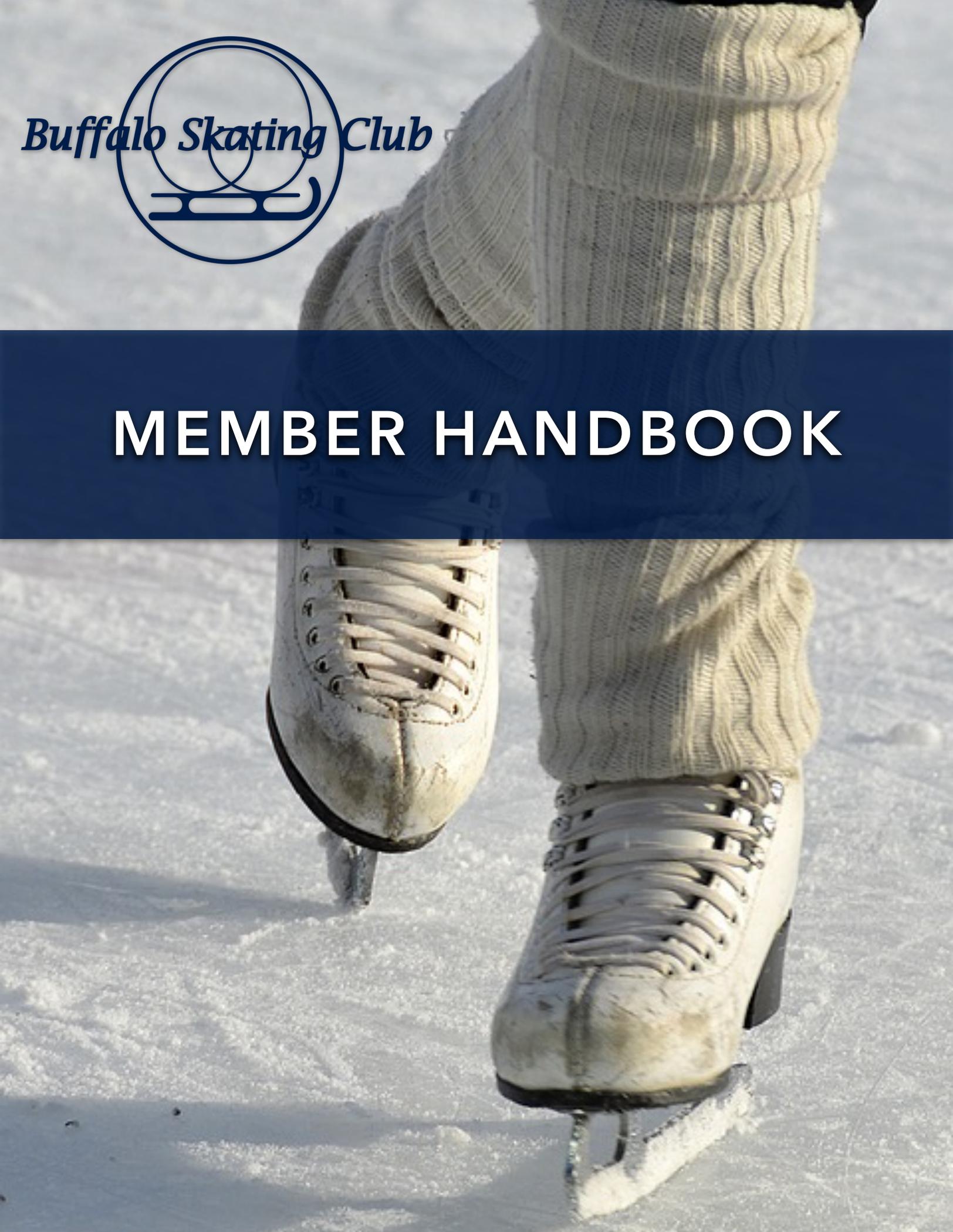




# MEMBER HANDBOOK





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# Welcome!

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Welcome to a new skating season! Whether you are brand-new to the club or have been skating with us for decades, we are glad to have you with us.

We hope this handbook is a valuable resource for our members, providing general information about the sport of figure skating and specifically about membership in the Buffalo Skating Club.

In the "Getting Started" section, members new to the sport will find answers to many common questions, including helpful information about:

- \* equipment;
- \* finding a coach;
- \* club ice;
- \* testing and competitions; and
- \* club-sponsored events.

Throughout this handbook, all members will find useful information about club governance and policies, member expectations, and SafeSport guidelines, along with the most recent revision of the club's by-laws.

If you have questions that are not answered in this handbook, your coach is your most valuable source of information and guidance. You can also direct questions to any member of the Board of Directors, or e-mail the club.

# About the Buffalo Skating Club

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## Our History

Although the Buffalo Skating Club was formally organized in 1928, our roots reach back to 1921, when two separate groups of skaters who had been skating on ponds in the city joined together to form what was then called the Figure Skating Club of Buffalo. An informal organization without a home rink or artificial ice, this club presented many exhibitions of what the newspapers at the time called "fancy skating."

In 1926 the club hosted its first competition, held in Niagara Falls, which drew skaters from Western New York and Ontario. This competition featured one class for both men and women, consisting of School Figures and Free Skating. Since that first competition, the club has gone on to host several regional and sectional championships, and in 1971 the club hosted the US Figure Skating Championships, which were held at the Dann Memorial Rink and the Memorial Auditorium in Buffalo.

The club began hosting its own competition, the Niagara Invitational, in 1949. Sanctioned by both US Figure Skating and Skate Canada, this competition is now held biennially and celebrated its thirty-fifth year in 2018. Since 2017 the club has also hosted the annual Lockport Invitational. As of 2018, both competitions are held at the Cornerstone CFCU Arena in Lockport, New York.

The Buffalo Skating Club has been the home club to skaters competing nationally and internationally. Perhaps the most well known are Louise, Estelle, and Mary Weigh, who brought the club to national prominence in the 1930s. Louise was a member of the 1932 and 1936 US Olympic Figure Skating teams, 1932 US Junior Ladies Champion, and runner-up in the US Senior Ladies Championships in 1932 and 1935; Estelle was 1933 US Junior Ladies Champion and a member of the 1936 US Olympic Figure Skating team; and Mary was 1935 US Novice Ladies Champion.

Other notable past and present members include:

- \* Andree Anderson Jacoby and Donald Jacoby, 1958 and 1959 US Dance Champions
- \* Stanley Urban, 1963 US Dance Champion (with partner Sally Schantz of the Skating Club of Boston)
- \* Susie Wynn and Joseph Druar, 1981 US Dance silver medalists and members of the 1988 US Olympic and World teams
- \* Jocelyn Haines, 2017 US Novice Dance Champion (with partner James Koszuta of the Glacier Falls Skating Club)

Ninety years old in 2018, the Buffalo Skating Club is still going strong, providing a fun, family-oriented environment in which skaters of all ages and levels—from the newest beginners to competitive skaters at the Senior level—may develop their skills in the art and sport of figure skating. We can't wait to see the history our current skaters—and those yet to come—will make over the next ninety years!

## Board of Directors

The Buffalo Skating Club is governed by a Board of Directors. Directors are elected to two-year terms each spring by club members at the annual meeting, and meet monthly throughout the year for the purpose of planning and decision making on behalf of the club. Information about the current BSC Board of Directors is available on the [club website](#).

## Junior Board

Membership in the Buffalo Skating Club Junior Board is open to members ages 12-17. The Junior Board meets each month to organize social and fundraising activities for the club throughout the year. Joining the Junior Board is a great way for skaters to get to know each other by spending time together off the ice! For more information about the Junior Board, visit the [club website](#).

# Why Join a Skating Club?

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Joining an organized skating club is an important step in a skater's career. A skating club offers ice time that meets the needs of skaters in many disciplines of skating. Membership in a US Figure Skating member club provides the skater with home club affiliation for testing and competing, and provides the skater membership in USFS, a requirement for those who wish to test and compete. Joining a skating club is also a great way to meet other skaters, coaches, and friends of skating.

The Buffalo Skating Club, one of the oldest figure skating clubs in the United States, is a member club of US Figure Skating, the national governing body of the sport of figure skating. We are committed to **promoting and encouraging all levels of interest in the sport of figure skating**. Our membership includes youth and adult skaters as well as non-skating parents, professional coaches, USFS officials, and supporters from all over Western New York.

## US Figure Skating

US Figure Skating is the national governing body for the sport of figure skating in the United States, and is a member of the International Skating Union (ISU) and the US Olympic Committee (USOC). USFS determines the rules and regulations associated with the sport, determines testing and competition procedures, and certifies judges. More information about USFS, including its annually updated Rulebook, national programs for youth and adult recreational and competitive skaters, and much more, may be found on the [US Figure Skating website](#).

# Getting Started

## Club Membership

Membership in the Buffalo Skating Club is open to anyone eligible for membership in US Figure Skating. The club offers skating membership in several categories:

- \* **Adult Membership**, for skaters who are at least 18 years of age as of July 1 of the membership year
- \* **Youth Membership**, for skaters under the age of 18 and one parent or legal guardian
- \* **Collegiate Membership**, a special four-year rate for matriculated college students

Club membership provides skaters many benefits:

- \* Membership to US Figure Skating
- \* Eligibility to participate in all BSC activities, including club ice, testing, competitions, exhibitions, special events, and social functions
- \* Access to professional coaches
- \* Subscription to *Skating* magazine and our club e-newsletter, *The Inside Edge*
- \* Access to members-only resources
- \* Sports accident insurance through USFS
- \* Voting rights and eligibility to serve on the Board of Directors (for adults age 18 and older)

For more information about club membership, including current membership categories and fees, visit the [Membership](#) page on the club website.

# Equipment

## Skates

A skater's most important piece of equipment—and really, the only thing that is absolutely necessary to begin—is a pair of skates.

New skaters (or their parents) are often tempted to buy the least expensive pair of skates they can find at the local sporting goods store. These might be fine for taking a spin around the rink with friends, but figure skaters need supportive leather skating boots with good blades. Beginning skaters and those at the lower levels can purchase skates that come with the blades already attached, but higher-level skaters purchase the boots and blades separately, allowing them to get exactly the right skate they need for their level and discipline of skating.

For beginner skaters, skates may be purchased new or used, and Learn to Skate students often rent skates when they are just starting. Especially for skaters in private lessons preparing for USFS tests, it is highly recommended that skates be properly fitted by a professional, and mounting of blades must be done professionally. [The Skater's Edge](#) in Williamsville is a great local resource for fitting and sharpening of skates as well as other skating needs such as practice and competition clothes and skating accessories.

## Clothing

Practice clothes should be comfortable and close-fitting for ease of movement. Jeans and long sweaters or jackets are not recommended, as they restrict movement.

It is recommended that skaters dress in layers for warmth, with a heavier layer on top that can be removed, if desired, after warming up. Gloves and headbands are useful to keep hands and ears warm.

## Care and Maintenance of Figure Skates

Skates must be sharpened regularly by a professional who is familiar with figure skating grinds. Remember that new skates do not come out of the box sharpened!

Skates must be wiped dry after every use and the blades covered with an absorbent cover (soaker) between uses. If the soakers become damp, they should be removed and dried before they are put back onto the blades. If the insides of the skates become damp with perspiration, absorbent cloths can be placed inside to wick away moisture. Opening up the boot and allowing it to air dry between uses will help to preserve the leather and reduce odor.

In order to protect the blades, plastic or rubber skate guards should be worn on every surface except the ice. Even the rubber walking surface in most rinks often has dirt and other debris that can nick skate blades. Skate guards should never be left on the skates between uses, as this can cause the blades to rust.

Skates should be polished or taped with skate tape to keep them from getting nicked or scuffed. Before taping, apply neutral (clear) shoe polish and buff. After removing the tape, neutral polish can be used to help remove tape residue.

Practice clothing for skaters may include:

- \* Wind suits or sweatsuits
- \* T-shirts and/or sweatshirts
- \* Leggings, stretch pants, shorts, and/or padded crash pants
- \* Dance or skating tights with skating dresses or skirts
- \* Leotards or unitards
- \* Gloves or mittens

## *Skate Bag Checklist*

- Skates, soakers, & skate guards
- Ice card
- Towel to dry off skates
- Extra pair of skate laces and skate tape
- Two pairs of gloves, extra tights or knee-highs
- Cushioning for feet, such as gel pads (if needed)
- Band-Aids, safety pins
- Hair ties, barrettes, and pins
- Change for vending machines
- Water bottle
- Copy of your USFS membership card or ID number
- Tissues
- Two copies of your music
- Notebook or practice plan and pen; rule book
- Phone numbers such as parent, coach, and/or emergency contact, especially if you are often dropped off at the rink
- Ice packs
- Jump rope, spinner, and other off-ice practice aids

### *Extras for Competition...*

- Makeup, hair spray, hair accessories, and extra hair pins
- Competition outfit and backup outfit
- Sewing kit, including thread that matches outfits
- Program/listing of your events and times
- Warmup jacket
- Props for showcase events
- Good luck charms
- Your best smile!

# Finding a Coach

A coach is a professional you hire to teach you or your child to skate. Your coach should be an accomplished skater with a verifiable background in skating, a member of the Professional Skaters Association (PSA), and approved and under contract with the Buffalo Skating Club.

Before you can find the right coach, you have to understand what makes your skater tick. Not all athletes respond the same way to all types of coaches; some need disciplinarians, while others respond better to coaches who are more laid back. While a particular coach may have worked with very accomplished skaters, your skater may not respond to their coaching style. Determining your skater's unique disposition is an important step in choosing a coach who is a good fit.

Once you have identified what type of coach would work best with your skater, spend some time watching several coaches work with different skaters. Are the coaches positive and encouraging? Are they professional? Are they punctual and well prepared for lessons?

Once you have narrowed your list of potential coaches, you should meet with them to ask questions and find out how you and your skater interact on a personal level with each of them. Important questions to ask include:

- \* What is your coaching philosophy?
- \* How long have you been coaching? (But bear in mind that a new coach might be a good coach for you or your skater.)
- \* Do you specialize in particular disciplines?
- \* What levels have you passed?
- \* Are you a member of the PSA? Do you have a PSA rating/ranking? (You can find information on PSA rankings at the [PSA website](#).)
- \* How do you stay current with the sport and the coaching profession?
- \* What are your rates for lessons, competitions, music cutting, etc.? How often do you bill and how do you prefer to be paid?
- \* What is your policy for cancellations and missed lessons?

After you have selected a coach, you should observe your skater's lesson to make sure the coach/skater relationship you have invested in is what you want it to be.

If you have concerns, discuss them with the coach. A respectful and open dialogue can prevent problems later on. If you have a situation that you feel warrants attention, take it privately to the club's board of directors.

A skater's coach plays a large role in contributing to the self-confidence, self-reliance, good health, and lifelong friendships the skater develops as a result of their participation in the sport, so take the time to find the right coach for your skater.<sup>1</sup>

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<sup>1</sup> Adapted from *Figure Skating* magazine, April 2005.

# Club Ice

The Buffalo Skating Club provides club ice throughout the year at our home rink, [North Buffalo Rink](#), and during the fall/winter season at [Buffalo State College Ice Arena](#). Club members may skate on any club ice session appropriate to their level for practice and/or private lessons.

Club members may purchase club ice in blocks of 5, 10, 20, or 40 hours, or may purchase an all-session pass that allows skaters access to all scheduled club ice sessions during the fall/winter season. Pricing is variable depending on the number of hours purchased; generally, the per-hour price is lower for ice purchased in larger quantities.

Current ice card prices and club ice schedule are available on the [Club Ice](#) page of the website.

## Private Lessons

Club members may take private lessons from any Buffalo Skating Club coach during club ice sessions. Only coaches who are members of BSC and have been approved as club coaches by the Board of Directors may teach on club ice. For a listing of approved club coaches, including biographies, résumés, references, contact information, and rates, please visit the [Club Coaches](#) page on our website.

Under special circumstances, non-BSC member coaches may be allowed to teach members on club ice. Prior written approval **must** be obtained from the Board of Directors, and permission is generally given for a limited number of sessions during a specific time period.

Fees for private lessons are set by the individual coaches, usually in blocks of 15 minutes. Lesson fees are payable directly to the coach and are in addition to the hourly ice fee to skate on club ice.

## Ice Monitors

Ice monitors are adult volunteers who help keep club ice sessions organized and safe for all our skaters. Skaters should check in with the ice monitor before entering the ice.

The ice monitor's responsibilities include:

- \* Arriving before the start of each session to get the monitor book and music player out.
- \* Checking in skaters.
- \* Collecting ice card, guest, and walk-on fees and placing them in the monitor book.
- \* Marking and dating ice cards and checking in guests.
- \* Monitoring the session for the number of skaters and bumping skaters to the next session when necessary.
- \* Ensuring skaters enter and exit the ice at the proper time at the start of the second session.
- \* Monitoring the session for skater conduct on and off the ice.

Ice monitors **must** remain at the rink for the entire session and be attentive and available to address any issues that arise during their monitor session.

Parents of skaters who use club ice are encouraged to volunteer as ice monitors. Parent time spent as an ice monitor counts toward fulfilling their family's volunteer requirement for the season. Parents who wish to volunteer as ice monitors may speak to the monitor at any club ice session to arrange a shadow/training session.

## Guest Policy

A guest is a nonmember of the Buffalo Skating Club who skates on BSC club ice. Guests **must** have current membership in USFS or Skate Canada and may skate on club ice, space permitting, only twice in a skating year, after which

time they will be asked to join the club if they wish to continue using club ice. Please check the [Club Ice](#) page on our website for the current guest fee.

All guests **must** sign a waiver and provide proof of USFS or Skate Canada membership, and should receive prior acknowledgment by [e-mailing](#) the club. Guests should check in with the ice monitor to turn in their waver and guest fee prior to entering the ice.

# Testing

The US Figure Skating test structure is the core of figure skating, and everything in the sport is based on a skater's test level. The USFS test structure is designed to help skaters develop strong skating skills, and mastery of the skills at each level provides the foundation for the skills the skater will learn at the next level. Skaters progress through the test structure at their own pace, and may use the test structure to determine their appropriate level at competition or simply for the achievement of passing the tests.

The USFS test structure begins with Moves in the Field, which tests fundamental skating skills through set patterns of turns, edges, spirals, etc. that get progressively more difficult. Skaters are required to Moves in the Field at a given level before taking the Free Skating test at that level. For more information about the USFS test structure, visit the [US Figure Skating website](#).

The Buffalo Skating Club hosts several tests sessions each season so that members may advance through the test structure. Skaters may take tests in Moves in the Field, Free Skating, Pairs, Free Dance, and Dance. The skater's coach will determine when a skater is ready for a test.

Fees for tests cover ice costs, judge expenses, hospitality, and the USFS test fee. USFS records the results of tests, which become a permanent record that follows a skater throughout their career.

Announcements and applications for test sessions are provided by the Test Chair and may be downloaded from the [Test Sessions](#) page on the club website.

## Missing School

Sometimes it is necessary to miss school in order to test or travel to competitions. Working with teachers is very important, and advance planning is necessary so that homework and tests are completed in a timely manner. Give as much notice as possible for a scheduled absence and keep teachers informed of your skater's progress—they will be more encouraging if they know what is going on.

# Competitions

Many figure skating clubs host annual open or invitational competitions that any US Figure Skating member can enter and that offer a full range of events including all levels and age groups in various disciplines. These competitions are considered *nonqualifying*; the results of these competitions are not recorded by USFS and do not count toward any other official events.

*Qualifying* competitions consist of regional and sectional competitions and the US Championships. Skaters who place at the top of their regional competition qualify to compete at sectionals, and skaters who place at the top of their sectional competition qualify to compete at the US Championships. There are qualifying competitions for standard track skaters at the Juvenile level and above and for adult track skaters at the Silver level and above.

The Buffalo Skating Club hosts two invitational competitions: the Niagara Invitational, held every two years in the spring, and the Lockport Invitational, held annually in June. Many BSC skaters also participate in invitational competitions hosted by other clubs in the local area, elsewhere in the state, and even out of state. Each February a number of skaters represent BSC at the Empire State Winter Games in Lake Placid, and skaters who place in the top 3 in their event at ESWG qualify to compete at State Games of America.

There is no requirement for club members to participate in competitions, but many skaters find that competition provides:

- \* Motivation toward setting and achieving goals, and a way to measure progress throughout the season.
- \* The opportunity to compete against other skaters, see friends, and meet new people.
- \* Specific feedback about strengths and weaknesses

For more information about USFS competition structures, visit the [US Figure Skating website](#).

# Club-Sponsored Events

The Buffalo Skating Club sponsors several events throughout the year that provide opportunities for skaters to show off their programs and to have fun spending time with other members.

Regularly scheduled events include:

- \* The **Fall Exhibition + Skate Sale**, held annually in the fall. All club members who have a program are welcome to participate, and other members, families, and friends are encouraged to come out and support our skaters. The Exhibition offers skaters the chance to show off their programs in a fun, supportive environment before the start of fall competitions. The Skate Sale provides members the opportunity to buy and sell gently used equipment. A basket auction and bake sale are also held during the Exhibition + Skate Sale to raise money for club programming.
- \* The annual **Potluck + Family Skate**, held in the winter, is a fun evening of skating, games, good food, and the chance to socialize with other members. All members are welcome!
- \* The **Annual Awards Banquet + Member Meeting** is held each year in the spring. All member families are invited to join us for dinner and dancing as we honor our skaters' achievements and celebrate the end of the skating season. At our Member Meeting before dinner, members are given a brief overview of club activities and finances, and the incoming Board of Directors is announced. After dinner, skaters are acknowledged for their accomplishments during the season during the Awards Ceremony.

Other events sponsored by the club throughout the season include ice shows, social activities, and fundraisers.

# Member Expectations

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## Parents

- \* Make sure your contact information is updated, especially e-mail addresses. Inform the club if there are any changes to your contact information during the season.
- \* Attend the Parent Orientation Meeting held in the fall of each skating season.
- \* Read (and, when requested, respond) to e-mails from the club. We rely heavily on e-mail to communicate with our members; please add our e-mail address ([buffaloskating@gmail.com](mailto:buffaloskating@gmail.com)) to your address book to make sure you don't miss important information.
- \* As we develop our Members Only website, we will be adding more content accessible only to members who have signed up for an account on the site. You can sign up by clicking the link at the upper right-hand side of the [club website](#).
- \* For club ice sessions that are separated by level, please verify with your skater's coach that they are signed up for the appropriate level session(s). If your skater's level changes and sessions need to be switched, inform the ice monitor as soon as possible.
- \* Make sure your skater arrives at the rink at least 10-15 minutes before the session starts so they have time to get ready.
- \* Make sure your skater has everything they need for the session: ice cards, USFS membership card, skates, soakers, guards, gloves, music, tissues, water, etc.
- \* Make sure your skater checks in with the ice monitor before each session.
- \* Make sure your skater's ice card has enough time left on it for the session(s) they plan to skate and/or purchase a new ice card to cover the session(s) in advance.

- \* When skating a walk-on session, make sure your skater has the money to pay for it and has filled out any associated paperwork.
- \* If your skater is going to be testing, make sure the test application is filled in and paid for on time. Check with your skater's coach before applying for a test session.
- \* Encourage your skater to practice on sessions when their coach cannot teach a lesson or is not present.
- \* Make sure your skater **reads, signs, and understands** the ice etiquette policy.
- \* Keep track of your skater's achievements during the season—tests passed, competition results, and volunteer activities—so they may be eligible for awards. Forms will be available in the spring on the Members Only section of the club website.
- \* If you have any questions or concerns, talk to your skater's coach or any BSC board member.
- \* Be encouraging—no one masters the sport overnight!
- \* The Buffalo Skating Club has a zero tolerance policy toward inappropriate behavior and unsportsmanlike conduct.

## Skaters

- \* Make sure your contact information is updated, especially e-mail addresses. Inform the club if there are any changes to your contact information during the season.
- \* Read (and, when requested, respond) to e-mails from the club. We rely heavily on e-mail to communicate with our members; please add our e-mail address ([buffalorskating@gmail.com](mailto:buffalorskating@gmail.com)) to your address book to make sure you don't miss important information.
- \* As we develop our Members Only website, we will be adding more content accessible only to members who have signed up for an account on the site. You can sign up by clicking the link at the upper right-hand side of the club website.

- \* Make sure you have everything you need for skating before you leave for the rink: ice cards, USFS membership card, skates, soakers, guards, gloves, music, tissues, water, etc.
- \* Make sure you check in with the ice monitor before each session.
- \* Make sure your ice card has enough time left on it for the session(s) you plan to skate and/or purchase a new ice card to cover the session(s) in advance.
- \* When skating a walk-on session, make sure you have the money to pay for it and have filled out any associated paperwork.
- \* You are encouraged to practice on sessions when their coach cannot teach a lesson or is not present. Ask your coach to prepare a worksheet or practice plan for you. Bring it to the rink with you every time you skate. You can also ask more experience skaters for help or advice.
- \* Make sure you **read, sign, and understand** the ice etiquette policy. Important points to remember are:
  - \* **Skaters in lessons or those skating their program to music have the right of way; you must yield to them.**
  - \* **If you fall, get back up as quickly as possible. If you are hurt, leave the ice immediately if you can. A first aid kit is available at the rink; ask for help. Let the ice monitor know if you want a parent called.**
  - \* **If you need to take a break, leave the ice surface. Distracting other skaters and horseplay are not allowed.**
- \* Keep track of your achievements during the season—tests passed, competition results, and volunteer activities—so that you may be eligible for awards. Forms will be available in the spring on the Members Only section of the [club website](#).
- \* If you have any questions or concerns, talk to your coach, parents, or any BSC board member.
- \* Be patient—no one masters the sport overnight!
- \* The Buffalo Skating Club has a zero tolerance policy toward inappropriate behavior and unsportsmanlike conduct.

# Coaches

- \* For club sessions that are separated by level, verify your skaters' freestyle level with their parents so they can be signed up for the correct level ice sessions. Inform the ice monitors if there are going to be changes in levels during the season.
- \* Encourage skaters to practice on sessions even when they don't have a lesson or you cannot be there.
- \* Providing practice sheets for new and younger skaters is a useful way to foster independence and responsibility.
- \* Colored sashes are to be used and respected for skaters in lessons and in program.
- \* Coaches are encouraged to attend educational seminars and clinics given by BSC and elsewhere.
- \* Please encourage your skaters to use their achievement forms in order to be considered for awards. You are encouraged to nominate worthy skaters for awards.
- \* The Buffalo Skating Club has a zero tolerance policy toward inappropriate behavior and unsportsmanlike conduct.

# Volunteer/Fundraising Requirements

The Buffalo Skating Club is run entirely by volunteers, and we rely on the volunteer and fundraising contributions of our member families to sustain the club. There are many opportunities available to volunteer with the club, including fundraising, special events such as exhibitions and sales, test sessions, and many (many!) jobs associated with hosting our competitions. Volunteering is a great way to become more involved with the club: You will learn a lot, get to know other club members, and have fun!

Each member family is required to volunteer 15 hours per season, part of which **must** be spent assisting with club-sponsored competitions. Members are also expected to participate in occasional club fundraising events, including providing items for the basket raffles held in conjunction with club competitions and exhibitions. Families that do not fulfill this requirement may be assessed a fee that must be paid before their skater's membership will be approved for the next season.

We can never have too many volunteers! Areas in which volunteers are always needed include:

- \* Competitions
- \* Fall Exhibition
- \* Monitoring
- \* Test Sessions
- \* Annual Banquet
- \* Fundraising

Upon joining and at the beginning of each subsequent skating season, member families will be asked to indicate their volunteer interests and availability for the season in EntryEeze.

# Ice Etiquette

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The Buffalo Skating Club requires all skaters to follow the ice etiquette rules for skating. These rules are for the benefit and safety of all skaters. Ice monitors and board members will be enforcing these rules. Skaters who do not comply will get a warning and may be asked to leave the session if they do not improve their behavior.

- \* Skaters should enter the ice only after the Zamboni has left the ice and the doors are closed. Skaters must exit the ice immediately when the Zamboni doors open.
- \* Skaters should check in with the ice monitor before entering the ice.
- \* Higher-level skaters should be aware and careful of less experienced and should set a good example for them. Less experienced skaters should also be aware and careful of the higher-level skaters.
- \* Skaters should behave appropriately while on the ice. Inappropriate behavior includes, but is not limited to, profanity, kicking the ice or boards with toe picks, playing tag, deliberate bumping or tripping, and sitting on the boards.
- \* Skaters should remain aware of their surroundings and mindful of other skaters at all times when they are on the ice. Skaters should **not** use earbuds, cell phones, or other devices that distract or reduce awareness at any time while on the ice.
- \* Skaters performing their program to the music being played have the right of way. Skaters in program will wear a colored sash on their waist. All other skaters must yield to that skater.
- \* Music will be played in order of the lineup unless a coach requests music to be played during a lesson. Then that music will be moved to the end of the rotation.
- \* During the week prior to a competition or test session, skaters competing or testing will have priority over those not competing or testing.

- \* Skaters may not eat or chew gum on the ice. Only metal, plastic, or paper containers are allowed at the boards. No colored liquids—including coffee—should be on the boards or benches.
- \* Skaters should remember to clean up after themselves on the rink and in the warm room. This includes placing all tissues in the trash.
- \* Skaters should make sure all CDs, bottles, sweaters, etc. are removed from the boards at the end of each session.
- \* Skaters should keep moving on the ice. Skaters who want to rest or to talk with parents or friends should leave the ice surface.
- \* Skaters who fall on the ice and are not injured should get up immediately. Skaters who are injured should leave the ice if possible and ask the ice monitor for help.
- \* Skaters should not practice spins or congregate in the corners of the ice. The four Lutz corners should remain clear for skaters setting up for their Lutz jump.
- \* Parents/guardians and coaches are responsible for the conduct of their skaters at all times during the session, on and off the ice.

# SafeSport

The Buffalo Skating Club supports the efforts of US Figure skating to provide a safe environment for its members, protecting their opportunity to participate in the sport in an atmosphere that is free of harassment and abusive practices. The club will not tolerate or condone any form of harassment or abuse of any of its members, including athletes, coaches, officials, directors, 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 the club or of US Figure Skating.

The US Figure Skating SafeSport Program addresses the following types of misconduct:

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

Members should familiarize themselves with the SafeSport resources provided by US Figure Skating. All individuals, regardless of their affiliation with USFS, are encouraged to report suspected violations of SafeSport. Questions may be directed to the club's SafeSport Compliance Chair.

Links to USFS SafeSport resources as well as SafeSport policies specific to activities of the Buffalo Skating Club are available on the club website.

# Conflict Resolution

With the encouragement of USFS, the Buffalo Skating Club has developed codes of conduct describing the standards of behavior we expect of our members—skaters, parents, coaches, officials, and board members.

Violations of any tenets of these codes of conduct will be dealt with at the time they occur by a member of the club board of directors following the procedures outlined in the conflict resolution process.

## First Offense

The club member will be addressed verbally, in private, regarding the violation.

## Second Offense

In the event of a second offense, the club member will be removed from the activity and given a written warning. A face-to-face meeting with the member and/or the member's parent or legal guardian may also be required.

## Repeated Offenses

If a member continually violates any tenet(s) of the code of conduct, repeat offenses will be taken very seriously by the board of directors. Disciplinary measures may include loss of club privileges for extended periods and/or revocation of club membership.

# Skater Code of Conduct

As members of the Buffalo Skating Club, all skaters must adhere to this code of conduct at all times.

The Buffalo Skating Club is committed to creating a safe and positive environment for members' physical, emotional, and social development and ensuring that it promotes an environment free of harassment and misconduct. This Skater Code of Conduct has been established to ensure the safety of all members using our ice and to ensure quality practice time for all home-club and associate members, nonmembers, and guests who purchase ice from the club and who participate in club-related activities.

All skaters, regardless of whether they hold home club, associate, nonmember, or guest status, must follow and uphold the provisions in this Skater Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents/guardians of skaters, US Figure Skating officials, and guests.

The Buffalo Skating Club is committed to promoting a positive and friendly environment for all skaters. Remember the Golden Rule: Treat other people like you want to be treated—with respect.

Buffalo Skating Club skaters are expected to:

- \* Abide by the club's Ice Etiquette policy at all times while on the ice, whether on club ice or on open freestyle sessions.
- \* Refrain from engaging in unsafe or discourteous behavior on or off the ice.
- \* Follow SafeSport policies pertaining to misconduct; bullying, threats, and harassment; hazing; and willfully tolerating misconduct.
- \* Display good sportsmanship, supporting fellow skaters in victory and defeat and respecting coaches and officials at every practice, competition, and test session.

- \* Treat other skaters, coaches, fans, volunteers, officials, and rink staff with respect, regardless of race, creed, color, sexual orientation, or ability.
- \* Resolve conflicts calmly and peacefully, without resorting to hostility or violence.
- \* Report any acts of bullying, harassment, or abuse they witness to a coach, parent, or board member.
- \* Refrain from using illegal drugs or any banned substances as described by the International Olympic Committee, International Skating Union, US Olympic Committee, or US Figure Skating.
- \* Respect the authority and decisions of officials during competitions and test sessions.
- \* Support and respect fellow skaters and their right to participate.

# Parent/Guardian Code of Conduct

The Buffalo Skating Club is committed to creating a safe and positive environment for members' physical, emotional, and social development and ensuring that it promotes an environment free of harassment and misconduct.

1. I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition, and test session.
2. I will place the emotional and physical well-being of my child and others ahead of my desire to win.
3. I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude toward others.
4. I will promptly inform my child's coach of any physical or mental disability or challenge affecting my child that may affect the safety of my child or others.
5. I will teach my child that doing their best is more important than winning.
6. I will not ridicule, bully, blame, or yell at my child or other skaters, coaches, officials, or volunteers in response to a poor performance or for any other reason.
7. I will do my best to make skating fun at all times and will remember that my child participates in sports for their own enjoyment and satisfaction.
8. I will teach my child to treat other skaters, coaches, fans, volunteers, officials, and rink staff with respect, regardless of race, creed, color, sexual orientation, or ability. I will also take action and report any acts of bullying, harassment, or abuse to the appropriate authorities.
9. I will applaud any effort in both victory and defeat, emphasizing positive accomplishments and learning from mistakes.
10. I will teach my child to resolve conflicts calmly and peacefully, without resorting to hostility or violence.
11. I will be a positive role model for my child and others.

12. I will demand a figure skating environment for my child that is free of drug or alcohol abuse and agree that I will not use or provide to a third party any illegal drug prohibited by applicable federal, state, or municipal law.
13. I will not assist or condone any athlete's use of a banned substance as described by the International Olympic Committee, International Skating Union, US Olympic Committee, or US Figure Skating.
14. I will expect my child's coach to be in compliance with all requirements of US Figure Skating and the Professional Skaters Association.
15. I will respect my child's coach and refrain from sideline coaching my child or other skaters.
16. I will respect the authority and decisions of officials during competitions and test sessions and teach my child to do the same.
17. I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, competitions, and test sessions.
18. I agree to report to the appropriate entity/party any SafeSport or Code of Conduct violations that I observe.
19. I will become familiar with the rules of US Figure Skating and teach my child accordingly.
20. I will support and respect all skaters and their right to participate.

# Coaches' Code of Ethics, Standards, and Conduct

The Buffalo Skating Club is committed to creating a safe and positive environment for members' physical, emotional, and social development and ensuring that it promotes an environment free of misconduct. This information is intended to provide both the general principles and the rules to cover most situations encountered by coaches and instructors. It has, as its primary goal, the welfare and protection of the individuals and groups with whom coaches work.

It is the individual responsibility of each coach to aspire to the highest possible standards of conduct. Above all, coaches of young people can have great influence on developing athletes who are reliant on these coaches for the basic instruction and guidance necessary to reach the top levels of the sport. Coaches can have tremendous power over these athletes, and this power must not be abused. Therefore US Figure Skating has set forth these codes of ethics and conduct to guide our coaches and protect our athletes for the mutual benefit of all concerned.

## General Principles

**Competence:** Coaches must strive to maintain high standards of excellence in their work. They should recognize the boundaries of their particular competencies and the limitations of their expertise. They should provide only those services and use only those techniques for which they are qualified by education, training, and/or experience. In those areas where recognized professional standards do not yet exist, coaches must exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work. They shall maintain knowledge of relevant scientific and professional information related to the services they render, and they must recognize the need for ongoing education. Coaches should make appropriate use of scientific, professional, technical, and administrative resources.

Integrity: Coaches should seek to promote integrity in their coaching profession. Coaches should always be honest, fair, and respectful of others. They must not make representations about their qualifications, services, products, or fees that are false, misleading, or deceptive. Coaches should strive to be aware of their own belief systems, values, needs, and limitations and the effect of these on their work. To the extent feasible, they should attempt to clarify for relevant parties the roles they are performing and to function appropriately in accordance with those roles. Coaches must avoid conflicts of interest.

**Professional Responsibility:** Coaches must uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of different athletes. Coaches should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of their athletes or other recipients of their services. Coaches should be concerned about the ethical compliance of their colleagues' conduct. When appropriate, they should consult with their colleagues in order to prevent or avoid unethical conduct.

**Respect for Participants:** Coaches shall respect the fundamental rights, dignity, and worth of all participants. Coaches must be aware of cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status. Coaches must eliminate the effect on their work of biases based on those factors, and they should not knowingly participate in or condone unfair or discriminatory practices.

**Concern for Others' Welfare:** In their actions, coaches must consider the welfare and rights of their athletes and other participants. When conflicts occur among coaches' obligations or concerns, they should attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches shall be sensitive to differences in power between themselves and others, and should not exploit or mislead other people during or after their relationship.

**Responsible Coaching:** Coaches must be aware of their ethical responsibility to the community and the society in which they work and live.

Coaches must comply with the law and encourage the development of laws and policies that serve the interests of the sport. Coaches shall strive to serve as leaders and models in the development of appropriate conduct for the athlete both within and beyond the US Figure Skating setting. Coaches shall strive to use strategies in practice and competition that are designed to encourage play within both the letter and the spirit of the rules. Coaches shall strive to keep the concepts of winning and losing in proper perspective and to enforce policies and rules with fairness, consistency, and an appreciation for individual differences.

## Ethical Standards

**Compliance with Rule Requirements:** All coaches must complete all annual coaching member requirements set forth by US Figure Skating rules and the PSA that apply to them by the appropriate deadlines.

**Competence:** Coaches should not undertake these duties until they have first obtained the proper training, study, and advice that they are competent to do so.

**Maintaining Expertise:** Coaches should maintain a level of expertise through continued education and experience and shall strive to acquire additional education and experience through sources available to them.

**Respecting Others:** Coaches shall respect the rights of others to their values, opinions, and beliefs even if they differ from their own.

**Nondiscrimination:** Coaches must not engage in discrimination based on age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status, or any other basis as protected by applicable law.

**Misconduct:** Coaches must not, under any circumstances, engage in any form of misconduct and must respond to complaints of such nature with dignity and respect.

**Personal Problems or Conflicts:** Coaches have a responsibility to be aware if there are personal problems or conflicts that may affect their ability to work with athletes. They should also be willing to identify problems affecting

their athletes that could potentially create situations that put their athletes or others in harm or danger of injury, and take appropriate steps to remove the athlete from this environment.

Any person who makes groundless allegations or complaints of abuse or harassment may be subject to disciplinary action per Article XXV, Section 3B of the US Figure Skating bylaws.

## Coaches' Code of Conduct

Coaches:

- \* Must obey and abide by all US Figure Skating published rules, regulations, and procedures.
- \* Shall maintain exemplary standards of personal conduct.
- \* Must obey all state, national, and international laws.
- \* May not be under the effects of alcohol, illegal drugs, or any substance that can affect athlete safety and coaching judgment.
- \* Must refrain from using any profane or abusive language.
- \* Must not engage in any type of misconduct with any athlete.
- \* Must teach and support their athletes fairly and equitably.
- \* Must never discriminate against any athlete.

Also refer to the [PSA Code of Ethics and Tenets of Professionalism](#) for more information.

# By-laws

## AMENDED AND RESTATED BY-LAWS OF BUFFALO SKATING CLUB, INC.

### ARTICLE I OFFICES

**Section 1. Office.** The office of Buffalo Skating Club, Inc. (the "Corporation") will be as follows:

P.O. Box 92  
Buffalo, New York 14207

**Section 2. Additional Offices.** The Corporation may also have offices at such other places as the Board of Directors may from time to time determine.

### ARTICLE II MEMBERSHIP

**Section 1. Membership.** The membership of the Corporation shall consist of the following classes (each a "Member"):

(a) **Adult Members.** Adult Members are Members who are at least 18 years of age as of July 1 of the current membership year. In addition to the privileges authorized by the United States Figure Skating Association ("USFS") by-laws, they shall have the right to vote, hold office, and enjoy all the privileges of the Corporation. In accordance with the USFS by-laws, ineligible persons in skating shall have the right to vote but not hold office. An additional adult from the same household of an Adult Member shall qualify for membership at a reduced rate and shall have the same rights.

(b) **Youth Members.** Youth Members shall be under 18 years of age and shall not vote or hold office; however, they shall enjoy all other privileges of the Corporation as may be determined by the Board of Directors

from time to time. Additional family members from the same household of a Youth Member shall qualify for membership at a reduced rate and shall have the same rights. Youth Members are required to join with an adult legal guardian who will have the rights and privileges of Adult Members.

(c) Collegiate Members. Any college student enrolled in a matriculated program of study may join as a Collegiate Member. Collegiate Members shall have the rights of Adult Members or Youth Members depending on their age at a particular time.

(d) Coach/Professional Members. Any coaches approved by the Corporation and its Board of Directors may become a Coach/Professional Member. Coach/Professional Members shall have the rights of Adult Members.

(e) Official/Honorary Members. Any non-competing, non-testing USFS official designating the Corporation as their home club, as well as anyone designated by the Board of Directors from time to time as being eligible for Honorary Member status, shall be eligible to be an Official/Honorary Member. Official/Honorary Members shall have the rights of Adult Members.

(f) Associate Members. Associate membership shall be available to non-home club individuals as may be determined by the Board of Directors from time to time. Associate Members shall have rights as may be established by the Board of Directors from time to time.

(g) Such other membership classifications as may be established by the Board of Directors from time to time.

**Section 2. Eligibility.** Any person may become a Member of the Corporation if approved by a majority of the Board of Directors.

**Section 3. Resignation.** Any Member may resign from the Corporation by giving written notice to the Board of Directors.

**Section 4. Suspension.** A Member may be suspended for a period or expelled for cause by violating any of the By-Laws or rules of the Corporation, or for conduct prejudicial to the best interest of the Corporation. Suspension or expulsion shall be by two-thirds (2/3) vote of the membership of the Board of Directors, provided that a statement of the charges shall have been mailed by certified mail/return receipt to the Member at his last recorded address at least 15 days before final action is taken. This statement shall be accompanied by a

notice of the time and place where the Board of Directors is to take such action. The Member shall be given an opportunity to present a defense at the time and place mentioned in such notice. Appeal rights, as may be granted by the Board of Directors, shall be as governed by the USFS rules and by-laws.

**Section 5. Annual Dues.** The Board of Directors may determine from time to time the amount of initiation fee, if any, and the annual dues payable to the Corporation by the Members.

**Section 6. Payment of Dues.** Dues shall be payable in advance on the first day of June in each fiscal year.

**Section 7. Default and Termination of Membership.** When any Member shall be in default in the payment of dues for a period of three months from the beginning of the fiscal year or period for which such dues became payable, the membership may thereupon be terminated by the Board of Directors in a manner provided in Article II Section 4 of these By-Laws. No Member in arrears for dues or other Corporation indebtedness shall be eligible to hold office, vote, be tested or compete as a Member of the Corporation. Additional limitations as permitted by USFS rules will also be enforced.

**Section 8. Arrears for Dues.** Arrears shall be defined as a failure to pay on or before the due date. Any Members in arrears for dues or any other indebtedness to the Corporation shall be notified by mail at his or her last known address. If the arrearage is not paid within one (1) month thereafter, the name of such delinquent Member shall be reported to the Board of Directors at its next meeting. The Board of Directors may drop from the roll the name of any such delinquent Members and notify the USFS. A Member dropped from the roll for nonpayment of dues or other indebtedness may be reinstated to membership upon payment of any arrearage.

**Section 9. Arrears for Dues Restrictions.** No Member in arrears or other Corporation indebtedness shall be eligible to hold office, vote, be tested or compete as a Member of the Corporation. Additional limitations as permitted by the USFS rules will also be enforced.

## ARTICLE III MEETING OF MEMBERS

**Section 1. Annual Meeting.** The annual meeting of the Members of the corporation, for the election of directors and for the transaction of such other business as may be set forth in the notice of meeting, shall be held in the spring of each year at such time and at such place either within or without the State of New York as the Board of Directors shall determine and the notice of the meeting shall specify.

**Section 2. Special Meetings.** Special meetings of the Members may be called by the Board of Directors or by the President or Vice President, and shall be called by the President or Vice President at the request in writing of three or more Members of the Board of Directors, or at the request in writing of at least 10% of the Members of the Corporation entitled to vote. Such request shall state the purpose or purposes for which the meeting is to be called. Each special meeting of the Members shall be held at such time and at such place either within or without the State of New York as the Board of Directors or the person calling the meeting shall determine and the notice of the meeting shall specify.

**Section 3. Notice of Meetings.** Written notice of each meeting of the Members shall be given, personally or by mail (including e-mail), not less than 10 or more than 50 days before the date of the meeting, to each Member. If mailed, such notice shall be deposited in the United States mail, with first-class postage thereon prepaid, directed to the Member at his or her address as it appears on the record of Members. The notice shall state the place, date and hour of the meeting, the purpose or purposes for which the meeting is called and, unless it is the annual meeting, indicate that the notice is being issued by or at the direction of the person calling the meeting. The business which may be transacted at the meeting shall be confined to business which is related to the purpose or purposes set forth in the notice.

**Section 4. Quorum.** A quorum at all meetings of the Members shall consist of not less than ten percent (10%) of the Members eligible to vote at the time of the mailing of the notice of the meeting. In the absence of a quorum, the President may adjourn the meeting to be reconvened at a date, not less than ten (10) days, or more than twenty (20) days subsequent, without

further notice. The order of business and all other matters of procedure at every meeting of Members may be determined by the President or presiding officer.

**Section 5. Action Without a Meeting.**

(a) By Unanimous Written Consent. Any action required or permitted to be taken at a meeting of the Members may be taken without a meeting if a consent in writing (or counterparts thereof) that sets forth the action so taken, shall be signed by all of the Members entitled to vote with respect to the subject matter thereof and received by the Corporation. Such consent (which may be signed in counterparts) shall have the same force and effect as a unanimous vote of the Members.

(b) By Written Ballot. Any action that may be taken at any annual, regular or special meeting of Members may be taken without a meeting if the Corporation delivers a written ballot to every Member entitled to vote on the matter. The written ballot shall: (i) set forth each proposed action; and (ii) provide an opportunity to vote for or against the proposed action. Approval by written ballot shall only be valid when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. All solicitations for votes by written ballot shall: (A) indicate the number of responses necessary to meet the quorum requirements; (B) state the percentage of approvals necessary to approve each matter other than election of directors; (C) specify the time by which the ballot must be received by the Corporation in order to be counted; and (D) be accompanied by written information sufficient to permit each person voting to reach an informed decision. Written ballots may not be revoked.

## **ARTICLE IV PURPOSES**

**Section 1. Purposes.** The purposes of the Corporation are:

(a) to promote and assist the improvement of the athletic abilities of individuals and thereby to promote their moral and mental improvement; to promote and improve the health and well-being of individuals by providing instruction, training, and opportunities to participate in the amateur sport of ice figure skating; to promote the athletic development of children and adults through instruction, training, and participation in the amateur sport of ice figure skating and thereby also to improve their academic and social abilities; to support and promote competitive amateur ice figure skating by sponsoring and organizing amateur ice figure skating competitions under the rules of the USFS including but not limited to local, sectional, and regional competitions within the system of competitions established by the USFS to qualify figure skaters to participate in national and international competitions such as the Olympics; and

(b) to do any other act or thing incidental to or in connection with the foregoing purposes or in advancement thereof, but not for the pecuniary profit or financial gain of the corporation's Members, directors or officers.

## **ARTICLE V DIRECTORS**

**Section 1. Management of Corporate Affairs.** Except as otherwise provided by law, the certificate of incorporation of the Corporation or these by-laws, the activities, property, and affairs of the Corporation shall be managed by the Board of Directors.

**Section 2. Number.** The number of Directors which shall constitute the entire Board shall be a minimum of three (3) and may be altered by resolution adopted by a vote of a majority of the entire Board of Directors. Directors must be at least 18 years of age and voting Members of the Corporation who have designated the Corporation as their "Home Club" under the applicable rules of the USFS. Any director may resign at any time by giving written notice to the Board, the President or Secretary of the Corporation. Unless otherwise

specified in the notice, the resignation shall take effect on receipt thereof by the Board and acceptance of the resignation shall not be necessary to make it effective.

**Section 3. Election of Board of Directors.** The Members shall elect the Board of Directors by the vote of a majority of Members eligible to vote. The term of each Director shall be for two (2) years which will run with the fiscal year of the Corporation.

**Section 4. Removal.** The Board of Directors may, by majority vote of all Directors then in office, remove a Director for cause and/or in accordance with the applicable provisions of the New York State Not-For-Profit Corporation Law.

**Section 5. Vacancies.** If any vacancies occur in the Board of Directors by reason of the death, resignation, retirement, disqualification or removal from office of any Director, or if any new directorships are created, all of the Directors then in office, although less than a quorum, may, by majority vote, choose a successor or successors, or fill the newly created directorship, and the Directors so chosen shall hold office until the next annual election of Directors and until their successors shall be duly elected and qualified, unless sooner displaced; provided, however, that if in the event of any such vacancy, the Directors remaining in office shall be unable, by majority vote, to fill such vacancy within thirty (30) days of the occurrence thereof, the President or the Secretary may call a special meeting of the Board of Directors at which successors shall be duly elected and qualified, unless sooner displaced.

**Section 6. Compensation.** No Director of the Corporation shall receive, directly or indirectly, salary, compensation or emolument from the Corporation, except reasonable compensation for services actually performed and reimbursement of expenses necessarily incurred in effecting one or more of the corporate purposes of the Corporation.

**Section 7. Special Advisors.** From time to time, the Board of Directors may designate as special advisors a chosen number of outstanding persons from the community who are interested in the objectives of the Corporation to assist the corporation in its operations. Selection as a special advisor shall not confer upon those selected any right to vote or to participate in the management of the Corporation, nor any liability with respect thereto.

**Section 8. USFS Delegates.** The Board of Directors shall appoint from among its registered eligible Members a number of delegates in proportion to the total number of registered Members of such Member Club during the preceding fiscal year as specified in the USFS by-laws, Article XV. The delegate(s) shall be representative(s) between the Corporation and the USFS and shall attend the USFS Governing Council meeting, either in person or by proxy. Said Corporation shall file a certificate of such appointment with the USFS and the certificate shall be provided by the USFS.

**Section 9. Past President Ex-Officio Member.** The immediate past President, when his or her term ends, will become an ex-officio Member of the Corporation's Board of Directors.

## **ARTICLE VI MEETINGS OF THE BOARD**

**Section 1. Place.** The Board of Directors of the Corporation may hold meetings, both regular and special, either within or without the State of New York.

**Section 2. Regular Meetings.** Regular meetings of the Board of Directors may be held without notice at such time and at such place as shall from time to time be determined by the Board.

**Section 3. Special Meetings.** Special meetings of the Board may be called by the Chairman of the Board, if any, or by the President or Vice President on two (2) days notice personally or by e-mail or facsimile to each director; special meetings shall be called by the Chairman, President, Vice President or Secretary in like manner and on like notice on the written request of two directors.

**Section 4. Quorum.** At all meetings of the Board, a majority of the entire Board of Directors shall constitute a quorum for the transaction of business, and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may be otherwise specifically provided by statute or by the Certificate of Incorporation. If a quorum shall not be present at any meeting of the Board of Directors, the directors present thereat may adjourn the meeting from time-to-time, without

notice other than announcement at the meeting, until a quorum shall be present. Any one or more Members of the Board or any committee thereof may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

**Section 5. Action by Written Consent.** Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting upon the unanimous consent of all the Members of the Board or the committee in writing or by e-mail. The resolution and the written consents thereto by the Members of the Board or committee shall be filed with the minutes of the proceedings of the Board or committee.

## **ARTICLE VII COMMITTEES OF DIRECTORS**

### **Section 1. Designation of Committees.**

(a) The Board of Directors shall designate from among the Members the following Committee:

(i) Executive Committee. There will be an Executive Committee consisting of the President, Vice President, Secretary, Treasurer, and optional Assistant Secretaries and Treasurers as may be determined by the Board of Directors from time to time. In the interim between meetings of the Board of Directors, the Executive Committee shall have all the authority of the Board of Directors except as otherwise provided by law and shall serve at the pleasure of the Board of Directors. It shall be the duty and function of the Executive Committee to function between Board of Directors meetings and with such authority as may be conferred upon it by the Board of Directors, and to dispose of matters referred to it by the Board of Directors. All acts done and power and authority conferred by the Executive Committee from time to time within the scope of its authority shall be, and may be deemed to be, and may be specified as being, an act under the authority of the Board of Directors.

(b) The Board of Directors may designate from among the Members from time to time the following committees:

(i) Membership Committee. The Membership Committee shall formulate plans to attract and obtain new Members for the Corporation, and devise ways of retaining the existing Membership. It shall submit all applications for Membership to the Board of Directors.

(ii) Competitions Committee. The Competitions Committee shall make the arrangements and conduct all competitions sponsored by the Corporation, obtaining any necessary sanctions for such events, maintaining all required records, and collecting any stipulated fees.

(iii) Tests and Judges Committee. The Tests and Judges Committee shall make all technical arrangements for National and Club tests, maintaining all records required by the USFS, collecting required fees for tests and transmitting them, through the Corporation's Treasurer, to the USFS.

(iv) Committee on Professionals. The Committee on Professionals shall, subject to the approval of the Board of Directors, supervise the Professionals and their operations.

(v) Other Committees. Any other committees deemed appropriate by the Board of Directors may be created by resolution or resolutions adopted by a majority of the entire Board of Directors. Any other designated committees shall have such a name as may be provided from time to time in the resolution or resolutions of the Board of Directors, shall serve at the pleasure of the Board of Directors, and shall have, to the extent provided in such resolution or resolutions, all the authority of the Board of Directors except as otherwise provided by law.

## **ARTICLE VIII NOTICES**

**Section 1. Form, Delivery.** Except as otherwise set forth in these By-laws, notices to Directors and Members shall be in writing and may be delivered personally, by mail, or e-mail. Notice by mail shall be deemed to be given at the time when the same shall be deposited in the post office or a letter box, in a postpaid sealed wrapper, and shall be addressed to directors or Members at their addresses appearing on the records of the Corporation, unless any such Director or Member shall have filed with the Secretary of the Corporation a

written request that notices intended for him be mailed to some other address, in which case the notice shall be mailed to the address designated in such request.

**Section 2. Waiver.** Whenever a notice is required to be given by any statute, the Certificate of Incorporation or these By-Laws, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated thereon, shall be deemed equivalent thereto.

## **ARTICLE IX OFFICERS**

**Section 1. Officers.** The officers of the Corporation shall be a President and one or more Vice Presidents, a Secretary and a Treasurer and shall be elected by the Board of Directors. Any two or more offices may be held by the same person. The Board of Directors may also elect a Chairman of the Board and may elect or appoint such other officers as it may determine.

**Section 2. Term of Office; Removal.** All officers shall hold office for such term as may be prescribed by the Board of Directors. Any officer elected or appointed by the Board may be removed with or without cause at any time by the Board.

**Section 3. Compensation.** The compensation of all elected officers of the Corporation, if any, shall be fixed by the Board of Directors, and the compensation of appointed officers and agents, if any, shall either be so fixed or shall be fixed by officers thereunto duly authorized.

**Section 4. Vacancies.** If the office of any officer becomes vacant for any reason, the Board of Directors may fill such vacancy. Any officer so appointed or elected by the Board shall serve only until such time as the unexpired term of his predecessor shall have expired unless reelected or reappointed.

**Section 5. The Chairman of the Board.** If there be a Chairman of the Board of Directors, he shall preside at all meetings of the directors and shall have such other powers and duties as may from time to time be assigned by the Board.

**Section 6. The President.** The President shall be the Chief Executive Officer of the Corporation. In the absence of the Chairman of the Board, or if

there be no Chairman, he shall preside at all meetings of the directors. He shall be ex officio a Member of all standing committees, have general and active management and control of the business and affairs of the Corporation subject to the control of the Board of Directors, and shall see that all orders and resolutions of the Board are carried into effect. The President shall execute in the name of the Corporation all deeds, bonds, mortgages, contracts and other instruments requiring a seal, under the seal of the Corporation, except where required or permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the Corporation.

**Section 7. The Vice Presidents.** The Vice President or, if there be more than one, the Vice Presidents, in the order of their seniority or in any other order determined by the Board, shall, in the absence or disability of the President, perform the duties and exercise the powers of the President, and shall generally assist the President and perform such other duties as the Board of Directors shall prescribe.

**Section 8. The Secretary.** The Secretary shall attend all meetings of the Board and record all votes and the minutes of all proceedings electronically or in the Corporation's books and records to be kept for that purpose and shall perform like duties for the standing committees when required. He shall give, or cause to be given, notice of all meetings and special meetings of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, under whose supervision he shall act. He shall keep in safe custody the seal of the Corporation and, when authorized by the Board, affix the same to any instrument requiring it and, when so affixed, it shall be attested by his signature or by the signature of the Treasurer or an Assistant Secretary or Treasurer. He shall keep in safe custody the certificate books and stock books and such other books and papers as the Board may direct and shall perform all other duties incident to the office of Secretary.

**Section 9. Assistant Secretaries.** The Assistant Secretaries, if any, in order of their seniority, shall, in the absence or disability of the Secretary, perform the duties and exercise the powers of the Secretary and shall perform such other duties as the Board of Directors shall prescribe.

**Section 10. The Treasurer.** The Treasurer shall have the care and custody of the corporate funds, and other valuable effects, including securities, and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation and shall deposit all moneys and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the President and directors, at the regular meetings of the Board, or whenever they may require it, an account of all his transactions as Treasurer and of the financial condition of the Corporation.

## **ARTICLE X GENERAL PROVISIONS**

**Section 1. Checks.** All checks or demands for money and notes of the Corporation shall be signed by such officer or officers or such other person or persons as the Board of Directors may from time-to-time designate.

**Section 2. Fiscal Year.** The fiscal year of the Corporation shall be fixed by resolution of the Board of Directors.

**Section 3. Corporate Seal.** The corporate seal shall have inscribed thereon the name of the Corporation, the year of its organization and the words "Corporate Seal, New York". The seal may be used by causing it or a facsimile thereof to be impressed or affixed or reproduced or otherwise.

## **ARTICLE XI MEMBERSHIP IN THE USFS**

The Corporation shall maintain its membership in the USFS and conduct its affairs in a manner consistent with the by-laws of that association. Members shall conduct themselves in a manner consistent with the codes and ethics as stated by the USFS and the United States Olympic Committee.

## **ARTICLE XII AMENDMENTS**

**Section 1. Power to Amend.** The Board of Directors shall have power to make, alter, amend and repeal the By-Laws of the Corporation at any regular or special meeting of the Board. However, any by-law adopted by the Board may be amended or repealed by vote of the holders of shares entitled at the time to vote in the election of any directors.

## **ARTICLE XIII INDEMNIFICATION**

**Section 1. Indemnification of Directors and Officers.** The Corporation shall indemnify any Director, Officer or agent of the Corporation to the fullest extent permitted by the Nonprofit Law and any other applicable laws of the State if (a) such person conducted himself or herself in good faith, (b) such person reasonably believed (i) in the case of a director acting in his or her official capacity, that his or her conduct was in the Corporation's best interests, or (ii) in all other cases, that such person's conduct was at least not opposed to the Corporation's best interests, and (c) in the case of any criminal proceeding, such party had no reasonable cause to believe his or her conduct was unlawful. However, the Corporation may not indemnify a person either (a) in connection with a proceeding by the Corporation in which the person is or has been adjudged liable for gross negligence or willful misconduct in the performance of the person's duty to the Corporation or (b) in connection with any proceeding charging improper personal benefit to the person, whether or not involving action in the person's official capacity, in which the person was adjudged liable on the basis that personal benefit was improperly received by the person (even if the Corporation was not thereby damaged). Any indemnification under this Article (unless ordered by a court) shall be made by the Corporation only if authorized in the specific case after a determination has been made that the person is eligible for indemnification in the circumstances because the person has met the applicable standard of conduct set forth in this Article and after an evaluation has been made as to the reasonableness of the expenses. Any such determination, evaluation and authorization shall be made by the Board of Directors by a majority vote of a quorum of the Board, which

quorum shall consist of directors not parties to the subject proceeding, or by such other person or body as permitted by law.

#### **ARTICLE XIV CONFLICT RESOLUTION**

**Section 1.** If any Member of the Corporation has a complaint against another Member of the Corporation for an infraction of any By-law, rule, policy or procedure of the Corporation, other than skating rules, they may file a complaint in writing to the Board of Directors of the Corporation. Such complaints will be investigated and resolved according to the Corporation's conflict resolution policy that the Corporation is required to adopt and have in effect in accordance with the By-laws of USFS.