



Lincoln Center Skate Club

HANDBOOK

&

BYLAWS

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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.lcscolumbus.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

The main form of communication from LCSC to members is through email. It is important that members check their email 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.

Website

LCSC maintains a website at www.lcscolumbus.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. Members can be invited to follow our social media as an alternative method for information. **Please note that our primary method of communication is email.**

Smart Phone App

LCSC may use the Remind App to provide simple reminders, updates and a quick way to notify members of rink closure due to weather changes. Members will have the option to join the LCSC Remind group to receive updates via text.

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 be invited to join LCSC once they have completed Basic Skills 1-6 through the Hamilton Center Parks & Rec programs (or other Learn to Skate program) or have met the qualifications of Pre-Freeskate through a formal evaluation and approval completed by LCSC Coaches.

Skaters who have completed Basic Skills 4 through the Hamilton Center Parks & Rec programs (or other Learn to Skate program) and are a minimum of 5 years of age may join Junior Club while continuing Basic Skills lessons through the Parks & Rec LTS program through the completion of Basic 6. After the completion of Basic 6, Junior Club 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 Junior 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 Junior Club level, they will not be permitted to return to the Junior 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. 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.
- New skaters who join after November 1 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.

The LCSC membership application can be found on the LCSC website (www.lcscolumbus.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 Remind 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. LCSC will offer sales of jackets at the beginning of the season. 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 communicated to parents and posted on social media and the LCSC website. Sessions may be designated as free skate, 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.

FINANCES & FEE STRUCTURE

LCSC Budget

The LCSC fiscal year runs from June 1st through May 31st.

An annual budget will be created by the LCSC Treasurer and approved by the Board of Directors in August.

LCSC Funds

LCSC may maintain various accounts as necessary for the conduct of business as approved by the LCSC Board of Directors. The LCSC Treasurer is responsible for the oversight of these funds. The various LCSC accounts shall be reviewed and approved at the close of each Fiscal Year.

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@lcsccolumbus.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 have sufficient funds in our scholarship account to 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.

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.

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. Any member actively serving on a LCSC board committee will have volunteer commitment hours waived for services rendered. 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. LCSC allows guest coaches only if LCSC coaches do not have space for members or if all LCSC coaches agree it is in the best interest of the member. Guest coaches must go through an approval process and pay fees in order to coach on club ice sessions.

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.

Testing tips and USFS testing information can be found in the appendix of this handbook.

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 Intermediate Free Skate and/or Senior Gold MIF tests by December 1st (after the Indiana Figure Skating State Championships). An exception will be made for skaters competing in the U.S. Figure Skating Well-Balanced track by following a process similar to the "U.S. Figure Skating IJS Protocol for Test Credit". Skaters in the Well-Balanced track who have passed their Juvenile Free Skate test will be eligible for a solo if, within the 12 months prior to Dec. 1, they achieve and validate an IJS qualifying or nonqualifying competition score that meets the minimum test credit requirements for the Intermediate Free Skate test level as set forth by U.S. Figure Skating. To be valid, the skater must have a protocol sheet from the competition event that is reviewed and approved by both their coach and LCSC's Test Chair indicating the skater has met the minimum Intermediate Free Skate scoring requirements for all (3) categories: Technical Element Score, Program Component Score, and Total Segment Score.

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 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 a secondary 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 Directors 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

BYLAWS OF THE LINCOLN CENTER SKATE CLUB

AUGUST 2022

● Article I. Identification

Section 1.01 *Name*

The organization was incorporated under the laws of the State of Indiana as the “LINCOLN CENTER SKATE CLUB” (hereinafter the “Club”) on August 8, 1991. The Corporation is registered with the US FIGURE SKATING (hereinafter referred to as “US Figure Skating”) as the LINCOLN CENTER SKATE CLUB to exist for the purposes specified in Article II of these Bylaws. As such, the Club and its members shall be subject to and abide by the Bylaws and Official Rules of US Figure Skating, as in existence and amended from time-to-time by US Figure Skating.

Section 1.02 *Principal Office*

The principal office of the Club shall be located at Hamilton Center Ice Arena, 2501 Lincoln Park Drive, Columbus, IN 47201. Section 1.03 Registered Office The registered office of the Club may be the same as the principal office of the Club, or at a place within the State of Indiana as directed by the Board of Directors.

Section 1.03 *Place of Keeping Corporate Books and Records*

The books of account, records, documents, and papers of the Corporation shall be kept at any place or places within or without the State of Indiana as directed by the Board of Directors. In the absence of direction to the contrary, the books of account, records, documents, and papers shall be kept at the principal office of the Corporation. Digital documents will be stored in the club’s Google Drive account. Each year, a new shared folder will be created that will be accessible by all Board members.

Section 1.04 *Internal Revenue Code Section 501(c)(3) Qualification*

The Club shall operate in such a manner as to obtain and sustain itself as an exempt Corporation under Internal Revenue Codes Section 501(c)(3) as a corporation fostering local, regional, national or international amateur sports competition.

Section 1.05 *Fiscal Year*

All fiscal years of the Club shall begin on June 1 and end on May 31 of each year until such time as changed by resolution of the Board of Directors of the Club.

Article II. Purpose

The purposes of the Club are:

1. to encourage 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; and
4. to carry out the general policies and objectives of the US Figure Skating.

Article III. Officers of the Corporation

Section 3.01 *Titles & Qualifications*

The officers of the Club shall be the President, Vice President, Secretary and Treasurer. All officers must be registered members of the US Figure Skating who have designated the Club as their home club. All officers must be in good standing (see Section 8.01 for definition) and have a current, signed board agreement on file, and be of 18 years of age. Officers shall be elected from among the majority vote of the members.

Section 3.02 *Term of office*

Each officer shall be elected by the members to serve a two (2) year term. Officers are limited to serving two (2) consecutive terms in the same office, and (3) consecutive terms on the Board. Each officer shall hold their current office until the transition board meeting occurs following the election, or until the Officer's earlier death, resignation, or removal. If there are no nominees for the position, then the officer has the option to continue to assume the assigned duties.

Section 3.03 *Duties of the President*

It shall be the duty of the President to manage the day-to-day operation of the Club and to preside at all meetings of the Board of Directors and Executive Committee. The president shall chair the Executive Committee. The President shall have the entire supervision and management of the Club and its property pending the action of the Board of Directors; the power to suspend any member for violating the bylaws or regulations of the Club, pending the

approval of the Board of Directors; and to call special meetings. The President, together with any officer of the Club, shall sign all agreements and contracts made by the Club upon the approval of the Board of Directors. The outgoing President shall attend the transition board meeting each year.

Section 3.04 *Duties of the Vice President*

It shall be the duty of the Vice President to assist the President, to perform such duties as may be assigned to him/her by the Board of Directors, and in the absence, inability or refusal of the President to act, to assume the duties of the President subject to all powers and restrictions of the President. The Vice President shall sit on the Compliance Committee, but not as chair of the committee, to ensure accurate membership information and effective club communications. The outgoing Vice President shall attend the transition board meeting each year.

Section 3.05 *Duties of the Treasurer*

The Treasurer shall have charge of the funds of the Club and shall keep a record of all receipts and disbursements and shall render a written report at each Board of Directors meeting. Such a written report should include a reconciliation of authorized disbursements of Club funds with actual disbursements of Club funds. The Treasurer is also charged with collecting annual dues from the members and keeping a current record of each member's payment status. The Treasurer shall be responsible for obtaining and maintaining Membership Applications during the year and fulfill the role as the Membership Chair. The Board of Directors has the power, whenever they deem it necessary, to appoint an acting Treasurer. The funds shall be deposited in the name of the Club in a bank approved by the Board of Directors. All disbursements by check shall be signed by the Treasurer, and reviewed by the President, or another designated officer or member of the Board of Directors. This will occur monthly at the Board of Directors meeting. The Treasurer shall prepare an annual financial report and budget for presentation at the Annual Membership meeting and submit a final financial report, as well as any other required financial documentation at the yearly board transition meeting. The Treasurer is responsible for providing any documentation to the accountant for preparation of all year-end filings for all government agencies or audits, where required. Membership applications should be submitted by June 1 each calendar year by returning members or potential new members in order for the Treasurer to adequately prepare the annual budget for the August meeting. The outgoing Treasurer shall attend the transition board meeting each year.

Section 3.06 *Duties of the Secretary*

It shall be the duty of the Secretary to maintain the minutes during the Board of Directors' meetings and Executive Committee meetings, Annual Membership Meetings, and to prepare the agenda for meetings of the Board of Directors under the direction of the President. The Secretary is responsible for keeping and maintaining historical records (physical and electronic)

and to issue notices of all meetings of the Club and Directors. The outgoing Secretary shall attend the transition board meeting each year.

Section 3.07 *Delegation of Authority*

In case of the absence or temporary inability of any officer of the Club to perform his/her duties, or for any other reason that the Board of Directors may deem sufficient, the Board of Directors may delegate the powers or duties of such officer to any other officer or to any Director, for the time being, provided a majority of the entire Board of Directors concurs therein.

Section 3.08 *Vacancies*

If any of the foregoing offices become vacant by reason of death, resignation, removal, or otherwise, the Board of Directors shall elect a successor who shall hold office for the unexpired term.

Article IV. Board of Directors

Section 4.01 *Qualifications*

The Board of Directors shall be composed of the following individuals: the President, the Vice President, the Treasurer, the Secretary, Ice Skating Professional Representative, and two (2) Board Members at Large. Any candidate for the Board of Directors must be in good standing (see Section 8.01 for definition), upon election. Board of Directors must be at least 18 years of age; No two members of a household may serve on the Board simultaneously.

Section 4.02 *Number of Directors*

The Board of Directors shall consist of nine (9) members: four (4) officers, one (1) Ice Skating Professional Representative, and two (2) elected Board Members at Large. Other advisory members may be appointed by majority vote of the voting members of the Board of Directors.

Section 4.03 *Ice Skating Professional Representative*

The individual serving as Ice Skating Professional Representative ("ISPR") shall be selected by Ice Skating Professional Representative peers (the club coaches) as the board representative and is limited to serving two (2) consecutive terms on the Board unless the position cannot be filled by a new incoming ISPR chosen by the coaches. The ISPR may provide a quarterly update of current ice skating trends, skating members' concerns, and current and potential competitions. ISPR may provide feedback and recommendations for on- and off-ice class

structure. The ISPR shall have one vote on the Board of Directors. If the coaches are unable to select an ISPR due to a tie, the position will be voted on by the Board of Directors.

Section 4.04 *Board Members at Large*

The Board Members at Large are not required to be a parent of an LCSC skater. Board Members at Large shall not be an LCSC Ice Skating Professional. At Large members may chair a Standing Committee. Board Members at Large are nominated and elected by members as outlined in Article 8. The Board Members at Large shall each have one vote on the Board of Directors.

Section 4.05 *Term*

Each officer shall be elected by the members to serve a two (2) year term. Officers are limited to serving two (2) consecutive terms in the same office, and (3) consecutive terms on the Board. Officers shall be elected in staggering years, with the President and Secretary being elected in even calendar years. The Vice President and Treasurer will be elected on odd calendar years. All other Board positions shall be elected or appointed to serve for a one-year term with a consecutive two-term limit.

Section 4.06 *Authority*

The Board shall have the entire authority in the management of the affairs and finances of the Club and shall have general control of all its property. All rights and powers connected therein shall be vested in them. The Board shall make such rules as they deem proper with respect to a) the use of the Club property, (b) non-member participation in the Club's programs, (c) prescribe rules for admission of potential members, and for termination and/or suspension of members, (d) fix penalties for offenses against the rules, and make rules for their own government and for the government of the committees, (e) designation and appointment of standing committee chairs and special committees, (f) Ice Show participation of non-full member skaters, and (g) determination of skaters' test date requirement after set deadline for Show participation with consideration from a coach. The board shall have the authority to contract with ice skating professionals for club use as they see fit, with a recommendation from the Ice Skating Professional Representative.

Section 4.07 *Meetings*

The Board of Directors shall meet at least six (6) times during the skating season. The date of such meetings shall be decided by the President or, in his/her absence, by the Vice President. Any four members of the Board may call additional Board meetings upon written or email notice to all the members of the Board of Directors at least four (4) days prior to the meeting. The notice shall state the date of the meeting, the purpose for which the meeting is called, and the

names of the members requesting the meeting. Notice of any meetings need not be given to any Director who has waived such notice, either in writing or by other document transmitted electronically, arriving either before or after such meeting, or who shall be present at the meeting. Any meeting of the Board shall be a legal meeting, if all the Directors who have not waived notice thereof in writing or email, are present in person.

Section 4.08 *Action*

Without a Meeting, any action that may be taken at a Board of Directors meeting may be taken without a meeting if evidenced by one or more written consents describing the action taken, signed by each Director, and included in the minutes or filed with the Club records reflecting the action taken.

Section 4.09 *Quorum*

A quorum shall consist of a majority of the voting members of the Board of Directors. For instance, if the Board consists of 7 voting members, then 4 would be required to have a quorum. If the Board has open positions and currently consists of an even number of voting members, then a quorum would consist of $\frac{1}{2}$ of the voting membership plus 1.

Section 4.10 *Vacancies*

Any vacancy of an elected member of the Board of Directors must be filled by a majority vote of the remaining members of the Board of Directors with a successor who satisfies the qualifications under Section 4.01 of this Article to serve for the remainder of the unexpired term of such member. If the Ice Skating Professional Representative is vacated by resignation, death, or other incapacity, another Ice Skating Professional Representative may be selected by the remaining Ice Skating Professionals.

Section 4.11 *Board Member Limitation and Removal*

The office of the Board member shall be vacated if:

- a) He/she is found to be mentally incapacitated
- b) He/she is convicted of a felony
- c) By notice in writing to the Club he/she resigns his/her office
- d) Just cause is found unanimously by the Board of Directors, except the Board member under consideration of removal shall not vote. Any member of the Board of Directors may be removed from office by unanimous vote of the Directors voting at a special meeting called for this purpose, except the Director under consideration for removal shall not vote.

Section 4.12 *Financial Duties*

The Board of Directors shall make all appropriations from the funds of the Club. They shall prepare and submit to the membership a budget of anticipated expenditures for the coming year together with proposals of sources of revenue to meet same. The Board shall be responsible for filing federal and state income tax returns yearly and perform any other duties deemed necessary by the Board; the Board can require members to pay amounts owed to the Club in a timely manner in order to maintain their status as members in good standing. As part of this responsibility, the Board is authorized to set specific credit limits for members to limit the amount of indebtedness of a member to the Club.

Section 4.13 *US Figure Skating Delegates*

The Board may appoint from among its registered, eligible members a number of delegates in proportion to the total number of registered members of such member Club during the preceding fiscal year as specified in the US Figure Skating Bylaws, Article XV. The delegate(s) may be representative(s) between the Club and the US Figure Skating and may attend the US Figure Skating Governing Council meeting, either in person or by proxy. Said Club may file a certificate of such appointment with the US Figure Skating and the US Figure Skating may provide the certificate. The Delegate shall be a full member of LCSC, 18 years of age, and appointed by LCSC annually. US Figure Skating Delegates shall be familiar with all US Figure Skating rules/regulations - specifically SkateSafe. Delegates do not need to sit on the Board of Directors.

Section 4.14 *Standard of Conduct*

Each Board of Directors member will comply with the Board of Directors Agreement which shall be signed annually. The Board Agreement includes a code of conduct in which each Board Member must follow. Any breach of this agreement may be grounds for removal.

Article V. Executive Committee

Section 5.01 *Designation of the Executive Committee*

The Executive Committee shall consist of the Officers of the Club.

Section 5.02 *Responsibilities and Powers of the Executive Committee*

The Executive Committee shall be responsible for the establishment of all rules, in accordance with the general policies of the US Figure Skating, within all of our established committees (see Article VI).

During the intervals between meetings of the Board of Directors, and subject to such limitations as may be required by law or by resolution of the Board of Directors, the Executive Committee shall have and may exercise all of the authority of the Board of Directors, except that the Executive Committee shall not have the authority to (1) amend Articles of Incorporation or the Code of Bylaws, (2) approve a plan of merger or consolidation, (3) recommend to the Members a voluntary dissolution of the Corporation or the liquidation of the Club, or revocation thereof, or (4) perform the financial duties of the Board of Directors

Section 5.03 *Meetings; Procedure; Quorum*

Regular meetings of the Executive Committee may be held, without notice, at such time and public place as may from time to time be fixed by resolution of the Executive Committee. The meetings may be called at any time by any Member of the Executive Committee. Notice of such meeting shall be sent to each Member of the Executive Committee via email. Notice shall be given prior to the scheduled meeting via email or text. Any meeting of the Executive Committee shall be a legal meeting if two-thirds ($\frac{2}{3}$) of the Executive Committee Members shall be present in person or via telephone/ teleconference. The Executive Committee reserves the right to complete any action as needed prior to a Board of Directors meeting.

Section 5.04 *Voting Rights of Executive Committee Members*

Executive Committee members shall have one (1) vote at all proceedings.

ARTICLE VI. NOMINATION AND ELECTION OF OFFICERS

Section 6.01 *Time*

Elections shall be held annually before the start of the fiscal year, which begins June 1st.

Section 6.02 *Election Committee*

The Board of Directors may appoint an Election Committee. This committee shall be composed of two (2) Members in good standing with LCSC and shall be formed prior to the annual election. Otherwise, the Secretary, with the assistance of the ISPR shall oversee the election process. Any member running for an elected position will not be eligible to serve on the election committee.

Section 6.03 *Nominations*

The Election Committee is responsible for requesting nominations from LCSC club members to replace those officials whose terms expire. This committee shall collect and confirm the acceptance of each nomination. Prior to the annual election, the committee shall submit a complete list of candidates to the Board of Directors for distribution to all members of the LCSC.

Section 6.04 *Voting*

Ballots shall be distributed electronically to all members of the LCSC at least seven (7) days prior to the annual election. See section 7.08 for member voting rights and eligibility.

Section 6.05 *Counting of Ballots*

The counting of ballots shall be conducted under the supervision of the Election Committee, or another person designated by the Board of Directors. Ballots cast must be verified against the list of members eligible to vote. The Election Committee will communicate the election results at the annual year-end banquet and send an email to all LCSC members.

Section 6.06 *Records*

The Secretary shall preserve the ballots and other records of each annual election for at least one year. The Secretary shall report the results of any election of officers as specified in the U.S. Figure Skating Rulebook *in writing to U.S. Figure Skating Headquarters within ten (10) days after such election.

ARTICLE VII. MEMBERSHIP

Section 7.01 *Candidates for Membership*

Candidates for membership shall be individuals interested in the objectives of the LCSC.

Candidates shall be in good standing:

1. Current on all club fees.
2. Have met volunteer requirements.
3. Follow US Figure Skating Code of Conduct

Section 7.02 *Membership Classifications*

The following classes of membership shall be recognized:

Individual Membership

Any person who has an interest in amateur ice skating and is an active skater, coach, or Board member.

Family Membership

Any family who has an interest in amateur ice skating and has multiple active skaters.

Collegiate/Adult Membership

A membership for post-secondary students currently enrolled in a college/university or adult skaters aged 18 or older.

Guest Coach Membership

A non-refundable guest coach membership fee of \$30.00 to be paid by any non-LCSC Coach who wishes to instruct a member while utilizing LCSC ice time.

Section 7.03 *Applications for Membership*

Applicants for any class of membership in the LCSC must submit a completed membership application with the recommending coach's signature, along with the appropriate fees to the Treasurer, who serves as the Membership Chair. The Membership Chair shall submit such an application to the Board of Directors. The Board of Directors shall approve or disapprove, by a majority vote, the application. The Board of Directors may not reject a membership application based on race, gender, religion, national origin, age, veteran status, disability, pregnancy, marital status, or sexual orientation of the membership applicant. The Membership Chair shall promptly notify each applicant of the action of the Board of Directors regarding their application.

Section 7.04 *Termination and Suspension of Membership*

Each membership will terminate upon the annual expiration date of such membership unless the member renews such membership and pays the applicable membership fees to the LCSC. Any individual's membership may be suspended or terminated, temporarily or permanently, upon a two-thirds vote of the Board of Directors. The Secretary shall provide written notice to the applicable member by registered mail at his or her address as it appears on the Club's records within ten days of the Board of Directors' action. Termination and/or suspension of membership does not relieve the terminated or suspended member from any obligations for charges incurred, services or benefits actually rendered, dues, assessments, or fees arising from contract or otherwise. Appeal rights shall be as governed by the rules and bylaws of U.S. Figure Skating.

Section 7.05 *Leave of Absence*

The Board of Directors may grant a leave of absence to any member for an extended illness or injury upon application to the Board of Directors.

Section 7.06 *Resignation of Membership*

Any member not in arrears for dues, or other indebtedness, may tender a written (electronic or physical) resignation for his or her membership to the Secretary. The Secretary shall submit the resignation at the next meeting for the approval by the Board of Directors.

Section 7.07 *Restrictions*

No member in arrears for dues, or other indebtedness to the club and/or club coaches, shall be eligible to hold office, be entitled to vote, be permitted to enter any competition, or participate in any Club activities.

Section 7.08 *Voting Rights*

The Board of Directors shall determine the classes of membership, the criteria for voting membership, and the rights, privileges, restrictions, and conditions applicable to each class of membership. There is no requirement that each class of membership have the same rights, privileges, restrictions, and conditions. The following voting criteria apply:

1. Each Member Family shall be entitled to voting rights and is entitled to (1) one vote per household by a member aged 18 or older.
2. Each LCSC Coach is entitled to one vote.
3. Associate members shall be entitled to (1) one vote per household.
4. Collegiate members shall not have voting rights.

Article VIII. Membership Meetings

Section 8.01 *Annual Meetings*

The beginning of the year annual membership meeting will occur within one month of the start of the skating season. The end of the year annual membership meeting will occur within one month of the end of the skating season.

Section 8.02 *Special Meetings*

Special meetings of membership may be called by the President, or at the request, in writing, of the majority of the Board of Directors or ten percent (10%) of the Club members in good standing. Any request for a special meeting of the membership shall state the purpose or purposes of the proposed meeting. No business shall be transacted at a special meeting except that of which notice was given. If said reason relates to any conflict within membership, procedures set forth in Article IX shall take precedence.

Section 8.03 *Quorum*

At any meeting of the membership, a majority (half plus one) of all members who are entitled to vote and are in good standing shall constitute a quorum for the transaction of business. Members will be considered in attendance whether they join the meeting in person or by teleconference.

Section 8.04 *Proxies*

Any member entitled to vote at any meeting or the membership of the Club, may vote either in person or by proxy executed in writing by such member. A proxy transmitted electronically for or by a member shall be deemed "executed in writing by the member."

Section 8.05 *Notices*

Notices of stated and special meetings shall be delivered electronically by Secretary to every member at least ten (10) days in advance thereof.

Article IX. Conflict Resolution

Any member or members having a complaint for the infraction of any law or rule, or for conduct injurious to the Club, may report the incident in a signed and dated hard copy letter, to the Board of Directors. The complaint shall set forth the facts of the case, and the names of the witnesses, if any. A special meeting of the Board of Directors may be held within ten (10) Club days of operation of receipt to investigate the complaint. The member complained against shall provide the Board of Directors a written statement addressing the complaint five (5) Club days of operation prior to the meeting. The complainant(s) and the member complained against shall be given copies of any written statements regarding the complaint and shall be notified at least seven (7) Club days of operation prior to the meeting date. The individuals involved may request to attend a portion of the meeting to clarify any details of the complaint.

In the case of a conflict of interest between Board members and the complainant, the Executive Board will have the authority to make decisions regarding the complaint process.

Article X. Fees, Dues and Assessment

The annual dues payable to the Club shall be in such amount as determined annually by the Board of Directors. All LCSC members are required to pay the applicable dues and fees charged by the Club. These dues must be paid in accordance with the guidelines set forth by the Board of Directors. Any member in arrears for dues, or other indebtedness shall be first notified by electronic mail, if no response, then attempt by U.S. mail by the Treasurer at the address as it appears on the Club's records.

LCSC reserves the right to charge a fee for any past due collections and any unfulfilled volunteer commitments.

Article XI. Distribution of Assets Upon Dissolution or Final Liquidation

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XII. Execution of Documents

Unless otherwise provided by the Board of Directors or unless otherwise required by law, all contracts, leases, commercial paper and other instruments in writing and all legal documents, shall be signed by the President or any officer of the Club. Such legal documents as described above shall be signed only upon the approval of the Board of Directors. All checks, drafts, notes and orders for the payment of money shall be signed by those officers of the Club as the Board of Directors may, from time to time, designate.

Article XIII. Amendments to Bylaws

The power to make, alter, amend or repeal the Code of Bylaws is vested in the Board of Directors of the Corporation, but such action shall be taken only at an annual meeting of the Board of Directors or meeting of the Board of Directors specifically called for such purpose. If such a meeting is properly called, this Code of Bylaws may be repealed, altered or amended, or new Code of Bylaws adopted, by a majority vote of the Board of Directors.

Article XIV. Enactment of Code of Bylaws

For and on behalf of LINCOLN CENTER SKATE CLUB, INCORPORATED, this Code of bylaws is enacted by and executed on the date written below and is effective on the date below set out.

Date: December 12, 2023

Appendix B

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 2023-24 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
(if Participant is under 18)

Date

Printed Name of Parent/Guardian

Signature of Participant/Skater

Date

Printed Name of Participant/Skater

Appendix C

Name and Likeness Release and Consent Agreement

By registering for the 2023-24 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 D

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.

Signature

Printed name

Date

Appendix E

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 F

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 G

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 H

U.S. Figure Skating Testing/Tips

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