



Lincoln Center Skate Club

HANDBOOK

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Chapter 1

OVERVIEW OF LINCOLN CENTER SKATE CLUB

HISTORY & PURPOSE

Lincoln Center Skate Club was formed on August 8, 1991. The club is registered with US Figure Skating.

The purposes of Lincoln Center Skate Club (LCSC) are:

- 1) to encourage in the instruction, practice, testing and advancement of the members in any or all the disciplines of figure skating
- 2) to encourage and cultivate a spirit of fraternal feeling among ice skaters.
- 3) to sponsor, produce, or cooperate in the production of figure skating competitions, exhibitions, ice carnivals or shows.
- 4) to carry out the general policies and objectives of US Figure Skating.

MISSION STATEMENT

LCSC's mission is to provide an opportunity for youth to develop their figure skating skills and techniques with highly qualified skating professionals in a supportive and fun environment, while cultivating important life skills and encouraging the development of friendships.

PHILOSOPHY STATEMENT

LCSC has the following beliefs:

- All members have a right to access highly qualified and credentialed coaches.
- All members should be encouraged to enjoy the sport of figure skating.
- All members should have access to well-maintained facilities.
- All members should show respect for themselves and other members.
- All members should encourage fellow members and exhibit good sportsmanship.

Chapter 2

ORGANIZATION

NON-PROFIT STATUS

LCSC is a registered 501(c)3 non-profit organization with the State of Indiana.

LCSC GOVERNANCE

LCSC is governed by a set of bylaws required for status as a 501(c)3 non-profit organization.

The bylaws are reviewed yearly by a sub-committee appointed by the board of directors.

Recommendations for revisions are brought to the Board of Directors for approval.

A full copy of the LCSC bylaws can be found in the appendix of this handbook.

BOARD STRUCTURE

The board of directors is comprised of the following voting members:

- 4 Officers - President, Vice President, Secretary, Treasurer (Executive Committee)
- 1 Ice Skating Professional Representative
- 2 Board Members At Large

The following standing committees or roles may assist with the work of LCSC:

Marketing / Publicity

Fundraising

Volunteer

Hospitality/Spirit

Competition

Finance

Ice Show

Testing

Compliance Chair

BOARD MEETINGS

Meetings of the LCSC Board of Directors will occur at least 6 times throughout the fiscal year.

Meeting dates and times will be listed on the LCSC calendar. All members are welcome to attend meetings.

LCSC CONTACT INFORMATION

Contact information for the LCSC board of directors and other important club contacts can be found on the LCSC website at www.lcsccolumnbus.org.

Chapter 3

CLUB POLICIES AND PROCEDURES

CONFIDENTIALITY STATEMENT

Personal information about members and families will be kept confidential. All documents with personal information will only be used for official LCSC business.

COMMUNICATION

Email & Smart Phone App

The primary forms of communication from LCSC to members are through email and a smart phone app. It is important that members check their email and the app on a regular basis for notices from LCSC. It is also important that if email addresses change, that the member notify LCSC as soon as possible so records can be updated. The Smart Phone App will be the primary method for communicating urgent updates or changes.

Website

LCSC maintains a website at www.lscscolumbus.org and may refer members to the website for information, notices, or documentation. The website Home Page will be accessible to the public to inform those interested in learning about Lincoln Center Skate Club, however, Club Updates will be private and should be accessible to members only.

Social Media

LCSC maintains a closed Facebook group for communication with members. There is also a public page for those not in the club to hear about upcoming events. **Please note that our primary methods of communication are email and the smart phone app.**

Mailboxes

LCSC will provide a mailbox at Hamilton Center for each member/family and coach.

Meetings

Membership meetings are held at the beginning of the season in August (Parent Meeting) and at the end of the season in May (Banquet). Attendance at the beginning of the year parent meeting is recommended.

MEMBERSHIP

Minimum Qualifications

Skaters may join LCSC once they have successfully completed Basic Skills 1-6 through the Hamilton Center Parks & Rec program or an equivalent Learn to Skate program. Skaters who have successfully completed Basic Skills 4 through the Hamilton Center Parks & Recreation program, or an equivalent Learn to Skate program, and are at least five years old are eligible to join at the Prep level. Those who have successfully completed Basic Skills 5 and are at least five years old may join at either the Prep or Plus level. All skaters must continue their Basic Skills instruction through the Parks & Recreation Learn to Skate program until they successfully complete Basic 6. After the completion of Basic 6, Prep/Plus level skaters must participate in the Parks & Rec Novice program. Exceptions will be considered on a case-by-case basis. A skater will be allowed to remain at the Prep/Plus member level: (1) as long as they remain in the Parks & Rec program and (2) for a maximum of 2 years. Once skaters have progressed beyond the Prep/Plus levels, they will not be permitted to return to the Prep/Plus membership.

Benefits

- Use of club reserved prime ice time throughout the season.
- Invitation to participate in optional power, Ice Show, and off ice classes taught by highly credentialed coaches and skill specialists. Special fees may apply.
- Assistance with registration through US Figure Skating
- Assistance with competition information
- Assistance with testing
- Use of club coaches for private lessons during club time, as arranged by LCSC coaches.
- Invitation to participate in social activities throughout the season.
- Right to contribute to LCSC club governance through annual elections at membership meetings. See LCSC bylaws in the appendix of this handbook for membership voting rights

Levels

LCSC will offer different membership levels with varying fee structures. LCSC reserves the right to change the levels and fees between seasons. Because LCSC's annual budget is set based on start of season membership, members will not be permitted to reduce their club level mid-season.

Discontinuation

LCSC reserves the right to discontinue membership at any time under the following circumstances:

- Refusal to submit required documents.
- Refusal to submit required volunteer commitment deposit and/or non-completion of volunteer commitment.
- Refusal to fulfill fundraising commitment.

- Misconduct as outlined in the SkateSafe Program or Parent/Member Code of Conduct
- Past due accounts

Membership fees and quarterly annual dues are not refundable for any circumstance, which includes discontinuation of membership.

REGISTRATION

Procedure

U.S. Figure Skating membership runs from July 1 – June 30. LCSC Membership registration begins in May and is on-going throughout the season. A skater is officially enrolled when:

- The Membership Application has been completed and returned to LCSC.
- Appropriate membership fees are submitted.
- The LCSC Board has approved the applicant for membership.
- All required documentation (listed below) has been completed and submitted.

The LCSC membership application can be found on the LCSC website (www.lcsccolumnbus.org). If assistance is required, please contact an LCSC Board Member or coach.

Required Documentation

- A completed and signed LCSC Membership Application must be submitted to LCSC for each family along with the following completed forms:
 - Medical Emergency Information
 - Assumption of Risk, Waiver and Release, and Indemnification Agreement
 - Name and Likeness Release and Consent Agreement
 - Parent Code of Conduct
 - Skater Code of Conduct and Dress Code

Volunteer & Fundraising commitment agreement is acknowledged as part of the membership application.

Refusal to submit any required documentation in a timely manner can be cause for dismissal from the club.

PARENT MEETINGS

Parents/guardians are recommended to attend the Parent Meeting at the beginning of the year, usually held in August or the beginning of the skating season. Notice of meetings will be sent to parents via email, social media, and/or updates via the website or the Smart Phone app. A copy of the LCSC Handbook and any additional required forms will be available on the website.

UNIFORMS

As an active member of LCSC, it is recommended that members have a club jacket to properly represent the club both inside our home rink and outside during competitions and events. Members should purchase a solid black full-zip skating jacket (no hood) and take it to Hoosier Sporting Goods to have the LCSC logo applied to the back and the skater's name embroidered on the front.

ICE USE

LCSC will reserve a set schedule of ice for use by club members and club approved coaches throughout the season. The ice schedule will be posted on the LCSC website. Sessions may be designated as free skate by skill level, power, or ice show rehearsal. Off ice sessions may require prior registration and may carry a special fee.

LCSC reserves the right to change this schedule or session assignments at any time during the season. To ensure awareness and understanding, the Board of Directors will make every effort to discuss pending changes during a board meeting or special member meeting. Notice of changes will be communicated to all members.

Membership Registration Fee

Non-refundable membership application fees are due prior to the member being allowed to participate in club ice. This allows LCSC to begin planning for the upcoming year. A selection of membership levels will be available. LCSC reserves the right to change the membership levels and fees between seasons.

Payments may be made using the following formats:

- Placed in an envelope and dropped in the secure LCSC payment box – located in the skate rental office at Hamilton Center
- Mailed to: LCSC, PO Box 972 Columbus, IN 47202
- Paid online at lscscolumbus.org, LCSC members/Pay Dues

Please contact the LCSC Treasurer at treasurer@lscscolumbus.org for more information regarding payments.

USFS Fee

A portion of the LCSC membership application fee is used to cover the cost of the skater's US Figure Skating Membership Fees. These fees are subject to change per USFS.

Insufficient Fund Fee

A fee of \$40 will be charged for all payments returned for insufficient funds.

Past Due Accounts

The LCSC treasurer will contact a delinquent account to be reminded that payment is due.

Failure to submit payment under these guidelines would qualify for dismissal from the club. **The club reserves the right to charge late fees and /or send to collections.**

Scholarships

LCSC does not currently offer scholarships internally. We recommend interested parties consider applying for a scholarship from the AEI Youth Sports Fund scholarship program, which is administered by the Heritage Fund. Details can be found on the heritagefundbc.org website.

ACCIDENTS & EMERGENCIES

Medical Information

Members will be asked to complete a medical emergency information form to be kept on file in case a medical emergency arises at Hamilton Center. The information will be stored in the Hamilton Center rink office and will only be accessed by a LCSC authorized individual or Hamilton Center Staff in case of an emergency.

Medical Consent

It is understood that consent is given to LCSC coaches, LCSC volunteers, LCSC board members, Hamilton Center, and any at facility activities are taking place to obtain medical care, including transportation and emergency medical services, from any licensed physician, hospital, or clinic for members for any injury that could arise from participation in the club.

This consent will be restated on the LCSC medical emergency information form and will require a signature from the member (if age 18 or over) or an authorized parent or guardian (if under the age of 18).

Rink Closure

Hamilton Center is closed when a city or state of emergency is declared. Club sessions are usually held if Columbus schools are delayed or closed and Hamilton Center is open. LCSC will communicate with members via email or social media if a schedule change will take place.

Other Emergencies

Hamilton Center has policies and procedures in case of fire, tornadoes, or a building lockdown due to unsafe conditions outside of the building. Please note that members will not be able to leave the building until it is safe to do so.

SAFETY

A high priority of coaches and volunteers for LCSC is the safety and welfare of members. The following are measures LCSC will take to ensure safety at all times.

Rink Safety & Etiquette

- Coaches shall discuss rink safety and etiquette with club members during an initial meeting. This may occur on the first day of club sessions or may occur at the first private lesson.
- Parents or Guardians are required to review skater code of conduct and dress code expectations with their children, which can be found in Appendix E of this handbook.
- Members are required to know and understand rink safety as explained by coaches and parents or guardians.
- Members must comply with all rules of the Hamilton Center Ice Area including the expectation that all children under the age of 12 are always accompanied by an adult.

Volunteers & Background Checks

- Volunteers may be screened with a background check to help protect members according to U.S. Figure Skating's SkateSafe guidelines. Volunteers who choose to be screened with a background check through U.S. Figure Skating's designated process will be reimbursed the full cost from LCSC.

SkateSafe

- Applicable LCSC volunteers, all board members, all committee chairs, and all coaches will be trained and certified according to USFSA SkateSafe guidelines. SkateSafe addresses recognizing and reducing circumstances for potential misconduct to occur within the club. This includes locker room safety, hazing, harassment, bullying, physical, sexual, and emotional abuse. SkateSafe information can be found in the appendix of this handbook.

LCSC and Hamilton Center are not responsible for the supervision of members. Leaving members unattended is at your own risk.

ASSUMPTION OF RISK, WAIVER AND RELEASE, AND IDEMNIFICATION AGREEMENT

The full policy regarding waiver and release of liability and assumption of risk and indemnity can be found in the appendix of this handbook.

CODE OF CONDUCT

LCSC holds high standards related to conduct for anyone associated with the club. All parties should be treated with respect at all times.

The LCSC Skater Code of Conduct, Parent Code of Conduct, and Coach Code of Conduct can be found in the appendix of this handbook.

Failure to adhere to the code of conduct can be grounds for dismissal from the club.

VOLUNTEERS

Commitment

Volunteers are vital to the success and growth of the club. Members will be required to volunteer for a **specified number of hours** per family each season. **If a member participates in the Ice show, a portion of these hours are required for the event.** Members may recruit family members to fulfill this requirement if they meet the age limitations and have a completed and approved background check on file, if applicable. Volunteer commitment hours may be prorated for those members who join late in the season but are at the discretion of the LCSC board.

Members will be encouraged and can be required at the discretion of the board to be active in an LCSC committee in addition to the volunteer hours requirement.

All volunteer opportunities will be managed by the Volunteer Committee. The committee will track each member's participation to ensure commitment is met. If a member cannot work a scheduled volunteer time, they are responsible for finding a replacement and reporting the change to the Volunteer Committee.

A member's failure to meet (or be signed up to meet) their minimum-required volunteer commitment hours will exclude the family from eligibility for Ice Show "on ice" seating.

Exemption

LCSC Board would like to reward those volunteers who choose to go above and beyond by serving on a board committee. All members regardless of position are expected to complete their volunteer commitment. If all positions are covered for the ice show, members that chair or serve on a committee will be given an opportunity to reduce their volunteer hours. LCSC board reserves the right to set the rules and limitations for this reward.

Identification and Background Check

All applicable volunteers will be required to complete a background check prior to volunteering with LCSC. A background check will be provided if applicable. The Volunteer Committee will notify the potential volunteer once the background check has been completed and he/she is eligible to volunteer with LCSC.

COACHES

LCSC contracts with highly qualified coaches to perform and offer services for the club, which include offering private lessons to members during club ice time, instruction of group power and off ice classes, coordination of home competitions, and work with the annual Ice Show. Members can contract with coaches for private lessons during club ice time as a benefit of membership. Each member arranges for and pays his/her coach directly for individual lessons during a club session. It is essential to communicate with a coach and establish a lesson schedule. Members may utilize multiple club coaches with agreement between coaches and members.

LCSC reserves the right to hire additional coaches as needed to perform club services. Guest coaches must go through an approval process and pay fees to coach on club ice sessions. The LCSC board reserves the right to invite guest coaches without a required fee to cover coaching gaps, support workshops, bring specialty skills or other activities deemed beneficial by the board.

Coaches may provide consistent and timely communication with each member and their parent/guardian on a regular basis. Coaches may also keep accurate records of their communication with each skater and their parent/guardian. The communication may include but is not limited to: goals and objectives, skills completed, areas of improvement, testing information and competition information.

All club coaches are required to hold credentials and certifications as directed by LCSC.

TESTING

Testing allows skaters to show mastery of different levels of skating skills per US Figure Skating guidelines. Passing tests by official judges advances the skater to the next level. LCSC organizes club sponsored test sessions throughout the season. LCSC sponsored test sessions may be open to outside skaters or may only be offered to LCSC members. All members will be notified about the availability of LCSC sponsored test sessions. Participation in testing is optional and is a joint decision between the member and their coach. Coaches will invite members to test when they determine the member has mastered the skills necessary to pass the test. A testing application and fee are collected during test sessions.

FUNDRAISING

Fundraising is a necessity to help keep club fees reasonable for participants. It is the responsibility and expectation of all members to participate in fundraisers – through sales, volunteering, etc. **Members will be required to raise a set amount throughout the season to meet the club commitment.** No Pro-rating will be offered to late registrants. If the commitment is not met at the preset deadline at the end of the season, the member will be billed for the remainder of the commitment owed.

LCSC may provide multiple fundraising opportunities to members throughout the season in order to help with reaching commitment. The Fundraising Committee will coordinate these efforts and will track each member's participation.

Failure to pay the fundraising balance by the predetermined deadline is grounds for dismissal from the club.

ICE SHOW

LCSC produces an annual Ice Show at the end of the skating season. This show is a large fundraiser for the club. LCSC invites Parks & Recreation and Club skaters to participate. Ice show participation is optional for club members. Ice Show registration will occur in late fall to

allow time for coaches to assign skaters to the appropriate routines and allow organizers to properly plan for a great show. Interested participants will be asked to register for the Ice Show. LCSC reserves the right to charge fees for participation in the ice show. A costume purchase is required for each routine.

Large group rehearsals will occur during scheduled ice sessions. Small group and solo rehearsals are scheduled by coaches and are subject to fees paid to the coaches. Participation in small groups and solos is optional; please note they will require an additional costume purchase.

All full-time LCSC members who are Seniors with the Club may choose to have a solo and are required to skate a minimum of 5 freestyle sessions a week. Seniors should have a minimum of six years as a Figure Skating Club member.

All other full-time LCSC members who wish to participate in a solo must complete the following requirements: passed Pre-Silver Singles and/or Gold Skating Skills tests by November 1st (after the Indiana Figure Skating State Championships).

Note: The volunteer hours for the ice show will apply to the total volunteer commitment required as a member of LCSC.

Associate Club members do not participate in the Ice Show with LCSC, however may participate through Parks and Rec classes.

New skaters who join after November 1st will not be eligible to participate in the annual Ice Show as an LCSC member but may be able to register through the Parks & Rec program.

More detailed information about the annual Ice Show will be communicated by the ice show committee in the fall.

PHOTOGRAPHY/MEDIA POLICY

LCSC reserves the right to publish or reproduce any photo or video of its members collected at any event sponsored by LCSC or represented by LCSC. Photos and videos collected can be used for promotion of the club through print or electronic means, or on social media, without claims of compensation. All images – electronic, negatives, and positives, together with prints are owned by LCSC. Photographs and videos of any LCSC member, staff, volunteer, or board member should not be used for promotional purposes other than those related to LCSC without written publicity release from said individual or, in the case of minors, said individual's parent or guardian.

Any member who wishes to opt out of the above policy must do so in writing to the LCSC board of directors.

COMPLAINTS

Any club disagreement or complaint may be submitted to the LCSC board of directors for formal review. The process for submission of complaints is discussed in the LCSC bylaws. A copy of the bylaws can be found in the appendix of this handbook.

HAMILTON CENTER/PARKS & RECREATION SKATING INFO

Ice Time

Hamilton Center offers punch card sessions for ice use to the public outside of club sessions during the season, including breaks and summer. All schedules/fees for Parks & Rec ice time are available at Hamilton Center. Please inquire at the front desk for questions related to Hamilton Center/Parks & Rec schedules/fees.

Classes

Hamilton Center/Parks & Rec offers Basic Skills classes for Snowplow Sam, Level 1-6 and Novice Club throughout the year. Please inquire about these classes through Hamilton Center.

Lockers

Lockers are available to rent through Hamilton Center and are located in the lobby restrooms.

Chapter 4

MEMBER RESPONSIBILITIES

CONTACT INFORMATION

Members must notify the LCSC Board as soon as possible when there are changes in member information, such as address, phone number, emergency numbers, medical information, etc.

COMMUNICATION

Members should check the Smart Phone App and the email address on file with LCSC for notices and updates regarding the club on a regular basis. Members may refer to the LCSC website, club bulletin board in Hamilton Center, or social media outlets as an additional source of notices and information.

CODE OF CONDUCT

It is the responsibility of the parent/guardian to thoroughly review the Parent Code of Conduct and the Member Code of Conduct documents. It is expected that the parent/guardian discuss the codes of conduct with the member before utilizing club ice. Members will be strictly held to follow the codes of conduct and may be dismissed for misconduct.

VOLUNTEER COMMITMENT

Families are expected to complete a volunteer commitment so that the club can continue to meet the needs of members, while offering valuable services and opportunities. For all members, regardless of participation in the Ice Show, a portion of this commitment must be met with volunteer hours for Ice Show. A member's failure to meet (or be signed up to meet) their minimum-required volunteer commitment hours excludes the family from eligibility for Ice Show "on ice" seating.

FUNDRAISING COMMITMENT

Members are expected to complete a fundraising commitment each year. If the commitment is not met at the preset deadline at the end of the season, the member will be billed for the remainder of the commitment owed. Failure to pay the fundraising balance by the predetermined deadline is grounds for dismissal from the club.

REQUIRED DOCUMENTS

Members are expected to submit all required documentation to LCSC in a timely manner. Members are expected to familiarize themselves with the LCSC Handbook.

Chapter 5

COMMITTEES AND RESPONSIBILITIES

MARKETING / PUBLICITY COMMITTEE

The Marketing/Publicity Committee holds the following responsibilities:

1. Promotes all activities of the club.
2. Maintains the club website.
3. Maintains the club Facebook page.
4. Coordinates with the Fundraising Committee to publicize club fundraisers.
5. Coordinates with Show Committee to publicize Ice Show.
6. Coordinates with Hospitality Committee to publicize social events.
7. Creates and maintains a club brochure.
8. Maintains the club bulletin board, which includes all club postings and information.
9. Main Contact for local media (newspaper & radio).
10. Coordinates with Compliance Committee to publicize results of testing sessions and competitions and for advertising competitions.
11. Coordinates with Secretary on maintenance of club historical records.
12. Collects bids for club photographer.
13. Maintains club logo and advertising materials.
14. Maintains donor database and provides a thank you note to donors.
15. Provides monthly Marketing/Publicity Committee reports to the Board of Directors.
16. Ensures committee representation at monthly Board meetings as often as possible.

FUNDRAISING

The Fundraising Committee holds the following responsibilities:

1. Sets annual fundraising targets after presenting ideas to the Board of Directors.
2. Coordinates with the Treasurer of the club on budget planning.
3. Executes all fundraising events of the club.
4. Coordinates with Publicity Committee to advertise fundraising events through all sources.
5. Tracks individual skater fundraising contributions, if applicable.
6. Coordinates with Show Committee on Ice Show fundraising efforts (advertising, food sales, flowers, DVDs, etc.).
7. Attends all fundraising events.
8. Provides monthly Fundraising Committee reports to the Board of Directors.
9. Ensures committee representation at monthly Board meetings as often as possible.

VOLUNTEER COMMITTEE

The Volunteer Committee holds the following responsibilities:

1. Documents the Ice Show & Competition volunteer roles and responsibilities.
2. Coordinates with the Ice Show & Competition Committees to fill volunteer roles.
3. Tracks volunteer hours for each family to ensure they meet their club volunteer commitment. (Failure to meet their volunteer commitment excludes the family from eligibility for Ice Show “on ice” seating.)
4. Ensures volunteers meet SkateSafe compliance, including background checks, when appropriate.
5. Provides monthly Volunteer Committee reports to the Board of Directors.
6. Ensures committee representation at monthly Board meetings as often as possible.

HOSPITALITY / SPIRIT COMMITTEE

The Hospitality and Spirit Committee holds the following responsibilities:

1. Organizes all social activities of the club.
2. Organizes a minimum of quarterly skater social activities.
3. Coordinates all aspects of the Annual Banquet.
4. Coordinates with the Volunteer Committee to organize food and drink for all events, including test sessions, competitions, and annual banquet.
5. Decorates for all club events, including the Ice Show.
6. Creates spirit related posters of encouragement for skaters for display in rink lobby.
7. Attends all events requiring hospitality services.
8. Provides monthly Hospitality/Spirit Committee reports to the Board of Directors.
9. Ensures committee representation at monthly Board meetings as often as possible.

COMPETITION COMMITTEE

The Competition Committee holds the following responsibilities:

1. Coordinates with Publicity Committee to promote the event.
2. Creates event in EntryEeze and maintains all of the information, including practice ice schedule.
3. Communicates with families regarding competitions.
4. Obtains qualified judges per USFS guidelines.
5. Arranges for travel and lodging for judges.
6. Assists chief referee on setting competition scheduling.
7. Orders ribbons and medals.
8. Makes arrangements for playing music and program announcement.
9. Creates competition programs.
10. Coordinates with Hospitality/Spirit Committee on lobby and judges’ decorations.

11. Organizes vendors for the competition.
12. Coordinates with Volunteer Committee to recruit volunteers for the event.
13. Onsite coordination during the event.
14. Provides monthly Competition Committee reports to the Board of Directors.
15. Ensures committee representation at monthly Board meetings as often as possible.

COMPLIANCE COMMITTEE

The Compliance Committee holds the following responsibilities:

1. Coordinates with the Treasurer to maintain a current and accurate membership list for the club and assists with the collection of membership fees and test application fees when necessary.
2. Provides a current membership listing to the Secretary of the Club.
3. Heads the SkateSafe program and ensures the club adheres to the guidelines per US Figure Skating.
4. Coordinates with the Secretary to maintain the club's rink mailboxes.
5. Works with the Board of Directors on updating and maintaining the Parent Handbook/Information Packet.
6. Coordinates with the Competition Committee to maintain a database of potential judges.
7. Creates/Provides a welcome letter to all new members once their membership is approved.
8. Provides monthly Compliance Committee reports to the Board of Directors.
9. Ensures committee representation at monthly Board meetings as often as possible.

TESTING CHAIR

The Testing Chair holds the following responsibilities:

1. Sets the dates and locations of all test sessions under the recommendation of the Ice Skating Professional Representative.
2. Obtains qualified judges for test sessions and arranges for their lodging if necessary.
3. Informs the Board of upcoming test sessions.
4. Maintains the test application.
5. Coordinates with the Publicity Committee to advertise test sessions on social media.
6. Collects completed test session applications.
7. Coordinates with the Ice Skating Professional Representative and judges to create the test session schedule.
8. Communicates with testing skaters about the test session schedule and provides test session preparation information.
9. Keeps accurate documentation of test results.
10. Coordinates with the Hospitality/Spirit Committee for judge's food and drink during testing session.
11. Provides monthly Testing Chair reports to the Board of Directors when applicable.
12. Ensures committee representation at monthly Board meetings as often as possible.

ICE SHOW COMMITTEE

The Ice Show Committee holds the following responsibilities:

1. Works with the Board to set the dates for the LCSC annual ice show.
2. Works with the Ice Show Director to make costume selections.
3. Oversees costume fittings and ordering for club and Parks & Rec skaters.
4. Creates an Ice Show program.
5. Creates tickets and recommends pricing to the Board of Directors.
6. Collaborates with the Directors regarding the theme and music selection.
7. Seeks out a show announcer.
8. Ensures proper lighting and set design.
9. Collaborates with the Fundraising Committee on obtaining sponsors, flowers, concessions, DVD's, and photos.
10. Collaborates with the Hospitality Committee on decorations for the lobby.
11. Collaborates with the Volunteer Committee to obtain the necessary volunteers for the show.
12. Obtains the equipment needed for the show.
13. Communicates regularly with families about necessary information pertaining to the show.
14. Selects a Parks & Rec liaison to coordinate show information.
15. Provides monthly Ice Show Committee reports to the Board of Directors.
16. Ensures committee representation at monthly Board meetings as often as possible.

FINANCE COMMITTEE

The Finance Committee holds the following responsibilities:

1. Works with the Treasurer to prepare an annual budget for presentation to the Board of Directors.
2. Meets with the Treasurer monthly to review the month's cash inflows, outflows and account balances.
3. Reviews the books at least quarterly to ensure everything is up to date and appropriate accounting practices are being maintained.
4. Proposes cash balance targets for the Board of Directors.
5. Provides recommendations to the Board regarding dues and fundraising commitment targets.
6. Ensures end of season tax filings are submitted on-time.
7. Provides monthly Finance Committee reports to the Board of Directors.
8. Ensures committee representation at monthly Board meetings.

Chapter 6

AMENDMENTS TO LCSC HANDBOOK

The LCSC handbook will be reviewed annually by the Board of Directors. All approved changes will go into effect immediately.

APPENDIX

Appendix A

ASSUMPTION OF RISK, WAIVER AND RELEASE, AND INDEMNIFICATION AGREEMENT

In consideration of the opportunity to participate in U.S. Figure Skating sanctioned events and activities during the 2025-26 U.S. Figure Skating Competition Season ("Events and Activities"), the undersigned, individually, and on behalf of his/her heirs, personal representatives, administrators, agents, successors and assigns (collectively referred to herein as "Participant"), AGREES TO ASSUME THE RISK AND RESPONSIBILITY, TO RELEASE AND TO INDEMNIFY U.S. Figure Skating, its directors, officers, members, employees, officials, committees, volunteers, clubs, affiliates, sponsors, representatives, agents, successors and assigns, including the host club, local organizing committee and any other entity responsible for the hosting and/or conduct of the Events and Activities (collectively referred to herein as "U.S. Figure Skating"), as follows:

1. Assumption of Risk and Responsibility. Participant fully understands and appreciates the risks of injury that may occur in ice skating or in the course of preparing for, participating in and traveling to or from the Events and Activities. The risks of injury that may occur include, but are not limited to, the risk of, serious bodily injury, viral infections, bacterial infections and risk of other communicable diseases and illness, permanent disability, paralysis and death (collectively referred to herein as "Risks"). Participant acknowledges that Participant voluntarily engages in such Events and Activities with adequate knowledge of such Risks; and agrees that Participant fully assumes all such Risks and all legal and financial responsibility for (a) any and all injuries or damages, whether to person or property, that Participant may in any manner sustain in connection therewith or in the conduct and management of the Events and Activities, including such injury or damage that may result from the negligence of U.S. Figure Skating or from some other cause and (b) all treatment, hospitalization and other care rendered to Participant in the event of Participant's illness, injury or other emergency circumstance in connection with participation in the Events and Activities, subject to any applicable insurance coverage.

2. Release and Indemnification. Participant hereby fully and forever releases, discharges, holds harmless, and agrees to indemnify U.S. Figure Skating from and against any and all liabilities, claims, demands, lawsuits, damages, and judgments, present or future, known or unknown, valid or invalid, direct or consequential, together with reasonable costs and attorneys' fees, which result directly or indirectly from damages, losses, injuries or death to Participant, Participant's property, other persons or property incurred during or in connection with any activities associated with or being a part of the Events and Activities and the conduct and management thereof, including any participation, travel or medical treatment, hospitalization or other care rendered in connection with the Events and Activities, whether such loss, damage, injury or death results from the negligence of U.S. Figure Skating or from some other cause.

I HAVE READ THIS ASSUMPTION OF RISK, WAIVER AND RELEASE, AND INDEMNIFICATION AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I AND THE MINOR HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE. I INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THAT THE REMAINING PROVISIONS SHALL CONTINUE IN FULL FORCE AND EFFECT.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

(if Participant is under 18)

Signature of Participant/Skater

Date

Printed Name of Participant/Skater

Appendix B

Name and Likeness Release and Consent Agreement

By registering for the 2025-26 Competition Season of U.S. Figure Skating, and for good and valuable consideration, I release and grant to U.S. Figure Skating, including its subsidiary and affiliated entities, the right to use my name, likeness, image, photograph, voice, video, athletic performance, biographical information and any other indicia of identity, in any format whatsoever, from the event or activity listed above (collectively, my "Identifications"), and to distribute, broadcast and exhibit my Identifications, without charge, restriction or liability, in any media now known or hereafter devised (including, but not limited to, television, internet, web casting, and video streaming) or in various publications (including, but not limited to, SKATING Magazine, the directory or media guide and marketing materials) into perpetuity, unless otherwise specified and agreed upon. I understand that I will not receive any compensation for any such use of my Identifications. It is also agreed that at no time can U.S. Figure Skating release or authorize the use of my Identifications to an unrelated third party for the purpose of my endorsement of any commercial property, product or service, without my written permission.

I HAVE READ THIS RELEASE AND CONSENT AGREEMENT, FULLY UNDERSTAND ITS TERMS AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE.

Signature of Parent/Guardian

Printed name

Date

Signature of Participant/Skater

Printed name

Date

Appendix C

Parent Code of Conduct

Lincoln Center Skate Club 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.

By signing below, I hereby agree that:

1. I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches and officials 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 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 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 "side line" coaching my child or other skaters.
16. I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.
17. 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.
18. I will become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.
19. I will support and respect all skaters and their right to participate.
20. I will abide by the rules of the Hamilton Center Ice Arena including providing adult supervision at all times for children under 12 years of age.

Appendix D

Skater Code of Conduct & Dress Code

As a member of our club, all skaters must adhere to this Code of Conduct at all times. Failure to adhere to LCSC's Skater Code of Conduct could lead to punishment up to suspension or expulsion from the club.

General Guidelines:

Lincoln Center Skate Club 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. This Skater Code of Conduct has been established to ensure the safety of all members using our ice to ensure quality practice time for all members who participate in all club-related activities.

1. All skaters, regardless of whether they hold gold, silver, junior, or associate 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. Lincoln Center Skate Club 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.
3. Lincoln Center Skate Club is committed to promoting an environment free of bullying behavior for all skaters.
4. All skaters are expected to talk with a coach, parent, or Board Member if they experience or witness a violation of the Code of Conduct.

Ice Etiquette and Safety:

1. While in 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.

Unsafe or Harmful Behavior:

1. Unsafe or discourteous behavior of any kind will not be tolerated.
2. Bullying, the intentional behavior that is physically, emotionally, or verbally harmful, will not be tolerated.

Off-Ice and Locker Room Behavior

1. Cell phones are not permitted in locker rooms or restrooms.
2. Social media or digital content that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment will not be tolerated.
3. We encourage all skaters to be polite and respectful of others and to refrain from inappropriate or offensive commentary. Communication that is harassing, threatening, or embarrassing will not be tolerated.
4. All skaters are expected to follow the Hamilton Center Ice Arena rules and treat the Park & Rec staff with respect.
5. Be respectful of others' personal property.
6. Skaters are expected to conduct themselves in a manner that displays conduct becoming of a positive role model for themselves, their families, their school, their community, and Lincoln Center Skate Club.

7. Acts which would be considered a felony, misdemeanor, or act of delinquency are forbidden.

Dress Code:

The following dress code is in place to maintain the health, safety, and well-being of all LCSC club members and affiliates. The LCSC Board has the final say in determining if apparel is appropriate. Skaters not complying with any of the following will be asked to cease club activity until the concern is resolved.

- Clothing with offensive or profane language, designs, or pictures is not allowed.
- Upper body clothing must completely cover the chest, have straps or sleeves that go over both shoulders, and extend far enough below the chest so that minimal skin is visible.
- Lower body clothing must cover the knees when skating. Clothing that covers the entire legs is recommended to avoid ice burns or lacerations. Skating pants are encouraged. Shorts are not allowed when skating.
- Clothing with visible blood must be changed or cleaned to remove the blood prior to resuming any club activity.
- Earbuds, including Apple air pods, Beats, etc. are not allowed on the ice.
- Hard Guards are required on skates while they are being worn in the lobby area or in restrooms.

I have read the Code Conduct & Dress Code and agree to uphold all guidelines and tenets of this document.

_____ Signature (Skater)	_____ Printed name (Skater)	_____ Date
_____ Signature (Parent or Guardian)	_____ Printed name (Parent or Guardian)	_____ Date

Appendix E

Coaches' Code of Ethics, Standards and 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, we have set forth these 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.

I understand that as a U.S. Figure Skating member coach, I have assumed certain responsibilities to prepare, develop and be an advocate and role model. I have read and agree to the "Coaches Code of Conduct" and understand what is expected of me.

Signature

Printed name

Date

*Also refer to the PSA Code of Ethics and Tenets of Professionalism for more information.

Appendix F

SkateSafe



SKATESAFE PROGRAM

U.S. Figure Skating strives to provide a safe environment for its members that is free of misconduct and harassment. The association will not tolerate or condone any form of harassment or misconduct of any of its members including athletes, coaches, officials, directors, employees, parents, volunteers or any other persons while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating. All forms of misconduct are unacceptable and in direct conflict with U.S. Figure Skating rules.

The U.S. Figure Skating SkateSafe Program addresses the following types of misconduct:

- Sexual misconduct
- Physical misconduct
- Emotional misconduct
- Bullying, threats and harassment
- Hazing
- Willfully tolerating misconduct

LCSC strives to have trained volunteers in SkateSafe policies. All individuals, regardless of membership with U.S. Figure Skating, are encouraged to report suspected violations of SkateSafe. To make a report within LCSC, contact the LCSC Compliance Committee.

Appendix G

U.S. Figure Skating Testing/Tips

For information regarding U.S Figure Skating testing, please visit their website at www.usfigureskating.org