

# **THE SKATING CLUB OF WILMINGTON**

**2013-2014**

## **MEMBER'S HANDBOOK**



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

**The Skating Club of Wilmington, Inc.  
1301 Carruthers Lane  
Wilmington, DE 19803-4601  
(302) 656-5005  
(302) 656-5007**

**Fax: (302) 658-8889  
Snack Bar: (302) 656-0306**

**E-Mail Address: [office@skatewilm.com](mailto:office@skatewilm.com)  
Website: [www.skatewilm.com](http://www.skatewilm.com)**

## TABLE OF CONTENTS

### SECTION I

A HISTORY OF THE CLUB	2
LIST OF PAST PRESIDENTS	6
CERTIFICATE OF INCORPORATION	7
BYLAWS	9
FUNCTIONS OF THE BOARD OF DIRECTORS, COMMITTEES, STAFF	16
FIGURE SKATING COACHES, INSTRUCTORS, AND OPERATING COMMITTEES	18
AFFILIATIONS AND PARALLEL ORGANIZATIONS	19

### SECTION II

MEMBERSHIP QUALIFICATIONS AND CATEGORIES	20
DETAILS OF SCW MEMBERSHIPS	21
HONORARY LIFE MEMBERS	21
SUMMARY OF MEMBERSHIPS	22
ICE USE OPTIONS	22
PUBLIC SKATING, CLASSES, ORGANIZED GROUPS, ICE RENTAL	23
CLUB ACTIVITIES	23
AWARDS	24
RINK & CLUB SERVICES	25

### SECTION III

THE ICE SCHEDULES	27
SUPPORTING YOUR YOUNG SKATER	28
RINK RULES	28
SAFESPORT PROGRAM	36
YOUR RESPONSIBILITY CODE	38
HOME CLUB RULES	39
GUEST RULES	40
PROCEDURE FOR MEMBERSHIP	
SCW MEMBERSHIP APPLICATION PROCEDURE	41
DUES PAYMENT POLICY	41
ARREARS & BAD STANDING	42
RESIGNATION OF SCW MEMBERSHIP	42
RESTORATION OR REINSTATEMENT OF A DISCONTINUED MEMBERSHIP	42

### OTHER SOURCES OF INFORMATION

**"MEMBER'S HANDBOOK SUPPLEMENT":** Hours, Fees, Staff, Classes, Directors, Officers, Committees, and Coaches. The list of Members' Addresses & Phone Numbers is available upon request at the office.

**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, Descriptions & Applications for all SCW Membership Options, USFSA Test Applications, Listing of Coaches-Fees & Qualifications.

## 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** 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 USFSA 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 the USFSA ASSOCIATION 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 185 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.

Club members skated on the newly completed 85x185-foot rink for the first time last night.

The rink is adjacent to Rock Manor Golf Course off Concord Pike at the top of McKee's Hill.

The road that parallels the golf course leads to the rink.

The rink will be open week-

ends 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 Phillip 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, Holiday 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 USFSA. 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**.

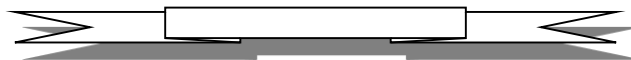
During the 1997-1998 skating season, The Skating Club of Wilmington, Inc., was granted §501(c)(3) status by the Internal Revenue Service. This is a non-profit designation used for tax purposes. The Certificate of Incorporation was amended to reflect this new status.

Improvements to the building continue. Since SCW uses its Zamboni twice as often as other rinks, the Board decided to buy a new one every five years. 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.

The United States Figure Skating Association 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. 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. Their legacy will live on through its members, staff and professionals. They will continue to guide it during the years ahead to its 50th anniversary celebration in 2007 as a USFSA Club and in 2014 at our current location.



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. 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-	Gregory Bak

**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 May 16, 2011)

**ARTICLE I**  
**NAME**

As stated in its Certificate of Incorporation, the name of this organization is **The Skating Club of Wilmington, Inc.**

**ARTICLE II**  
**PURPOSE**

The objects and purposes of the Club are to encourage the instruction, practice, and advancement of the members in free skating, dancing, and all types of figure skating, to encourage instruction and competition in ice hockey, to sponsor and produce amateur ice carnivals and shows, and generally to promote the sport of ice skating and the increase of friendship, respect, and good fellowship among ice skaters. (Amended 6/15/09)

**ARTICLE III**  
**MEMBERSHIP**

Section 1. **QUALIFICATIONS FOR MEMBERSHIP.** The membership of this Club shall consist of ladies and gentlemen interested in the objects and purposes of the Club.

Section 2. **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.

**ARTICLE IV**  
**MEETING OF THE MEMBERS**

Section 1. **REGULAR MEETINGS.** 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, between April 15 and June 15, 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.

Section 2. **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 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. **METHOD OF VOTING.** At all meetings of the members of the Club, any member entitled to vote may be represented and may vote by a proxy or proxies, appointed by an instrument in writing. Each such member shall be entitled to the number of votes specified for the class of membership held. At any meeting of the members, twenty percent of the number of votes eligible to be cast shall constitute a quorum for the transaction of business. For purposes of these Bylaws, an “instrument in writing” shall include a telegram, cablegram, facsimile, email communication or other electronic transmission consenting to an action to be taken and transmitted by a member or proxy holder, or by a person or persons authorized to act for a member or proxy holder, and shall be deemed to be written, signed, and dated for the purposes of these Bylaws, provided that any such telegram, cablegram, facsimile, email communication or other electronic transmission sets forth or is delivered with information from which the Club can determine (a) that the telegram, cablegram, facsimile, email communication or other electronic transmission was transmitted by the member or proxy holder or by a person or persons authorized to act for the member or proxy holder and (b) the date on which such member or proxy holder or authorized person or persons transmitted such telegram, cablegram, facsimile, email communication or electronic transmission. (Rev. 5/18/09)

Section 4. **CONSENT.** Unless otherwise provided in the Certificate of Incorporation, any action required to be taken at any annual or special meeting of members of the Club, or any action which may be taken at any annual or special meeting of such members, may be taken without a meeting, and without a vote, if a consent in writing setting forth the action so taken shall be signed and dated by a majority of the members entitled to vote with respect to the subject matter thereof (or proxy holders for such members) and delivered to the Club as provided by applicable law. Prompt notice of the taking of the corporate action without a meeting by less than unanimous written consent shall be given to those members who have not consented in writing. Such notice may be provided by electronic transmission to an email address of the member provided to the Club. Any consent by means of telegram, cablegram, facsimile, email communication or other electronic transmission shall be deemed to have been signed on the date on which such telegram, cablegram, facsimile, email communication or electronic transmission was transmitted. No consent given by telegram, cablegram, facsimile, email communication or other electronic transmission shall be deemed to have been delivered until such consent is reproduced in paper form and until such paper form shall be delivered to the Club as provided by applicable law. (Added 6/15/09)  
(Previously Article VII. Moved 5/18/09. All subsequent Articles were renumbered 5/18/09)

## **ARTICLE V BOARD OF DIRECTORS**

Section 1. **COMPOSITION AND QUALIFICATION OF THE BOARD.** Each member of the Board of Directors shall be (i) a named member or spouse of a named member of the Club (“Club member”); (ii) 21 years of age or older; and (iii) a member of U.S. Figure Skating Inc. 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 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 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. **VACANCY.** 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 5. **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 6. **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 7. **QUORUM.** A majority of Directors then serving shall constitute a quorum for all business; provided, however that the provisions of Article X shall govern the number of Directors required to amend these bylaws. (Amended 5/16/11)

Section 8. **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 members 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 9. **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 10. **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 11. **INDEMNIFICATION.** To the full extent permitted by the General Corporation Law of Delaware, the Club shall indemnify any person who was or is a party or threatened to be made a party to any threatened, pending or completed action, suit or proceeding (including actions by or in the right of the Club to procure a judgment in its favor) by reason of the fact that he/she is or was a director, Officer, employee or agent of the Club. (2/3/86 Amendment).

Section 12. **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 VI OFFICERS**

Section 1. **ELECTION OF OFFICERS.** The Officers of the Club shall be a President, a Vice-President, and a Secretary, who shall be Directors, a Treasurer, and such additional Officers as the Directors may authorize and elect. 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 and until their successors are elected and qualified, subject to their earlier resignation or removal. (Amended 6/15/09)

Section 2. **DUTIES OF THE PRESIDENT.** The President 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 3. **DUTIES OF THE VICE-PRESIDENT.** The Vice-President shall discharge the duties of the President in the event of his/her absence or inability to act and shall perform such other duties as the Directors may prescribe.

Section 4. **DUTIES OF THE SECRETARY.** The Secretary shall keep a record of the proceedings of all meetings of members or Directors of the Club and of all written contracts and agreements. The Secretary, with the President, shall sign all written contracts and obligations of the Club, shall issue notices for the meeting of the members and of the Directors, and shall perform all usual duties of such office, and in addition such other duties as the Directors may prescribe.

Section 5. **DUTIES OF THE TREASURER.** The Treasurer shall receive and disburse the funds of the Club, and shall perform all usual duties of such office, and in addition such other duties as the Directors may prescribe.

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

Section 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 four, 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 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 four other members, at least one of whom shall be a member of the Board. 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 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 VIII NOTICES**

Section 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 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 IX GENERAL PROVISIONS**

Section 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 2. **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 3. **ANNUAL STATEMENT.** The Board of Directors shall present at each Annual Meeting, a statement of the financial condition of the Club. (Added 6/15/09)

Section 4. **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 5. **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 an assistant treasurer and countersigned by the president or a vice president of the Club. (Added 6/15/09)

Section 6. **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 7. **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. (Added 6/15/09)

Section 8. **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 9. **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)

## **ARTICLE X AMENDMENTS**

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)

## 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. 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 in May, a procedure that commences with the selection of the Committee by the Board in January, the posting of the nominees together with biographical resumes in March and April, the selection of a Head Teller and the mailing of ballots and proxies to the Membership in April, and the Annual Meeting of the Members, usually in May. A detailed time table is on file. A **Nominating Committee for Officers** is chosen by the Board in April 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.

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

**Dance Committee** coordinates ice-dancing activities; directs dance practice and programmed ice-dancing sessions, and may, from time to time, invite other clubs to selected social ice dances.

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

**Finance Committee** advises the Board on financial matters and has general oversight and control.

**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.

**Membership/Marketing 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.

**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.

**Coach Administration** 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 **Pro Relations Committee** executes individual agreements with each coach.

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

**Test Committee** schedules and conducts USFSA 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.

**Handbook Editor** revises, publishes and distributes the **Member's Handbook** and annual **Supplement** to the membership.

**Historian** preserves and augments the Club scrapbooks and other historical memorabilia of interest.

**Figure Skating 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 Case Coordinator** is responsible for the displays in the trophy cases.

The **Webmaster** is responsible for maintaining and updating the SCW Website as often as possible, preferably every week, 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 USFSA-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, with the General Chair being appointed by the Board. Several Sub-Chairs are responsible for applications, fees, music, awards, announcing, monitoring and Judges scheduling and hospitality.

**Autumn Skate Committee** oversees the new fall competition which is a merger of two former SCW competitions. Autumn Skate is the USFSA-sanctioned SCW fall competition for lower level competitors. The Adult Open portion is the USFSA-sanctioned adult competition for skaters age 25 and older. This committee is under the jurisdiction of the Competitions Committee, with the General Chair being appointed by the Board.

## **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, Snack Bar, 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. 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.

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 USFSA. They may hold USFSA Membership through SCW. Several of the coaches are currently serving as Officers of PSA and USFSA committees.

## **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 (USFSA)**

At the 2003 Governing Council meeting, the United States Figure Skating Association voted to change its logo to U.S. Figure Skating. This is the governing body of eligible figure skating on ice in the United States. Upon registration for membership in USFSA, 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 USFSA 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 USFSA 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 USFSA. The **U.S. Figure Skating Rule Book** may be purchased in the Skate Shop.

### **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 USFSA 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 USFSA. 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.

### **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 USFSA competitions (i.e., Regional, Sectional and Junior Nationals) and provides honoraria for entrants in the U.S. National Championships and foreign competitions. It has also contributed to other competitive events sponsored by the USFSA, including the synchronized skating Easterns competition for adult skaters.

The Foundation receives its funding from direct gifts and grants, the net proceeds from exhibitions, a share of the proceeds from competitions held at SCW, from its Used Skate Consignment sales, and from various fund raising projects. For further information, please leave a message in the SCW Foundation's mailbox or go to [www.neighborhoodlink.com/org/scwf/](http://www.neighborhoodlink.com/org/scwf/).

### **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. Recent Club policy, however, has dropped such efforts because of the limitations of volunteer assistance and to avoid a dilution of public enthusiasm. A percentage of the net proceeds from exhibitions has been donated to the USFSA Memorial Fund but this is not a requirement. Club policy on limiting benefits does not preclude the Board of Directors from making, from time to time as it sees fit, a special donation, or conducting a special activity, or renting the rink to an outside organization conducting its own fund-raiser.

## **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 (3 sessions per person per Club year). Skating sessions are then added by choosing one of the following categories: **10-20-40-Sessions/Month**, **Unlimited Use**, or the “**pay per session**” **Basic**. All ice fee categories with multiple sessions represent a 12-month financial commitment.

**The 40-Session or higher use** memberships include all activities and allows skating at Club sessions, and also free admission to Saturday, Sunday and extra holiday public sessions. SCW Members are charged discounted rates for group lessons.

Those members who choose the **20-Session or lower use** category or 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, and the Capital Fund dues, may be granted by the Board of Directors to members representing SCW who place in the U.S. National Championships. **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

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

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

**Other Membership Privileges:** A Member may designate SCW as his/her USFSA Home Club, may represent SCW in USFSA-sanctioned competitions and exhibitions, may take USFSA tests at SCW and elsewhere. Members may receive the **USFSA 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 from a member in good standing, death, 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" and are also mailed to all members in August.

**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 since they must cover at least 25% of anticipated operating expenses.

### 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. They are:

<b>Basic "Pay per Session"</b>	- Individual Sessions
<b>10-Session/Month</b>	- Maximum of 10 skating sessions per month for individual or a family sharing
<b>20-Session/Month</b>	- Maximum of 20 skating sessions per month for individual or a family sharing
<b>40-Session/Month</b>	- Maximum of 40 skating sessions per month for individual or a family sharing
<b>Unlimited Individual</b>	- Allows individual skater to use 100 sessions or more per week

**Pay per Session:** Pay Cashier or drop off money inside door of first office on left (inside office alcove) before skating.

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.

## **HONORARY SCW MEMBERSHIPS** (amended 9/28/02 & 7/10/2006)

For more than 30 years, SCW has granted one-year Honorary Unlimited Individual memberships for the following Club year to any skater who receives a medal (Gold, Silver, Bronze, Pewter) in the **U.S. Championships ("Nationals")** in Freestyle, Moves, Pairs or Dance at the Junior and Senior level. The skater must also have been an Unlimited member for a minimum of 3 years and an SCW Member whose USFSA Home Club is SCW.

In the case of teams composed of siblings, they will receive an Honorary Multiple membership for the following Club season if at least one of the partners represents SCW. Special adjustments to the ice fees are made for other skating members of the family of the honoree.

## **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. **PARENTS & TOTS** classes as well as **SCHOOL** programs which include a half hour of instruction are held year-round.

**Groups, Birthday Parties during Public Sessions:** Contact the Office to make arrangements for an organized group or birthday party. Discounts apply to groups of 15 or more.

**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.

## **CLUB ACTIVITIES**

**Ice Dancing:** The Club has an active and popular program for recreational ice dancers at all levels of proficiency. This includes weekly Programmed Dances, occasional inter-club Dances and Junior and/or Senior Dance Practice sessions. Coaches are usually available to partner skaters through programmed dances for a nominal fee.

**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), Nationals and Philadelphia Area competitions.

The Ice Skating Show is a USFSA-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. The SCW Foundation, along with other non-profit organizations, has benefited from the proceeds of past shows.

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. The summer season includes a low-level Figure Skating School, two USFSA test sessions, and the **Skate Wilmington** open competition.

**Summer Public Skating & Classes:** There is a full program of summer skating at daily afternoon "Learn to Skate" public classes and sessions. SCW Members with a **40-Session per Month** or higher ice use may skate on public sessions with no charge. 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 40-session 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 the USFSA. To receive an SCW Improvement Award, a skater must have a **Basic** 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 USFSA qualifying competitions (Regionals, Sectionals, Nationals and National Showcase). Skaters who have been invited by the USFSA to participate and represent the U.S.A. in International competitions may also receive honorariums.

## 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.

### RINK SERVICES

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

**The Snack Bar:** The Snack Bar and vending machines are operated with hours and prices posted. The Snack Bar 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.

**The Skate Shop:** The Skate Shop is open during scheduled hours and during public sessions. Popular figure skating items are in stock 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. It also carries U.S. Figure Skating Rulebooks, SCW jackets, T-shirts, tote bags, sweat shirts, souvenirs and other items.

**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:** 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.

### 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 **BADGE** 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 Basic Skills (Badge) Tests and USFSA Tests. Badge tests are not a prerequisite to the USFSA Pre-Preliminary tests which follow, but are helpful in preparing for them. Badge tests are held about five times a year in public Group Classes. USFSA tests are held regularly throughout the year. The passing of USFSA tests is required to qualify skaters for competition.

Persons taking USFSA tests must be registered with USFSA through either SCW, or through another USFSA club, or be an Individual USFSA Member. In addition, a Test Fee must be paid in advance to cover Judges' travel, lodging and other expenses. The Test Application forms, available from the Vestibule wall rack, give the current Test Fee Schedule for the various tests and for the several categories of members and non-members, and the additional fee for late applications. An SCW "pay per session" **Basic and 10-Session** Member must pay an ice fee in addition to the appropriate test fee (see Test Application form). Non-members who purchase an SCW summer skating package do not pay an extra non-member testing ice fee if they test during the period of their summer skating package.

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.

The following description on testing was taken from the USFSA website page found at: <http://www.usfsa.org/Clubs.asp?id=353>: "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. Any person who is interested in participating in the U.S. Figure Skating testing structure is encouraged to purchase a rulebook. The rulebook addresses such questions as coaching and the conduct of candidates at test sessions.

Tests are marked on a "pass" or "retry" basis. Some tests have numeric marks associated with them that determine if the test is a "pass" or "retry." These are used to establish a "passing" average, and judges use this number as a basis for the quality of the test. Different tests have different standards for "pass" and "retry," along with different procedures for reskating elements in a test. For details, candidates should consult the rulebook for the particular test to be taken. If a test is marked "retry" a skater may not retake the test prior to the 27th following the date of the original test.

For all tests other than adult and masters tests, age is not a factor. To qualify for an adult test, the candidate must be 21 years of age or older. To qualify for masters tests, the candidate must be 50 years of age or older.

#### Kinds of Tests:

There are several classes of tests in the U.S. Figure Skating structure:

1. Moves in the field (Standard track and Adult)
2. Free skate (or free skating) (Standard track and Adult)
3. Pairs (Standard track and Adult)
4. Compulsory Dance (Standard track, Solo, Adult and Masters)
5. Free Dance (Standard track, Adult and Masters)

The order in which tests are taken is important. According to TR 2.02 in the rulebook: A candidate shall not be eligible to take a higher-level test until all of the preceding tests in the same category have been passed or completed except as otherwise specified in these rules.

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 and engraving of a **Gold Medal** according to a point system for an SCW Member in good standing who has passed a Gold level USFSA test group. Three points may be earned for each full year of **40-Session** or higher SCW Membership with SCW as Home Club, two for each full year of **40-Session** or higher 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 a **40-Session** or higher 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 **40-Session** or higher membership, and if the required test group was completed within the first year after downgrading from **40-Session** or higher 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 M. L. King's Birthday. The summer schedule is also published on the Club's website. Any changes are announced on the website, in e-mail announcements, and posted on the "Schedule Changes" bulletin board in the Snack Bar.

### **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.
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 snackbar. 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 rinkside 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 is permitted in the Snack Bar** (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 50 seconds or 50 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 Practice 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 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 cassette players larger than 4"x8"x12" are to be played from the barrier. Such large players are potential hazards out on the ice.
20. Headphones 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 Snack Bar 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 Snack Bar Lounge (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.

**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 LEVELS 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 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 are not allowed on the ice.

### FAMILY 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. The harness may not be used.
9. Headphones are not allowed on the ice.

### SENIOR GENERAL- ALL LEVELS 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 are not allowed on the ice.



### PROGRAMMED DANCE SESSIONS

1. These Sessions are primarily for social dancing. Coaches do not have right-of-way priority.
2. Only dancing is permitted. Only those dancers doing the dance being played may be on the ice. **Those not dancing must leave the ice.**
3. Solo dancing is to be done only after all couples have started.
4. Skaters wishing to start a dance should not get in the way of those already on pattern.
5. **Please look behind you!**
6. Single-pattern dances must start at the Snack Bar end of the rink.
7. Juniors may attend these Sessions on invitation from the Dance Committee and should be informed of the rules governing these sessions by the Dance Chairman.

### DANCE PRACTICE SESSIONS

1. These Sessions are to provide an opportunity for everyone in attendance to practice dance patterns at his/her test level without interruption.
2. These sessions permit instruction and practice on full patterns and on individual steps or sections of dances. Warm-up exercises and Moves in the Field practice must not interfere with dance patterns. **Skaters and coaches** must be especially alert and aware of what others are doing and observe the priorities established for right-of-way. It is expected that those attending Dance Practice Sessions will be familiar with dance patterns to avoid interference with full pattern practice. If you are not practicing, leave the ice.
3. **Right-of-way priority** in following order:
  - a. Student on lesson doing dance 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.
4. On Dance Practice Sessions, the starting order of skating is: (1) students taking a lesson, (2) couples, and (3) solos.
5. Skaters wishing to start a dance should not get in the way of those already on pattern. **Please look behind you!**
6. Shadow skating, except for one person for instructional purposes, is **not** permitted.
7. **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 free dances. 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; when the music is too loud, the coaches cannot be heard by their students.

8. Every skater deserves a fair turn at the Music Box. No person may monopolize its use.
9. 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.
10. Coaches giving lessons at these Sessions will have priority in selecting dance music. Dances requested by a coach for a student on lesson are to be removed as soon as the student stops skating if the dance has been played more than once or is at an "incompatible" level.
11. Please follow posted Rules for music selection and conduct of sessions. Dance Practice Sessions normally have high attendance, and orderly procedures must be followed to make the best use of the time available.
12. Headphones 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 are not allowed on the ice.

## SAFESPORT 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 SafeSport Program seriously. We have also joined the USOC Make the Commitment campaign.

The U.S. Figure Skating SafeSport 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



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

- a) Draft, implement and monitor the SafeSport 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 and continuing education requirements
- 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 SafeSport Program and work with SCW to facilitate implementation of all aspects of the SafeSport Program including providing information to parents, members and coaches
- e) Participate in workshops/webinars as provided by USFS, collect and share information about the SafeSport program and disseminate information on best practices

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

### **5) Important Links**

- a) USFS SafeSport page – <http://www.usfsa.org/shell.asp?sid=49066>
- b) USOC Make the Commitment page – <http://www.teamusa.org/StopAbuse>
- c) USFS SafeSport email for questions or to make a report – [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org)
- 6) [The Safesport Handbook](#)
- 7) [USFS Rules Pertaining to SafeSport](#)
- 8) SafeSport Policies Adopted by SCW (under construction)
  - a) Locker Room Policies
  - b) Travel Policies
  - c) Social Media, Mobile and Electronic Communications
  - d) Ice Usage and Etiquette Rules
  - e) Parent Code of Conduct
  - f) Skater Code of Conduct



## **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 USFSA 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 USFSA 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 USFSA, may do so through the Club Office on the official form provided. The skater must satisfy all conditions required by USFSA. One copy should be sent to the former Home Club to notify it of the change. A Candidate for Membership in SCW who plans to test or compete in South

Atlantics representing SCW, but whose election by the Board can not 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 USFSA-sanctioned competitions and exhibitions; may take USFSA tests at SCW and elsewhere; may Judge and Trial-Judge at SCW and elsewhere if USFSA-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 10-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 **40-Session** or higher 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 **10-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.

## GUEST RULES

SCW Members have specified Personal Guest privileges described below. The Skating Club is pleased to welcome **visitors** from other clubs and areas who may introduce themselves at the Office.

1. A Member's **Personal Guest** may skate 3 times per Club year on Club sessions. There are individual fees with a maximum fee for a family. These charges are listed in the "Member's Handbook Supplement". The Guest Fee is payable at the door and does not include public sessions. There is no limit on attendance at public sessions but the standard admission fees apply. Members wishing to bring a group larger than ten on a Club session must clear it with the Office which may consult the Rules and Ice Chair.
2. The Guest Fee includes rental skates at Club sessions. "Personal Guests" does not include organizations.
3. No one is eligible to be a Personal Guest on Club sessions for more than 3 visits. This limit may be waived for special occasions such as invitation to certain Club-Sponsored activities, Club parties, invitational dances or promotional activities for which Guest Fees are not ordinarily charged.
4. **Children under 4 years of age** are not required to pay Guest Fees at Club sessions nor are they subject to the 3-visit per Club year limitation. They must be accompanied by a responsible chaperone both on and off the ice.
5. **Bona Fide Personal House Guests** may skate at Club sessions at a reduced rate covering 7 consecutive days. Check with the Office for prevailing rates.

6. **Honorary or Complimentary Ice Privileges** may be extended by the Club to International-level skaters who wish to use the SCW facilities for up to 2 weeks while en route to or from International competitions or exhibitions. The Club may also extend guest skating privileges to current or former Olympic and World Team members at no charge for a specified period.

## PROCEDURE FOR MEMBERSHIP

### SCW MEMBERSHIP APPLICATION PROCEDURE

1. **The Membership Application form** should be filled out completely and forwarded to the Membership Committee. The **Annual Membership Dues**, the first month's payment of **Ice fees**, and the **Application fee** should be attached. Skating privileges may begin when the Application and fees are received; prior to that, they are governed by the Guest Rules. Membership Application forms may be found in the SCW office vestibule wall rack or online at <http://skatewilm.com/about-us/membership-dues-sheet/>.
2. **Prior to election**, a Candidate may skate in an ice show and list SCW as his/her USFSA Home Club for tests and competitions. The Prospective member does not have Guest privileges.
3. If the Candidate is **transferring from another skating club**, the Candidate must present a letter of recommendation from an Officer of that club stating that he/she is in good financial standing.
4. **Posting:** As soon as the Membership Committee has received the properly executed application and deposits, the names of the Candidates are posted on the Membership Bulletin Board, or in a Club mailing during a shut-down. The purpose of this is to give all members opportunity to comment to the Committee if they have information or opinion, favorable or unfavorable, concerning the Candidate. The names must remain posted for four weeks before final action can take place.
5. **Orientation meetings:** Scheduled by the Membership Committee to acquaint candidates with Club procedures.
6. **At the first Board meeting** after posting is completed, the Application may be reported-out by the Committee, which has previously considered it. After receiving the Committee's recommendation, the Board votes by written ballot. 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 Committee. 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 a coupon book indicating that **each payment is due to SCW on the first day of each month** with the first payment due on September 1. SCW highly recommends that dues and automatic monthly ice fee payments be arranged by the Member with their bank. All banks now offer free online payments to pay utilities, credit card companies, stores, membership dues, etc. It is highly likely that in the future those members paying dues and ice fees by credit card will be assessed an added handling charge due to increasing credit card merchant fees.
10. On the 10th 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 Chairperson 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. In the case of General Members, the membership will be retired.
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**. 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 & name may be posted** on Office window if any Dues payment is past-due, or other charges 30 or more days past-due.

**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 assured 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 and the Board, will be arranged.