

The Skating Club of Boston®

Membership Guide



The Skating Club of Boston®

Membership Guide

This guide has been prepared by The Skating Club of Boston's Management Team to provide information about the Club, the obligations of its members, as well as its traditions and operations.

Please be aware that the Club Rules are changed from time to time, as needed. If a conflict should appear between this guide and the Club Rules the latter will prevail.

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Application Procedures

What types of memberships are available?

On the Club website, www.scboston.org, you will find all of the documents necessary for applications under the “Membership” tab. Select “Member Documents” for downloadable PDF files of the Club rules, applications to start or change a membership, and the rights and obligations that come with a membership at the Club. For an expanded description of the various types of memberships available, please see “Classes of Membership”. In short, there are two major categories of membership:

- Voting memberships: These members are entitled to full privileges of the Club.
- Non-voting memberships: These members are not entitled to full privileges of the Club and are restricted to certain activities.

What are the privileges of the Club?

Voting members have the rights to vote, to hold office, to use all of the Club’s facilities, to represent the Club in competition, to skate in Ice Chips, and to otherwise participate in Club activities. There are two subcategories of voting memberships:

- Skating regular members have full privileges to use and to contract ice time in accordance with the Club rules.
- Non-skating regular members have restricted privileges to skate at the Club while enjoying the other privileges.

Privileges are based on the type of membership. In general, non-voting members do not have the right to vote or hold office, and may not have the right to contract for ice time at the Club’s Boston facility.

What do I need to do to join the Club?

Prospective members who are interested in joining the Club must complete an application form. These forms may be obtained from the Club office or downloaded from the Club website. Additionally, an online version of the application can be found and submitted through the Club’s website under the ‘Membership’ tab. Paper applications should be returned to the Club office once they are completed. After verifying that the application is complete and that the prospective member is in good standing with U.S. Figure Skating, Club Management will process the application. According to Club policy, membership applications are processed on a monthly basis. Please submit applications before the 3rd Wednesday of the month to be included in that month’s Membership Report.

What is the New Member Orientation session?

New Member Orientations are informational sessions provided to educate new members about the history of the Club, highlight Club activities and opportunities for involvement, and review critical Club rules. All new members must complete a New Member Orientation within 6 months of joining the Club. Typically, New Member Orientations are scheduled for the first Thursday of every month at 7PM. Please refer to the Club Calendar to find upcoming orientation dates.

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Membership Application Process & Fees

In addition to The Skating Club of Boston membership fees, what other costs is a member responsible for?

All required fees are set forth on the “Summary of Membership Rights and Obligations” chart (found in the Club’s Rules and available from the Club office) and may include Ice Chips tickets, dinners, and a monthly assessment. Optional fees include contracted ice, locker rentals, Ice Chips participation and costume expenses, Synchronized Skating or Theatre On Ice fees, and Rotch Room tickets).

What is a “Club account”?

Each membership has a numbered Club account. All Club dues, fees and charges are posted to a member’s Club account. Among the fees that may not be charged to one’s account are: walk-on fees, coaches’ lessons, skate rentals, test fees and purchases from vendors doing business in/with the Club.

Every member will receive a monthly statement. Payment in full is due within thirty (30) days of the invoice date. Any member whose account becomes overdue will be required to immediately pay the balance due, and provide an active credit or debit card to be held on permanent file. If the member account becomes overdue again, the unpaid balance will be charged to the member card. Members who do not keep their Club account current will lose ice privileges and/or be excluded from test sessions, competitions and participation in Ice Chips. A consistently overdue account is also grounds for suspension of one’s Club membership.

Must membership charges and other fees be paid in advance?

Prospective members must be in good standing with U.S. Figure Skating. Once membership application has been processed, the annual dues will be billed to the members Club account. Failure by any member to pay their Club statement in a timely manner shall be grounds for suspension of Club privileges as outlined in The Club’s rules on Finance. You may refer back to these on the Member Documents tab of the Club website.

What is the assessment charge?

This charge, of an amount determined by the Board of Directors, is billed to certain membership categories monthly and is used for Club operating expenses.

What is the Club’s fiscal year? What is the Club season?

The Club’s fiscal year follows the U.S. Figure Skating fiscal year which begins on July 1st and ends June 30th of the following year. The Club’s year is divided into two seasons for purposes of ice schedule and contracting:

- The fall/winter/spring session begins in late August/early September and is called the “Club season”. Non-members may not contract for ice time during this time.
- The summer season begins in late June/early July until the end of August. Non-members may contract for ice time during this time, though members have priority when contracting.

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Ice Time

What are the rules for ice use?

Please refer to the Club's Ice Rules for a complete listing of all ice rules. Here are some highlights for easy reference:

- Please refer to the ice schedule available online and in the office for times and designations for skating levels permitted on each session.
- Lesson time is not contingent with getting ice time.
- Payment for lessons are made to the coach directly, and payment for the ice is made to the Club office before getting on the ice.

What is summer ice?

The summer season is eight to ten weeks long and spans from late-June through August. Limited Club Sessions are available during the season.

What are Club sessions?

Club sessions are those sessions designated solely for members of the Club with skating privileges at the Club's Boston facility, and are without an additional charge. It is also a policy for these sessions to be shared with Club show rehearsals such as the Frog Pond Skating Spectaculars, Ice Chips and other special events. Club sessions include:

- Friday Evening
- Friday evening Club Dance
- Sunday Afternoon

What are member sessions?

Member sessions are fee-based ice sessions that are available only to members of the Club with skating privileges at the Club's Boston facility. Sessions may be contracted or, as space permits, walked-on. If space is available, a non-member can be invited as a guest to skate onto these sessions.

What are non-member sessions?

Non-member sessions are available to both members and non-members. During the Club season, only members may contract for these sessions. Members and non-members may, as space permits, walk-on these sessions.

What are the 'rights' of members on public sessions?

Members may attend public sessions free-of-charge. Public sessions are identified on the ice schedule as "Public Skate". Moves in the Field no higher than Pre-Preliminary may be skated on these sessions and figure skating elements must be done between the blue lines. Club members do not otherwise have special privileges over those of non-members on these sessions.

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How do I contract and pay for ice time?

Members of the Club may contract for ice time, available on the Club website. In assigning contracted ice time, priority is given to:

1. Club membership seniority
2. Member of the Club's High Performance program
3. Highest U.S. Figure Skating Free Skating test passed
4. Date of application receipt

Members are not guaranteed availability of desired ice times. Skaters will receive an ice confirmation once their application has been processed. Fees for contracted ice will be billed to the member's Club account at the beginning of the month.

Can I change my ice contract?

Once the deadline for changes in a given season has passed, changes may be made provided that they do not result in a lower value of the contract.

What is the "walk-on" policy?

A "walk-on" refers to any person, with an active U.S. Figure Skating number, who comes to the Club to skate a level-appropriate session that they have not contracted. Complete guidelines for walk-ons are detailed in the Club's Ice Rules, IR9. On fully contracted sessions, permanently waitlisted skaters will be allowed to skate after five minutes, space permitting and walk-on skaters will be allowed to skate after ten minutes, again, space permitting. Fees for walk-on skaters are higher per session than the contracted rate.

Who must be a U.S. Figure Skating member?

All members (adults and children) who skate must be registered with U.S. Figure Skating. U.S. Figure Skating membership fees will appear on Club account statements after membership forms and renewals have been processed. Such registration is required for insurance purposes. A skater cannot test without a U.S. Figure Skating membership. It is the member's responsibility to become a USFS member and to maintain this membership. You may submit a form online for renewal and registration through the Club website.

What is the expected behavior of skaters?

It is expected that skaters are always respectful and tolerant of each other. Bullying, fighting and foul language will not be tolerated. The Skating Club of Boston adheres to the SafeSport rules of conduct as detailed on the U.S. Figure Skating website:

<http://www.usfsa.org/clubs?id=84197>

The use of headphones on the ice is prohibited at all times. Skaters are not allowed to have refreshments on the ice. They may, however, have drinks in unbreakable sealed containers off the ice. Personal items should be placed on rink side tables and are not permitted to be left on the barrier. Skate guards should be stored on the side tables. Sitting on or climbing over the boards is prohibited.

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What is the expected behavior of parents, guardians, or chaperones?

Parents, guardians, and chaperones are also expected to be respectful and tolerant of each other, skaters and the Club Management at all times. Bullying, fighting, and foul language will not be tolerated. In addition, parents, guardians or chaperones coaching from rink-side are not permitted, as this is distracting and potentially dangerous to other skaters. Additionally, parents are bound by the U.S. Figure Skating Parents Code of Conduct which can be accessed by the following link:

usfsa.org/content/BS-codeofconduct.pdf

Free Skate and Moves in the Field

What are free skate sessions?

All Free Skate sessions have levels in accordance with U.S. Figure Skating standards. Skaters are permitted to contract or to walk-on to sessions for which they have passed the appropriate Free Skate test(s). Please refer to the Club's Ice Rules for expanded qualifications for Free Skate sessions. Moves in the Field tests are not applicable to Free Skate sessions.

What is the meaning of the free skate session designations?

Club Management designates specific test levels for each session. For example, a session designated Senior through Intermediate (labeled Sr-Int) is appropriate for any skater who has passed the Intermediate Free Skate test. On this session, higher-level skaters would have priority when contracting (after considering seniority) and as a walk-on.

A session designated Pre-Preliminary through Novice (labeled PP-Nov) is appropriate for any skater who has passed the Pre-Preliminary Free Skate test or any higher test up to the Novice Free Skate test. On this session, lower-level skaters would have priority when contracting (after considering seniority) and as a walk-on.

A session designated No-Test through Pre-Preliminary (labeled NT-PP) is appropriate for any skater who has not passed any Free Skate test or has passed the Pre-Preliminary Free Skate test, but no higher test. Adult Skaters who have passed the Gold Free Skate are considered Juvenile Free Skate level, Silver Free Skate equates to Pre-Juvenile, etc.

What are the different test levels for free skate?

Please refer to **Appendix A** for the list of test levels from U.S. Figure Skating.

Who can use the jump harness?

Only Club staff coaches may use the harness with skaters in a lesson. Only 2 harnesses may be used on a session, whether it is the pole harness or the jump harness.

Who can use the spinner?

Only approved Club staff coaches that have been provided training may use the spinner. There are fees associated with the use of the spinner in addition to the coaching fees. If interested in using the spinner, please sign up in the Club office.

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How can skaters have their program music played during a session?

Music monitors may be assigned to sessions that are heavily subscribed during the competitive season. The music monitor will play the music in rotation, according to the music rules. On sessions without a music monitor, skaters or coaches may play program music in accordance with the Club's music rule.

Are there specific areas of the ice designated for the practice of elements?

No, but there are suggested areas for certain elements. Please refer to the chart in **Appendix B** for suggested areas for elements. In general, it is important for all skaters to keep moving, and to not stand around on the ice.

Who has the right of way during a free skate session?

The skater performing their program always has the right of way and all other skaters are required to yield to that person throughout the course of the program. The skater performing their program can be identified by the neon-colored vest that must be worn to signal their right of way to other skaters. In addition, skaters are expected to exercise common sense and take every precaution to avoid endangering themselves and other skaters by cutting them off, skating into them, or taking other action which could cause a collision. (e.g., spinning, in a lift, skating backward without looking in that direction, etc.). If you feel that a skater or coach is not following the rules of the ice, please contact club management and submit a formal, written complaint.

Ice Dance

What is the difference between Free/Dance sessions and Free sessions?

On a Free/Dance session, a certain number of teams are allowed to practice dance patterns and free dance elements. Additionally, skaters may work on solo dance patterns, but must follow the rules of a typical Free Skate session. The number of teams allowed on a given session is indicated on the Ice Schedule.

What are the rules of an Ice Dance session?

The only activity permitted during Club or Public Dance sessions is the skating of compulsory dances or dance-step sequences. Dance spins, dance lifts and Moves in the Field are permitted. Free Skate jumps and spins are prohibited.

When are the ice dance sessions?

Club Ice Dance sessions are available only to members with skating privileges in the Club's Boston facility, during the fall/winter/spring season, on the Friday evening Club Dance session.

Do I need to know how to ice dance?

No. You can learn about the compulsory dance requirements and patterns as you advance. There are coaches that you may contact to arrange a dance lesson.

Do I need to bring a partner?

No. Members and guests are encouraged to switch partners and to dance with a variety of people. The more skilled dancers most often assist the beginners.

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Group Lessons & Club Programming

What group lessons are available for children/adults?

The Club offers group lessons through the Club's Skating Academy. This Learn to Skate U.S.A. Basic Skills curriculum is sponsored by U.S. Figure Skating, U.S. Speed Skating and U.S.A. Hockey. The program consists of a comprehensive lesson and test structure that is rewarding, safe and fun. Group lessons are held at several locations. For more information, please visit the Skating Academy website: www.skatingacademy.org.

How do I find out about coach availability?

The Club maintains a coaching staff featuring some of the finest coaches in the area. A list of these coaches is available on the Club website, including bios and contact information.

How do I select a coach?

After obtaining a list of staff coaches, one should review each coach's profile for a description reflecting the desired discipline and qualities. All coaches are independent contractors. Please refer to **Appendix C** for "Choosing the Best Coach for You and Your Child" for a thorough explanation of this process. This information can also be found on the Club website.

Can I arrange for a lesson with a coach that is not on staff with the Club?

Yes, on non-member sessions. All coaches are required to provide their current coach compliance documents to the Club office and must check in and pay the guest coach's fee(s) before taking the ice.

What off-ice training is offered?

There are three off-ice trainers available for Club members. Their information is available on the Club's website:

Mara Smith & Precision Athletic Training
Ariel Fay Gagnon

The Club offers off-ice dance classes periodically. Information about these off-ice dance programs is available from the Club office and the Club website.

What is Team Excel?

Team Excel is a competitive synchronized skating organization whose teams represent The Skating Club of Boston. The mission of Team Excel is to promote synchronized skating and prepare high quality synchronized skating teams for regional, national & international competitions in an environment that supports the personal growth and development of confidence in our athletes. Tryouts are typically held in March. However, the coaching staff welcomes skaters throughout the summer and early fall for individual auditions. Different levels such as Snowplow Sam, Synchro Skills, Preliminary, Juvenile, Open Juvenile, Intermediate, Junior, Collegiate, and Adult are offered. For further information please refer to Team Excel's website at www.excelsynchro.org or email inquiries to ExcelSynchro@gmail.com.

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What is Theatre On Ice?

Originating from France and known as Ballet on Ice, Theatre On Ice (TOI) is a form of competitive figure skating that is currently the fastest growing discipline. It combines the grace of figure skating with the excitement of theater and dance. Teams consist of between eight and 24 skaters. The programs are judged by U.S. Figure Skating judges and are evaluated on technical merit and presentation with an emphasis on originality, costuming, artistry and musicality. Skaters, both competitive and non-competitive, can learn and grow on a Theatre On Ice team. Teams can draw club skaters together and foster camaraderie and Club spirit.

The Club currently offers seven teams: *Forte of Boston* (a senior-level team), *Act I of Boston* (a junior-level team), *Encore of Boston* (a novice-level team), *Prelude of Boston* (an open-level team), *Center Stage of Boston* (a preliminary-level team), *Imagica of Boston* (an adult-level team), and *Overture of Boston* (a unified team for Special Olympic skaters and their mentors). The TOI of Boston program has had teams medal multiple times both nationally and internationally. Practices are typically held on Sunday evenings throughout the year. For further information, please refer to the TOI of Boston bulletin board or visit the TOI of Boston website: www.toiboston.org.

Members in good standing with their home club can obtain application for dance test from the Club office and the website. Completed applications may be submitted to the Club office. Applicable fees can be made payable to the Skating Club of Boston. The application deadline is one week prior to the scheduled test date

Testing

Who is responsible for test sessions at the Club?

There are two test chairs; one for singles and pairs and another for ice dance. Moves in the Field tests are administered at both test sessions. Test sessions are held monthly at the Club's Boston location, as well as the Club's Satellite location in Foxboro.

When are free skating tests scheduled?

Upcoming test dates are posted in the Club office and on the Club's website.

When are ice dance tests scheduled?

Dance tests are scheduled on Wednesday nights and held approximately 6-10 times a year. Please be aware that notices of test session postponement or cancellation are posted on the Club's website a few days prior to a scheduled test.

How do I apply for a test session?

Applications are available from the Club office or downloaded from the Club website. The test application must be filled out completely and correctly prior to submission. Please be aware of the following rules:

- If the test candidate is a non-member, written permission to test from the skater's home club is required.

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- Free skate test applications are due two weeks (14 days) before the test date and ice dance test applications are due to the Club office one week (7 days) before the test date.
- Priority for test sessions are: Club members and date of application.
- An application is considered submitted only when accompanied by the applicable test fees, home Club and coaches signatures.
- Skaters must be in good standing with their home Club.
- Late entries will be evaluated on a case by case basis by the test chair when received in writing. Accepted late applications may be subject to a \$25 late fee.
- Cancellations and withdrawal from a test session after the test deadline has been posted may result in forfeiture of a skater's application fee.
- Requests for cancellation must be submitted, in writing, to the appropriate test chair. In the event of an injury, cancellation requests should be accompanied by a doctor's note.
- From time to time, test sessions are cancelled due to a lack of interest or scheduling conflicts. When this occurs, the participants are notified and given the option of having their test fees returned or forwarded to the next scheduled test date.

For additional information on testing, please refer to the U.S. Figure Skating website (usfsa.org).

When should I arrive for a test?

Skaters should be at the Club one hour prior to their scheduled test time.

What should I wear for a test?

A neat, groomed appearance is essential when testing. Skates should be clean and polished.

Music for free skate test?

Skaters should turn their music in at the Club office upon arrival for their test session.

How do I apply for an ice dance test?

Members in good standing with their home club can obtain application for dance test from the Club office and the website. Completed applications may be submitted to the Club office. Applicable fees can be made payable to the Skating Club of Boston. The application deadline is one week prior to the scheduled test date.

Can I get a copy of my test results?

Official test results are retained by the test chair and copies may be requested from the Club office.

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When will I get my test certificate?

All tests are conducted in accordance with U.S. Figure Skating rules. Test certificates are issued by U.S. Figure Skating and can be collected in the Club office. It can take up to three months to receive your test certificate.

Exhibitions

When are exhibitions held?

Exhibitions at the Club's Boston facility are held Friday evenings. They are occasionally cancelled due to Club show rehearsals or special functions. Club ice resumes at the conclusion of the published exhibition order. Dates for the exhibitions can be found on the Club calendar.

Who may exhibit?

Members with skating privileges at the Club are permitted to exhibit. All exhibitions are subject to the Exhibition Guidelines (See **Appendix D**) as well as posted in the Club office and on the Club website.

How do I sign up to exhibit?

Skaters wishing to exhibit may sign up in the Club office. Prospective exhibitors must be signed up by the preceding Tuesday by 4pm to be considered in priority order. Cancellations not received by the Thursday deadline will be counted against a skater's performance total (the number of times a skater has participated in Club exhibitions in a given season delineation) and a \$25 cancellation fee will be assessed. Exhibition schedules will be communicated via email and posted in the Club office Thursday by 7:30p.m.

Sanctions

What is a sanction letter?

Sanctions are issued as a protection of the eligibility of skaters registered with U.S. Figure Skating. With very few exceptions, all competitions, shows, exhibitions or appearances of any kind in which U.S. Figure Skating registrants are participating must be sanctioned. Clubs hosting an event must have filed for a sanction thirty (30) days prior to the event. Skaters participating in events hosted by a club they do not represent should furnish the sponsoring club with a permission-to-skate letter from their home club (available to representing members from the Club office), even if it is not explicitly requested. It is the responsibility of every skater to make sure any non-Club event in which they participate has a sanction.

Inviting Guests

When can I invite guests to skate?

Members may invite one family or two unrelated individuals as guests at one time. Members with skating privileges and Club staff coaches may invite guests to skate during Club sessions (including those on Sunday afternoons, Wednesday evenings and Friday evenings). Members and Club coaches with skating privileges may also invite guests to skate during Member sessions, though they will have the lowest priority as walk-ons, which will depend on test level, appropriate space and payment of the non-member fee.

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How many guests can I have at one time?

Members may invite one family or two unrelated individuals as guests at one time.

How many times can I invite the same guest?

A guest may be invited twice during a calendar month and not more than six times during a Club year (July 1st through June 30th). This rule applies even when the same guest is invited by different members. A guest is required to have a current U.S. Figure Skating membership number to skate all sessions except Club Ice.

Non-members who are members in good standing with U.S. Figure Skating and are considering membership at The Skating Club of Boston may be permitted to skate on an unlimited number of sessions for a period of two calendar weeks.

What sessions have guest fees and what sessions do not?

No fee is charged to guests invited to skate during Club ice. Guests skating during a member session will be charged the non-member, walk-on rate.

What if my guest has only hockey or speed skates?

Hockey skates are permitted on Club sessions, while speed skates are not. Only figure skates will be allowed on member or non-member sessions.

Can I rent skates for my guest(s)?

Skate rental is available for \$5.00. Please check with Club office for assistance. Skates must be returned to the skate shop at the end of a session.

What are my responsibilities when I have a skating guest?

Members hosting guests are responsible for explaining the rules and for assuring the safety of their guests. It is especially important that guests understand the rules for Club sessions are intended for members and their guests to skate together and to have fun. It is different from a Public session in the sense that skaters are not directed to skate in a circle and all skaters are affiliated with the Club. Even so, 'racing' or 'darting' around is not permitted. Guests must be aware that coaches provide lessons during these sessions and that all skaters are expected to be courteous and respectful.

Governing Bodies

What is the Board of Directors?

As defined in the Club's By-Laws, the Board of Directors of The Skating Club of Boston is an elected group of Club members who - together with the Officers and professional management of the Club - have the responsibility and the authority to manage the affairs of the Club. Newly-elected Board Members are inducted at the annual meeting which is held in May or June of each year and take office in July of each year. The Board meets monthly to make decisions relating to the issues of the Club. For more information, refer to the website. On the homepage of the website, select "About", then "Management", and choose "Who Does What".

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How can members make their views known to the Board?

Members may write letters to the Board regarding any concerns or suggestions they may have, addressing the correspondence to the Club Secretary.

Alternatively, members may approach Board members directly to discuss informally any issues and to request their consideration at a subsequent meeting. Also, members may request to address the Board in its entirety at a meeting, by prior arrangement. There are also Open Forum sessions available for members to address the BOD from time to time preceding the scheduled BOD meetings. The BOD meetings and open forums are listed on the Club calendar.

Club Committees

Wow are committees formed?

Except for the Nominating Committee (the purpose and formation of which is detailed in the By-Laws), the members of Club committees are appointed by Club management and by the President and approved by the Board. Typically, the President will appoint a chairperson, who will then seek out other Club members to form the committee.

What is the Junior Activities Committee (JAC)?

The Junior Activities Committee offers leadership opportunities for members aged 13 and older to become co-chairs of a committee. Co-chairs and adult mentors in the JAC organize a variety of events, primarily for the enjoyment of the Club's younger members. These include the Halloween party and the Holiday Pageant. From time to time, the JAC will organize service-oriented events as well as fun field trips for the committee members.

What is the Adult Community Activities Committee (ACAC)?

The Skating Club of Boston is pleased to announce the formation of the Adult Community Activities Committee (ACAC). The mission of the ACAC is to increase engagement among the adult members at The Skating Club of Boston. The Club invites you to join and look for updates as the team creates events, seminars, and activities for our adult participants.

If you would like to learn more or join the Adult Community Activities Committee, please email the ACAC Chairs at acac@scboston.org.

What is the Finance Committee?

The Finance Committee is responsible for monitoring and communicating to the board about the Club's overall financial health. The committee meets monthly to review operations, budget, and works with outside auditors to ensure the Club has proper internal controls and that the annual audit properly discloses the Club's financial position.

What is the Ice Chips Committee?

The Ice Chips Committee provides the volunteer support that runs and manages the show. From backstage operations to locker room chaperones, costuming, spot light operators, program sales, ushers, ticket office, staging, and more, volunteers are the backbone of the show.

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Dinners

How many dinners are required of members?

Please refer to the “Summary of Membership Rights and Obligations” chart, available on the Club’s website under the ‘Membership’ tab.

When are dinners held?

A mainstay of the Club’s social community, dinners are served periodically on Friday evenings during the Club season.

Can children attend dinner?

Children are welcome to attend dinner with their families. A child-specific menu choice is available to children under 12 years of age and counts as half of an adult meal towards the member’s dinner obligations.

How do I make reservations? What is the deadline?

Reservations can be made online through the Club website. The deadline (subject to change) is 12:00p.m. on the preceding Friday. The costs for dinner will be billed to members’ Club accounts. Additionally, if you miss the deadline, there is a wait list that you can request to be put on by calling the Club office no later than the Wednesday preceding the event.

What is the cost of dinner? Is there child pricing?

Dinner rates vary depending on the menu and are reduced for children under the age of 12.

How do I arrange to bring a guest to dinner?

Yes, please include your guests in the online reservation and your Club account will be billed accordingly.

How many times can I bring a guest to dinner?

Children’s meals count as half of the adult meal. Meal choices can be made at the time of reservation. There is no limit to the number of times a member may bring a guest to dinner.

What is available for menu choices?

Although menus are different from week to week, there are typically meat, fish, and vegetarian options, in addition to the children’s menu. Some dinners are buffet-style. Children’s meals count as half of the adult meal. Meal choices can be made at the time of reservation.

What is the recommended dress for dinner?

While different dinners demand different levels of dress, the following guidelines apply in general. Skates and skating attire are not allowed in the dining area. Business Casual is recommended. Children and young adults are expected to dress appropriately for dinner as well. Dinners understood to be ‘casual’ permit relaxed dress, but shorts, jeans, and sneakers are not allowed.

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How do I obtain bar tickets for the purchase of cocktails?

Rotch Room tickets may be purchased in the Club office. Cash is not used at the bar and tipping is not required. Soda and water is included in the price of the dinner meals.

How are people seated at dinner?

Tables are sometimes reserved for honorees (at send-off dinners, for example). Otherwise, people may sit wherever they choose. Members should not save seats at the table, unless it is to accommodate guests or family members.

Are there any provisions available for people on special diets?

Those requiring any special dietary consideration(s) should indicate on the online reservation form at the time of reservation. The Club management will inform the executive chef, who will fulfill these requests when possible. While the Club cannot guarantee accommodation, it will make every effort to fulfill dietary requests.

What happens if I do not attend all of the dinners required?

Members who have not fulfilled their dinner requirements by the end of the Club year will be billed for the unused dinners at the time.

Ice Chips

What is Ice Chips?

Ice Chips is the Club's annual ice show (or 'carnival'). The Skating Club of Boston was one of the first clubs to organize such a production, starting in 1912 and today, the show continues to be the longest-running club show in the country.

What are the participation guidelines for Ice Chips?

All Club members are invited to be involved in the Ice Chips, either as a skater or as a volunteer. The goal of the production is to provide the membership with an opportunity to demonstrate their talents and creativity in a show environment and to promote the Club-experience that brings together Club members, whether they are adults or children, competitive or recreational. Participation in Ice Chips is a privilege of membership. All family, junior, satellite, honorary and non-resident members can participate as skaters, either in a solo (qualification guidelines below) or in production numbers. Theatre On Ice and Synchronized Skating members may participate in Ice Chips as a member of their respective times, only.

At the decision of the Ice Chips Committee, non-members, non-skating members and members who have had their dues remitted do not have the right of participation in Ice Chips. Featured guest skaters are invited to perform by the Ice Chips committee.

What are the guidelines for having a solo in Ice Chips?

Members of the Club can qualify for solos based on their placements in U.S. Figure Skating qualifying or international competitions held in that competitive season. To qualify, soloists must represent the Club when competing at the aforementioned qualifying competitions. Detailed 'Solo Guidelines' may be found in the Club's rules.

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How do I sign up to participate in Ice Chips?

Members receive information about Ice Chips through email communications, the Club website, and through postings on the bulletin boards at the Club. Typically, Ice Chips is held in early April, with practices beginning in January or February. Interested members are asked to complete an online application form for each person wishing to participate and to submit by the deadline. Registration typically opens in September and closes in late October.

How are participants assigned to group numbers?

All members are invited to participate in a group number in Ice Chips. Skaters are assigned to a group number based on their Free Skate test level as determined by the Ice Chips Committee. Members with individual skating privileges may also qualify for a solo and/or a 'step-out', as defined by their competitive record for that season.

Can I be in multiple performance numbers?

Yes, provided you qualify for each.

Can I participate without skating in the show?

The success of Ice Chips depends greatly upon the willingness of Club members to volunteer for many non-skating tasks, including ticket sales, publicity, costume production, prop construction, program sales, spotlight operations and backstage crew. Volunteering is a great way to meet other members and learn about other aspects of the Club outside of your daily routine.

Club Competition

What is the Club Competition?

Each year, the Club conducts its own free skate and dance competition. Many of the Club's finest skaters have participated in the Club competition throughout its illustrious history. This rich heritage is reflected through the trophies displayed on the upper level of the trophy case in the Club lounge.

This competition is typically held in the spring and is open to all members of the Club. In the weeks leading up to the Club competition, sign-ups can be done online.

Judges and officials Free Skate Club Competition include U.S. Figure Skating judges, in addition to high-test skaters interested in judging. While this competition is less formal than its official U.S. Figure Skating counterparts, traditional competition rules are employed. If only one skater signs up for an event, that individual then competes against the Rulebook standard.

Medals are awarded at the Club's Annual Awards Banquet. The Club competition is designed to be fun, inclusive, and an opportunity for all Club skaters to come together as a community. It is hoped that all Club members will participate in this unique event, and help to keep this tradition alive.

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Other Club Functions

What is the Boston Open?

The Boston Open is a non-qualifying skating competition sanctioned by U.S. Figure Skating. This competition is typically held in September before the New England Regional Singles Challenge. This event is another great opportunity to volunteer and get involved in the Club's community by helping with ice monitoring, skater registration, officials hospitality and more. To get involved, send an email to bostonopen@scboston.org and/or competitionchair@scboston.org.

What are Send-Offs?

The Annual Meeting is held every year toward the end of the Club season in either May or June (as required by the By-Laws) for the purpose of electing new officers and members to the Board of Directors, updating the membership in Club financials and activities, and for transacting any additional business that requires the attention of the membership in its entirety. The Club recognizes and honors competitive skaters (of all disciplines) before they head off for various qualifying competitions (including Regional, Sectional, U.S. Championships, World Championships and the Olympics). Send-off celebrations include an exhibition featuring the skaters leaving the Club to compete.

What is the Annual Meeting?

The Annual Meeting is held every year toward the end of the Club season in either May or June (as required by the By-Laws) for the purpose of electing new officers and members to the Board of Directors, updating the membership in Club financials and activities, and for transacting any additional business that requires the attention of the membership in its entirety.

What is the Annual Awards Banquet?

The Club hosts an awards banquet at the end of each Club season to celebrate the year. During this banquet, the Club presents skaters with medals earned at the Club Competition. The Club also presents several prestigious awards to Club members deserving special recognition for their performances or activities during the season.

What is the Halloween Party?

The Junior Activities Committee (JAC) hosts the holiday pageant each year in December where members can perform a solo or similar pair routine typically choreographed to holiday music. The JAC also performs a group number, and several of the Synchronized Skating and Theatre On Ice teams also participate. From time to time, the JAC will also coordinate a service component to the pageant by asking Club members to support outside organizations who help children and families in need. Directly following the pageant, a member tea is offered to Club members where hot tea and chocolate along with tea sandwiches and finger foods are served. This is complimentary as benefit of most memberships. Each year the Club hosts a Halloween party for the enjoyment of its younger members. Organized by the Junior Activities Committee, this party features on- and off-ice games and activities, prizes awarded for various categories of costumes, and complimentary refreshments.

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Holiday Pageant and Tea

The Junior Activities Committee (JAC) hosts the holiday pageant each year in December where members can perform a solo or similar pair routine typically choreographed to holiday music. The JAC also performs a group number, and several of the Synchronized Skating and Theatre On Ice teams also participate. From time to time, the JAC will also coordinate a service component to the pageant by asking Club members to support outside organizations who help children and families in need. Directly following the pageant, a member tea is offered to Club members where hot tea and chocolate along with tea sandwiches and finger foods are served. This is complimentary as benefit of most memberships.

Frog Pond Tree Lighting & New Year's Eve Performances

There are two performances the Club offers its members to participate in: the Annual Tree Lighting event centered around the lighting of the tree on the Boston Common and then a show which takes place during the activities for First Night on New Year's Eve. Members can sign up to participate in group and solo numbers.

Miscellaneous

Does the Club have a website?

The Club has two websites; www.scboston.org and www.thenext100years.org. The former details Club events, competitions, activities, and other topics of interest to both Club members and the general public. The latter provides updates on the new facility being built in Norwood, MA. While there is a description of Skating Academy (the Club's Learn to Skate program) on www.scboston.org, more detailed information on the program can be found on their website, www.skatingacademy.org.

How can I find out about the upcoming events?

Members can find updates on the coming week at the Club via the Weekly Planner email. This is a notice sent out by Club Management every Saturday morning which outlines the upcoming events, activities, volunteer opportunities, and more. The Club Calendar is another resource made available to both members and the general public via the 'Schedules' tab on the Club's website. Here you can see upcoming events hosted by the Club, ice cancellations, competition dates, and other activities of interest to the skating community such as local ice show dates.

How can I get a locker?

Members with skating privileges in the Club's Boston facility may complete a locker request form and submit it to the Club office. The Club Management will assign a locker and the requesting member will be notified of the locker number and lock combination. A small annual fee will then be charged to that member's Club account.

Who is allowed in the locker rooms?

Members (and their guests) and Club coaching staff are the only persons allowed in the locker rooms. It is the responsibility of all members to enforce this policy, as access to the locker rooms is a privilege of membership. Women who are aged eighteen or older may use the Ladies' locker room and those who are minors should use the Girls' locker room. Boys and men should use the Men's locker room.

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Who has access to the kitchen?

Only the resident caterer and their employees are allowed in the kitchen. Members, non-members and coaches are not permitted to use the kitchen, except by special permission. There is a kitchenette/pantry located upstairs (adjacent to the Club Lounge and Rotch Room), equipped with a sink and microwave and available for use by Club members.

Who has access to the Club office?

Only Club Management and club officers are permitted in the office. No others are allowed behind the front counter.

May I use the Club's telephones?

Members are asked to use their personal cell phones if they need to make a call. Telephones in the office and engine room are to be used only for Club business or emergencies. Management must be notified in the case of an emergency.

Where is the 'lost-and-found'?

Located past the public restrooms and music station there is a large, wooden box where miscellaneous misplaced goods are stored. Unclaimed articles are, periodically, sent to local charities.

What services are available at the Home Ice skate shop?

Home Ice (a private entity, apart from The Skating Club of Boston) is a boutique selling skating attire, accessories and offers skate sharpening, boot fittings and other services.

Are birthday parties held at the Club?

Yes. Those wishing to host a birthday party at the Club should inquire at the Club office. The Rotch Room is available for rental to all parties and party-goers can skate during Public Skate. Alternatively, groups may rent the entire ice if designated rental sessions have not already been reserved.

What are the rules surrounding personal business at the rink?

Out of respect for the Club's professional management team, please do not ask for their assistance with your work or personal business. They are asked to be accommodating to members' needs and requests, but their responsibility is for conducting Club business.

What is the *Chips* newsletter?

Chips is the quarterly-published record for The Skating Club of Boston and includes information about Club programs and events, competition results, announcements of newly-elected members, and Club alumni. Members wishing to provide information for inclusion in *Chips* are encouraged to submit notes to the Club office or email them to the *Chips* email address at CHIPS@scboston.org.

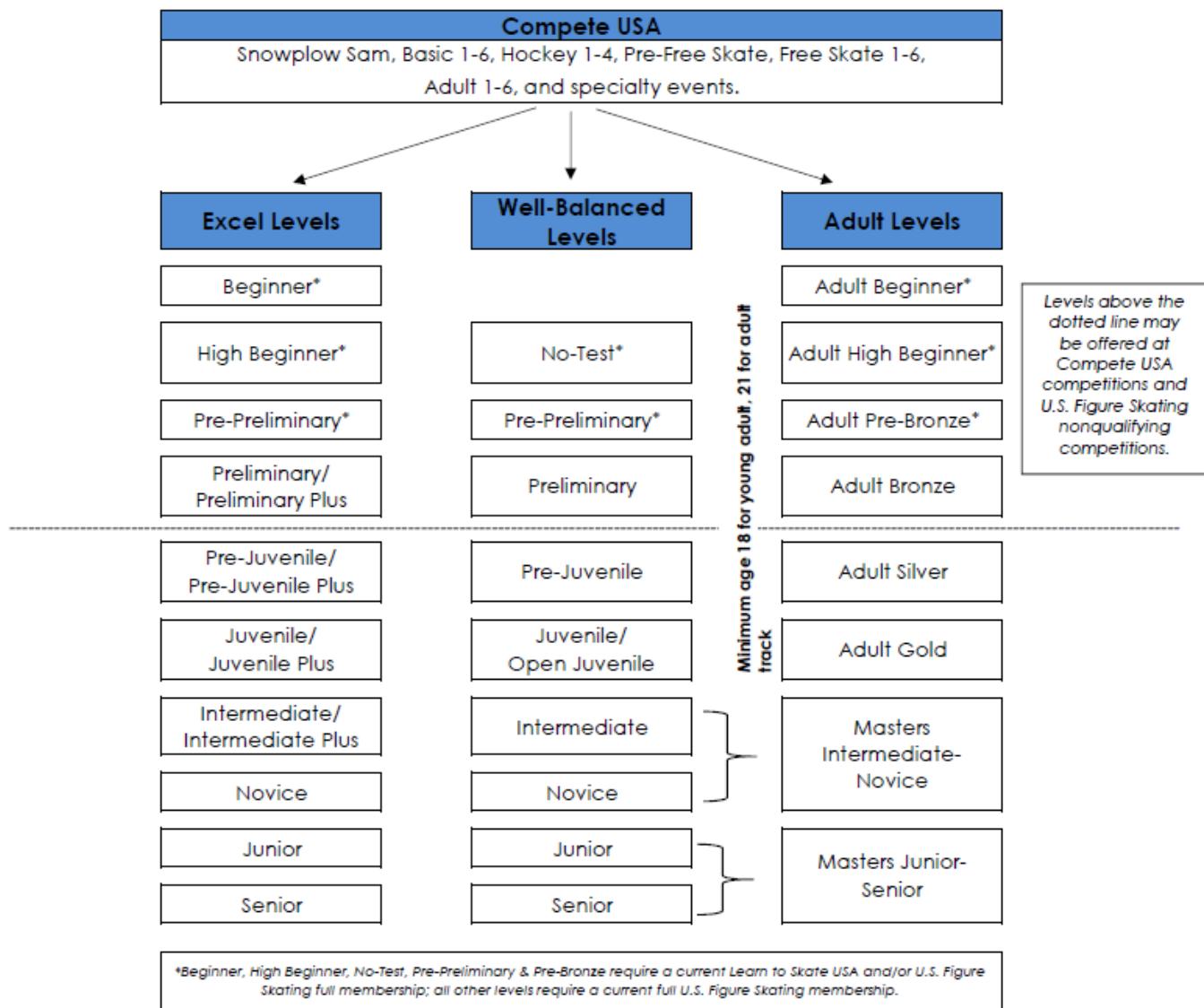
The Skating Club of Boston®

Appendix A



COMPETITIVE PROGRESSION THROUGH THE LEVELS OF U.S. FIGURE SKATING

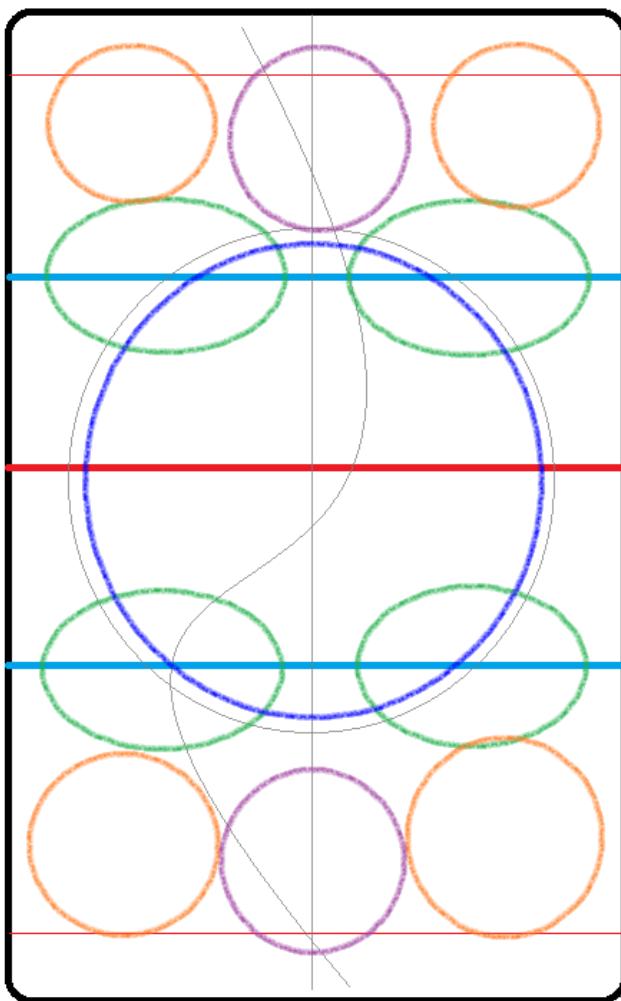
Singles athletes begin with Compete USA competitions. Once athletes begin the official U.S. Figure Skating test structure, they can choose to enter the Excel, Well-Balanced or Adult levels as appropriate for their ability, test level, and age. Test requirements are the same for the Excel and Well-Balanced levels. It is completely the choice of the athlete which track to follow; athletes may switch between tracks as best suits their development, but may not enter the same type of event in multiple tracks. Competitive level is determined by highest free skate test passed.



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Appendix B

Ice designated for the practice of elements



Key

Footwork Sequences



Jumps

Axel, Salchow, Loop



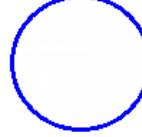
Flip, Toe



Lutz



Spins



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Appendix C

Choosing the Best Coach for You or Your Child

The following information has been adapted for the Club's members and prospective members from previously published essays by U.S. Figure Skating and the Professional Skaters Association (PSA).

There are many reasons to consider hiring a private coach: To excel at a faster pace than in group lessons, to supplement your group lessons with an occasional private one for more focused attention, to obtain assistance developing a difficult skill, to increase your commitment to skating, or to pursue a competitive path. Whatever the reason, this document provides information for your consideration in choosing the best coach for you or your child from the Club's professional staff.

Staff Professionals

The Skating Club of Boston strives to offer members a variety of coaching professionals, each of which may offer a different skill, area of expertise or focus. As a result, finding the best coach for your needs will be a highly individual decision. As a starting point for your evaluation, we recommend you review the below list of staff coaches, and read the personal information provided for each coach. (Please note that this information has been provided by the coach and not the Club, and is intended to be a starting point for learning more about each coach. The Club does not employ any private lesson coaches on behalf of its members, nor does it make professional recommendations as to which coach may be best for any member. It is up to each member to choose their own coach, as well as make arrangements for their services.)

After reviewing the Club coaching staff's profiles you may also want to ask other members who they employ as a coach, if they are satisfied with their services, and if not, why. Keep in mind however, that not every coach is the right fit for every student: What works for one family may not be the best fit for you – either long-term, or for your skater's immediate development. (Importantly too, you may choose a professional who is not on the Club staff. In that case, however, you will not be able to take lessons with that coach on Club member sessions. These sessions are clearly marked on the ice schedule, but should you have any questions about them, please check with the Club office.)

After your initial review and research, we suggest selecting two or three potential coaches from the Club's list of professional staff to check their availability for new students, and if available, to set up an in-person meeting. (Contact information is provided for each coach.) An in-person meeting will give you a chance to ask important questions, and to find out how you and your child interact on a personal level with each prospective coach. Some things to consider when selecting the right coach are personality, learning and teaching styles, experience and technical know-how.

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Suggested Questions

Some of the questions the Club recommends asking prospective coaches include:

- What is your coaching philosophy?
- What do you believe are the responsibilities of a good skating coach?
- How long have you been coaching?
- What are your greatest coaching accomplishments?
- What is your skating background?
- Do you specialize in coaching certain disciplines (e.g. singles, pairs, ice dancing, synchronized skating)?
- What levels have you passed?
- Did you skate competitively?
- Are you rated or ranked by the Professional Skaters Association (PSA)? If not, why?
- How do you stay current with the sport and the profession of coaching?
- How often do you meet with the parents of your students?
- How do you manage conflict with your students and/or your parents?
- Do you offer individual goal setting and annual development plans for your students?
- How much input may I have in how you coach my child?
- Do you recommend multiple [specialty] coaches for your students? If so, why?
- How many lessons per week do you recommend for my child, and why?
- What are your rates for lessons, competitions, cutting program music, etc.?
- How often do you bill for charges? When do you expect to be paid?
- What is your policy if we have to cancel a planned lesson?
- Are there any other policies that we should be aware of in advance?

Take Your Time

If selecting a coach for your child, keep in mind that even if your child only skates a few days a week, your skater's coach will have a significant influence on his or her life. Therefore, it is important that you and your child be comfortable with the person you choose. Take as much time and talk to as many people as necessary until you are satisfied that you are making a good choice. If a coach is too busy or not interested in answering all of your questions now, they will be even less likely to have more time for you once hired.

Follow-Up!

As a follow up, after you have selected a coach and they have begun working with your family, you should observe some of their lessons with your child. It is important to make sure that the coach/skater relationship you have invested in is what you want it to be. If after observing a few sessions you have questions or concerns, set up a meeting with the coach. Never interrupt the lesson. A respectful and open dialogue will likely prevent problems down the road. If you have a situation that you feel warrants third-party attention, take it privately to Club management and allow them to handle it appropriately. You can always start with the team in the Club office, and let them advise or direct you further.

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Changing Coaches

Once you are working with a private coach, you may reach a point in which your coaching relationship may no longer be working out for whatever reason, and you may conclude that a change is necessary. Should this happen, please talk to your coach about your interest in making a change. They should understand your reasons and support you in your decision. You must of course make sure all your financial commitments have been met before making a change in coaches, or ask that the coach arrange a payment plan for you. If you believe the coach is unreasonable in their response or uncooperative with your decision, please advise Club management. Club coaches are independent contractors and not employees, but they are still expected to be reasonable professionals as a member of the Club's staff. Please keep in mind too that there are always differences in understandings when there are differences in opinions and conclusions. Skating is a small community, and our Club is an even smaller community. We ask that you please address any issues directly with the parties involved, and avoid openly disparaging any of the Club's professionals, whose business depends on their reputations.

Junior Coaches

The Club's junior coaching program was established to augment the work of the Club's professional coaches seeking additional support for their skaters. It can also be beneficial, fun and inspiring for a developing skater to work with an athlete currently competing at the national level. The program in turn also helps current national competitors mitigate some of their own training expenses. The program is a limited program, both in terms of the number of available junior coaches and the ice sessions on which these coaches are permitted to teach.

For more information on the Club's junior coaching program, please refer to Club Rule CSR5 for eligibility and restrictions (pdf), or contact your Club coach [if you have already chosen a Club coach] or Club coach Amanda Farkas at amandafarkas@comcast.net. Amanda manages the junior coaching program, and will be able to answer questions about the program and the currently available junior coaches in the program.

Final Note

As a final note, when scheduling lessons with your coach, keep in mind that having a scheduled lesson does not guarantee, or give priority, for getting on a particular ice session. That is determined solely by established Club rules for contracting or walking on Club ice, including test level, seniority, and inclusion in the Club's high performance program. If you have any questions about Club ice, please contact the Club office.

The Skating Club of Boston®

Appendix D

Guidelines and Rules for Club Exhibitions

- Sign-ups for all exhibitions will be accepted through 4:00 pm on the Tuesday preceding the exhibition.
- A typical Friday evening exhibition will be limited to eighteen (18) performances.
 - The limit will be increased to twenty-eight (28) performances from the beginning of the fall season through the start of the New England Regional Championships. Friday exhibitions will run from 7:00 -8:50 pm.
- Juvenile/Short programs will begin at 7:00 pm followed by Pairs/Dance teams. Skaters choosing to do their long programs will be placed in order following the Pairs/Dance teams.
- Priority will be determined by the following parameters, in descending order of importance:
 - Qualifying Competitors
 - Number of Performances in Club Season – to be divided into three season delineations:
 - Summer: June 1-August 31
 - Fall-Winter: September 1-January 31
 - Spring: February 1-May 31
 - Preference given to fewest performance per season
 - Competition test level
 - Preference given to highest test level
 - Order of sign-up
 - Preference given to earliest sign-ups
- If there is a wait list, performers who had signed up and subsequently scratch after the close of business on the Thursday preceding the exhibition will be assessed a performance and a \$25 cancellation fee to their Club account
- A stratified, random draw will determine the exhibition order, and follow a logical framework based on the number of performers and their competition levels.
- Performers may not ‘switch’ or ‘trade’ their placements with other skaters in the exhibition order.
- The exhibition order will be posted by 12:00 pm on the Thursday prior to the exhibition.
 - Skaters performing in upcoming international or U.S. Figure Skating qualifying competitions (e.g. Sectionals, U.S. Championships) may be given skate priority and/or permitted to perform a program of their choosing.
- Any exceptions to these guidelines can only be made by Club Management.

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Appendix E

TEST STRUCTURE: The backbone of figure skating

Skaters start with the **Moves in the Field** structure. MITF is a basic skating skills progression. Each test level has several set patterns of turns, edges, spirals, etc., that get progressively more difficult.

The **Free Skating & Pairs** structure requires skaters to perform a program with jumps, spins & step sequences. Skaters must pass the corresponding MITF test first.

The **Dance** & Solo Dance structure requires skaters to perform 3-4 set pattern dances per level.
Free Dance & Solo Free Dance track requires a free dance.

Moves in the Field	Free Skating	Pairs	Free Dance	Dance
Pre-preliminary	Pre-preliminary			Preliminary
Preliminary	Preliminary			Pre-Bronze
Pre-Juvenile	Pre-Juvenile	Pre-Juvenile		Bronze
Juvenile	Juvenile	Juvenile	Juvenile	Pre-Silver
Intermediate	Intermediate	Intermediate	Intermediate	Silver
Novice	Novice	Novice	Novice	Pre-Gold
Junior	Junior	Junior	Junior	Gold
Senior	Senior	Senior	Senior	International

Adult Free Skate Test Level Equivalents

Pre-Bronze - Pre-Preliminary

Bronze - Preliminary

Silver - Pre-Juvenile

Gold - Juvenile