

# RULES, POLICIES AND PROCEDURES OF THE CENTENNIAL 7K SKATING CLUB

Last Updated: 9/6/2015

## I. GENERAL OPERATING PROCEDURES/DEFINITIONS:

### A. Fiscal year

The fiscal year of the club shall begin on July 1 and shall end on June 30 of the following year.

### B. Eligible for Club Benefits (definition)

A home club member who is eligible for club benefits is one who is an active member of the club with 1) a regular pattern of volunteer activity; 2) no outstanding financial obligations owed to the club; and 3) participation in club fundraising.

*Regular pattern of volunteer activity* is defined as **at least** 24 hours of service with a minimum of 8 hours towards the Colorado Springs Invitational and 4 hours towards Nutcracker on Ice (in years the production is held). Volunteer hour requirements are tracked from May 1 through April 30<sup>th</sup> of each year (this is offset slightly from the club's fiscal year due to needing to determine volunteer hours prior to the Awards Banquet in the May/June timeframe). Members can have family members volunteer on their behalf and have those hours count toward their eligibility. If a family member is volunteering on behalf of a member, they must designate that member's name when they sign in for their job. All committee chairs shall structure committees so as to allow for substantial participation by all home club members. The various committee chairs shall determine any age limitations.

*No outstanding financial obligation to the club* is defined as having paid all financial obligations on time (including paying membership dues for each year prior to July 1, which is the first day of the fiscal year for the club).

*Participation in club fundraising* is defined as selling product, buying product, sponsoring a skater in the skate-a-thon, getting pledges and skating in the skate-a-thon, or any other participation defined by the Board and communicated to the membership at least once during the year.

Should any home club member have an extenuating circumstance that prevents their active participation during the year, that home club member may bring the extenuating circumstance to the attention of the Board of Directors. It is the duty of the Board of Directors to determine if there is just cause for special consideration.

### C. Activities, Competitions and/or Events (definition)

Activities, competitions and/or events include, but are not limited to, the following:

1. Volunteering at Colorado Springs Invitational
2. Volunteering at Nutcracker on Ice (when held)
3. Volunteering in the running and execution of a joint venture with another club
4. Volunteering in the running and execution of skate swaps
5. Volunteering in the running and execution of fund raising activities
6. Board Participation
7. Committee Participation
8. Mile High Delegate and participation
9. Volunteering at Centennial 7k Skating Club test sessions
10. Providing a clinic for our skaters
11. Volunteering at Funtastics, Colorado Champs, or any other activity in which Mile High Figure Skating Association has requested our participation

### D. Home Club Member (definition)

A home club member is one whose home club is Centennial 7k Skating Club. A parent/guardian cannot be a home club member if a skating member of their family, under the age of 18, is a home club member of a club other than Centennial 7k Skating Club.

### E. Non-Budgeted Items

The Board must approve any non-budgeted items over the amount of \$50.00. If an expense will exceed the budgeted funds, then all additional monies must be approved and allocated by the Board.

### F. Indebtedness

Any club member that has any indebtedness to the club shall not be allowed to test, enter into any competition, or receive reimbursements until such indebtedness is paid in full.

# Centennial 7k Skating Club Rules

## G. Committee Oversight

Each board member and officer of the club will act as an oversight official for a group of committees. The oversight official for each standing and ad hoc committee will be determined each June after the new officers have been elected. The duties of the oversight official are as follows:

1. Act as a mentor to the committee chair on procedures, policies, etc.
2. Be a sounding board for ideas
3. Assist the committee chair on major decisions impacting the committee to provide another set of eyes or a different perspective
4. May actually be the Committee Chair

## II. GENERAL COMMITTEE OPERATING PROCEDURES

### A. Appointment of Committees

The Board of Directors appoints all committees, except the Nominating Committee, in accordance with the Amended Articles of Incorporation (May 13, 1996).

### B. Committee Membership and Meetings

Unless otherwise stated, the following shall apply to committee membership and meetings:

1. No restrictions shall be applied to the size of the committee. For a committee to be considered staffed, a minimum of one member is required.
2. With the exception of the Membership, Nominating, and Rules & Bylaws committees, there shall be no requirements for an individual to be a member of this club in order to serve on a committee. Home club membership is required to serve as chair of any committee.
3. Should there be a case where more than one club member wishes to chair the same committee, the Board of Directors shall consider the applications in the following way:
  - a. The Board will invite the applicants to the next Board meeting
  - b. Each applicant will be able to provide either in writing or orally a 2 minute speech on their qualifications
  - c. After the speeches have been completed, the applicants will be asked to leave the room
  - d. The President shall request a verbal vote of the Board members present (must be a quorum)
  - e. Selection will be based on a majority vote of the Board
4. There shall be no limitation to the length of time an individual may serve on a committee.
5. Each committee shall meet as frequently as necessary to fulfill its duties and responsibilities.
6. Each committee shall meet at least once a year for the purpose of selecting a chairperson and planning the committee's activities for the year.
7. Each committee chair must review the projected financial budget for its activities for the coming year.
8. Committees shall report to the Board at its regular meetings. Reports shall be submitted in writing and filed with the Secretary. A copy of the report shall be placed in the committee's files.
9. Committees shall maintain an accurate and current record of all activities for historical purposes and reference in planning future activities. This includes volunteer hours.
10. All committees shall work within their budget. The committees shall not exceed their budgets without prior Board approval.

## III. COMMITTEES

### A. Membership Committee

1. Status of the Committee  
The Membership Committee shall be a standing committee.
2. Purpose of the Committee  
The purpose of the Membership Committee is to process membership applications and renewals of members and track membership information.

## Centennial 7k Skating Club Rules

3. Duties and Responsibilities of the committee:
  - a. Track membership information and status for all club members.
  - b. Provide New-Member packet to members joining the club either electronically (online or email) or via the US Postal Service.
  - c. Poll Board members for votes on new membership applications/renewals in between board meetings and report results.
  - d. Provide a club sweatshirt to each new member.
  - e. Track volunteer participation on committee and during committee events.
  - f. Research other clubs' membership fees and benefits in order to keep ours competitive.
  - g. Propose any membership fee changes for the following year to the Board no later than the April Board Meeting.
  - h. Provide renewal letters and membership applications to all current members of the club each May in conjunction with the Awards Banquet and General Meeting stating membership fees and due dates.
  - i. This committee shall provide a means of recognizing life events of members such as birthdays, weddings, births, etc. of members.
4. Types of Memberships
  - a. **(First) Skater or Additional Skater**

A skater member is one whose home club is Centennial 7k Skating Club. This membership is for skaters and additional skaters. Skating members over the age of 18 have voting rights and can serve on the Board of Directors if elected. Skater members under the age of 18 must have a parent/guardian join as a Skater, Non-Skater or Professional Membership. Skater members may participate in all club activities and can be eligible for Training, Coaching, Judging, and Competition Reimbursements.
  - b. **Non-Skater**

A Non-Skater member is one whose home club is Centennial 7k Skating Club. This membership is for supportive family members who are not skaters or professionals. Non-Skater members over the age of 18 have voting rights and can serve on the Board of Directors if elected. Non-Skater members may participate in all club activities and can be eligible for Judging Reimbursements.
  - c. **Associate**

An associate member is a person who has a home club elsewhere. They do not carry voting rights or Reimbursement privileges. Associate members may attend all functions of the club. If there is a fee to participate for Home Club members, the Associate member shall also pay. If the Associate member meets the eligibility requirements for club benefits for the current year, they may attend the Awards Banquet at no additional cost. Testing fees shall be at a rate equal to a home club member.
  - d. **Professional**

A Professional member is a home club member who is considered to be an ineligible person under the Eligibility rules of US Figure Skating. Professional members over the age of 18 have voting rights and can serve on the Board of Directors if elected. Professional members may participate in all club activities and can be eligible for Coaching Reimbursements.
  - e. **Honorary Membership**

An honorary member is a person who does not desire full membership as an individual, but has served the club in a beneficial way. This type of membership is awarded at the discretion of the Board. Honorary members over the age of 18 have voting rights and can serve on the Board of Directors if elected and can be eligible for Training, Coaching, Judging, and Competition Reimbursements. The club pays the membership for the person.
  - f. **Adult/Youth Basic Skills**

An Adult/Youth Basic Skills member is an individual who is part of a Basic Skills or Learn-To-Skate program and has passed no US Figure Skating tests. If within the membership year a Basic Skill Member wishes to test an additional fee will be required. The fee will be the difference between the Basic Skills Membership Fee and the First Skater Fee. Basic Skills members over the age of 18 have voting rights and can serve on the Board of Directors if elected. Basic Skills members under the age of 18 must have a parent/guardian join as a Skater, Non-Skater or Professional membership. Basic Skills members may participate in all club activities and can be eligible for Training, Coaching, Judging, and Competition Reimbursements.
5. **Membership Year/Dues**

Dues shall become due and payable between June 1 and June 30 for the membership year commencing July 1 and continuing through June 30 of the following year and will be set by the Board of Directors each year.
6. **Invitation to Membership**

In May of each year, the Membership Committee shall distribute membership invitations to present members and prospective members. They shall also have a membership drive for prospective members. New members must be approved by a majority vote of the Board of Directors.
7. **Change of Status**

If at any time during the membership year a member requests a change in type of membership (e.g., Individual member to Associate), then the member must reapply for the new membership type and pay the difference between original status and new status if the new status fees are higher. No fees will be reimbursed if original status fees are higher than the new status fees.

## Centennial 7k Skating Club Rules

8. Renewal  
Renewals shall be made at the same time as invitations for membership are extended. Membership applications shall be renewed on an annual basis by a majority vote of the Board of Directors.

### **B. Fundraising Committee**

1. Status of the Committee  
The Fundraising Committee shall be a standing committee.
2. Purpose of the Committee  
The purpose of this committee shall be to plan and organize fund raising projects as approved by the Board of Directors.
3. Duties and Responsibilities of the Committee
  - a. Plan, organize and coordinate the specified fund raising projects.
  - b. Present plans for fundraising projects to the Board of Directors for review and approval. Projected expenses and anticipated income shall be submitted to the Board in the form of a written budget. All funds raised shall be turned over to the Treasurer. A financial statement shall be submitted to the Treasurer following each project.
  - c. Ensure that fund raising projects do not conflict with the purpose and/or Amended Articles of Centennial 7k Skating Club, the purpose of US Figure Skating, or any US Figure Skating sanction requirements.
  - d. Track volunteer participation on committee and during committee events

### **C. Nominating Committee**

1. Status of the Committee  
The Nominating Committee shall be an Ad Hoc committee as provided in the By Laws of the Centennial 7k Skating Club.
2. Purpose of the Committee  
The purpose of this committee is specified in the By Laws of the club.
3. Duties and Responsibilities of the Committee  
The duties and responsibilities of this committee are as set forth in the By Laws of the club.

### **D. Publicity Committee**

1. Status of the Committee  
The Publicity Committee shall be a standing committee.
2. Purpose of the Committee  
The purpose of this committee shall be to publicize and advertise the activities and events of the club as directed by the Board of Directors in order to keep current members informed of upcoming club events and volunteer opportunities.
3. Duties and Responsibilities of the Committee
  - a. This committee shall be responsible for the management and maintenance of the club bulletin boards, website and social networking accounts.
  - b. This committee shall act as the Club's representative in contacting and coordinating with the news media for coverage of specified club activities and events.
  - c. This committee shall approve the wording of any press releases and the design of posters, flyers and advertising copy. This committee shall direct and coordinate the distribution and placement of said materials.
  - d. This committee shall be responsible for setting the parameters for all publicity events.
  - e. One member of this committee shall be delegated to act as the club's representative to US Figure Skating's Skating Magazine to furnish club news, with the exception of test results, to this magazine in a timely fashion.
  - f. Market club and its activities to prospective members during National Skating Week and other such events.
  - g. Track volunteer participation in committee and during committee events.

### **E. Rules and By Laws Committee**

1. Status of the Committee  
The Rules and By Laws Committee shall be a standing committee made up of 2 Board Members each year.
2. Purpose of the Committee  
The purpose of this committee shall be to periodically review the Rules, Policies and Procedures and the By Laws of the club and propose changes as necessary.
3. Duties and Responsibilities of the Committee
  - a. Review the Rules, Policies and Procedures of the club and the By Laws of the club to ensure that they reflect current club and US Figure Skating policy.
  - b. Bring any proposed changes to the Board of Directors for approval at least once every 2 years.
  - c. Ensure that the club membership is notified of any changes in accordance with the By Laws of the club.

### **F. Budget and Finance Committee**

1. Status of the Committee

## Centennial 7k Skating Club Rules

The Budget and Finance Committee shall be a standing committee.

### 2. Purpose of the Committee

The purpose of this committee shall be to prepare the annual budgets of the club (financial, reimbursement, and volunteer) and act as financial advisor of the club. The Treasurer shall be the chair of this committee.

### 3. The Duties and Responsibilities of the Committee

- a. This committee shall meet at least once a year for the purpose of reviewing the fiscal requirements of the club and preparing the annual budget. Additional meetings may be called as necessary to address other financial matters relating to the club.
- b. This committee shall obtain projected budgets from all club committees as inputs in preparing the annual budget. The proposed annual budget shall be submitted to the Board of Directors for approval. The approved budget shall be presented to the general membership.
- c. This committee shall research and evaluate financial endeavors and investments of potential interest to the club; findings shall be reported to the Board of Directors.
- d. This committee shall administer, monitor and direct specially designated funds and investments established by the club.

## G. Testing Committee

### 1. Status of the Committee

The Testing Committee shall be a standing committee.

### 2. Purpose of the Committee

The purpose of this committee is to manage the testing of US Figure Skating members in order that they may advance in their status.

### 3. Duties and Responsibilities of the Committee:

Detailed duties of this committee are detailed in the Test Chair Handbook. The information contained in this document is a subset of the handbook.

#### a. Scheduling of Test Sessions

- (1) A test session shall be scheduled within the 45 days prior to the closing date of each regional championship.
- (2) The incumbent Test Committee shall establish the tentative test schedule for the following skating year (July-June)
- (3) The tentative schedule for the year shall be posted no fewer than thirty (30) days prior to the first scheduled test session of the new skating year.
- (4) It shall be the club's policy to provide sufficient scheduled test sessions throughout the year so that the privilege of testing will be reasonably available to all test candidates.

#### b. Applications

- (1) Applications may be made for a test session commencing with the official posting of the test session.
- (2) Applications for testing shall be made online via the testing application in the Centennial 7k Skating Club Membership site or on an official application form. Verbal applications shall not be accepted.
- (3) The Test Committee shall ensure that an adequate supply of official test application forms are available at the Club's home skating rink and at any other rink where there are more than 5 home club members skating on a regular basis.
- (4) Applications shall not be accepted from applicants who are not members of US Figure Skating or who do not satisfy US Figure Skating requirements for testing.
- (5) Applications shall not be accepted unless accompanied by full payment of applicable test fees, completed application form (paper or online), copy of skating professional's USFS coaching card if submitting a paper form, and letter of permission, if required.
- (6) The deadline for receipt of applications shall be on the official test application form and online. No applications shall be accepted after the posted deadline except by permission of the Test Chairperson. A late fee shall be assessed for turning in applications after the deadline. The Board of Directors shall determine this fee annually.
- (7) A member of the Test Committee shall be designated as the sole receiver of the applications for a test session. That person's name shall be included on the official test application form.
- (8) A method of receiving applications shall be developed and posted by the Test Committee and the member of the Test Committee designated to receive applications shall consider applications within the following groups in order of date and time of receipt.
- (9) Applications shall be processed in the following order:
  - Centennial 7k Skating Club Home Club Members
  - Centennial 7k Skating Club Associate Members
  - Individual members of US Figure Skating and members of other clubs with proper authorization from their home club
- (10) In the event a scheduled test session is over-subscribed, the applications received in excess of the available ice time shall be placed on a waiting list.

## Centennial 7k Skating Club Rules

- c. Cancellation and Postponements
  - (1) The Test Committee shall have the right to cancel or postpone an entire scheduled test session or an individual test due to:
    - Unavailability of appropriate judges
    - Lack of sufficient applications after consulting with the Treasurer as to the financial impact of holding the session
    - Cancellation of ice by rink management
    - Weather conditions
  - (2) The feasibility of rescheduling a test session shall be left to the discretion of the Test Committee. The Test Committee shall make every reasonable effort to reschedule the canceled or postponed test session in its entirety.
  - (3) The Test Committee shall notify all applicants immediately of any cancellation or postponement. Applicants for postponed test sessions shall also be informed of the rescheduled test date and shall have the option to withdraw from the rescheduled test and receive a full refund.
- d. Test Fees
  - (1) Test fees shall be established by the Test Committee and presented along with the tentative test schedule for approval at the June Board meeting except for the following condition:
  - (2) The Test Committee shall have the authority to establish a preferential test fee schedule for Centennial 7k Skating Club home club members.
  - (3) There shall be a fee for administration/hospitality for each skater that shall be determined by the Board yearly.
- e. Refunds
  - (1) Full refunds shall be made to the applicants for the following scenarios:
    - a. The Test Committee cancels an entire test session or an individual test
    - b. If a test candidate withdraws due to the postponement of a test session by the Test Committee. Such requests must be made to the Test Committee no later than seven (7) days prior to the date of the rescheduled test session.
    - c. If a test candidate withdraws prior to the application deadline for the officially scheduled test session for which application was made
    - d. If a test candidate is not afforded the opportunity to test due to lack of time on the test session or availability of required judges
    - e. A skater who does not pass a Moves in the Field test and who is scheduled to also test the corresponding Freestyle or Pairs test on the same test session will receive a refund for the Freestyle or Pairs test.
  - (2) Test fees shall be forfeited in the following scenarios:
    - a. If the applicant withdraws after the deadline.
    - b. If the applicant fails to appear for the test session
- e. The Test Committee shall purchase test pins for all tests passed by members who are eligible for club benefits for the current year and will award those pins at the yearly banquet. Those members, who are not eligible for club benefits, may reimburse the club for the cost of the pins so that the pin may be awarded at the yearly banquet.

### H. Programs and Ice Committee

1. Status of the Committee  
The Programs and Ice Committee shall be a standing committee.
2. Purpose of the Committee  
The purpose of this committee shall be to set up club ice programs and shows and to provide social opportunities for club members
3. Duties and Responsibilities of the Committee
  - a. Plan and organize the skating and social activities for club members (this does not include competitions or testing)
    - Plan content and format of club skating sessions (i.e., critiques by judges, clinics, exhibitions, guest performers, special topics, etc.)
    - Arrange for refreshments for club sessions
    - Plan the club's calendar of social activities on a yearly basis. Activities such as pool parties, picnics, excursions on and off ice, holiday parties, birthday parties, welcome parties, etc.
  - b. Organize and execute at least one show or recital each year
  - c. Plan and organize the annual Awards Banquet
    - Each member (associate or home club) who is eligible for club benefits for the current year may attend the banquet and associated activities at no charge
    - The cost for members who are not eligible for club benefits shall be the per person cost for the food and the per person cost for any associated activities they wish to attend

## IV. CLUB REIMBURSEMENTS

## Centennial 7k Skating Club Rules

### A. Overall Reimbursement Policies

1. The club provides the following reimbursement types:
  - a. Training
  - b. Coaching
  - c. Judging
  - d. Competition
2. Each reimbursement type has the following requirements to be eligible for the reimbursement:
  - a. Training, Coaching, and Judging
    - i. Available on July 1 of each fiscal year (fiscal year is July 1 to June 30) to members who were eligible for club benefits from the previous year
    - ii. As an example, if you were eligible for club benefits for the 2012/2013 fiscal year (July 1, 2012 through June 30, 2013) then on July 1, 2013 you would be eligible for reimbursement
    - iii. These reimbursements require 1 year of eligibility before being awarded
  - b. Competition
    - i. These reimbursements are handed out at the awards banquet held each spring/early summer to members who were eligible for club benefits from the previous fiscal year and are eligible for club benefits for the current fiscal year
    - ii. As an example, if you were eligible for club benefits for the 2012/2013 fiscal year (July 1, 2012 through June 30, 2013) and you are eligible for club benefits for the 2013/2014 fiscal year (July 1, 2013 through June 30, 2014), then in May/June of 2014 you would receive a competition reimbursement. All amounts are subject to Board approval.
    - iii. These reimbursements require 2 years of being eligible for club benefits (rolling 2 years) before being awarded
3. See Reimbursement Support Document for current competitive year (June-July) for definitions, rules, and amounts.

### V. INAPPROPRIATE BEHAVIOR OF CLUB MEMBERS

Should any club member do any or all of, but not limited to the following, he or she may have his/her membership revoked by a majority vote of the Board of Directors:

- A. Found to have violated US Figure Skating's Safe Sport requirements agreed to and acknowledged via the online membership system during membership renewal or new membership application
- B. Found to have violated the US Figure Skating Parent's Code of Conduct agreed to and acknowledged via the online membership system during membership renewal or new membership application
- C. Found to have violated the Centennial 7k Skating Club conflict of interest policy located in the By Laws of the club
- D. Activities causing dissension and division among the membership with the intent to split/divide the club
- E. Abusive and/or offensive language or actions by a member at an ice skating facility or at a club function held outside an ice skating facility
- F. Unfair or unethical behavior or lack of genuine good sportsmanship in any relations with others in figure skating
- G. Any other actions, statements or conduct that is considered detrimental to the welfare of figure skating
- H. Any other actions, statements or conduct that is considered detrimental to the welfare of the Centennial 7k Skating Club
- I. Distribution of member contact information to companies or individuals outside of the club for use in solicitations or use of member contact information by any club member for solicitation or commercial gain
- J. Use of club member phone numbers or e-mail addresses by members of the club for distribution of chain letters, jokes, or any message that is not related to affairs or events of the club.
- K. All decisions made by the Board are final. Grievances may be filed using the Discipline policy in the By Laws of the club and the appeals process in section VI below.
- L. Probationary status – this status may be invoked, by a majority vote of the Board of Directors, for a member who has violated the rules listed above as a pre-cursor to having membership revoked. While in probationary status, the member is not eligible to receive club benefits such as reimbursements or awards.

### VI. APPEALS PROCESS

#### A. Appealing a decision of the Board

1. A request for an appeal on a Disciplinary Action of the Board must be submitted to the Board of Directors within 5 working days of the disciplinary decision
2. The request for appeal must contain the following:

## Centennial 7k Skating Club Rules

- a. Decision being appealed
  - b. Reason for an appeal being submitted
  - c. List of persons who wish to speak on the matter
3. The Club President will notify the requestor of the receipt of the appeal request and will schedule a hearing date for the appeal
4. The Board will meet on the scheduled hearing date and will hear testimony from the list of persons wishing to speak on the appeal
5. Once the Board has heard all testimony, they will render a final decision on the request within 5 working days of the hearing