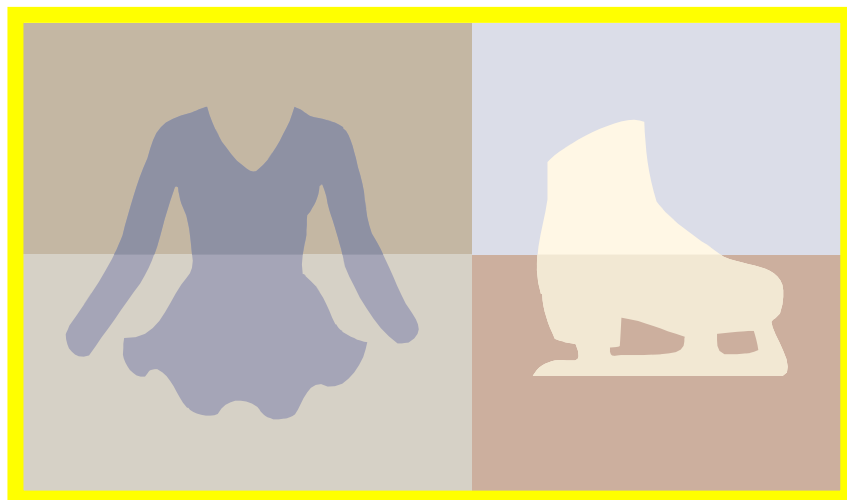


NEW BENEFIT FOR LANSING SKATING CLUB MEMBERS!

After much planning and preparation, the “LSC Skate Exchange” is now open for business! The Skate Exchange is open to any LSC member to buy and sell skates and skating attire. It is hoped that this service will provide greater access to all members looking to find (or sell) skates, blades, competition dresses, practice outfits, sweaters, tights, etc. at a reasonable price. The Exchange is located in the locked cabinets in the hallway between the two rinks (near the LSC Club storage room). Note: only coaching staff, rink personnel and LSC Board members (or designees) will have access to keys for this area - please see them if you are interested in placing or purchasing items. Policies and procedures for trying out items, as well as buying and selling, are attached. Please read through these documents carefully. Note: anyone who places items in the exchange may be asked to assist with sales throughout the year, and a portion of all sales will go to LSC to defray the costs of the program and to benefit all members.

Support your club, your fellow members (and your budget) by shopping at the LSC Skate Exchange!



**Lansing Skating Club Skate Exchange Policy/Procedures and Agreement
As of October 2011**

Skate Exchange Procedures:

- Each Person placing an item in the Skate Exchange (Exchange) will receive a copy of this Policy/Procedures and sign their name at the bottom, acknowledging that they understand and agree to the Lansing Skating Club (LSC) Skate Exchange Policy/Procedures. The signed Agreement page is to be placed in the folder for retention by LSC. Policy/Procedures, consent forms, and other Exchange supplies are located in a folder in the Exchange storage area. The owner/seller assumes total responsibility for any and all items placed in the Exchange. Lansing Skating Club, the LSC Board of Governors (Board) and Suburban Ice East Lansing and its employees and professional staff are not responsible for any damaged or un-returned items.
- Only LSC members may place clothing, skates and skating related accessories in the Skate Exchange for resale. Non-Club members may be allowed to sell items at the discretion of the Board. Requests from non-Club members must be sent in writing to the Board for consideration prior to placing items in the Exchange.
- Only LSC Board members, the Treasurer’s designee, skating professional staff or Suburban staff may access the Exchange and remove items. Items removed must be “signed out” on the Roster and if returned, un-purchased, signed back in.
- Items must be added to the Inventory List and clearly labeled with the approved LSC Exchange tags. LSC is not responsible for any mislabeled or inappropriately stored items.
- When purchasing an item from the Exchange, the tag should be removed and placed with the payment in an envelope (provided) and deposited in the Skate Exchange Folder. The only accepted form of payment is by check (made payable to the Seller) – no cash should be left in the Exchange area. The LSC Treasurer (or designee) will empty the folder monthly and notify sellers to pick up checks in the LSC mailbox (Suburban front desk area). The Seller must remit 10% of the sale price back to LSC. Non-Club members must remit 25%. These remittance checks should note that they are for Exchange related sales, be placed in a sealed envelope marked “for Treasurer”, and left in the Treasurer’s folder at the front desk. If Sellers do not honor the commitment to remit payment, they may be asked to remove any remaining items and not be allowed to place items in the Exchange in the future.
- If inventory levels get too high, LSC will notify members and request that items that have been in the exchange over one year be removed. If items are not removed in 30 days, they become the property of LSC and may be donated or disposed of.

Sample Inventory List

Date	Item Description	Name	Phone #	Address

Sample Sign Out Form

Date Signed Out	Item Description	Name (Person Removing Item)	Date Purchased or Returned

Tags: Please include the following information

Item Description (include size if known):

Price:

Name of Seller:

Address:

Phone #:

E-mail address:

SAMPLE TAG:

Item Description (include size if known): Girls Reidell skate - boot size 4, Coronation Ace blade size 7 and 3/4,

Price: 25.00

Name of Seller: Lisa Pascoe

Address: 1044 Wildwood Dr., E. Lansing, MI 48823

Phone #: (517) 333-3225

E-mail address: lpascoe@comcast.net

Acknowledgement

I have read and agree to abide by the above policies and procedures. I have kept a copy of these procedures for my information.

Name (Please Print)

Date

Signature