

# **THE SKATING CLUB OF WILMINGTON**

## **MEMBER'S HANDBOOK**



**History, Certificate of Incorporation, By-Laws  
Committees, Memberships, Awards, Rules, and Policies**

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### OTHER SOURCES OF INFORMATION

**MEMBER'S HANDBOOK SUPPLEMENT:** Hours, Fees, Staff, Classes, Directors, Officers, Committees, and Coaches.

**BULLETIN BOARDS:** Up-to-date information on Ice Schedules, Club Calendar, Test Dates, Current Activities, Classes, Candidates for Membership, Public Skating Activities & Events at Near-by Skating Clubs. All this information is also available on the SCW website.

**SCW WEBSITE:** [www.skatewilm.com](http://www.skatewilm.com). All forms and applications will be found here including online registration of many events as well as current news. Follow us on Facebook.

**SCW BROCHURES & FLYERS:** Summaries of Club and Hockey Programs & Activities, Rates, Days, Hours, Procedures, Memberships.

**VESTIBULE WALL RACK:** Location for Ice Schedules, Club Calendars, and Descriptions & Applications for all SCW Membership Options.

## SECTION I

### A HISTORY OF THE CLUB

Skating on the Brandywine! How many memories are evoked in the minds of the charter members of The Skating Club of Wilmington of ice skating in the area, limited to a few days of winter when the Brandywine River and nearby lakes and ponds were frozen. It was in March of 1964 that **The Skating Club of Wilmington** (SCW) opened its indoor skating rink and ice skating became possible for nine and a half months a year. The history of The Skating Club, however, begins prior to 1964.

#### **Predecessors of The Skating Club of Wilmington, Inc.**

In the late 1940's, Mr. Frederick Chorlton Mitchell recognized the need for an ice rink. While participating in a Hobby Show sponsored by the Wilmington Lions Club in conjunction with Recreation, Promotion and Service, Inc., he solicited the names of 200 people who had a genuine interest in ice skating. Eventually, through Mr. Mitchell's untiring efforts, an outdoor rink was built at Price Run Park with private financing by local philanthropist, Mr. William Winder Laird, and operated by Recreation, Promotion and Service. The Price Run Rink opened on February 14, 1955, with portable ice making machinery that was experimental. A few members of The Skating Club of Wilmington still remember the often windy, snowy and even rainy nights of outdoor skating. By March 1956, it was clear that there was sufficient public interest in ice skating to form a club and a small group of persons, headed by Mr. Louis P. Holladay, III and Mr. Mitchell, contacted those who had expressed an interest, thus forming the **Wilmington Skating Club**. By October 1956, the Constitution of the Wilmington Skating Club was adopted with Mr. Holladay as first President and Mr. Augustine Hicks Lawrence, Jr. as Vice President and the first Club skating session was held at the Price Run Rink. Also, during that time, the Club applied to the United States Figure Skating Association for membership, and on February 4, 1957 it was accepted as a USFS Probationary Member Club with Full membership being granted in 1958. The Wilmington Skating Club used the facilities at Price Run Rink until that rink closed at the end of the 1959-60 season because of ice-making problems. During the next two years the Club skated at Cliff Thael's indoor studio ice rink on Penny Hill with Mr. Mitchell as its President. It was there, during the second year, that members became acquainted with Mr. Philip W. Fraser, the studio's new Coach and Manager.

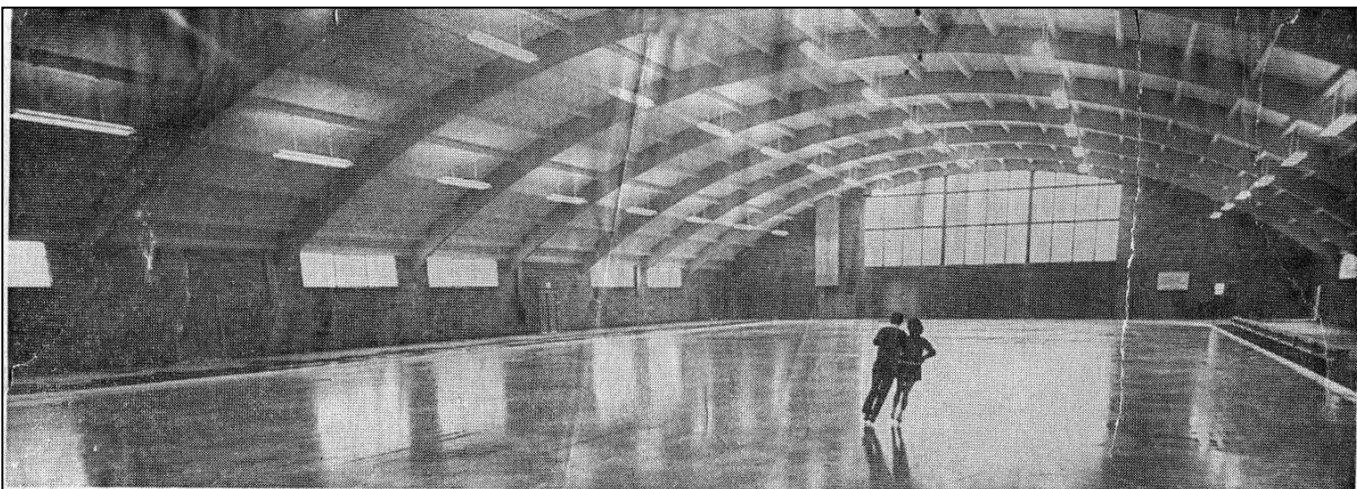
#### **Formation and Construction of The Skating Club of Wilmington, Inc.**

With increased local interest in ice skating, it became evident that a full-sized enclosed rink was needed. A tremendous canvass headed by Mr. Lawrence raised \$1,200, in \$5 contributions, for a study of plans for a rink and availability of a site. At the same time it was decided that the operation should take a new name and on March 3, 1961 **THE SKATING CLUB OF WILMINGTON, INC.** was incorporated. The Club applied to US Figure Skating for a change of club title which was readily granted. Land was located on which the rink could be built and, after rezoning and many other complications, The Skating Club of Wilmington took title on June 15, 1961. The five and a half acres purchased cost \$37,500, for which the Club borrowed the money.

In 1962, Mr. E. Nelson Edwards, architect for the Philadelphia Skating Club and Humane Society in Ardmore, was engaged by the Club to draw up plans for the construction of the new rink. In August 1962, the Club filed with the Securities and Exchange Commission a registration statement covering \$300,000 Sinking Fund Debenture Bonds due in 1993. A number of civic-minded individuals and some of the Club members subscribed to these bonds to the total amount of \$268,000. Ground breaking ceremonies for the rink took place on June 15, 1963 when a group of people, including Mr. Lawrence and Mr. Mitchell, poured crushed ice on the ground as a gesture symbolic of laying a smooth ice surface.

The land and building, including various equipment, cost just under \$600,000, of which about 83% was borrowed. This was a large undertaking for a private club with 256 charter members and credit goes to those optimistic and dedicated people who insisted that "it could be done".

On March 20, 1964, the members finally skated on their own ice for the first time, and on April 12 there was an official opening with exhibitions by Canadian and American champions and general celebration by the membership, the Staff and the Club's only Coach, Mr. Fraser. Although the first season was very short, it was nevertheless successful with its new figure skating and hockey programs.



ROOM AT THE RINK—A couple glides over ice at Wilmington Skating Club's new \$450,000 indoor

rink, opened today to the public. The building is next to Rock Manor Golf Course off Concord Pike

at the top of McKee's Hill. The skating area is 85 by 135 feet.

Staff Photo by Nelson Brooks

## Skating Club Opens Ice Rink

The Skating Club of Wilmington today opened its new ice rink to the public. The rink will be open weekly for public skating, according to A. Hicks Lawrence Jr., club president. Today's hours are 1 to 3 p.m. and 7:30 to 10 p.m. The rink will be open for public skating again tomorrow from 4 to 6 p.m. The same schedule probably will be followed on successive weekends. The club expects to operate until mid-May and reopening in early October. Persons using the rink will be charged a \$1 registration fee, good for the season. Also a \$1 admission fee will be charged. Group rates will be slightly lower, and only one of the group will be required to have a registration card. Rental skates are available. Wayne W. Lalor, formerly with the Ardmore Skating Club, has been appointed manager. Professional skating instructor is Philip Fraser, formerly with the Cliff Thael Ice Skating School here. The arch-shaped building cost \$450,000. It has both private and public clubrooms and a snack bar. The rink is regulation size for ice hockey, Lawrence said.

Wilmington News-Journal clipping from Phil Fraser's archives

### The First 25 Years, 1964-1989

In 1965, locker rooms were added to the original bare bones structure, and in succeeding years the **Frederick C. Mitchell Lounge**, the upstairs kitchen, bleachers, show lighting, the audio system, and the ceiling insulation of silver batting were also added. The coach staff grew from one to as many as fifteen for several years. The original full-time staff of three, a manager, a bookkeeper and a superintendent, was doubled, and sometimes tripled. The rink was in such demand that for years it was open 24 hours a day.

The Club started operating a summer figure skating school in 1965, and a summer hockey camp in 1970. Over the years it also hosted a number of Philadelphia Area, South Atlantic and Eastern figure skating championships, as well as its own **SCW Club Competition** and the still existing **Skate Wilmington Summer Competition**. The **Brandywine Blades Spring Show** was an annual event for many years as was the **IceScapes Summer Exhibition** for the Group Lessons participants.

The **Wilmington Wheels** hockey program was organized by Charter Member Joseph A. **Wheelock** who also served as the first coach. The Wheels were named in his honor. The excellent reputation of the Club program has been maintained by the dedication of his many successors over the years.



**Insignia items** (pins, tie tacks, charms, tie bars), were designed and made by well-known artist, silversmith and Gold member, Mrs. Eleanor C. Nichols. Mrs. Nichols originally created the SCW pin and other SCW jewelry in the late 1960s. Her design was adapted in 1969 by Charter member, Mrs. Alice R. Edinger, for the Club Logogram, Newsletterhead and Handbook cover. Many other uses of both the original and the adaptation have since followed.

In 1980, the non-profit **SCW Foundation, Inc.** was established with the objective of furthering affordable skating to teams, competitors and the community at large by receiving and distributing tax-deductible donations of funds and in-kind.

A number of new membership categories, both full and associate, were instituted as were a number of new skating programs for both members and non-members, thus enabling the Club to serve an ever wider market.

## Skating club whirls through 20 premier years

By CARYL E. HUFFAKER  
Special to Brandywine Crossroads

**T**HE SKATING CLUB of Wilmington is 20 years old.

A group of fans gathered last month at the Delaware Museum of Natural History to celebrate the birthday of the club which has sent numbers of competitors to the Olympics and other international skating competitions. The club's annual ice show is an event of international interest.

While skating rinks are closing elsewhere around the country, the club on Concord Pike is going strong. And, in a profession not noted for congeniality, the club is known throughout the country for the friendliness and good will among its ice pros.

The skating club, one of only a half-dozen privately owned clubs of its type, started with untrained amateur skaters and has become the foremost training center for competitive skaters in the world.

President Emory Mersereau, who also served as president from 1971-73, began the birthday ceremonies by presenting a special award to A. Hicks Lawrence, the

### Wilmington club's Olympic entries are the icing on the birthday cake

club's first president and chairman of the committee which raised the money to build the club facilities.

Also honored at the party was Betsy Ingersoll, who has been membership secretary since the club's founding. Dan Tynan, former president and chairman of the anniversary party, called Ingersoll "the cement which held us together, as there is not a day that Betsy has not spent time working on the membership papers. In essence, she has given us the services of a professional secretary for 20 years."

Special tribute was given to ice professional Philip W. Fraser, the first club pro, who still teaches there. "He set the tone for all the others," the tribute said. The club now has 15 pros who are friends and do not undercut one another or try to steal one another's pupils.

Joe Rosenthal, chairman of the professional relations committee, praised Fraser:

"To take nothing away from other clubs, and perhaps I am biased, but I believe that we have the best professional staff in the country. Phil is a special case. The club opened with one pro, and he had to meet the needs of all the skaters — dancers, singles, pairs, recreational and competitive skaters. Phil had done competitive skating in Canada, and had been with two of the most prestigious shows, *Holidays on Ice* and *Ice Capades*, touring the U.S. and South America."

"He decided to teach, and because of that choice we are indebted. He taught our children, and he may even teach your grandchildren. He has been a dear and devoted friend. Before coming here he was a newspaper reporter, a violinist with the Halifax Symphony orchestra, and studied ballet. We hope that we will be back in another 20 years saying the same thing," Rosenthal said.

Fraser, noting the staff's growth from

one pro to 15, said, "Our highly qualified and experienced coaching staff can only make for a more mature career contribution. We all enjoy an unusually warm relationship with each other. I am flattered to be given the credit for setting the tone, but we have all worked at it."

Although the club's financial condition is sound, Rosenthal said, "We have to admit that expenses are going up, and the revenues are not keeping pace. But compared to most ice clubs, even community-owned ones, we are in great shape. We virtually have no debt. Most people don't realize that except for a small paid staff, we develop our programs and run them with volunteers."

The club started as a family thing, and has continued with this concept as its base. All sorts of skating programs are offered, from beginning skaters and hockey players through all competitive levels to adult dancers. There are many adult dancers, with room for more.

The benefits of ice skating for the older skaters was immediately apparent at the party. Although many were well into retirement age, they all look fit.

Although the members all spoke positively, there was one problem on which they agreed: There's not enough ice time

for each group. With the advent of the World Team and the Olympic Team training at Wilmington under Olympic coach Ron Luddington, the club has run out of ice time, even though skaters use it 24 hours a day. With more than 70 top skaters currently training in Wilmington, some of the skaters have to go to Philadelphia to practice some of the time, since the ice gets crowded enough to be dangerous.

Half the 1984 U.S. Olympic Team is expected to come from the club. This is unprecedented for any club, except for Wilmington, which will be repeating the feat.

One of the young competitive skaters spoke of his first years in Wilmington.

"Here we were, on the World Team. When we would appear in other rinks, crowds would come to see us. Here, the local people didn't pay any attention. Last year we announced an exhibition by the World Team members, as we have done before, and the place was mobbed. One skater was 20 minutes late arriving — he couldn't get near the rink for all the cars. People here are starting to appreciate what it is that we are doing. Just in the last three years, we can see a change said.

*Wilmington News-Journal clipping from Phil Fraser's archives*

### The Next 25 Years, 1989-2014

In the spring of 1989, the Club sold 2.72 acres of its undeveloped land to finance major renovations of the rink and convert it to a year-round facility. The renovations took three months to complete, cost \$700,000 and resulted in a new refrigeration system, new electrical equipment, longer ice surface, totally enclosed new barrier, hockey boxes, new rubber matting, renovated skate shop, new rental shop, and remodeled Office. A new Zamboni was purchased for \$43,000 in 1990. In 1995, the arches holding up the roof were refurbished at a cost of \$100,000. The next season, new heating and lighting systems were installed. Other important work awaits attention and will be addressed as time and finances permit.



In April of 1995, SCW was privileged to host the very first **United States Adult Figure Skating Championships** sanctioned by the USFS. It was such a resounding success that it has become a large annual event, commonly known as the "Adult Nationals", which can only be held at locations with several ice surfaces. In March of 1997, SCW hosted its first annual **Adult Open Competition**, a non-qualifying competition.

Since its inception, SCW has offered a General Membership which had unlimited transfer privileges and lower dues than the Regular Membership which was also offered. A General membership was purchased from a list of those for sale by former General members who had resigned in good standing for the original 1960s price, that is, \$500 for Multiple Skating Privileges or \$300 for an Individual Skating Privilege which was payable directly to the original owner. General memberships were limited in number and originally served the purpose of bringing in capital contributions to help construct the Club building. As time passed, the resale value of these memberships was determined to be negligible because so few were sold from the available list. The Board of Directors of SCW passed a resolution in 1996 to eliminate and retire all General memberships currently not in use.

In the 1996-1997 Club year, the Wilmington Wheels hockey program changed their name to the **Wilmington Typhoon**.

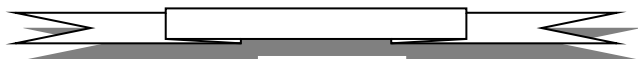
During the 1997-1998 skating season, The Skating Club of Wilmington, Inc., was granted §501(c)(3) status by the Internal Revenue Service. This is a non-profit designation used for tax purposes. The Certificate of Incorporation was amended to reflect this new status.

Improvements to the building continue. In March of 1998 a new Zamboni was purchased for \$60,000. Shows were resumed with the SCW Holiday show in 1996 and 1997. Major productions resumed in 1999. It had been eleven years since the last Brandywine Blades show and the show lighting needed to be updated. New lights were purchased in 2000 for \$10,000, and in May 2002 new bleachers were installed for \$37,000. The music system was renovated in October 2002 at a cost of \$2,500. In 2018, the arches were repainted inside and outside. In 2020, the silver lining on the ceiling of the club was replaced. The club continues to upgrade the facility with grants, donations and as club finances allow.

United States Figure Skating chose The Skating Club of Wilmington to hold the first Adult Eastern competition in the spring of 2001. SCW was again asked to hold this competition in 2002.

The Club's hockey program, **Wilmington Typhoon**, was converted from a Club program to a rental ice program beginning with the 2002-2003 Club year and they disbanded in 2007.

On February 19th, 2004 one of our most loved members and a guiding light to SCW passed away. **Emory Mersereau (81)** epitomized the heart and soul of the Club for 40 years. Doris (D.J.) Tindall passed away in 2015. She was a long-time SCW Competition Chair. Another beloved member, **Elizabeth (Betsy) Ingersoll (86)**, passed away in November 2007. She was a founding member and the Club's membership secretary for 30 years. Two coaches, Phil Fraser and Rick Stengle, passed away in 2015 and 2016, respectively and both dedicated the greater part of their coaching lives to SCW. Both have their ashes buried on the grounds of SCW. All of these dedicated members have legacies will live on through its members, staff and professionals.



Based on "History of the Club" written in 1976 by Eleanor H. Wagner; revised in 1989-90 by Peter A. Bilous, Brenda S. Fedorak and Elizabeth B. Ingersoll, and again in 1996-1997 by Martha C. Baumeister, Dorothy D. Gualtieri, Valerie S. Pease and Carole S. Smith. Revised in 2002 by Martha C. Baumeister and Carole Smith, revised by Don Thureau in 2004 & 2005, revised by Carole Smith & Don Thureau in 2006-2007 and revised by Sharon Hatcherson & Carole Smith in 2020.

A list of past SCW Presidents follows:

Past Presidents of The Skating Club of Wilmington

1961-1965	A. Hicks Lawrence
1965-1966	Fred L. Mitchell
1966-1967	Robert A. Moosman
1967-1968	Caroll F. Poole
1968-1969	Earl A. Abrahamson
1969-1970	Pauline S. Bowen
1970-1971	Frederick A. Keidel
1971-1973	Emory P. Mersereau
1973-1974	Thomas A. Ford
1974-1975	Frederick A. Keidel
1975-1976	Robert A. Bouchard
1976-1977	Caroll F. Poole
1977-1979	Daniel G. Tynan
1979-1981	Joseph A. Rosenthal
1981-1984	Dana Mc Kinney, Jr.
1984-1986	Norada M. Sharkey
1986-1988	Richard A. Stuckey
1988-1990	John C. Rodowski
1990-1992	Donald D. Thureau
1992-1993	John J. Hardy
1993-1995	Kathleen A. Casey
1995-1998	Valerie S. Pease
1998-2000	Carole S. Smith
2000-2001	Richard K. Rebmann
2001-2003	John P. Reid
2003-2005	Kim W. Snyder
2005-2007	Laura D. Stratton
2007-2009	Leslie O'Brien
2009-2011	Carole S. Smith
2011-2013	Virginia R. Harcke
2013-2015	Gregory Bak
2015-2018	Kevin Penfield
2018-	Bill McGlinchey

**CERTIFICATE OF INCORPORATION**  
**AMENDED AND RESTATED (8/6/97)**

**FIRST:** The name of this Corporation is The Skating Club of Wilmington, Inc.

**SECOND:** The address of the Corporation's registered office in Delaware is 1301 Carruthers Lane, Wilmington, New Castle County, Delaware 19803, and the name of its registered agent at such address is the Corporation itself.

**THIRD:** (a) This Corporation is organized and shall be operated exclusively for charitable purposes within the meaning of §501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of subsequent federal tax law), including but not limited to fostering national and international amateur competition in all types of figure ice skating and conducting and supporting and developing amateur athletes for national or international competition in ice skating.

(b) In furtherance of said purposes or any of them, the Corporation shall have the power to carry on its activities in the State of Delaware, the other states of the United States, the District of Columbia, the territories and possessions of the United States and in foreign countries and in any such states, District of Columbia, territories, possessions and foreign countries, to acquire by deed, devise, bequest, gift, purchase or otherwise, real and personal property; and to hold, invest, reinvest, manage and dispose of the same.

(c) No part of the activities of the Corporation shall involve attempts to influence legislation by propaganda or otherwise.

(d) The Corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office.

**FOURTH:** The Corporation is not organized for pecuniary profit and shall not have any capital stock. No part of its net earnings or its capital shall inure to the benefit of any member, trustee, director or officer of the Corporation, or any other private individual, but reimbursement for expenditures or for the payment of reasonable compensation for services rendered to or for the Corporation affecting one or more of its purposes shall not be deemed to be a distribution of income or capital. The conditions of membership shall be as set forth in the Bylaws of the Corporation.

**FIFTH:** Notwithstanding any other provision of this Certificate, the Corporation shall not engage substantially in any activities not permitted by an organization exempt under §501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended, or by an organization, contributions to which are deductible under paragraph 170(c)(2) of such Code and Regulations as they now exist or as they may be amended.

**SIXTH:** The Corporation shall have perpetual existence.

**SEVENTH:** Upon the dissolution of the Corporation or the winding up of its affairs, the Corporation's property shall be distributed exclusively to one or more organizations selected by the directors which are exempt from federal income tax pursuant to the provisions of §501(c)(3) of the Internal Revenue Code of 1966, or corresponding provisions of then applicable law.

**EIGHTH:** The private property of the members shall not be subject to the payment of corporate debts.

**NINTH:** The activities and affairs of the Corporation shall be managed by a Board of Directors which shall consist of not less than three (3) nor more than fifteen (15) members. The number of directors which shall constitute the whole Board shall be as from time to time fixed by, or in the manner provided in the Bylaws. The directors need not be members of the Corporation unless so required by the Bylaws. Directors shall be elected by the members at the annual meeting of the Corporation to be held on such date as the Bylaws may provide, and shall hold office until their successors are respectively elected and qualified. The Bylaws shall specify the number of directors necessary to constitute a quorum. The directors of the Corporation may, if the Bylaws so provide, be classified as to term of office. The directors shall elect such officers as the Bylaws may specify who shall, subject to the provisions of this statute, have such titles and exercise such duties as the Bylaws may provide. The directors shall have the power to make, amend or alter the Bylaws of the Corporation and to authorize and cause to be executed mortgages and liens, without limit as to amount, upon the property and franchises of the Corporation.

The Corporation may in its Bylaws confer powers upon its Board of Directors in addition to the foregoing and in addition to the powers and authorities expressly conferred upon them by statute, provided that the Board of Directors shall not exercise any power or authority conferred herein or by statute exclusively upon the members.

**TENTH:** A director or officer shall not be personally liable to the Corporation for damages for breach of fiduciary duty as such director or officer, as the case may be, except as provided in Section 102 of the Delaware General Corporation Law.

**ELEVENTH:** Meetings of members may be held within or without the State of Delaware, as the Bylaws may provide. The books of the Corporation may be kept within or outside the State of Delaware at such place or places as may be designated from time to time by the Board of Directors or in the Bylaws of the Corporation.

**TWELFTH:** The Corporation reserves the right to amend, alter, change or repeal any provision contained in this Certificate of Incorporation, in the manner now or thereafter prescribed by statute, and all rights conferred upon members herein are granted subject to this reservation.

I, THE UNDERSIGNED, being the President, a duly authorized officer, do sign this Restated Certificate of Incorporation hereby declaring and certifying that this is the act and deed of the Corporation and that the facts herein stated are true; and intending that this be an acknowledgment in conformity with Section 103 of the General Corporation Law, have caused this Restated Certificate to be executed this 6th day of August, 1997.

THE SKATING CLUB OF WILMINGTON, INC.

Valerie S. Pease, President (8/6/97)

**THE SKATING CLUB OF WILMINGTON, INC.**  
**BYLAWS**  
 (Revised February 2021)

**ARTICLE I**  
**NAME; EXISTENCE; OFFICES**

Section 1.1 **NAME.** As stated in its Certificate of Incorporation, the name of this organization is **The Skating Club of Wilmington, Inc.** (referred to in these Bylaws as the “Club”).

Section 1.2 **INCORPORATION.** The Club is incorporated as a nonprofit corporation under the laws of the state of Delaware (the “State”) and shall be governed by the nonprofit corporation law of the state (the “Nonprofit Law”).

Section 1.3 **MEMBERSHIP IN U.S. FIGURE SKATING.** The Club has been formed to be a member of The United States Figure Skating Association (“U.S. Figure Skating”), 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 U.S. Figure Skating, as in existence and amended from time-to-time by U.S. Figure Skating.

Section 1.4 **OFFICES.** The principal office/headquarters of the Club shall be located at 1301 Carruthers Lance, Wilmington, Delaware 19803. The registered office of the Club required by the Nonprofit Law to be maintained in the State may be, but need not be, the same as the principal office/headquarters of the Club, and the address of the registered office may be changed from time to time by the Board of Directors or by the Officers of the Club.

**ARTICLE II**  
**PURPOSES**

Section 2.1 **PURPOSES.** The principal purpose of the Club is to foster figure skating on ice in all its forms (free skating, dance, hockey). In order to do so, the Club has been organized to exist as a member club of U.S. Figure Skating and, therefore, seeks to assist in carrying out the objects and purposes of U.S. Figure Skating in accordance with the provisions of the U.S. Figure Skating Bylaws and Official Rules. The Club shall maintain its membership in U.S. Figure Skating and conduct its affairs in a manner consistent with the Bylaws, Official Rules, policies and procedures of U.S. Figure Skating.

**ARTICLE III**  
**MEMBERS**

Section 3.1 **MEMBERS.** The Club shall have members who are interested in the objects and purposes of the Club and who are registered with U.S. Figure Skating, with voting rights and any other legal rights or privileges in connection with the governance of the Club, in accordance with such provisions and criteria pertaining to qualifications, classification, privileges, application and acceptance of members established from time-to-time by the Board of Directors. Members of the Clubs shall be required to abide by, and to conduct themselves in a manner consistent with the Bylaws, Official Rules, policies, procedures, code of conduct, and code of ethics and principals of ethical behavior of U.S. Figure Skating.

Section 3.2 **Dues.** The Board of Directors may establish, as it shall deem necessary and appropriate, such periodic membership dues, other assessments and procedures for the manner of payment and collection thereof.

Section 3.3 **CLASSES OF MEMBERSHIP, ETC.** The classes into which the membership shall be divided, the methods of election, the privileges, voting rights and the amounts of initiation fees, dues, and assessments of members of the several classes and the procedures for discipline and expulsion of members shall be fixed by the Board of Directors.

Section 3.4 **ANNUAL MEETING.** The Annual Meeting of the members for the election of Directors and the transaction of any other business shall be held each year on a date selected by the Board of Directors at the principal Office of the Club at Wilmington, Delaware or at such other place as the Board of Directors may designate. Written notice of the meeting shall be given to the members at least ten days prior to the date of such meeting. Failure to hold an annual meeting shall not work a forfeiture or dissolution of the Club or invalidate any action taken by the Board of Directors or Officers of the Club. The Annual Meeting may also be held virtually if deemed necessary.

Section 3.5 **SPECIAL MEETINGS.** Special meetings of the members may be held at any time upon call of the President, or of the Board of Directors, or at the written request of representatives of twenty percent (20%) of the voting memberships in good standing, stating the purpose for which such meeting is to be held. The record date for determining the members entitled to demand a special meeting is the date of the earliest of any of the demands pursuant to which the meeting is called or the date that is sixty (60) days before the date the first of such demands is received by the Club, whichever is later. The same notice shall be given as for the regular Annual Meeting and the purpose of the special meeting shall be stated in such notice. The business of such special meeting shall be limited to the purpose stated in the notice.

Section 3.6 **METHODS OF NOTICE.** Notice shall be given personally or by email, mail, facsimile or other form of wire or wireless communication by or at the direction of the President, the Secretary or the persons calling the meeting, to each member entitled to vote at such meeting. Such notice shall be deemed to be given and effective at the earliest of: (i) the date received; five (5) days after deposit in the United States mail, properly addressed to the member at the member's address as it appears in the Club's current record of members, with first class postage prepaid; (iii) the date shown on the return receipt, if mailed by registered or certified mail, return receipt requested, and the receipt is signed by or on behalf of the addressee; or (iv) thirty (30) days after its deposit in the United States mail, as evidenced by the postmark, if mailed correctly addressed and with other than first class, registered or certified postage affixed. A written notice or report delivered as part of a newsletter, magazine, or other publication regularly sent to members shall constitute a written notice or report if addressed or delivered to the member's address shown in the Club's current list of members, or in the case of members who are residents of the same household and who have the same address in the current list of members, if addressed or delivered to one of such members, at the address appearing on the current list of members.

Section 3.7 **WAIVER OF NOTICE.** A member may waive notice of a meeting before or after the time and date of the meeting by a writing signed by such member. Such waiver shall be delivered to the Club for filing with the Club records, but this delivery and filing shall not be conditions to the effectiveness of the waiver. Further, by attending a meeting either in person or by proxy, a member waives objection to lack of notice or defective notice of the meeting unless the member objects at the beginning of the meeting to the holding of the meeting or the transaction of business at the meeting because of lack of notice or defective notice. By attending the meeting, the member also waives any objection to consideration at the meeting of a particular matter not within the purposes described in the meeting notice unless the member objects to considering the matter when it is presented.

Section 3.8 **VOTING LIST.** After a record date is fixed for a membership meeting or for determining the members entitled to vote by written ballot, the Secretary shall make, at the earlier of ten (10) days before such meeting or two (2) business days after notice of the meeting has been given, a complete list of the members entitled to be given notice of such meeting or any adjournment thereof. This list shall be kept on file at the principal office of the Club, or at a place (which shall be identified in the notice) in the city where the meeting will be held. Such list shall be available for inspection on written demand by any member or the member's agent or attorney during regular business hours and during the period available for inspection.

Section 3.9 **PROXIES.** At all meetings of members, a member may vote by proxy by signing an appointment form or similar writing, either personally or by the member's duly authorized agent. A member may also appoint a proxy by transmitting or authorizing the transmission of an electronic transmission providing a written statement of the appointment to the proxy or other person duly authorized by the proxy to receive appointments as agent for the proxy or to the Club. The transmitted

appointment shall set forth or be transmitted with written evidence from which it can be determined that the member transmitted or authorized the transmission of the appointment. The proxy appointment form or similar writing shall be filed with the Secretary of the Club before or at the time of the meeting. The appointment of a proxy is effective when receiving by the Club and is valid for eleven (11) months unless a different period is expressly provided in the appointment form or similar writing.

Section 3.10 CLUBS ACCEPTANCE OF VOTES. If the name signed on a vote, consent, waiver, proxy appointment or proxy appointment revocation corresponds to the name of a member, the Club, if acting in good faith, is entitled to accept the vote, consent, waiver, proxy appointment or proxy appointment revocation and give it effect as the act of the member. If the name signed on a vote, consent, waiver proxy appointment or proxy appointment revocation does not correspond to the name of the member, the Club, if acting in good faith, is nevertheless entitled to accept the vote, consent, waiver, proxy appointment or proxy appointment revocation if to do so is proper under rules established by the corporation that are not inconsistent with this Section. No member under the age of 18 shall be entitled to vote.

Section 3.11 ADJOURNMENT OF MEETING. When a meeting is adjourned to another date, time or place, notice need not be given of the new date, time or place if the new date, time or place of such meeting is announced before adjournment of the meeting at which the adjournment is taken. At the adjourned meeting the Club may transact any business which may have been transacted at the original meeting. If a new records date is fixed for the adjourned meeting, a new notice of the adjourned meeting shall be given to each member of record entitled to vote at the meeting as of the new record date.

Section 3.12 QUORUM AND MATTER OF VOTING. Twenty percent (20%) of the votes entitled to be cast by the members on a matter shall constitute a quorum for action on the matter. If a quorum exists, action on a matter by the members is approved if the votes cast favoring the action exceed the votes cast opposing the action, unless the vote of a greater number of votes is required by law or the Club's Articles of Incorporation.

Section 3.13 MEETINGS BY TELECOMMUNICATIONS. Any or all of the members may participate in an annual or special membership meeting by, or the meeting may be conducted through the use of any means of communication by which all members participating in the meeting can hear each other during the meeting. A member participating in a meeting in this manner is deemed to be present in person at the meeting.

Section 3.14 ACTION WITHOUT A MEETING. By Unanimous Written Consent. Any action required or permitted to be taken at a meeting of the members may be taken without a meeting if a consent in writing (or counterparts thereof) that sets forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof and received by the Club. Such consent (which may be signed in counterparts) shall have the same force and effect as a unanimous vote of the members. Action taken under this Section is effective as of the date the last writing necessary to effect the action is received by the Club, unless all of the writings specify a different effective date, in which case such specified date shall be the effective date for such action. The record date for determining members entitled to take action without a meeting is the date the Club first receives a writing upon which the action is taken. Any member who has signed a writing describing and consenting to action taken pursuant to this Section may revoke such consent by a writing signed by the member describing the action and stating the member's prior consent is revoked, if such writing is received by the Club before the effectiveness of the action. All signed written instruments necessary under this provision shall be filed with the minutes of the membership meetings.

(a) By Written Ballot. Any action that may be taken at any annual, regular or special meeting of members may be taken without a meeting if the Club delivers a written ballot to

every member entitled to vote on the matter. The written ballot shall: (i) set forth each proposed action; and (ii) provide an opportunity to vote for or against the proposed action. Approval by written ballot shall only be valid when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. All solicitations for votes by written ballot shall: (i) indicate the number of responses necessary to meet the quorum requirements; (ii) state the percentage of approvals necessary to approve each matter other than election of directors; (iii) specify the time by which the ballot must be received by the Club in order to be counted; and (iv) be accompanied by written information sufficient to permit each person voting to reach an informed decision. Written ballots may not be revoked.

Section 3.15 TERMINATION, EXPULSION OR SUSPENSION. No member may be expelled or suspended from the Club, and no membership may be terminated or suspended, except as follows. The member shall be given not less than thirty (30) days prior written notice of the expulsion, suspension or termination and the reasons therefore. The member shall have an opportunity to be heard, orally or in writing, by the Board of Directors, not less than ten (10) days before the effective date of the expulsion, suspension or termination by the Board of Directors. Written notice must be given by first-class or certified mail sent to the last address of the member shown on the Club's records. Any member expelled or suspended shall be liable to the Club for dues, assessments or fees incurred or commitments made prior to expulsion. The provisions of this Section 3.15 apply to a member's membership in the Club and not to membership in U.S. Figure Skating, the latter of which is subject to applicable provisions of the Bylaws and Official Rules of U.S. Figure Skating pertaining to expulsion or suspension of membership privileges in U.S. Figure Skating.

Section 3.16 DELEGATES TO THE U.S. FIGURE SKATING GOVERNING COUNCIL. Delegates to the Figure Skating Governing Council must be registered members of the Club and must meet the qualifications as set forth in Article VII, Section 1 of the U.S. Figure Skating Bylaws. The Club's Board of Directors shall appoint from among the Club's registered members the requisite number of delegates to the Governing Council as determined in accordance with Article VII,

Section 2 of the U.S. Figure Skating Bylaws. The Club's delegates shall be representatives of the Club at the Governing Council meeting for which they are appointed as delegates and shall attend said meeting, either in person or represented by proxy. The Club will file a certificate of appointment of its delegates with the Secretary of U.S. Figure Skating, duly signed by an authorized Officer of the Club.

## **ARTICLE IV BOARD OF DIRECTORS**

### **Section 4.1 GENERAL POWERS AND QUALIFICATIONS**

(a) Powers. The business and affairs of the Club shall be managed by its Board of Directors, except as otherwise provided in the Nonprofit Law, the Club's Articles of Incorporation or these Bylaws.

(b) Qualifications. Directors must be (i) at least eighteen (18) years old, (ii) registered with U.S. Figure Skating and (iii) home club members of the Club in accordance with provisions of applicable rules of U.S. Figure Skating and (iv) voting members of the Club. In addition, Directors of the Club must be eligible persons, as defined in the eligibility rules of U.S. Figure Skating; provided, however, that no restricted persons or coaches with eligible status may serve as Directors of the Club. No person shall be eligible to be elected or appointed as a director if he or she is not in good standing at the Club. For purposes of this Section, a person shall be deemed to be in good standing if he or she is current in the payment of his or her dues and ice usage fees, and is not in violation of any of the Club's operating rules or rules of conduct. The Board of Directors shall determine by resolution the number of persons to serve as Directors from time to time, provided that, (i) no fewer than three and

no more than fifteen persons shall serve as Directors, and (ii) in no event shall any reduction in the number of persons serving as Directors result in the removal of a Director whose term has not otherwise expired. (Amended 6/15/09; further amended 5/16/11)

**Section 4.2 ELECTION OF THE BOARD.** The Board of Directors has been classified into three classes. One class of Directors is elected by shareholders at each Annual Meeting of Directors, and Directors in each class serve a term of three years, or until their successors are elected and qualified, subject to earlier resignation, automatic termination pursuant to Section 12 of this Article, or removal. (Added 6/15/09; all subsequent sections have been renumbered; further amended 5/16/11)

**Section 4.3 NOMINATION.** The candidates for the Board shall be nominated by a Nominating Committee selected by the Board of Directors and may also be nominated by written petition signed by ten voting members in good standing. Such written nominations by members must be received at the Club Office not less than fourteen days prior to the Annual Meeting. An individual who is currently serving as a director may not be nominated for re-election if he/she has not attended at least a majority of all regular and special meetings of the Board of Directors held during the 12-month period (or portion thereof on which he/she has served) ending 60 days prior to the Annual Meeting. (Amended 6/15/09).

**Section 4.4 REMOVAL.** Directors elected by voting members or directors may be moved as follows: (i) The voting members may remove one or more directors elected by them with or without cause unless the Bylaws provide that directors may be removed only for cause; If a director is elected by a voting group, only that voting group may participate in the vote to remove that director; (iii) A director may be removed only if the number of votes cast to remove the director would be sufficient to elect the director at a meeting to elect directors; (iv) A director may be removed only at a meeting called for the purpose of removing that director, and the meeting notice shall state that the purpose, or one of the purposes, of the meeting is removal of the director; (v) An entire Board of Directors may be removed under paragraphs (i) to (iv) above; and (vi) A director elected by the Board of Directors may be removed with or without cause by the vote of a majority of the directors then in office or such greater number as is set forth in the Bylaws; except that a director elected by the Board of Directors to fill the vacancy of a director elected by the voting members may be removed without cause by the voting members, but not the Board of Directors.

**Section 4.5 VACANCY.** A Director may resign at any time by giving written notice of resignation to the Club. The resignation is effective when the notice is received by the Club unless the notice specifies a later effective date. If a Directorship becomes vacant, the Board (i) may appoint an individual who meets the qualifications set forth above in Section 1 as a Director to serve until the next Annual Meeting, at which time a Director shall be elected by the membership for the unexpired term, if any, or (ii) may leave such vacancy unfulfilled, or (iii) may reduce the number of Directors to not less than three Directors. (Amended 6/15/09; further amended 5/16/11)

**Section 4.6 REGULAR MEETINGS.** The Board of Directors shall meet at least once each calendar quarter, and at least six times each calendar year. The President shall determine in which months meetings will be held. Club Members only are allowed to attend Board meetings. Others may attend at the invitation of the Board. (Amended 6/15/09)

**Section 4.7 SPECIAL MEETINGS.** The President may call a special meeting of the Board at any time, and shall issue the call for such a meeting within five days of the receipt in writing of a request for such a meeting signed by at least three Directors and stating the purpose for such a meeting. The call for all special meetings of the Board shall be given not less than five days prior to the date of the meeting unless at least three-fourths of the Board shall waive this requirement, and shall state the purpose of the meeting and the names of the Directors requesting it, if any. (Amended 6/15/09)

**Section 4.8 QUORUM.** A majority of the Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, and the vote of a majority of the Directors present in person at a meeting at which a quorum is present shall be the act of the Board of Directors. If less than a quorum is present at a meeting, a majority of the Directors present may adjourn the meeting from

time to time without further notice other than an announcement at the meeting, until a quorum shall be present. No Director may vote or act by proxy at any meeting of Directors.

Section 4.9 **AUTHORITY**. The Board of Directors shall exercise, conduct, and control the corporate powers, property and affairs of the Club. It shall elect **Officers** of the club and the Chair of **standing committees**. It shall have power to create **special committees** and to specify how their members shall be chosen. The Board shall have the power to reverse or amend the decision of any committee.

The Board of Directors shall have the power to elect, discipline, suspend and expel members, and to reinstate members suspended or ceasing to be members for non-payment of indebtedness. It shall have the power to establish rules, regulations, and procedures for the operation and control of the Club, and to deal with all offenses against such rules and regulations and with all violations of these bylaws.

The Board of Directors shall have the power to amend these bylaws in accordance with the procedure hereinafter set forth in Article X. (Revised 5/18/09)

The Board may delegate such of its powers as it may see fit, with the exception of the power to fill vacancies in the Board, to elect Officers of the Club and to amend these bylaws.

Section 4.10 **CONSENT**. Unless otherwise restricted by the Certificate of Incorporation or these Bylaws, any action required or permitted to be taken at any meeting of the Board of Directors or of any committee thereof may be taken without a meeting if all directors or members of the committee, as the case may be, consent thereto in writing or by facsimile, email communications or other electronic transmission, and the writing or writings or electronic transmission or transmissions are filed with the minutes of proceedings of the Board or committee. Such filing shall be in paper form if the minutes are maintained in paper form and shall be in electronic form if the minutes are maintained in electronic form. (Added 5/18/09)

Section 4.11 **TELECONFERENCE MEETINGS**. Directors, or the members of any committee of the Board of Directors, may participate in any meeting of the Board of Directors or such committee by means of conference telephone or other communications equipment by means of which all persons participating therein can hear each other, and participation in a meeting by such means shall constitute presence in person at such meeting. (Added 6/15/09; subsequent section renumbered).

Section 4.12 **PRESUMPTION OF ASSENT**. A Director who is present at a meeting of the Board of Directors is deemed to have assented to all action taken unless: (i) the Director objects at the beginning of the meeting, or promptly upon arrival, to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken; (ii) the Director contemporaneously requests that the Director's dissent or abstention as to any specific action taken be entered in the minutes; or (iii) the Director causes written notice of the Director's dissent or abstention as to any specific action to be received by the presiding officer of the meeting before adjournment or by the Club promptly after adjournment. The right of dissent or abstention is not available to a Director who votes in favor of the action taken.

Section 4.13 **ACTION WITHOUT A MEETING**. Any action required by law to be taken at a meeting of the Board of Directors or any other action which may be taken at a meeting of Directors may be taken without a meeting if every member of the Board in writing either: (i) votes for such action or (ii) votes against such action or abstains from voting and waives the right to demand that action not be taken without a meeting. Action is taken only if the affirmative votes for such action equals or exceeds the minimum number of votes that would be necessary to take such action at a meeting at which all of the Directors then in office were present and voted. The action shall only be effective if there are writings, which describe the action, signed by all Directors, received by the Club and filed with the minutes. Any such writings may be received by electronically transmitted facsimile or other form of wire or wireless communication providing the Club with a complete copy of the document including a copy of the signature. A Director's right to demand that action not be taken without a meeting shall be deemed to have been waived if the Club receives a writing satisfying the requirements hereof that has been signed by the Director and not revoked as provided below. Actions taken shall be effective when the writings set forth a different date. Any Director who has signed a writing may revoke it by a writing signed, dated and stating the prior vote is revoked. However, such writing must be received by the

Club before the last writing necessary to effect the action is received. All such actions shall have the same effect as action taken at a meeting.

Section 4.14 **COMPENSATION.** Directors shall not receive compensation for their services as such, although the reasonable expenses of Directors of attendance at board meetings may be paid or reimbursed by the Club. Directors shall not be disqualified to receive reasonable compensation for services rendered to or for the benefit of the Club in any other capacity.

Section 4.15 **EXECUTIVE AND OTHER COMMITTEES.** By one or more resolutions adopted by the Board of Directors, the Board may designate from among it's the Directors an executive committee of the Board, as well as one or more other committees of the Club, each of which, to the extent provided in the resolution establishing such committee, shall have and may exercise the authority delegated by the Board of Directors, except as prohibited by the Nonprofit Law. Rules governing meetings of any committee shall be as established by the Board of Directors, or in the absence thereof, by the committee itself.

Section 4.16 **AUTOMATIC TERMINATION.** A director's directorship shall automatically terminate, without prior notice to the affected director and without any action taken on the part of the affected director, in the event such director fails, in any 12-month period during which such director holds a directorship, to attend at least a majority of all regular and special meetings of the Board. (Added 6/15/09)

## **ARTICLE V OFFICERS**

Section 5.1. **NUMBER AND QUALIFICATIONS** The elected officers of the Club shall be a President (who shall also serve as the Chairman of the Board), a Vice-President, a Secretary and a Treasurer. The Board of Directors may also appoint such other officers, assistant officers and agents as it may consider necessary. Officers must be Directors of the Club and, therefore, must meet the qualification of Directors as set forth in Section 4.1 (b) of these Bylaws.

Section 5.2 **ELECTION AND TERM OF OFFICE.** The Officers shall be elected each year at the first meeting of the Board following the annual election of Directors and shall hold office for one year. Each Officer shall hold office until the Officer's successor shall have been duly elected and shall have qualified, or until the Officer's death, resignation or removal.

Section 5.3 **COMPENSATION.** Officers shall not receive compensation for their services as such, although the reasonable expenses of Officers may be paid or reimbursed by the Club. Officers shall not be disqualified to receive reasonable compensation for services rendered to or for the benefit of the Club in any other capacity.

Section 5.4 **Resignation.** An Officer may resign at any time by giving written notice of resignation to the Club or President of the Club. The resignation is effective when the notice is received by the Club unless the notice specifies a later effective date.

Section 5.5 **Removal.** Any Officer may be removed by the Board of Directors whenever in its judgement the best interest of the Club will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an Officer shall not in itself create contract rights.

Section 5.6 **Vacancies.** A vacancy in any officer, however occurring, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5.7 **Authority and Duties of Officers.** The Officers of the Club shall have the authority and shall exercise the powers and perform the duties specified below and as may be additionally specified by the Board of Directors or these Bylaws, except that in any event each officer shall exercise such powers and perform such duties as may be required by law.

Section 5.7. **DUTIES OF THE PRESIDENT.** The President shall be the Chairman of the Board, shall have the general supervision and direction of the affairs of the Club and shall preside at all meetings of the Board and of the Executive Committee, and at the Annual Meeting of members. He/she shall, with the Secretary, sign all written contracts and obligations of the Club and shall perform such other duties as the Directors may assign him/her. He/she shall, except as hereinafter provided, be ex-officio an additional member of all committees created by or under the authority of these bylaws. (Amended 6/15/09)

Section 5.8. **DUTIES OF THE VICE-PRESIDENT.** The Vice-President or Vice-Presidents shall assist the President and shall perform such duties as may be assigned to them by the Board of Directors of the President. The Vice-President (or if there is more than one, then the Vice-President designated by the Board of Directors, or if there be no such designation, then the Vice-Presidents in order of their election) shall, at the request of the President, or in the President's absence or inability or refusal to act, perform the duties of the President and when so acting shall have all the powers of and be subject to all the restrictions on the President.

Section 5.9. **DUTIES OF THE SECRETARY.** The Secretary shall (i) keep the minutes of the proceedings of the Board of Directors; (ii) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (iii) the Secretary, with the President, shall sign all written contracts and obligations of the Club (iv) and shall perform all usual duties of such office, and in addition such other duties as the Directors may prescribe.

Section 5.10 **DUTIES OF THE TREASURER.** The Treasurer shall oversee the receipt and disbursement of funds of the Club and the financial duties performed by the employees our outside consultant or accounting firm of the Club, and shall perform all usual duties of such office, and in addition such other duties as the Directors may prescribe. The Treasurer shall be the principal accounting officer of the Club and as such prescribe and maintain the methods and systems of accounting to be followed, oversee the complete books and records of account and the preparation and filing all local, state and federal tax returns and related documents, prescribe and maintain an adequate system of internal audit, and prepare and furnish to the President and the Board of Directors statements of account showing the financial position of the Club and the results of its operations; (iv) upon request of the Board, make such reports to it as may be required at any time.

Section 5.11 **SURETY BONDS.** The Board of Directors may require any officer or agent of the Club to execute to the Club a bond in such sums and with such sureties as shall be satisfactory to the Board, conditioned upon the faithful performance of such person's duties and for the restoration to the Club of all books, papers, vouchers, money and other property of whatever kind in such person's possession or under such person's control belonging to the Club.

## **ARTICLE VI CONFLICTS OF INTEREST**

Section 6.1 **DEFINITION.** As used in this Section 6.1: (i) "conflicting interest transactions" means a contract, transaction, or other financial relationship between the Club and a Director of the Club, or between the Club and a party related to a Director, or between the Club and an entity in which a Director of the Club is a director or officer or has a financial interest, and (ii) a "party related to a director" means a spouse, a descendent, an ancestor, a sibling, the spouse or descendent of a sibling, an estate or trust in which the Director or a party related to a Director has a beneficial interest, or an entity in which a party related to a Director is a director, officer, or has a financial interest.

Section 6.2 **PROCEDURE.** No conflicting interest transaction shall be void or voidable or be enjoined, set aside, or give rise to an award of damages or other sanctions in a proceeding by a member or by or in the right of the Club, solely because the conflicting interest transaction involves a Director of the Club or a party related to a Director or an entity in which a Director of the Club is a director or officer or has a financial interest or solely because the Director is present at or participates in the meeting of

the Club's Board of Directors or of a committee of the Board of Directors that authorizes, approves, or ratifies the conflicting interest transaction or solely because the Director's vote is counted for such purpose if: (i) the material facts as to the Director's relationship or interest and as to the conflicting interest transaction are disclosed or are known to the Board of Directors or the committee, and the Board of Directors or committee in good faith authorizes, approves, or ratifies the conflicting interest transaction by the affirmative vote of a majority of the disinterested Directors, even though the disinterested Directors are less than a quorum; or (ii) the material facts as to the Director's relationship or interest and as to the conflicting interest transaction are disclosed or are known to the members entitled to vote thereon, and the conflicting interest transaction is specifically authorized, approved, or ratified in good faith by a vote of the members entitled to vote thereon; or (iii) the conflicting interest transaction is fair as to the Club. Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or of a committee, which authorizes, approves, or ratifies the conflicting interest transaction.

Section 6.3 LOANS. No loans shall be made by the Club to its Directors or Officers or vice versa. Any Director or Officer who assents to or participates in the making of any such loan shall be liable to the Club for the amount of such loan until the repayment thereof.

## **ARTICLE VII CONFLICT RESOLUTION**

Section 7.1 CONFLICT RESOLUTION. If any member of the Club has a complaint against another member of the Club for an infraction of any Bylaw, rule, policy or procedure of the Club, other than skating rules, they may file a complaint in writing to the Board of Directors of the Club. Such complaints will be investigated and resolved according to the Club's conflict resolution policy that the Club is required to adopt and have in effect in accordance with the Bylaws of U.S. Figure Skating

## **ARTICLE VIII INDEMNIFICATION**

Section 8.1 INDEMNIFICATION. The Club shall indemnify any Director, Officer or agent of the Club to the fullest extent permitted by the Nonprofit Law and any other applicable laws of the State if (i) such person conducted himself or herself in good faith, (ii) such person reasonably believed (A) in the case of a director acting in his or her official capacity, that his or her conduct was in the Club's best interests, or (B) in all other cases, that such person's conduct was at least not opposed to the Club's best interests, and (iii) in the case of any criminal proceeding, such party had no reasonable cause to believe his or her conduct was unlawful. However, the Club may not indemnify a person either (i) in connection with a proceeding by the Club in which the person is or has been adjudged liable for gross negligence or willful misconduct in the performance of the person's duty to the Club or (ii) in connection with any proceeding charging improper personal benefit to the person, whether or not involving action in the person's official capacity, in which the person was adjudged liable on the basis that personal benefit was improperly received by the person (even if the Club was not thereby damaged). Any indemnification under this Article (unless ordered by a court) shall be made by the Club only if authorized in the specific case after a determination has been made that the person is eligible for indemnification in the circumstances because the person has met the applicable standard of conduct set forth in this Article and after an evaluation has been made as to the reasonableness of the expenses. Any such determination, evaluation and authorization shall be made by the Board of Directors by a majority vote of a quorum of the Board, which quorum shall consist of directors not parties to the subject proceeding, or by such other person or body as permitted by law. The Club shall hold D&O (Director and Officer insurance) covering all Board members, Officers and the SafeSkate Chair.

**ARTICLE XI**  
**COMMITTEES**  
 (Title revised 6/15/09)

Section 9.1 **EXECUTIVE COMMITTEE.** There shall be elected annually by the Board of Directors an Executive Committee from among its own number consisting of the President of the Club and two, or more, other Directors. (Amended 8/25/80). The Executive Committee shall meet at the request of the President from time to time pursuant to notice given to all members of the Executive Committee not less than 12 hours prior to the meeting. The Executive Committee shall prescribe all other rules for calling and holding meetings and its method of procedure, subject however, to any rules prescribed by the Board of Directors. A quorum for any meeting of the Executive Committee shall consist of not less than a majority of such members and at any such meeting of the Executive Committee at which a quorum is present, all questions and business shall be determined by the affirmative vote of not less than a majority of all members of the Executive Committee.

The powers and duties of the Executive Committee are as follows:

- (1) The Chair of the Executive Committee will give an oral report covering actions taken at all Executive Committee meetings at the next regular Board meeting.
- (2) The Executive Committee shall render no binding decisions affecting fiscal matters, including wages, salaries, fees, and contracts, except for emergencies where time is insufficient to call a special Board meeting, or except where prior authorization has been granted by the Board to commit funds.
- (3) The Executive Committee shall be empowered to render emergency decisions on all other matters of a continuing nature; such decisions shall be presented for ratification at the next regular Board meeting or special meeting called for such action. (Amended 6/15/09)

Section 9.2 **NOMINATING COMMITTEE.** A Nominating Committee shall be elected annually by the Board in January (amended 6/28/78), and the Club membership shall be promptly advised of the names of the members of this committee. The Nominating Committee shall consist of a Chair who shall be a member of the Board and two other members. The Nominating Committee shall consider candidates for Director and shall make recommendations to the Board for a slate (which may, but need not, include more candidates than there are offices to be filled) to be presented to the Annual Meeting. Upon approval by the Board, such slate shall, not less than 30 days prior to the Annual Meeting, be posted on the bulletin board of the Club and shall, together with any candidates nominated by written petition of the membership under Article V, Section 3 hereof, be sent to the members for election along with the official notice of the Annual Meeting. (Amended 3/24/75; cross reference amended 5/18/09; amended 6/15/09)

Section 9.3 **OTHER COMMITTEES.** The Board may, from time to time, create, and appoint members of, such other standing or special committees as it may deem necessary or advisable. Unless the President shall have been appointed a member of any such committee, the President shall be an *ex-officio* member of such committee. (Added 6/15/09)

**ARTICLE X**  
**NOTICES**

Section 10.1 **FORM OF NOTICE.** Whenever, under the provisions of the statutes or the Certificate of Incorporation or these Bylaws, notice is required, such notice may be given (a) by personal delivery, (b) by mail, addressed to such director or member, at his or her address as it appears on the records of the Club, with postage thereon prepaid, (c) by courier service (including, without limitation, Federal Express), (d) by facsimile telecommunication (directed to the facsimile telecommunication number at which the director or member has consented to receive notice), (e) by electronic mail (directed to the electronic mail address at which the director or member has consented to receive notice), or (f) by other form of electronic transmission pursuant to which the director or member has consented to receive notice. Notice given by United States mail shall be deemed to be given at the time when the same is deposited in the United States

mail. Notice by courier service shall be deemed to have been given when the same is deposited with such courier service for next business day delivery or delivery within three (3) business days. Notice given by electronic transmission pursuant to this Section 1 shall be deemed to have been given: (a) if by facsimile telecommunication, when directed to a facsimile telecommunication number at which the director or member has consented to receive notice; (b) if by electronic mail, when directed to an electronic mail address at which the director or member has consented to receive notice; or (c) if by any other form of electronic transmission, when directed to the director or member. An affidavit of the Secretary or an assistant secretary (if there is one) or other officer or agent of the Club that the notice has been given by personal delivery, by mail, by courier service, or by a form of electronic transmission shall, in the absence of fraud, be prima facie evidence of the facts stated therein. (Added 5/18/09)

Section 10.2 **WAIVER OF NOTICE.** Whenever any notice is required to be given under the provisions of applicable law or the Certificate of Incorporation or these Bylaws, a waiver thereof in writing, signed by the person or persons entitled to said notice, or by electronic transmission (provided that the electronic transmission either sets forth or is submitted with information from which it can be determined that the electronic transmission was authorized by the director(s) or member(s) entitled to said notice), whether such waiver is given before or after the time of the event for which notice is required to be given, shall be deemed equivalent to such notice. (Added 6/15/09)

## **ARTICLE XI**

### **MISCELLANEOUS**

Section 11.1 **ELECTRONIC TRANSMISSION.** For purposes of these Bylaws, “electronic transmission” means any form of communication, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved, and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient through an automated process. (Added 5/18/09)

Section 11.2 **RECORDS.** The Club shall keep as permanent records minutes of all meetings of its members and Board of Directors, a record of all actions taken by the members or Board of Directors without a meeting and of actions taken by a committee in place of the Board of Directors, and a record of all waivers of notices of meetings of members, the Board of Directors or any committee. The Club shall also maintain the following records: (i) appropriate accounting records; (ii) its Articles of Incorporation and Bylaws; (iii) Board resolutions relating to the characteristics, qualifications, rights, limitations and obligations of members or any class or category of members, if any (iv) a list of the names and business or home addresses of its current Directors and Officers; (v) a copy of its most recent corporate report delivered to the State; (vi) a record of its members which permits preparation of a list of the name and address of all members in alphabetical order and, if applicable, by class which shows the number of votes each member is entitled to cast; (vii) all written communications within the past three (3) years to members; and (viii) all financial statements prepared for periods during the last three (3) years that a member of the Club could have requested under the State law.

Section 11.3 **DISSOLUTION OR LIQUIDATION.** In the event of the liquidation, dissolution, or winding up of the affairs of the Club, whether voluntary, involuntary, or by operation of law, the Board of Directors shall, except as otherwise may be provided by law, transfer all of the assets of the Club in such manner as the directors, in the exercise of their discretion, may by a majority vote determine; provided, however, that upon said liquidation, dissolution, or winding up of the affairs of the Club, its assets shall be distributed to (a) one or more organizations or entities described in Section 501(c)(3) of the Code, or the corresponding provision of any subsequent federal tax law; (b) to the federal government, or one or more state or local governments, for public purposes; or (c) if pursuant to a decree of a court of competent jurisdiction, to another organization or organizations to be used in such manner as, in the judgment of such court, will best accomplish the general purposes for which the Club is organized. (Added 6/15/09)

Section 11.4 **ANNUAL FINANCIAL STATEMENTS.** The Board of Directors shall present at each Annual Meeting, a statement of the financial condition of the Club. Upon the written request of any member, the Club shall mail to such member its most recent annual financial statements, if any,

and its most recently published financial statements, if any, showing in reasonable detail its assets and liabilities and results of its operations. (Added 6/15/09)

**Section 11.5 CONTRACTS.** The Board of Directors may authorize any officer or officers or agent or agents of the Club, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Club, and such authority may be general or may be confined to specific instances. (Added 6/15/09)

**Section 11.6 CHECKS.** All checks, drafts, or orders for the payment of money, and notes of the Club or other evidences of indebtedness issued in the name of the Club, shall be signed by such officer or officers or such other person or persons, and in such manner, as the Board of Directors from time to time may determine by resolution. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or the General Manager of the Club and countersigned by the president or vice president of the Club. (Added 6/15/09)

**Section 11.7 DEPOSITS.** All funds of the Club shall be deposited from time to time to the credit of the Club in such banks, trust companies, or other depositories as the Board of Directors may select; provided, however, that this Section 6 shall not be construed as allowing the Board of Directors to authorize the retention of any funds in any manner that would prevent the Club from continuing to be exempt from federal taxation under Section 501(c)(3) of the Code, or the corresponding provision of any subsequent federal tax law. (Added 6/15/09)

**Section 11.8 GIFTS.** The Board of Directors may accept on behalf of the Club any contribution, gift, bequest, or devise for any purpose of the Club; provided, however, that this Section 7 shall not be construed as allowing the Board of Directors to accept any gifts in any manner that would prevent the Club from continuing to be exempt from federal taxation under Section 501(c)(3) of the Code, or the corresponding provision of any subsequent federal tax law. Individual members of the Board of Directors may not accept personal gifts of any sort for their duties as a director. (Added 6/15/09)

**Section 11.9 LIMITATIONS ON USE OF THE MEMBERSHIP LIST.** Unless the Board of Directors gives its consent, the Club's membership list or any part thereof may not be: (i) obtained or used by any person for any purpose unrelated to a member's interest as a member; (ii) used to solicit money or property unless such money or property will be used solely to solicit the votes of the members in an election by the corporation; (iii) used for any commercial purpose; or (iv) sold to or purchased by any person.

**Section 11.10 FISCAL YEAR.** The fiscal year of the Club shall end on the last day of August in each year unless the Board of Directors shall determine otherwise. (Added 6/15/09)

**Section 11.11 SEVERABILITY.** The invalidity of any provision of these Bylaws shall not affect the other provisions hereof, and in such event these Bylaws shall be construed in all respects as if such invalid provision were omitted.

**Section 11.12 SEAL.** The corporate seal shall have inscribed thereon the name of the Club, the year of its organization, and the words "Corporate Seal, Delaware". The seal may be used by causing it or a facsimile thereof to be impressed or affixed or reproduced or otherwise. (Added 6/15/09)

**Section 11.13** These Bylaws may be amended, altered or repealed at any regular or special meeting of the Board by the affirmative vote of a majority of the whole Board, provided (a) that such amendments shall have been offered at the previous meeting of the Board; or (b) that information thereof shall have been given in the notice of the meeting at which such amendments are to be considered, provided further that such notice is given to all members of the Board at least 7 days prior to the date of the meeting; or (c) that at any regular meeting of the Board at which there is two-thirds of all members of the Board present, any amendment, alteration or repeal shall be approved by the affirmative vote of all members of the Board present, and that prior to the adjournment of said meeting no member of the Board shall ask for a

reconsideration of the vote, in which case the amendment may be called up for consideration at a subsequent regular meeting of the Board or at a special meeting called for that purpose, provided, however, that no amendment to these Bylaws shall be approved pursuant to this clause (c) unless time is of the essence in approving the amendment, and the record of the meeting indicates why such amendment could not have been approved pursuant to the procedures set forth in clauses (a) or (b) above. (Amended 6/15/09)

### **BYLAWS CERTIFICATE**

The undersigned certifies that he/she is the Secretary of The Skating Club of Wilmington, and that he/she is authorized to execute this certificate on behalf of said Club and the foregoing is a complete and correct copy of the presently effective Bylaws of the Club.

Dated: 2/15/2021\_\_\_\_\_.

Name: Carole S. Smith, Secretary

## FUNCTIONS OF THE BOARD OF DIRECTORS, COMMITTEES, STAFF, FIGURE SKATING COACHES, INSTRUCTORS

The authority of the **BOARD OF DIRECTORS**, elected by the SCW Members, is established by the **Certificate of Incorporation** and the **Bylaws**. Besides ordering Club affairs, the Board's authority extends to interacting with outside organizations in both related and non-related fields. SCW members are always welcome to attend any regularly scheduled Board meetings. Board of Directors must be compliant with all USFS Board requirements per the USFS Rulebook. The SafeSkate Chair is responsible for auditing that all Board members are compliant with USFS. Non-members (including Coaching Staff) are not permitted to attend Board meetings unless they are specifically invited by the Board.

Authority is delegated by the Board to a number of **Operating Committees** (see below), to **Special Committees** appointed from time to time to make recommendations or perform specific tasks of a short term nature, to a paid **Staff** and to **Figure Skating Coaches** and **Instructors** who provide daily training, special supervision of exhibitions and shows, supplementary off-ice instruction and other services.

Two **Standing Committees** are also authorized in the Bylaws: Executive and Nominating. The **Executive Committee** primarily acts for the Board between Board meetings. The **Nominating Committee** primarily is concerned with the election of new Directors, a procedure that commences with the selection of the Committee by the Board in January or any date hereafter, the selection of a Head Teller and the mailing of ballots and proxies to the Membership, and the Annual Meeting of the Members. A **Nominating Committee for Officers** is chosen by the Board to recommend a slate of new Officers to be elected by the new Board after the Annual Meeting.

### OPERATING COMMITTEES

Committee Chair and committee member appointments are for one year. The Chair may be asked to continue in office until a successor is appointed.

**Building & Grounds and Capital Planning Committee** conducts regular inspections of building, machinery, grounds and furnishings; makes recommendations to the Board for action, and supervises repairs, building decor and new construction.

The **Calendar Coordinator** creates the annual calendar for SCW and timely informs the membership of any changes to the calendar or daily schedule.

**Competitions Committee** is responsible for and organizes all USFS-sanctioned competitions held at SCW.

**Communications Coordinator** is responsible for club communications via email or the club website (working with the Webmaster).

**Fundraising Committee** is responsible for securing grants and other financial donations to the Club through our §501(c)(3) non-profit designation.

Exhibitions are overseen by the SCW Foundation and includes exhibitions for qualifying competitions and National championships.

**Finance Committee** advises the Board on financial matters and has general oversight and control. The Chair of the Finance Committee shall be the Treasurer. The Finance Committee oversees the budget, the fee structure and financial planning for SCW.

**Group Lessons Director** (Learn to Skate) is responsible for group lessons and basic skills classes.

The **Hockey Liaison** is responsible for assisting club management with communications between the hockey program and SCW.

**Rules And Ice Committee** determines the skating interests of the members and develops the Club Ice Schedules reflecting these interests as closely and fairly as possible; develops Rules governing the use of the ice and property; acts as a clearing house for the scheduling of special events such as tests, parties, rehearsals, holiday activities and outside organized groups requesting Club ice time. In order to effectively perform its function, the Committee is balanced by including members from each of the Club interests, including but not limited to, competitive figure skating, dance, and recreational skating.

Basic philosophies, ice use policies and other Guidelines dealing with meetings, exhibitions, summer schedule alterations and emergency changes of the Ice Schedule, and communication with the Board and membership are on file and/or are posted. The Club Rink Rules are reviewed annually, and along with the Board-approved Penalties for Infractions, are published in the "Member's Handbook Supplement" yearly.

Marketing/Publicity Committee is responsible for to market and promote the club and its mission/vision to the community, including advertising boards, in order to increase membership and other activities that financially support the club.

**Membership Committee** receives applications for all memberships, assists in the orientation of such candidates, and makes recommendations to the Board on those applications. It advises the Board on membership policy. In coordination with other committees, it engages in membership promotion, maintains bulletin boards, helps with special events, and monitors the quality of communications with the public.

**Music Committee** is responsible for the music and sound systems and provides an adequate inventory of appropriate music; collaborates with other Committees to provide music for Club activities. This committee also assists with music for test sessions and competitions.

**Personnel Committee** advises the Board on salary, wage and benefits policies; conducts periodic performance and salary reviews of Staff. It serves as a resource to Staff and facilitates problem solving. The composition of the Committee includes the Treasurer and the other members of the committee are named by the President annually.

Pro Relations maintains records for all figure-skating coaches and Instructors who teach for financial remuneration at the Club, both on-ice and off-ice. The Club's General Manager is responsible for interviewing prospective coaches with guidance from the Board. The General Manager or the **Pro Relations Committee** executes individual agreements with each coach.

The **Safe Sport Chair** is responsible for setting policies and communicating U.S. Olympic Committee guidelines for Safe Sport compliance regarding bullying, hazing, all type of abuse and misconduct.

**Special Events Committees** are responsible for organizing shows and are responsible for any other event that may arise during the year except USFS-sanctioned competitions held at SCW. This includes the Spring Show.

**Test Committee** schedules and conducts USFS tests arranging for qualified judges for such. It arranges for permission and eligibility letters to be written for SCW members skating elsewhere. The retiring Test Chair serves through August following the appointment of new Chairs in May or June in order to effect a smooth transition.

SCW Handbook & Supplement **Editor** revises, publishes and distributes the **Member's Handbook** and annual **Supplement** to the membership. Copies of both publications are accessible through the Club's website.

Improvement Awards **Coordinator(s)** is under the jurisdiction of the Tests Committee. It is responsible for selecting awards recipients; may recommend new categories of awards and revisions of the selection procedure. A Procedure Policy, listing the various awards and detailing all aspects of awards procedure, is on file. Also organizes events for the presentation of figure skating awards, including the Figure Skating

Awards Presentation in the spring; solicits and purchases trophies and awards in coordination with other committees which purchase similar items.

**Trophy Awards Coordinator** is responsible for the displays in the trophy cases, including polishing.

Used Skate Sales oversees the inventory and used skate sale program which benefits the SCW Foundation.

The **Website & Online Services Committee** is responsible for maintaining and updating the SCW Website as often as possible to keep the Club news current. The Webmaster also acts as the **Online Registrations** coordinator for online registrations of Group Lessons, Freestyle and Dance Tests, Ice Show Ticket sales, etc. via the Internet.

## **SPECIAL COMMITTEES**

**Skate Wilmington Committee** conducts the USFS-sanctioned summer competition which attracts summer program students and other competitors from all parts of the country. It is under the jurisdiction of the Competitions Committee. Several Sub-Chairs are responsible for applications, fees, music, awards, announcing, monitoring and Judges scheduling and hospitality.

**Autumn Skate Committee** oversees the fall competition. Autumn Skate is the USFS-sanctioned SCW fall competition for lower level competitors and adults. This committee is under the jurisdiction of the Competitions Committee.

## **CLUB MANAGEMENT**

The General Manager is instrumental in advising the Board on fiscal planning, long range planning and the exploration of new income-producing programs. In addition, under broad guidelines established by the Board, the General Manager is in overall charge of the employees, coaches, plant, ice, grounds, Office, Skate Shop, cafe, discipline, security, safety, public skating, public classes, advertising, hockey program, ice rental, and other activities of a commercial and operating nature. He/she also coordinates and implements plans, activities and programs instituted by the Board and Committees for the Club members. The Assistant Manager assists the General Manager with duties described above. The Bookkeeper is responsible for maintaining the general ledger, accounting software, generating financial reports, deposits, accounts payable and following accounting policy to ensure accurate financial records for SCW. The bookkeeper may also be an accounting firm or consultant that are not considered employees and are paid by invoice. All Staff members act in continuous cooperation with all Club committees to generally expedite the smooth operation of the Club. Unless otherwise specified, the paid staff report to the General Manager.

## **FIGURE SKATING COACHES**

Professional teaching is an integral part of the Club, and SCW has agreements with its coaching staff, full-time and part-time, to teach both members and non-members. The coaches work closely with the management and Committees and also provide invaluable assistance with exhibitions and shows. Only coaches (and Instructors) authorized by the Board of Directors may teach at SCW. This does not exclude volunteer assistance.

The SCW coaches are independent contractors; they are not employees of the Club; therefore, they are at liberty to negotiate any arrangements for the payments of lessons that are acceptable to the skaters they are teaching. Information on individual coach's rates is available from the Office and on the website. Coaches are responsible for maintaining insurance, remaining compliant with all USFS and PSA coaching regulations and following all Safe Sport guidelines. Coaches must also pay the annual coaching fee applicable for their level of teaching.

The coaches have agreed, in general, to teach any member who wishes to take lessons provided satisfactory arrangements as to lesson time can be made. However, the coaches are under no obligation to continue to teach members who are not current in their payments of teaching fees due them.

At SCW, coaches may take instruction from other SCW coaches. If they have signed an Annual Agreement, they have skating privileges all year and such may also be extended to their immediate families with permission of the Executive Committee.

Junior coaches are defined as those coaches who are qualified and certified by the Club to teach in the Group Lessons program, but they have limited privileges in teaching private lessons due to their younger age and limited coaching (teaching) experience. However, they are qualified to coach because of their skating expertise and knowledge of figure skating techniques, and they may only teach private lessons to Group Lesson students who wish to further improve or more quickly improve their figure skating skills.

The advantages of using Junior Coaches are that new skaters, who are often young children, may relate better with a young coach than working with an adult coach, besides the added benefit of paying a reduced private lesson fee.

SCW coaches are required to be members of the Professional Skaters Association (PSA) and USFS. They may hold USFS Membership through SCW. They must be compliant with PSA and USFS coach requirements which as of 2020 include background checks, SafeSkate compliance, insurance, and continuing education requirements. The SafeSkate chair and General Manager are responsible for auditing that all coaches are compliant.

### **NON-FIGURE SKATING INSTRUCTORS**

The Club frequently has agreements with non-figure skating Instructors to teach various disciplines that benefit members and non-members. Only Instructors authorized by the Board of Directors may work at SCW. The general rules applicable to Figure Skating coaches also apply to the Instructors.

### **AFFILIATIONS AND PARALLEL ORGANIZATIONS**

**THE UNITED STATES FIGURE SKATING ASSOCIATION (USFS)** This is the governing body of eligible figure skating on ice in the United States. Upon registration for membership in USFS, a member may take figures, moves in the field, free skating, pair and dance tests, compete in Club and sanctioned competitions for which qualified, participate in sanctioned carnivals and exhibitions, and share in the course of Association affairs by serving on USFS Committees. The member Clubs, including SCW, elect delegates to the Governing Council meeting held annually in May. Our quota of delegates is determined by the total number of skaters registering SCW as their Home Club. As a member club, all of our USFS officials (judges, accountants, referees), Club Officers, directors, delegates, and active figure skaters are required to register, and all other SCW Members are encouraged to register. In addition, all SCW coaches may register through SCW. Annual registration includes a subscription to **Skating** magazine, the official publication of the USFS.

### **THE ASSOCIATION OF PHILADELPHIA AREA FIGURE SKATING CLUBS**

The APAFSC was chartered to encourage and advance eligible figure skating on ice in all its forms and to govern the conduct of competitions between member clubs. Any skating club which is a member of USFS and located within 90 miles of center Philadelphia is eligible for membership.

The Association's affairs are conducted by a Governing Council in a manner similar to USFS. Although one of its principal functions has been to conduct the Philadelphia Area Championships, it is also active in Judges' training and other projects promoting eligible skating. There is an annual meeting usually in May.

### **THE SCW FOUNDATION, INC.**

Chartered as a Delaware Corporation in 1980, the Foundation's purpose is to sponsor, support and encourage all forms of ice skating, and to promote the training of competitors at all levels. It is exempt from Federal income tax under §501(c)(3) of the Internal Revenue Code and contributions to it are tax-deductible. A Board of Directors, selected by the Board of The Skating Club of Wilmington, Inc., and composed of persons familiar with the sport and art of ice skating, governs the activities of the Foundation.

The Foundation uses its funds to fulfill its broad purposes defined above. Depending on the availability of funds, it reimburses entry fees to USFS competitions (i.e., Regional, Sectionals) and provides honoraria for gold medal winners of the U.S. National Championships and the World Championships. It has also contributed to other competitive events sponsored by the USFS, including the synchronized skating and the USFS Adult Figure Skating Championships.

The Foundation receives its funding from direct gifts and grants, the net proceeds from exhibitions, in memoriam gifts, from its Used Skate Consignment sales, and from various fund raising projects. The Foundation also receives money restricted for one skater or group (i.e. Special Olympics). For further information, contact the SCW Foundation President.

### **THE PROFESSIONAL SKATERS ASSOCIATION**

The PSA is a national organization dedicated to the advancement of figure skating and the profession, the welfare and security of the Association members, the protection and advancement of students, the maintenance of high ethical standards, conduct and skill, and the harmonious relationship with other skating organizations, and with rink management.

### **USA HOCKEY**

**USA Hockey** is the governing body for organized amateur ice hockey in the United States and provides the necessary control and guidance to ensure a uniform brand of ice hockey throughout the country for adults and children. Dues are paid by the member teams which comprise the Association.

### **OTHER BENEFITING ORGANIZATIONS**

Other organizations or individuals have, in the past, benefited from time to time from special fund-raisers at SCW.

## **SECTION II**

### **MEMBERSHIP QUALIFICATIONS AND CATEGORIES**

Membership in the Club is open to ladies and gentlemen interested in the objects and purposes of the Club described in the Bylaws, Article II. The Club is primarily family-oriented. Regular SCW Memberships are based on traditional households of one or two adults and their unmarried children under age 18 (or 22, if still in school). **The owner of the membership must be at least 18 years old.**

Age, when considering membership status, is usually determined by the birthday reached by December 31 and August 31 of the Club year. Examples: A Candidate for membership becoming 18 between September 1 and December 31, inclusive, may be elected to membership on September 1. A Candidate reaching age 18 between January 1 and the end of the Club year may be elected on January 1. Parents may transfer their membership to a child reaching age 18 using the above criteria. The Age status of any family membership is determined as that of the older of the two spouses involved.

The above age rules do not apply to ice usage and lockers. When using the ice and facilities, the arrival of the 25th birthday confers eligibility to skate on Senior sessions and to rent lockers in Senior Locker rooms.

### **DETAILS OF SCW MEMBERSHIPS**

All SCW Members pay nominal Annual Dues covering membership, social and voting privileges and minimal ice usage. Skaters chose a skating category based on number of session. See the Handbook

Supplement for details. All ice fee categories with multiple sessions represent a 12-month financial commitment.

Those members who choose the “pay per session” Basic with no monthly ice fees as well as Social members are not eligible for the Club discount for group lessons and must pay a General Admission to public sessions. Social membership is required to participate in ballet and other off-ice conditioning classes if no other individual or family membership exists.

**Honorary Membership and Honorary Life Membership (Code H):** **Honorary Membership** for one Club year, exempt from dues, ice fees, may be granted by the Board of Directors to members representing SCW who place first in the U.S. National Championships at the senior or junior level in singles, pairs or dance and the skater must also have been an Unlimited member for a minimum of 3 years and an SCW Member whose USFS Home Club is SCW. **Honorary Life Membership** may be granted for exceptional service or other major contributions to the Club. It carries all privileges of the membership category held prior to its granting, but is thereafter free of dues, ice fees, and Capital Fund dues for the life of the Honorary Life Member.

#### **HONORARY LIFE MEMBERS (deceased in red)**

<b>1970 Augustine Hicks Lawrence, Jr., dec</b>	<b>1994 Ethel Garwood, dec.</b>
<b>1973 Frederick Chorlton Mitchell, dec.</b>	<b>1996 Emory Putnam Mersereau, Jr., dec.</b>
<b>1978 James Francis Sladky, dec/Fay Kelley</b>	<b>1996 Gladys Murar Grantland, dec.</b>
1978 Judith Schwomeyer Sladky	<b>1997 Albert Herman Kretschmer, Jr., dec</b>
1980 Stacey Lee Smith	1999 Martha Clark Baumeister
1980 John Frederick Summers	<b>1999 Theodore Baumeister, III., dec</b>
1982 Caitlin Aine Carruthers	<b>2002 Moira W. Walsh, dec.</b>
1982 Peter Woodside Carruthers	<b>2003 Dorothy G. Dodson, dec</b>
<b>1990 Frederick Andrew Keidel, dec.</b>	<b>2003 Doris June Tindall, dec.</b>
1990 Gillian Margaret Wachsman	<b>2003 Rodger Arthur Tindall, dec.</b>
<b>1991 Elizabeth Browning Ingersoll, dec.</b>	<b>2004 Charlotte B. Mersereau, dec.</b>
	2012 Ashley Wagner
	2012 Johnny Weir

All SCW Members in good standing may vote, serve on the Board of Directors, and have Guest privileges.

**Other Membership Privileges:** A Member may designate SCW as his/her USFS Home Club, may represent SCW in USFS-sanctioned competitions and exhibitions, may take USFS tests at SCW and elsewhere. Members may receive the **USFS Gold Medal** from SCW if the prescribed criteria are met. When a non-skating member tests at SCW, the 3-visits skating limitation does not include the test itself or its scheduled warm-up period. An ice fee is required in addition to the appropriate test fee. (See Test Application forms.)

**SCW Membership cannot be transferred to another person, *except*** when a parent or parents pass their membership down to their unmarried child upon reaching age 18 or 22. The membership is re-registered in the child's name and he/she then assumes responsibility for paying the membership and ice fees according to standard policy. Married children are not considered to be members of the "household" and are not eligible for these transfer privileges.

**Divorce:** The Membership Committee may grant skating privileges to children of divorced parents, regardless of which parent retains the membership, the custody or living arrangements of children involved. The parents must notify SCW as to which one will retain the membership and the responsibility for dues and ice fee payments.

**Termination:** Membership is terminated only through written resignation by a member in good standing, death, failure to renew their annual membership or the member being dropped by the Club.

## SUMMARY OF MEMBERSHIP FEES

Each family pays a yearly membership fee and monthly ice fees if applicable.

**Regular SCW Membership Dues:** All members pay annual Club Membership dues. SCW Membership Dues are noted in each year's Handbook Supplement. This is payable by September 1 which is the start of the Club year.

**Ice Fees:** Skating options are in addition to the membership Club dues. **Ice fees are a full-year commitment** and are due the first of each month. The rates for ice fees are listed in each year's Handbook Supplement that is on the SCW website.

**Capital Fund:** This is a special account reserved for repairs and improvements to the facility and equipment. The Capital Fund assessment may also be billed separately.

Dues and surcharges are subject to annual review by the Finance Committee and the Board of Directors.

## ICE USE OPTIONS

**Ice Use categories** are available for a single skater or family members to share and skate up to the maximum of sessions per month that the family has signed up for. See the Handbook Supplement for the current membership categories.

**Pay per Session:** Pay Cashier or buy a book of tickets.

If you've used up your allocated number of sessions in any month, you may add more sessions by paying an additional ice fee per session. Other ice use categories may be designed throughout the season to encourage more memberships. They are usually offered on a limited basis.

If a member wishes to change his/her ice use category, refer to the Handbook Supplement for current rules and procedures on downgrading or upgrading.

## PUBLIC SKATING, CLASSES, ORGANIZED GROUPS, ICE RENTAL

**Public Skating & Classes:** Skating at public sessions requires paying Admission for each session unless the skater is a Club member with public session privileges. A program of public classes, including hockey, is also available. The current days, hours and rates are advertised in the media, on the SCW Website and in flyers. SCW Active Members are charged half the regular public rate for group lessons. Public sessions and classes occur during most months, and may be scheduled during Christmas Week. One or more Competitions may be held for those enrolled in Classes, and Awards and Scholarships are presented by the Club and The SCW Foundation to those placing and to talented winners. **Groups, Birthday Parties during Public Sessions:** Contact the Office to make arrangements for an organized group or birthday party.

**Rental of Ice or Facilities:** The Club allows individuals and groups to rent the ice and/or Mitchell Lounge. This is an important part of effective fiscal management, community involvement in skating, and attracting people to our Club. Contact the Manager regarding rental of the ice, Mitchell Lounge or other facilities. Rates and hours must be approved. Outside members may also pay rental fees for the batting cage in the Mitchell Lounge.

## CLUB ACTIVITIES

**Competitions:** The opportunity to train for competitions in all areas of figure skating at all levels of achievement exists at SCW due to the nationally and internationally known coaches at the Club and the amount of ice time available. The Club holds two open non-qualifying competitions annually, **Autumn Skate** in the fall and **Skate Wilmington** in the summer.

**Exhibitions and Ice Shows:** The Club holds exhibitions during the year ranging from Saturday afternoon opportunities to skate a program in front of an audience to special pre-competition exhibitions on weekend afternoons for the South Atlantic (Regionals), Eastern (Sectionals), and Nationals. All of these exhibitions are sanctioned. If an SCW skater is to perform at a show or exhibition not sanctioned by SCW, they should ask if the said event is sanctioned by USFS to protect their eligibility. The SCW Sanctions officer should be consulted if the skater is unsure.

The Ice Skating Show is a USFS-sanctioned event starring SCW Members and guest skaters. It is held at a prearranged date during the winter or spring season when sufficient interest is expressed by Members and coaches. It is performed for the general public. All SCW Members and coaches are encouraged to participate, sharing their time and talents in all areas necessary for a successful show.

An SCW Member serves as General Chairman and other Members work on committees such as publicity, costumes, props, ticket sales, music, lighting, etc. The Artistic Director may be a coach or a Member of SCW.

**Summer Skating:** Members' dues include summer ice skating. Figure Skating coaches are available for instruction in all levels of figure, free skating, dance and pair skating. Weekends may include free skating and dance during hours not allotted to public skating and to outside ice rental.

The summer ice schedule is slightly different from the winter schedule because school is out and the Club tries to offer more ice time for school-age skaters.

**Summer Public Skating & Classes:** There is a full program of summer skating at daily afternoon "Learn to Skate" public classes and sessions. Call Office or see flyers for current hours and rates.

## AWARDS

The Club presents a number of **AWARDS** and **CERTIFICATES** to members outstanding in figure skating and the group classes in recognition of their special achievements or talents. SCW Club Improvement Awards, trophies and SCW Competition jackets have certain criteria that need to be met in order for the skater to be eligible for such recognition.

A Figure Skating Awards Procedure is on file which lists certificates and awards and all aspects of awards procedure and eligibility. Among them are the Lee Test Achievement Trophy, Improvement Awards for Badge Classes, Junior Skaters and Adult Skaters, the Patrick Lalor Memorial Award for test achievement in Moves-in-the-Field, the Godwin Trophy for dance test achievement for skaters 25 years of age and over, and the Fred Keidel Memorial Trophy for excellence in Adult Dance at Skate Wilmington. Figure skating awards are presented at the Group Classes competitions, at the Annual Meeting's Awards Ceremony in the spring or at other appropriate events.

To receive a trophy at the Annual Meeting, a skater must have a **Silver** or higher membership for the entire winter season and designate SCW as his/her Home Club. Trophies were donated to the Club with the understanding that the recipients would be "Full Active" members of SCW for the entire season and represent SCW as their Home Club with USFS. To receive an SCW Improvement Award, a skater must have a **Bronze** membership or higher as of January 1st and maintain that level of membership up to the Annual Meeting.

Members must be in Good Standing with SCW to enter figure skating competition. There are entry fees, the amount of which is stated on the applications. The SCW Foundation, Inc. usually covers the entry fees of skaters and teams representing SCW in USFS qualifying competitions (Regionals, Sectionals, Nationals, National Solo Dance (one event), Adult Nationals (one event) and National Showcase (one event)).

## RINK & CLUB SERVICES

No person or organization shall sell or offer for sale any merchandise, services, or other things of value on the Club premises without the express written approval of the Board of Directors, and only upon such terms and conditions as the Board shall determine. No outside food may be brought into the cafe.

### RINK SERVICES

**Charging:** SCW Members in good standing may charge their Visa, MasterCard, PayPal or ACH for dues, ice fees, locker rental, and group classes.

**The Cafe:** The cafe and vending machines are operated with hours and prices posted. The café is open during the most popular hours, which are listed in the Handbook Supplement and posted at the Club. It can also be opened at other times for special events. Special menus for birthday parties and other groups can be arranged. All OSHA and health rules are enforced in the cafe area (e.g. no styling of hair).

**The Skate Shop:** We no longer have a full skate shop. Items, such as skates, may be ordered talking with the Club office. Popular figure skating items such as tights may be in stock in the Club office and other items may be ordered. Prices are fully competitive with other outlets for equivalent quality. Experienced fitting and the opportunity for coach consultation are advantages of buying equipment at the Shop.

**Fitness Center:** There is a fitness room on the first floor of the club by the front stairs. Skaters assume the risk using this equipment. This equipment is for club members only unless an exception is granted by the Club office.

**Skate Sharpening:** Sharpening is available at rates listed in the Handbook Supplement. Skates may be left and picked up at the Office. There is a variety of specifications to which skates may be ground, the choice depending on the kind of skating, and the weight, skill, and preference of the skater. A grind which proves unsuitable will be corrected without charge, keeping in mind that skates will feel differently when first used after sharpening.

**Skate Rentals:** The Rental Shop is opened on request and during public skating. There is no charge to skaters registered in a public class immediately preceding the session, or to guests of SCW Members at Club sessions.

**Locker Rooms, Lockers:** No members of the opposite sex may enter designated locker rooms. The Men's, Ladies' and Girls' Locker (dressing) Rooms provide rental lockers in two sizes for our members. The Boys' Locker Room does not provide lockers. Rental charges are annual. No person under 18 years may use a Senior Locker Room. Juniors sharing lockers with adults must take skates to Junior Locker Rooms to change. Belongings may have to be temporarily removed from lockers during shutdown to allow for refurbishing. Management will break locks if necessary to remove contents if not emptied by skaters after posted notification. NO cell phone usage or photography is allowed in locker rooms in accordance with Safe Sport policies.

### CLUB SERVICES

**Figure Skating Instruction:** The Club has a number of full and part-time Figure Skating Coaches and Instructors who give both group and private lessons. Group lessons are arranged through the Office; private lessons directly with the coach.

**Public Skating Lessons:** Skaters wishing to work on Learn to Skate requirements may register in the group classes. Skaters, including members, pay full price or a discounted price if multiple consecutive series of group lessons are purchased. Parents & Tots classes as well as School Programs which include a half hour of instruction are held year-round.

**Private Skating Lessons:** Coaches set their own rates for Private Lessons. Information on individual coach rates is available at the Office.

**Consignment Sales of Used Skates:** The Club offers a consignment service to members who wish to sell their used skates. A portion of the proceeds (currently 50%) goes to the seller and the rest benefits the SCW Foundation, Inc. (as a tax deductible donation to the seller).

**Non-Figure Skating Instruction:** Various services may be offered from time to time by authorized Instructors and coaches as a convenience to members and summer skaters. Such might include ballet, dance, physical and mental conditioning, and video service. These services must be pre-approved, and depending on the arrangement with the Club, fees may be collected by the Instructor directly.

**Off-Ice Instruction in the multi-purpose Mersereau Room for Members and Non-Members:** The Mersereau Room may be used by Club coaches and other authorized Instructors for off-ice training, such as ballet, Zumba, Yoga, etc. Mutually satisfactory special arrangements for the teaching of non-members in the Lounge may be negotiated. Coaches and Instructors should take steps to avoid simultaneous scheduling of incompatible activities. This room is also used for meetings such as Board and Committee meetings. For scheduling questions or conflicts, please consult with SCW management.

**Testing:** SCW Members are able to demonstrate progress through the USFS Tests. USFS tests are held regularly throughout the year. The passing of USFS tests is required to qualify skaters for competition.

Persons taking USFS tests must be registered with USFS through either SCW, or through another USFS club, or be an Individual USFS Member. In addition, a Test Fee must be paid in advance to cover Judges' travel, lodging and other expenses. Test session registration is now online.

A skater whose Home Club is SCW but who wishes to test or perform at another rink, must get a prior letter of permission from the SCW Test Chair or Office. Following testing, and to ensure proper credit, the skater should notify the SCW Office in writing of all tests taken, indicating passed or failed.

Figure skating in the U.S. can be either competitive or recreational, and those learning to skate can choose either route. While competitive skaters are required to participate in the U.S. testing structure to eventually compete in qualifying competitions, recreational skaters can also opt to take tests in order to continually challenge themselves and their abilities.

The official tests of U.S. Figure Skating may be taken by all figure skaters who are members of a member club or collegiate club, individual members who are currently registered with U.S. Figure Skating and are otherwise qualified under these rules, as well as by members of a member association of the ISU.

Test sessions can only be held under the auspices and control of a member club. Fees are involved and vary by club. Sessions are organized and run under procedures outlined in the U.S. Figure Skating rulebook.

Please refer to the U.S. Figure Skating Rulebook to gain a better understanding of all the test rules and expectations before testing. Further description of the elements of each test is available in the rulebook.

**Gold Medals:** Subject to the discretion of the Board, and based on considerations such as price and the recommendations of the Tests Committee, the Club will contribute to the purchase of a **Gold Medal** according to a point system for an SCW Member in good standing who has passed a Gold level USFS test group. Three points may be earned for each full year of **unlimited** SCW Membership with SCW as Home Club, two for each full year of **unlimited** SCW Membership without SCW as Home Club. Eight points are required for SCW to contribute all or part of the cost of the medal. It will award one-half the cost for an **unlimited** SCW Member who has not represented SCW for at least one year, but who has earned sufficient points and who has not received the medal from another club. Any Member who represents SCW may receive a Gold Medal from SCW if sufficient points (8) were accumulated during prior unlimited membership, and if the required test group was completed within the first year after downgrading from unlimited to a lower membership level.

## SECTION III

### THE ICE SCHEDULES

The Ice Schedule covering September through early June attempts to reflect as closely as possible, in an equitable manner, the varied interests of the members. It gives consideration to a great many kinds of skating, ranging from recreational skating to figure skating to hockey. Time must be allotted for instruction, coaching, practice, exercise, competition, socializing and just plain skating. From approximately the middle of June to the end of August, a Summer Schedule is in effect to accommodate the children who are out of school. It also offers as much variety of skating to as many skaters as possible.

The Ice Schedules are flexible instruments and always subject to improvement, as conditions change, through constructive suggestions from the membership. Suggestions should be addressed to the Rules & Ice Committee.

An Ice Schedule may be obtained at the Club and is also published on the SCW website at [www.skatewilm.com](http://www.skatewilm.com). Special Ice Schedules are published for Christmas Week, Presidents Day and Martin Luther King's Birthday. The summer schedule is also published on the Club's website. Any changes are announced on the website and in e-mail announcements.

### SUPPORTING YOUR YOUNG SKATER

1. Supportive parents think first of the skater's personal development and mastery of skating skills rather than competitive ranking.
2. Supportive parents recognize that there are emotional risks in the sport. They prepare and reassure the skater for possible disappointment and loss as well as for success. They do not employ shame, fear, or guilt as motivators.
3. Supportive parents recognize that there are physical risks in the sport. They accept the possibility of personal injury but do not allow the young athlete to be put in positions that would endanger health or the development of a growing body. They counsel against substance abuse and risky behavior of all kinds.
4. Supportive parents do the parenting and let coaches do the coaching. They communicate their concerns to the coaches and listen to the coaches' concerns.
5. Supportive parents become knowledgeable about skating and know the rules, both local and national.
6. Supportive parents are role models for good sportsmanship. They treat other children as they would want their child to be treated. They are supportive of all skaters not just their own child, cheering other's successes and never criticizing, catcalling, booing, trash talking, or interfering with others' training. Supportive parents follow SafeSkate rules.
7. Supportive parents think positively. They avoid negative behavior such as anger, gossip, back biting, or prejudice based on sex, race, religion, ethnicity, language, or national origin.
8. Supportive parents are role models for good citizenship, volunteering to help skating organizations and meeting financial obligations to the rink and to coaches. They accept the decisions of judges and officials.

## RINK RULES

The Rink Rules govern the use of the ice and of the Club property as a whole, and the Board of Directors has established penalties for infraction of the Rules. Rink Rules updates may be found on the Rules & Ice Bulletin Board in the cafe. Please consult these sources for information on proper use of the ice and facilities and alert your children to the various Rules that pertain to them.

**PLEASE CHECK THE BULLETIN BOARD REGULARLY FOR ANY APPROVED REVISIONS.**

## OFF-ICE RULES

1. All those enjoying the facilities of the Skating Club are expected to conduct themselves in a manner becoming to ladies & gentlemen. Appropriate neat attire, good manners, polite language and consideration for others will make possible everyone's enjoyment of the Club.
2. The Club assumes no liability for lost articles or for damage or injury. It is suggested that all articles be marked with the owner's name.
3. No eating or drinking is allowed in the rink area, locker rooms or rest rooms. Exceptions to this rule will be made for spectators at special events, the drinking fountain in the rink area, skaters using covered plastic bottles, and birthday parties during public sessions. Members must help to keep the Club tidy by putting trash in receptacles. Special rules apply to the coaches as follows: (a) Food and drinks are allowed at rink side Hockey Boxes ONLY; (b) No food or drinks are allowed on the ice. **No glass bottles are permitted in the rink at any time.**
4. Smoking-The Skating Club of Wilmington is a smoke-free building.
5. **No changing of skates or clothing or hair styling is permitted in the Cafe** (by order of the Board of Health) or placing of feet or skates on chairs and benches. Skates, with or without guards, may not be worn in the Mitchell Lounge, on any of the stairways or on the bleachers.
6. It is not permitted to sit or climb on the barriers or the railing or to run anywhere in the Club.
7. **Entrance to and exit from the building will be only through the main door by the Office.** All other doors are for emergency use only.
8. Children under 8 years of age must be accompanied on the Club property by a responsible adult.
9. No pets are allowed in the Club.
10. No "street hockey" or any other hockey is allowed off the ice or outside on the Club property.
11. Skate boards are not allowed on Club property.
12. Roller blades, Stix, "Heelys" and scooters are not allowed in the building.
13. No objects of any kind may be thrown anywhere in the building.

## ON-ICE RULES - Applicable to ALL Sessions

Please be aware that stepping onto the ice with your skates constitutes use of that session whether you are on it for 40 seconds or 40 minutes. It will count as one full session used as part of your paid ice time. The only exception is when a skater is on the ice to test boots or blades that have been worked on by Peter Bilous or Dot Gualtieri.

1. See 1 under OFF-ICE RULES.

2. Coaches may not take drinks or food on the ice. See #3 under OFF-ICE RULES.
3. **Everyone must leave the ice promptly when the Zamboni reaches the ice.**
4. Music Box - When attendance is heavy and the demand is great, the coaches must use portable cassette players when working on parts of dances and programs. Private equipment must never drown out the music on the Club Music Box. The volume of the Music Box is to be adjusted to a reasonable level for each dance or program; when the music is too loud, the coaches cannot be heard by their students.
5. During all dance and free skating sessions, periods of no music on the Club Music Box are to be available. This permits skaters to practice without the need to yield to music right-of-way.
6. Every skater deserves a fair turn at the Music Box. No person may monopolize its use.
7. Entry to the ice will be through the open barrier gates, except for hockey players during hockey games. Please do not sit on, hang across, or climb over the barriers.
8. Safe skating is enforced. Practices considered unsafe include: reckless skating, tag, racing, more than two people skating together (or three if helping a beginner), standing in groups on the ice, throwing snowballs or other missiles, and performing spins or jumps in crowded sessions. Skating against traffic or cutting across the ice should be done with great caution. Kicking holes in the ice is forbidden.
9. Children under 6 years of age must be accompanied on the ice by a responsible adult wearing skates.
10. No hockey equipment other than helmets, elbow pads and gloves is allowed on the ice outside of Hockey Sessions. Racing skates are not permitted.
11. All skaters are expected to fill the holes in the ice before the conclusion of the session.
12. Please follow the ice schedule and posted Rules for specific sessions.
13. No articles or clothing of any kind are allowed on the barrier or the hockey glass as these may be a hazard to skaters and to the Zamboni.
14. No articles of any kind may be left on the ice.
15. Anytime a skater violates Rules on a session, the skater may be banished from the ice for the balance of the session.
16. On all sessions where free skating programs are permitted (Free Style, General), all skaters and coaches must yield to the skater whose program music is being played on the Club Music Box.
17. Moves in the Field, at the appropriate level for the session, may be practiced on Free Style, General, Family and most Dance Practice Sessions.
18. Lessons are to be given on compatible sessions. Compatible means the type and level of skating is permissible under the Rules for that session. Incompatible lessons may not be given without permission from the Exceptions Coordinator. If permission for incompatible lessons is granted, the following rules will apply, unless a special exception is formally granted:
  - a. The purpose of an exception is to accommodate the needs of the membership and of the coaching staff. It is NOT meant to provide extra ice sessions for the skater.

- b. If the skater is not entitled to skate the session (e.g., low-tester on High-Level Free Style Session) and if the session is heavily attended, the skater may be asked to use the ice only for a 5-minute warm-up and the lesson.
  - c. Preliminary, Pre-Bronze and Bronze Dance lessons may be given with permission from the Exceptions Coordinator on Family Sessions. Very limited dance music may be played.
  - d. Dance music requested by a coach which is not at the level of the Session will be removed as soon as the student stops skating.
  - e. Coaches and students should be especially aware of other skaters and pay close attention to safety.
  - f. During any crowded Free Style session, coaches may play a program only once on the Music Box during a lesson.
  - g. High-level freestyle skating lessons may not be given on Senior sessions.
19. Portable music players are to be played from the barrier. Such large players are potential hazards out on the ice.
20. Headphones or ear pods are not allowed on the ice.
21. Cell phones are not allowed on the ice.

### **PUBLIC SESSIONS**

The ON-ICE GENERAL RULES apply to these Sessions.

- 1. No Smoking.
- 2. Keep food and drink in the café area.
- 3. No skating against traffic.
- 4. No skating in groups of 3 or more.
- 5. No standing in groups on the ice.
- 6. No tag, reckless skating, or zigzagging through traffic.
- 7. No speeding, pushing, shoving, or spraying.
- 8. No racing skates.
- 9. No throwing of snowballs or other missiles.
- 10. No spins, spirals or jumps during crowded sessions.
- 11. No kicking holes in the ice.
- 12. No sitting on the barrier, or sitting on bleachers while wearing skates.
- 13. Leave the ice promptly when the Zamboni is in use.
- 14. No changing skates in the cafe (Board of Health rule).

15. Enter and exit building at main entrance only. Only coaches are allowed to enter at the other end of the parking lot.
16. No glass bottles are permitted in the building at any time.
17. No "Heelys," skateboards, Stix, or roller blades are permitted in the building.
18. No playing with hockey pucks or balls except on the ice surface.

**Public Session skaters who fail to comply with the preceding Rules will be subject to disciplinary action as follows:**

**1st offense of the season:** Verbal warning by guard or Public Session manager.

**2nd offense:** (not necessarily in violation of the same Rule as 1st offense): Ejection from the premises for the remainder of the weekend and the two following weekends.

**3rd offense:** Permanent suspension from Public Skating Sessions, and possible suspension of Club privileges for one month. Refusal to comply with instructions from the Rink Management, or inconsiderate behavior or language toward Club employees, will result in a 3rd offense penalty. Rink management is authorized to recommend a temporary suspension of Club privileges.

### **GENERAL - ALL LEVEL SESSIONS**

1. These sessions permit all types and levels of skating and are for members willing to skate with those who may be more expert. **Because the activities will be mixed, skaters and coaches must be alert, aware and prepared to alter movements.**
2. Headphones or ear pods are not allowed on the ice.

### **GENERAL - LOW LEVEL SESSIONS**

1. These sessions are for beginners and lower level skaters of all ages. The activities will be mixed but at low-medium speed/strength.
2. Every skater is expected to observe the intended pace.
3. **Skaters and coaches must be alert, aware of others on the session, and prepared to alter movements.**
4. Every skater deserves a fair turn at the Music Box. No person may monopolize its use. Free skating programs no higher than Pre-Juvenile and dance music no higher than Bronze may be played.
5. Music Box - When attendance is heavy and the demand is great, the coaches must use portable cassette players when working on parts of dances and programs. Private equipment must **never** drown out the music on the Club Music Box. The volume of the Music Box is to be adjusted to a reasonable level for each dance or program; when the music is too loud, the coaches cannot be heard by their students.
6. During the sessions, periods of no music on the Club Music Box are to be available. This permits skaters to practice without the need to yield to music right-of-way.
7. Headphones or ear pods are not allowed on the ice.

### GENERAL-LOW LEVEL SESSIONS

1. These sessions are for beginners and lower level skaters of all ages.
2. Limited dance music or free skating program music is permitted.
3. Dance steps may be practiced but not in set dance patterns.
4. No dance skating as couples is allowed, except on lesson.
5. No free skating is permitted by skaters who are entitled to skate High Level Free Style sessions.
6. Camel spins and spirals may be practiced only in the center of the ice.
7. No pair skating at any level is allowed.
8. Headphones or ear pods are not allowed on the ice.

### GENERAL-ADULT SESSIONS

1. These sessions are for skaters 25 or more years of age who can accommodate to a variety of levels of skating and who possess an awareness of other skaters. Certain sessions are intended for skaters of Low, Medium, or High Speed/Strength (See Ice Schedule). Every skater on such a session is expected to observe the intended pace. All share a responsibility for making these Sessions safe and enjoyable.
2. **Right-of-way priority** in following order:
  - a. Students on lesson doing dance or program on Music Box.
  - b. Skaters doing dance or program on Music Box.
  - c. Students on lesson not skating to music on Music Box.
  - d. Remainder of skaters.
3. Non-dancers must avoid interfering with dance patterns as much as possible.
4. Dancers must watch out for other skaters and coaches giving lessons and be prepared to break their pattern at times even though they may be dancing to the dance being played.
5. Music Box - When attendance is heavy and the demand is great, the coaches must use portable cassette players when working on parts of dances and programs. Private equipment must **never** drown out the music on the Club Music Box. The volume of the Music Box is to be adjusted to a reasonable level for each dance or program; when the music is too loud, the coaches cannot be heard by their students.
6. Every skater deserves a fair turn at the Music Box. No person may monopolize its use.
7. During these sessions periods of no music on the Club Music Box are to be available. This permits skaters to practice without the need to yield to music right-of-way.
8. Headphones or ear pods are not allowed on the ice.

## FREE STYLE SESSIONS

1. Free Style Sessions are restricted according to test level. As the levels permitted depend both on attendance and the number of SCW members at each test level, each year's Ice Schedule specifies who may skate. Please check the current schedule **before you skate** to determine your eligibility for the session. **See #2 below.**
2. If the Sessions are consistently sparsely attended, or over-crowded, eligibility requirements may be changed. **SEE ICE SCHEDULE AND BULLETIN BOARD FOR CHANGES.**
3. The skater whose program music is being played has the right-of-way and **all** skaters and coaches must yield to that skater. The office staff is empowered to banish from the ice for the rest of the Session any skater who does not yield this right-of-way.
4. Moves in the Field may be practiced.
5. Every skater deserves a fair turn at the Music Box. No person may monopolize its use. Program music is not to be restarted because of a fall, etc. The skater must get up and continue to skate the program.
6. Music Box - When attendance is heavy and the demand is great, the coaches must use portable cassette players when working on parts of dances and programs. Private equipment must **never** drown out the music on the Club Music Box. The volume of the Music Box is to be adjusted to a reasonable level for each program or dance; when the music is too loud, the coaches cannot be heard by their students.
7. During all sessions, periods of no music on the Club Music Box are to be available. This permits skaters to practice without the need to yield to music right-of-way.
8. During any crowded Free Style session, coaches may play a program or dance only once on the Music Box during a lesson.
9. Headphones or ear pods are not allowed on the ice.

## SAFESKATE PROGRAM

U.S. Figure Skating and the Skating Club of Wilmington strive to provide a safe environment for its members that is free of abuse and harassment. The association will not tolerate or condone any form of harassment or abuse 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 abuse and harassment are unacceptable and in direct conflict with U.S. Figure Skating rules. The Skating Club of Wilmington takes the implementation of the USFS SafeSkate Program seriously. We have also joined the USOC Make the Commitment campaign.

The U.S. Figure Skating SafeSkate Program addresses the following types of abuse, harassment and misconduct:

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



Questions regarding U.S. Figure Skating's SkateSafe Program can be directed to [SkateSafe@usfigureskating.org](mailto:SkateSafe@usfigureskating.org) or 719-635-5200.

### **Our SafeSkate Compliance Chair will do the following:**

- a) Draft, implement and monitor the SafeSkate policies and procedures of SCW.
- b) Verify that all of the coaches who are engaged in any type of coaching activity with any club skater are in compliance with the USFS coaching membership rules regarding background checks, SafeSkate training, insurance and continuing education requirements. This includes confirming that coaches at competitions are compliant with USFS requirements. Also verify that all competition officials, board members and designated staff members are compliant with USFS.
- c) Serve as the initial contact in the club for persons to report suspected abuse, misconduct or other violations, and provide direction regarding the complaint reporting structure including directing information to the appropriate USFS committee.
- d) Serve as the liaison for the USFS SafeSkate Program and work with SCW to facilitate implementation of all aspects of the SafeSkate Program including providing information to parents, members and coaches.
- e) Participate in workshops/webinars as provided by USFS, collect and share information about the SafeSkate program and disseminate information on best practices.

Please contact Sharon Hatcherson, SCW SafeSkate Compliance Chair, with any questions or to report any violations of SafeSkate at [SafeSportSkateWilm@verizon.net](mailto:SafeSportSkateWilm@verizon.net).

### **PENALTIES FOR RULES INFRACTIONS**

Willful violation of the Rules or Ice Schedule, theft, destruction of property, disrespectful behavior, fighting and other anti-social behavior will be cause for suspension or termination of Club membership. Any person defacing or damaging Club or other members' property will be liable for the expense of repairing or replacing same and disciplined as in (1) below. In flagrant cases, the Board of Directors may terminate membership at any time as provided in the Bylaws.

Club Managers and the Rules and Ice Committee are authorized to carry out the discipline for 1st & 2nd offenses (see below) by a Club member or guest. For 3rd or 4th offenses, Management and the Rules and Ice Committee members are authorized to order a temporary suspension. The Executive

Committee/Board of Directors will review the 3rd and 4th offense cases and initiate final action, as provided in Article IV, Section 7, of the Bylaws.

Any Member or guest violating Club Rules at any time, as judged by the Rules and Ice Committee, Monitors, Hockey Coaches, and Club Staff is subject to disciplinary action as follows:

*1st offense of season:* warning and/or notification in writing of penalties for subsequent violations. The notification will include an offer to meet with the Rules and Ice Committee to discuss the offense.

*2nd offense of season:* (not necessarily in violation of same Rule as 1st offense) a minimum of at least a suspension of all Club privileges for the remainder of the day.

*3rd offense of season:* suspension of all Club privileges for one month, plus the remainder of day of violation.

*4th offense of season:* indefinite suspension, requiring Board of Directors' approval for reinstatement.

### **YOUR RESPONSIBILITY CODE**

Ice skating is for fun and enjoyment for everyone. Skating can be enjoyed in many ways. Regardless of your level of skill, there are elements of risk in ice skating. Use common sense, show courtesy to others, and anticipate dangerous situations before they arise.

The following guidelines are some basic elements of common sense and courtesy.

1. Always stay in control, and be able to stop or avoid other skaters.
2. While on the ice, keep moving. Don't stop where you obstruct other skaters. Don't skate in a group.
3. People ahead of you have the right of way. It is your responsibility to avoid hitting them or disrupting them.
  - No speeding
  - No weaving
  - No roughness
  - No snowball or other throwing
4. Keep exits clear.
5. Keep barrier doors closed
6. Before getting on the ice, look for oncoming skaters.
7. Do not sit on the dasher boards.
8. Don't carry children or other items while skating.
9. No eating or drinking on the ice.
10. Rink equipment can be dangerous. Stay off the ice when resurfacing is in progress.
11. Do not go on the ice without skates. Do not wear skates in the stands.
12. Obey the monitors. Report hazards to the monitors.
13. Respect the ice.
14. Please do not litter or use foul language.
15. The use of roller skates/blades, skateboards, bikes, scooters and Heelys are not allowed in the building.

16. No cellphones, drinks, or other distracting equipment that could keep you from paying attention or acting as a missile are allowed on ice. I-Pods and other music pocket players are allowed to practice on programs only, but stay alert! Use common sense. If the ice is crowded, don't use a pocket music player.
17. SCW is a smoke-free facility. No smoking is allowed inside the building and no smoking is allowed near the main entrance outside of the building.
18. The sale of alcohol is not permitted. However, the use of alcohol at social events such as dinners **may** be allowed only with permission from the General Manager or the Assistant General Manager of SCW.
19. Drugs are not allowed at SCW and anyone selling, promoting or using drugs will be prosecuted to the fullest extent of the law. The only exception to this rule is the use of a prescribed drug or drugs required specifically for the person who has entered the SCW premises.
20. Anyone found to be or suspected to be under the influence of alcohol or drugs will not be allowed to enter the premises or will be asked to leave the premises and/or will be reported to law enforcement authorities.

This is just a partial list. There are elements of risk that common sense and personal awareness can help reduce. You are ultimately responsible for your personal safety.

Use caution, and skate in control. Respect other skaters. The rink's management cannot guarantee your safety and cannot protect you from injury. It is part of your responsibility to avoid other skaters and hazards. Failure to use good judgment, skate responsibly, or follow the Responsibility Code will result in the loss of skating privileges.

### **HOME CLUB RULES**

The official definition of "Home Club" is the club in which a person is registered with the United States Figure Skating Association. (A limited number of USFS registrants have "Individual" membership in lieu of a Home Club.) Any Member of SCW, Active or Inactive, in good standing, may designate SCW as the Home Club. The privileges accruing when SCW is the member's Home Club originate in both USFS regulations and in SCW policy; they are summarized below. Also summarized are privileges accruing when SCW is not the Home Club.

A person wishing to designate SCW as his/her Home Club who has another Home Club, or who is an Individual member of the USFS, may do so through the Club Office. The skater must satisfy all conditions required by USFS. Request for transfer of Home Club will be done through the USFS website, Members Only Section and the former Home Club will be notified of the change and need to approve. A Candidate for Membership in SCW who plans to test or compete in South Atlantic representing SCW, but whose election by the Board cannot take place until after the test or competition registration deadline, may designate SCW as Home Club prior to election, provided that the membership application is in order and no objection has been voiced regarding his/her ultimate election. This proviso is not applicable to Candidates for SCW Non-Skating Membership.

**SCW Members:** If SCW is the Home Club, the skater may represent SCW in any capacity in USFS-sanctioned competitions and exhibitions; may take USFS tests at SCW and elsewhere; may Judge and Trial-Judge at SCW and elsewhere if USFS-qualified.

If SCW is not the Home Club, all above privileges apply except the first.

**SCW Members with a Skating Privilege Only:** If SCW is the Home Club, the skater is eligible to receive earned Gold Medal from SCW if qualified under Point System previously discussed and is eligible to receive Club achievement or recognition awards and other honors.

If SCW is not the Home Club, the skater is eligible to receive a partial gift toward earned Gold Medal if qualified under the Point System. The skater, however, is not eligible to receive Club Achievement or recognition awards, or other honors.

**SCW 6-Session, “pay per session” and "Non-Skating" Members Only:** If SCW is the Home Club, the skater is eligible to receive earned Gold Medal if qualified under the Point System and if the pertinent test group was completed within one year after downgrading from Unlimited to a lower membership level or changing to Non-Skating Membership. After one year, the skater is not eligible to receive Club achievement or recognition awards, or other honors as a **6-Session, Basic** “pay per session” or Non-Skating member.

If SCW is not the Home Club, the skater is not eligible to receive a partial gift toward an earned Gold Medal. The skater is not eligible to receive Club achievement or recognition awards, or other honors.

## **PROCEDURE FOR MEMBERSHIP**

### **SCW MEMBERSHIP APPLICATION PROCEDURE**

1. The Membership Application form should be filled out completely online and forwarded to the Club office through our website. Skating privileges may begin when the Application and fees are received; prior to that, they are governed by the Guest Rules on our website.
2. Prior to election by the Board, a Candidate may skate in an ice show and list SCW as his/her USFS Home Club for tests and competitions. The Prospective member does not have Guest privileges.
3. The Membership chair shall compile a list of new members and present the list at the next Board meeting. Election to membership shall be by a 3/4 majority of the Directors present and voting. The number of adverse votes, if any, is not recorded. A rejected Application may not be resubmitted for 6 months. Notification to the Candidate is made by the Membership Chair. If the Application is rejected or withdrawn, any refund of deposits shall have daily ice-usage fees deducted.

## **DUES PAYMENT POLICY**

1. Figure Skating members will receive an invoice indicating the **payment is due to SCW and the due date**. SCW highly recommends that dues and automatic monthly ice fee payments be arranged by the member ACH with their bank or pay by credit card/Pay Pal.

On the 15th day of each month, the Office will send a notice to members whose payment has not been received noting that their account is past due. Such members will be reminded that they may make special arrangements with the Office for paying their account if need-be.

3. On the last day of the month, any member who is in arrears at that time and who has not made specific arrangements for payment of their account with the Office, will lose ice privileges until all dues and fees are paid and current. (For instance, if the member is overdue for September, and comes to pay on October 5th, that member must pay both September and October dues and fees.)
4. The Executive Committee and Membership Chair are responsible for notifying by phone any figure skating members regarding loss of ice privileges. A list of figure skating members whose privileges have been suspended will be given to the Office for enforcement.
5. If dues remain unpaid for 2 months without special arrangements being made and adhered to, the membership will be forfeited.

6. It is not the responsibility of SCW to negotiate payment of dues between parents who are not living together. In such cases, one parent must notify the Office as to who is financially responsible for dues payment.

### **ARREARS & BAD STANDING**

Good standing means that no installment of Annual Dues, Monthly Ice Fees, any surcharges, fees or other charges are overdue. If an account is not in good standing, it is in arrears and (1) subject to a finance charge and (2) the member loses skating privileges (3) may be reported to U.S. Figure Skating as a member not in good standing. A member in arrears may receive a warning. Unless a special arrangement has been made within a reasonable time with the Executive Committee, a member in arrears more than 60 days automatically loses membership in the Club.

Ice Privileges will be withdrawn if any Dues payment is past-due, or other charges 30 or more days past-due.

If a transfer of Home Club is requested from another club and the member is not in good standing, SCW will not approve the request until all amounts in arrears are paid.

Test & Competition Privileges may be denied if not accompanied by the appropriate fees and if the skater is in arrears on the date of (1) the test, (2) the start of the competition, or if (3) the skater's application to take a test or to compete is not signed by an SCW official. If the competition deadline date has passed, a late fee will apply and privileges are not guaranteed depending on test time availability.

### **RESIGNATION OF SCW MEMBERSHIP**

To resign in good standing with SCW, a member must:

1. Write a resignation letter to the Membership Chair giving an explanation as to why the member is resigning.
2. Clear his/her account of any outstanding balances such as current dues, ice fees or other rink services.

### **RESTORATION OR REINSTATEMENT OF A DISCONTINUED MEMBERSHIP**

The Board of Directors may, from time to time, restore a former membership discontinued for one reason or another, such as lack of a forwarding address or inadvertent non-payment of charges. Appropriate terms of restoration, acceptable to the former member, the Membership Chair and the Board, will be arranged.

*Revised May 2023*