, non-members can sign in if there is space available.
5. Everyone regardless of singer or audience must sign in in-person. The Drop-in fee is waived for non-member audience.
6. In addition to adhering to the General Codes of Conduct, members are to refrain from making unnecessary noises in order to provide a quiet environment for the singers. These include:
 - a. Phone rings - turn your cell phone to vibration mode;
 - b. Loud and/or prolonged conversation – move away from the Karaoke area if you must carry out the conversation.
7. No mentoring unless requested - let each singer do it in his/her own style.
8. Respect each other and do not criticize.
9. Enjoy friendship with each other and have fun.

Submitting Song Requests

1. Singer is given a numbered CD sleeve after signing in. The number is the sequence in the queue to sing. This numbered sleeve is not transferable and must be returned before leaving the session.
2. The CD sleeve is the means for a singer to submit the songs media. The media can be a CD, DVD or USB key.
3. Singer must submit his/her songs media well in advance. Do not take out the media until it is his/her turn to sing. DJ will skip his/her turn and he/she has to wait for next round if DJ cannot find his/her disk or USB to play the songs.
4. Singers must immediately retrieve his/her own disk or USB and CD sleeve after finishing a song. DJ is not responsible for any disk or USB lost.
10. The CD sleeve contains a song information slip. Singer must use this slip to indicate clearly the selected song's number, name, track number where vocal is cut, raise or lower key amount. Each time, a singer may sing a song of maximum 5 min. in length.

3.7 Line dance (Drop-in) Program

1. Participants must abide by:
 - a. General Codes of Conduct listed on Section 1.
 - b. Program Rules and Regulations listed on Section 2.
2. This is a drop-in program which is based on a first come first serve.
3. Priority is given to AGOAC members over non members.
4. Non-members must pay a drop-in fee as established by AGOAC (currently it is \$2.60).
5. The room occupancy varies depending on the size of the room. When the maximum occupancy is reached, a "FULL" sign is posted outside the door and no more members will be allowed to join the class.
6. Register with your original membership card to sign in first before joining the class.
7. Keep the place clean and tidy up before leaving the room

3.8 Line dance (Pre-registered) Program

1. Participants must abide by:
 - a. General Codes of Conduct listed on Section 1.
 - b. Program Rules and Regulations listed on Section 2.
2. This is a pre-registered fee program. Fees must be paid upfront for the whole session regardless of when the participant joins the class.
3. Priority is given to AGOAC members over non members. Non-members pay a higher fee than AGOAC members.
4. Register with your original membership card and to sign in with original membership card for the first class.
5. Keep the place clean and tidy up before leaving the room

3.9 Mah Jong Program

1. Participants must abide by:
 - a. General Codes of Conduct listed on Section 1.
 - b. Program Rules and Regulations listed on Section 2.
2. This is a pre-registered program for AGOAC members only.
3. Registration is required for each weekly session via AGOAC.MJ@GMAIL.COM
4. Registration is closed 2 days before each session day.
5. AGOAC is not responsible to organize team for the players. Players must organize their team with at least 4 players.
6. Once the team is organized, the players determine and set up their style of Mah Jong.
7. The game is based on score **and EXCHANGE OF MONEY IS NOT ALLOWED.**
8. The Program Coordinator decides on the maximum number of tables.

3.10 Pickleball Program

1. Wear proper court clothing including indoor non-marking court shoes. Shoes that will mark the gymnasium floor are not permitted.
2. Pickleball at Angus Glen is a drop in program which means first come first serve regardless of skill level. Priority is given to AGOAC members over non members. After 15 minutes, any available spots are opened to non-members after paying the full cost.
3. After the game, all players must immediately leave the court to allow players of next game to enter. If there are not enough players in the upcoming game, other waiting players may join.
4. While waiting for your game, do not stand in front of the sitting players to block their view to watch the games.
5. There is a maximum of 32 players on all 4 courts. When a player leaves, the name is crossed out on the attendance sheet and a new player can be admitted.
6. The Court closest to the parking lot is Court 4.
7. Court 4 is reserved for novice players or new players who want to practice and improve on their skills. There is a time limit of 15 minutes regardless of whether players engage in a scoring game or not.
8. Court 1, 2 & 3 are for score keeping games. Court rotation and assignment are based on the W & L Paddle Box system.
9. While players would like to match up with similar skill level players, we must respect everyone's rights to play. You can skip your turn if you feel the other players belong to a different level but no one should be rejected by other players when his and her turn is up.
10. The Board will appoint Court Monitor(s) to ensure these rules are followed.
11. When there are insufficient players using Court 4, all Courts follow the same W & L Paddle Box system.
12. The Board welcomes suggestions to improve on the program.
13. The objective of the program is to provide a harmonious environment for players to enjoy the game with courtesy and mutual respect.

W & L Paddle Box system

1. Paddle boxes with 'W' & 'L' signs are used to govern court rotation and assignment.
2. After a game is finished, the losing team puts their paddles in the box marked "L" and the winning team puts their paddles in the box marked "W". This ensures a mixture of teams and quality of player skills throughout the session.
3. There is also a sign that is marked "NEXT".
4. At the beginning of the session, prior to any court play, the players may place their paddles in either the "L" or "W" box.
5. The court monitor decides which box has the "NEXT" sign.
6. When a court becomes free, the next 4 players who have their paddles in the box with the "NEXT" sign will play on that court and the "NEXT" sign will be moved to the other box. For example: When the "NEXT" sign is on the "W" box, those 4

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players will start their game and the "NEXT" sign will be moved to the "L" box and so forth as each set of four players starts a game.

7. When a player puts his/her paddle in the "L" or "W" box, it must be placed at the rear of other paddles already in the box.
8. When players start any type of game, they decide amongst themselves which players will team together.
9. When there are less than 4 paddles in a box with the "NEXT" sign; the number of paddles needed to make a four person roster is taken from the front paddles in the other box.
10. If a player has his/her paddle in the first 4 paddles of the "NEXT" signed box and wants to sit out a game, his/her paddle remains in that same box and moves towards the front of the box. They do not lose their position and will be called upon to play the next time the box has the "NEXT" sign. Once the session starts players cannot move their paddles back and forth between boxes.
11. Should a player wish to loan their paddle to another player they can use one of the wooden paddles as a marker for their location in the box. They should have an identifier so that wooden paddle is not mixed up with other players' who use a wooden paddle.

3.0 Table Tennis Program

1. Participants must abide by:
 - a. General Codes of Conduct listed on Section 1.
 - b. Program Rules and Regulations listed on Section 2.
2. This program is limited to AGOAC members only.
3. All players must sign in for the attendance.
4. All players must show their original Membership card to the Program Monitor for identification.
5. At anytime, there is a limit of 24 players in the court (OAC room). Due to the fire regulation, when the limit is met, additional members must wait outside of the OAC room until some players leave the court.
6. Each playing session is 15 minutes. The players must leave the court for other members to come in when the time is up.
7. For players' safety, proper sport shoes must be worn for the game, **no wet shoes are allowed** in the room. This is to avoid slippery floor caused by wet floor.
8. Bring your own racket and balls.

3.1 Tai Chi Program

1. Members must abide by:
 - a. General Codes of Conduct listed on Section 1.
 - b. Program Rules and Regulations listed on Section 2.
2. Bring your original membership card to sign in.
3. Class size: maximum 30 participants depending on location.
4. For Drop-in program: Priority is given to members for the first 15 minutes. After the 15 minutes, non-members may join by paying the drop-in fee as established by AGOAC (currently \$2.60).
5. For pre-registered program:
 - a. After the class limit is met, the additional enrolments are put on a waiting list. If more than 15 people are on the waiting list, a new class can be considered if a volunteer leader/instructor is available, upon approval of AGOAC board and location availability. Wait-listed members will be notified via email.
 - b. It is the member's responsibility to let instructors/leaders know if he/she will be absent for more than 2 classes; otherwise his/her name will be taken off the list for members on the waiting list.
6. Come 5 minutes before program start to find your spot. No member has a designated spot. It is based on first come first serve.
7. When you find a spot, make sure there is enough space between you and members next to you to do exercises. Otherwise you have to find another spot.
8. Late comer should go to the back or sides to get their spot so as not to interfere with the ongoing exercises.
9. Leave-early members should wait until an exercise finishes. Do not walk across the floor. Go to the side or back to exit the room.
10. Turn off cell phone or switch to vibrate mode during class. Leave the class discreetly and quietly without disturbing fellow participants if you must talk on the phone. Do not walk across the room. Go to the side or back to exit the room.
11. Create and support a pleasant atmosphere for all to enjoy.
12. Enjoy your new friends in Tai Chi.

3.2 Wellness Program

1. Members must abide by:
 - a. General Codes of Conduct listed on Section 1.
 - b. Program Rules and Regulations listed on Section 2.
2. Wellness is a drop-in program.
3. Bring your own original Membership card to sign in. A copy of any kind is not accepted.
4. Priority is given to members. Non-members are accepted only when there is space available and with proof of receipt for full payment of drop-in fee as established by AGOAC (currently, it is \$2.60).
5. Report any issue to your program coordinator.
6. Come 5 minutes before program start to find your spot.
7. No member has a designated spot. It is based on first come first serve.
8. When you find a spot, make sure there is enough space between you and members next to you to do exercises. Otherwise you have to find another spot.
9. Late comer should go to the back or sides to get their spot so as not to interfere with the ongoing exercises.
10. Leave-early members should wait until an exercise finishes. Do not walk across the floor. Go to the side or back to exit the room.
11. Do not talk when an exercise is going on.
12. Turn off cell phone or switch to vibrate mode during class so as not to disturb the class. Leave the class discreetly and quietly without disturbing fellow participants if you must talk on the phone. Do not walk across the floor. Go to the side or back to exit the room.

3.3 Yoga Program

1. Participants must abide by:
 - a. General Codes of Conduct listed on Section 1.
 - b. Program Rules and Regulations listed on Section 2.
2. Members are required to register in advance.
3. Registration is through AGOAC.yoga@gmail.com
4. There are 10 classes per session.
5. Member who has not participated before will get 4 free classes.
6. Fees are based on \$3 per class or \$30 per session for AGOAC member.
7. Full amount must be paid before the first class.
8. No refund will be provided.
9. Enrolment is not transferable.
10. Come in a few minutes before class starts.
11. Bring your own mats and other accessories
12. Members may not be allowed to join once the class has begun.

3.4 Yuanji Dance Program

1. Members must abide by:
 - a. General Codes of Conduct listed on Section 1.
 - b. Rules and Regulations listed on Section 2.
2. Yuanji Dance is a pre-registered program.
3. Bring your Membership card to sign in. A copy of any kind is not accepted.
4. Priority is given to members in pre-registration. Non-members are not accepted due to limited spaces.
5. The following conditions are deemed drop-out:
 - a. 3 consecutive leave without notice to instructor/coordinator; or
 - b. Attendance rate is less than 50% without sound reason given
 - c. Drop-outs will be excluded in next registration
6. Report any issue to your program coordinator.
7. Come 5 minutes before program start to find your spot.
8. No member has a designated spot. It is based on first come first serve.
9. When you find a spot, make sure there is enough space between you and members next to you to do exercises. Otherwise you have to find another spot.
10. Late comers should go to the back or sides to get their spots so as not to interfere with the ongoing exercises.
11. Leave-early members should wait until an exercise finishes. Do not walk across the floor. Go to the side or back to exit the room.
12. Do not talk when an exercise is going on.
13. Turn off cell phone or switch to vibrate mode during class so as not to disturb the class. If you must talk on the phone, please leave the class discreetly and quietly without disturbing fellow participants. Do not walk across the floor. Go to the side or back to exit the room.