



Policies and Procedures Manual

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POLICY STATEMENT

1000 US Figure Skating Code of Ethics

The Rochester Figure Skating Club (hereafter referred to as RFSC) is a permanent Member Club of the U.S. Figure Skating (hereafter referred to as USFS). RFSC is administered under the rules and regulations of U.S. Figure Skating and follows the Code of Ethics/Conduct as stated in the Official USFS Rule book.

See U.S. Figure Skating Rule book; General Rules 1.02–1.04.

Adopted: 2/21/01 Revised: 9/20/10

1001 Rochester Figure Skating Club Mission Statement

The purpose of the is to foster, promote, improve and encourage the sport of figure skating among youth under 18 years of age in the State of Minnesota. The RFSC will encourage and facilitate youth participation in regional, sectional, national and international figure skating competitions. The RFSC does not discriminate on the basis of race, religion, sex, age, gender or national origin.

Adopted: 2/21/01 Revised: 3/09/07

1002 Rochester Figure Skating Club Vision Statement

The Rochester Figure Skating Club strives to promote the sport of figure skating in our community through dedicated volunteers and top tier coaching staff who provide opportunities for each skater to advance to their highest potential while building character and instilling lifelong values of dedication, sportsmanship and leadership.

Adopted: 8/21/23

ORGANIZATION OF THE BOARD

1100 Duties of the Board of Directors

The Board of Directors is elected at the annual meeting by the entire membership. Their duties are to represent the entire membership under the auspices of U.S. Figure Skating and Corporate Law.

Adopted: 2/21/01 Revised:

1101 Number of Members and Terms of Office

Directors of the RFSC shall be elected for a term of three (3) years, a sufficient number being elected annually so that the total membership of the Board of Directors is maintained at a minimum of nine (9) members and up to a maximum of twelve (12) members. A member of the Board of Directors may be re-elected for succeeding terms.

Adopted: 2/21/01 Revised: 9/18/06

1102 Filling Board of Directors Vacancies

All vacancies in the Board of Directors or in the offices of the RFSC shall be filled by the Board of Directors for the unexpired term created by the vacancies. A majority vote of all Board of Directors members shall be required to fill vacancies in the Board of Directors, or in any office of the RFSC.

Adopted: 2/21/01 Revised:

1103 Board of Directors Officers

The officers of the RFSC shall be a president, a vice-president, a secretary and a treasurer (hereafter referred to as the executive board). Officers shall be members of the Board of Directors and shall hold their respective offices until their successors are elected and qualified. Any two offices may be held by any one person, except that no

person may hold any office in addition to that of president. All Board of Directors members must be 18 years of age or older.

Adopted: 2/21/01 Revised:

1104 President

The president shall be the Chief Executive Officer, shall preside at all meetings of the Board of Directors and members, shall post notice of any regular meeting to all club members one week in advance, shall perform all duties pertaining to his/her office, shall recruit and recommend committee chairs and shall from time to time, advise the Board of Directors or the members of such action as shall promote the usefulness and welfare of the RFSC. The president does not vote except when a tie-breaking vote is needed. As a member of the executive board, the president must be available to approve and sign checks and sign competition applications for members.

Adopted: 2/21/01 Revised: 9/20/10

1105 Vice President

The vice president shall act in the absence or disability of the president and shall perform such other duties as may from time to time be prescribed by the Board of Directors. As a member of the executive board, the vice-president must be available to approve and sign checks and sign competition applications for members.

Adopted: 2/21/01 Revised:

1106 Secretary

The secretary shall be the custodian of the book and records of the RFSC, other than those relating to the financial condition of the club, and he/she shall maintain and preserve a record of information valuable to the conduct of the affairs of the RFSC. He/she shall maintain an accurate record of the proceedings and activities of the association and its Board of Directors and members. As a member of the executive board the secretary must be available to approve and sign checks and sign competition applications for members. The secretary is also responsible for recording the

proceedings at our annual meeting and reading last year's report. At the expiration of his/her term of office, he/she shall deliver to the succeeding secretary all books, papers, records and property of the RFSC which may be in his/her possession or under his/her control.

Adopted: 2/21/01 Revised: 9/20/10

1107 Treasurer

The treasurer shall receive and disburse the funds of the RFSC as directed by the Board of Directors under the supervision of the finance committee. He/she shall keep all monies of the RFSC disbursed in the name of the association in such bank or banks in the State of Minnesota as may be designated by the Board of Directors, showing the balance of money on hand. As a member of the executive board, the treasurer must be available to sign checks and competition applications for members. At the expiration of his/her term of office, he/she shall deliver to the succeeding treasurer all books, papers, records and property of the RFSC which may be in his/her possession or under his/her control.

Adopted: 2/21/01 Revised:

1108 Election of Board of Directors

The annual meeting of the Board of Directors shall be held following the annual meeting of members, and at such meeting the Board of Directors shall elect officers for the ensuing year. A majority vote of all the Board of Directors members shall be required to elect officers.

Adopted: 2/21/01 Revised:

1109 Board of Directors Agreement

All board members are expected to fulfill the duties and responsibilities outlined below and will be asked to sign the following board member agreement upon election.

Board Member Agreement:

The Rochester Figure Skating Club is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. As a board member, I am fully committed and dedicated to the club's mission and pledge to carry out this mission to the best of my ability. I understand that my duties and responsibilities shall include the following:

- I will always represent and actively promote our club in a positive manner.
- I accept the bylaws and operating principles of our club and understand that I am morally responsible for the health and well-being of our club and adhering to the member code of conduct of U.S. Figure Skating.
- I understand my legal responsibilities for the club and those of my fellow board members. I am responsible for knowing and overseeing the implementation of policies and programs, including the SkateSafe Program.
- I promise to treat my fellow board members and other club members with respect. When conflict occurs, I will respectfully disagree and work for a compromise that is in the best interest of the club.
- I will attend board meetings, be available for phone consultation, and serve on at least one club committee. If I am not able to meet my obligations as a board member, I will offer my resignation.
- I promise to be fiscally responsible. I will make myself aware and knowledgeable regarding our club's budget and finances and will take an active part in reviewing, approving, and monitoring the budget and fundraising to meet the goals of our club.
- I am making a good faith agreement to actively engage in fundraising for the club and serve as a volunteer at club events. Fundraising activities may include individual solicitations, special events, and the like.

In signing this document, I understand that no quotas are being set and that no rigid standards of achievement are being formed. Every board member is making a statement of faith about every other board member. We trust each other to carry out the above responsibilities to the best of our abilities.

Board Member: _____ Date: _____

Club President: _____ Date: _____

Adopted: 2/22/16 Revised:

ELECTION PROCEDURES

1200 Nominations

At least thirty (30) days before the annual meeting of the members, the President shall appoint a nominating committee, which shall propose names of candidates for election to fill vacancies on the Board of Directors. To be included on printed ballots nominations are due ten (10) days before the annual meeting to allow for absentee voting. Nominations received after this date risk not being available for absentee voters. Additional nominations may be made from the floor, providing that the nominee is present at the meeting to accept the nomination or has already provided written acceptance of such nomination in lieu thereof. Employees of the RFSC are ineligible to serve on the Board of Directors. The nominating committee (consisting of the president, secretary and any additional members as deemed necessary) shall conduct the election process.

Adopted: 2/21/01 Revised: 3/21/06

1201 Elections

All Active Skating Members, Professional Staff, Board of Directors or Honorary Members of the RFSC, whether adult or child (under the age of 18) in good standing are entitled to one vote. While minors may not vote, a parent or guardian may vote on their behalf. Categories of membership are defined in section 1500 of this manual.

The exact number of voting ballots necessary to hold the election should be printed on unique paper to discourage duplication. Any proofs or extra copies are to be destroyed

before ballots are distributed. The appropriate number of ballots for each family will be distributed as part of the annual meeting information packet. These packets should be available at least one week before the meeting to allow for absentee voting. A check-off list of families will be kept as ballots are distributed. Families not planning to attend the meeting may pick up their information packets and ballots in the RFSC office. Absentee ballots are to be returned to the office, sealed in an envelope, at least two days prior to the annual meeting. Families attending the annual meeting will pick up their information packets and ballots at the meeting. Voting will not take place until the designated time, after any nominations are made from the floor. Write-ins will be accepted, but as with nominations from the floor, the person must be present to accept the write-in nomination or have already provided written acceptance in lieu thereof if elected. Following voting, a Board of Directors member who is not up for re-election will supervise counting the ballots along with at least two other persons not otherwise involved in the election. New Board of Directors members will be announced before concluding the annual meeting. Ballots from the election will be sealed and retained for one year by the Board of Directors secretary.

Adopted: 2/21/01 Revised: 3/21/06

1202 Removal of Office

A Board of Directors member can be removed from office by a majority vote of the membership. (See section [1305](#) Special Meetings) A Board of Directors member can also be removed from office for lack of attendance at Board of Directors' meetings. The Board of Directors members are expected to attend at least seven (7) of the ten (10) regularly scheduled Board of Directors' meetings per term year. In the event that any Board of Directors member has been absent such that it is not possible for the Board of Directors member to attend seven (7) total meetings for the term year, he or she may be removed from the Board of Directors membership by a majority vote of all the Board of Directors members.

Adopted: 2/21/01 Revised: 4/30/12

MEETINGS OF THE BOARD OF DIRECTORS

1300 Meeting of the Board of Directors

The Board of Directors shall hold regular meetings at such times and places as the Board of Directors may from time to time determine. A general notice will be posted by the president one week in advance of any regular meeting of the Board of Directors. A majority vote of the Board of Directors shall be required to take any action required of the Board of Directors. A majority of the Board of Directors shall constitute a quorum to do business. A closed meeting can be held at the discretion of the Board of Directors to discuss RFSC personnel or membership issues. All regular Board of Directors meetings are open to the entire RFSC membership.

Adopted: 2/21/01 Revised:

1301 Construction of the Agenda

The agenda shall be the responsibility of the president of the Board of Directors. A tentative agenda must be posted (next to the meeting notice) at least five days in advance of a Board of Directors meeting. Should a Board of Directors member wish to place an item on the agenda, he/she must consult with the president at least one week before the actual Board of Directors meeting or bring the item to the Board of Directors meeting as a new business item. The president is responsible for getting documents requiring Board of Directors approval to all Board of Directors members at least three days prior to the meeting. In the event that an item is deemed necessary for a vote without the aforementioned three-day notification requirement, it may be added to the agenda and voted upon only with the unanimous consent of all Board of Directors members present.

Adopted: 2/21/01 Revised:

1302 Quorum

A majority of the voting members of the Board of Directors shall constitute a quorum for the transaction of business. Regardless of the size of the quorum, a simple majority of the quorum is required to pass resolutions of the Board of Directors.

Adopted: 2/21/01 Revised:

1303 Order of Business – Parliamentary Procedure

The proceedings of all Board of Directors' meetings will be guided by parliamentary procedure as defined in *Robert's Rules of Order Newly Revised: 9/20/10*.

Adopted: 2/21/01 Revised: 3/9/07

1304 Board of Directors Meeting Minutes

The secretary shall keep an accurate record of all Board of Directors business. These minutes shall be typed and sent to each Board of Directors member at least one week before the next regularly Scheduled meeting. After the minutes are approved, they shall be bound and kept in a permanent, safe place and posted in the office. All Board of Directors action must be recorded accurately and made available upon request for review by any person making such a request.

Adopted: 2/21/01 Revised: 3/9/07

1305 Special Meetings

Special meetings of the Board of Directors or of the entire membership may be called at any time by the President and shall be called at any time upon the written request of fifty percent (50%) of the Board of Directors or twenty-five (25%) of the voting members. Notice of special meetings of the RFSC shall set forth the purpose of the meeting. It is intended that any special meeting of the Board of Directors would cover only those agenda items of which members have had notice, but in an emergency, with the unanimous consent of all Board of Directors members present, the Board of Directors may deal with the emergency, providing no contract is made or authorized.

Adopted: 2/21/01 Revised:

1306 Annual Meeting

The annual meeting shall be called to order by the president or in his/her absence, by the vice-president, or in his/her absence by the secretary. The secretary is responsible for recording the proceedings at our annual meeting and reading last year's report. At least thirty (30) days before the annual meeting of the members, the president shall appoint a nominating committee, which shall propose names of candidates for election to fill vacancies on the Board of Directors. Such nominations will be made at the annual meeting of the members and additional nominations may be made from the floor. Employees of the RFSC are ineligible to serve on the Board of Directors. The nominating committee (consisting of the president, secretary and any additional Board of Directors members as deemed necessary) shall conduct the election process. Every RFSC member in good standing, whether adult or child (under the age of 18), is entitled to one vote. While minors may not vote, parents or guardians may vote on their behalf. All absentee ballots must be submitted to the RFSC office at least three days prior to the annual meeting.

Adopted: 2/21/01 Revised:

BOARD OF DIRECTORS POLICIES & PROCEDURES

1400 Chairperson

The chairperson for Policies & Procedures shall be a Board of Directors member appointed by the president. The chairperson will oversee a committee to work on and review policies. The Chairperson shall be responsible for maintaining an updated Policies & Procedures manual. The chairperson will update all Policies & Procedures, voted on and approved by the Board of Directors, in the correct document format and a read-only copy shall be distributed, by electronic means, to each Board of Directors member and the Website chairperson who will post the manual on the RFSC website. The chairperson shall insure that a current printed copy of the Policies & Procedures manual be maintained in the RFSC office and also will send a printed copy to any board member who requests one.

Adopted: 8/01/07 Revised: 9/20/10

1401 Committee

The Policies & Procedures committee will be responsible to ensure:
All policies voted and approved by the Board of Directors will be put in the Policy & Procedures format by the Chairperson and approved at the next Board of Directors meeting. Review all policies formatting and wording prior to approval by the Board of Directors, if applicable. Create and propose policies and procedures as requested by the Board of Directors.

Adopted: 8/01/07 Revised:

1402 Adoption, Amendment, Repeal or Suspension of Polices

Any policy of the Board of Directors may be enacted, amended, repealed or suspended at any regular meeting of the Board of Directors.

Adopted: 2/21/01 Revised:

1403 Arbitration Board

Any dispute or complaint by a member must be submitted in writing to the Arbitration Board. The Arbitration Board will do the fact-finding and present both parties with a solution. If both parties agree, the decision would be final. If a solution cannot be reached, then the dispute would be brought to the Board of Directors for a final vote. The Arbitration Board will consist of the Executive Board and the Executive Director.

Adopted: 2/21/01 Revised: 8/21/23

1404 Remote Vote

When a vote is taken by the Board of Directors via E-mail, it will require the following process:

- The process is initiated by the facilitator (i.e.: the president or his/her designated representative).
- An email is sent to the entire Board of Directors explaining the item. A vote is called to allow the topic to be voted on by email. Any one Board of Directors member voting "no" will halt the process. Two days are allowed for members to vote on this. At the end of this time if there aren't any "no" votes, the process continues. If entire Board of Directors votes "yes" before the two days are up, the process can proceed immediately.
- Email discussion of the subject is opened for two days. If everyone on the Board of Directors waives discussion of the item, a call for a vote can proceed immediately.
- Finally, a vote is called and two days are allowed for voting by return email. The results are emailed back to the Board of Directors and are included as part of the minutes of the next meeting.

Adopted: 4/24/07 Revised:

1405 Approval of Board of Directors Meeting Minutes by Email

The purpose of this policy is to facilitate more timely approval and dissemination of monthly Board of Directors' meeting minutes. This procedure will satisfy the requirement for approval of an E-mail vote.

- Minutes taken at meeting by the Board of Director's secretary.
- Secretary prepares minutes and sends to president for review.
- Upon the president's approval, he/she (or a designated representative) will email the minutes to Board of Directors members.
- Board of Directors members will have a minimum of two days to comment on or make corrections.
- If changes are made during the discussion period, the period may be extended as necessary, although this is not mandatory.
- After two days, the president (or designated representative) will call for a vote. If changes have been made during the discussion process, a new copy of the minutes should accompany the call for a vote.
- Voting will take place over the next 48 hours.

- A simple majority of votes cast is necessary to approve the minutes. Voting results will follow the standard procedure for a quorum.
- A Board of Directors member may cast a veto at any time during the process if he or she feels that the minutes require further discussion at a Board of Directors meeting.
- One veto is sufficient to stop the voting process.
- The result of the vote will become a matter of record at the next Board of Directors meeting and appear in that meeting's minutes as such.

Adopted: 9/20/10 Revised:

1406 Forms

Forms that the Executive Board, Board of Directors members, competition chairs, testing chairs, or other members of the RFSC that are needed to be signed to verify that the skater listed is a member of our club and in good standing or checks that need to be cosigned should not be signed by an immediate family member. An exception for the delegated group to sign a form of an immediate family member is if two of the Executive Board members (neither cannot be a family member of the skater) are notified and verify that the skater is in good standing with our club. Then to expedite the submission of the form, an immediate family member may sign the form.

Adopted: 3/19/07 Revised:

MEMBERSHIP & AFFILIATION

Categories of Membership

The RFSC recognizes several different categories of membership within its organization. These categories differ with respect to their privileges and responsibilities to the club.

Adopted: 2/21/01 Revised:

1500 Chairperson

The chairperson for Membership must be a Board of Directors member appointed by the president. The chairperson shall be responsible for keeping accurate information about RFSC members and submitting forms to U.S. Figure Skating.

Adopted: 8/01/07 Revised:

1501 Active Skating Membership

Active skating members must hold a current U.S. Figure Skating membership and be of good moral character. This group consists of all skating members, whether adult or children under the age of 18. Adult members are entitled to voting privileges within the RFSC. While minors may not vote, a parent or guardian may vote on their behalf. Active skating members will pay an annual fee (U.S. Figure Skating membership) and a monthly club fee to be determined by the Board of Directors.

Adopted: 2/21/01 Revised:

1502 Associate Members

Associate members are those members of the RFSC whose primary affiliation (i.e., home club) is with another U.S. Figure Skating member club but who wish to participate in the activities and/or support the interests of the RFSC. Associate members have the right to participate in all club activities, but they may *not* vote in club elections or serve on the Board of Directors. These members will pay an annual fee and a monthly club fee to be determined by the Board of Directors. They must have a U.S. Figure Skating permission form from their home club on file with the test chairperson in order to test on RFSC test sessions.

Adopted: 2/21/01 Revised:

1503 Basic Skills or Junior Members

Basic Skills members include all skaters who are currently enrolled in Basic Skills classes (i.e., Preschool, Junior Club, and J.P.S.E.). This group consists of all group lesson skaters

whether adult or children under the age of 18. Such members are *not* eligible for participation in the U.S. Figure Skating official test structure and have *no* voting privileges within U.S. Figure Skating or the RFSC.

Adopted: 2/21/01 Revised: 9/20/10

1504 Professional, Board of Directors, and Honorary Members

RFSC professional staff and Board of Directors members along with any individuals selected by a majority vote of the membership of the RFSC or by the Board of Directors (i.e., honorary members) are entitled to full voting privileges within the organization. These members must hold membership within U.S. Figure Skating; however, the RFSC is responsible for paying their membership fees.

Adopted: 2/21/01 Revised: 9/20/10

1505 Patron Members

Patron members include anyone interested in the advancement of figure skating or the RFSC. These members are not registered with the U.S. Figure Skating and may not vote in RFSC elections or hold a Board of Directors position. Donations eligible for patron member status shall be determined by the Board of Directors.

Adopted: 2/21/01 Revised: 9/20/10

RULES OF MEMBERSHIP

1520 Illegal Substance Abuse Policy

In addition to policies instituted by U.S. Figure Skating G.R.1.02, page 53, all members of RFSC shall not be involved in illegal use, distribution, or possession of any alcoholic beverages, drugs, drug paraphernalia, or controlled substances at any time. If a member of the RFSC is confirmed to have violated this rule the following penalties will be imposed:

1st Violation:

After confirmation of a first offense, the Board of Directors will not authorize testing or competition for the skater for four (4) months of the twelve (12) month season. In addition, any RFSC member that is a member of a skating team will not be eligible to be a captain for that school year. In addition, any member with a confirmed offense will not be allowed to participate in any skating exhibition at Rochester High School hockey events.

2nd Violation:

In the event of confirmation of a second offense, the RFSC will not authorize testing or competitions for one full calendar year from the date of the infraction. The member will not be eligible to be a captain of a team or participate in any skating exhibition at Rochester High School hockey events. The RFSC will encourage substance abuse counseling.

3rd Violation:

In the event of confirmation of a third violation of this rule the member will be dismissed from the membership of the RFSC. After successful completion of a substance abuse treatment program the member may reapply for membership after a minimum of one year from the date of the violation. The RFSC reserves the right to deny membership to any skater.

Penalties shall be accumulative and begin with the beginning membership date and ending when the member leaves the RFSC. Any member who is found to have denied the violation and is later found guilty of the violation will serve an additional 6 months penalty of not being authorized to test or compete.

Adopted: 8/01/08 Revised: 2/18/19

1521 Waiver and Release

A waiver and release is an acknowledgment that an activity carries certain risk that may result in serious injury or death. The general liability carrier for U.S. Figure Skating and RFSC requires that all participants have signed waivers and releases on file. Parents or guardians should sign for minors, and a new waiver is required on an annual basis. The

waivers should be maintained for a minimum of four years and need to be available should a claim come forward. Single- event waivers are required for one-time participants but are not required if an annual waiver and release is already on file.

Adopted: 10/18/10 Revised:

1522 Social Network & Media Policy

Purpose:

Rochester Figure Skating Club recognizes and supports its athletes' rights to freedom of speech, expression, and association, including the use of online social networks. In this context, however, each athlete must remember that being a member of the Rochester Figure Skating Club is a privilege, not a right. As an athlete, you represent the Club and you are expected to portray yourself, your team, and the Club in a positive manner at all times. Any online postings must therefore be consistent with federal and State laws, and team, Club & US Figure Skating regulations and policies,

Rules:

1. Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the website. A large percentage of internet traffic is centered on the use of social media. Social media includes, but is not limited to: Facebook, MySpace, Ning, Twitter, Second Life, YouTube, Linked In, blogs, wikis, social bookmarking, document sharing and email.
2. If you participate on a social networking site or use social media, you must keep the following guidance in mind:
 - a. Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, comments, and posters) may be accessible even after you remove it.
 - b. Use caution when adding someone or inviting someone to be a friend. Many individuals are looking to take advantage of athletes, to get close to athletes to

give themselves a sense of membership, or to gain information about you, your teammates, or your team for the purposes of sports gambling or negative publicity.

- c. Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.
 - d. What you post may affect your future. Many employers and graduate school admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).
3. Similar to comments made in person, RFSC will not tolerate disrespectful comments and behavior online, such as:
- a. Derogatory or defamatory language;
 - b. Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person;
 - c. Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, discrimination or immoral conduct; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct.
4. Members shall not engage in any offense in violation of federal, state, or local law, or laws of a foreign government.

Monitoring and Consequences:

- a. Any concerns about an athlete's posting or other online activity related to potential RFSC policy violations should be reported immediately to a member of the RFSC Board of Directors.

- b. Any violation of this policy will include, but not be limited to, dismissal from the team, club membership and possible revocation of US Figure Skating Membership.

Adopted 5/09/2013 Revised:

1523 Criminal Background Check and SkateSafe Training Policy

Purpose:

Secure the safety of members and protect assets of the Rochester Figure Skating Club.

Rules:

1. All individuals 18 years and older who serve as a coach, paid administrative staff, or as a member of the Executive Board of Directors will agree to a current background check and complete the U.S. Figure Skating SkateSafe Training Program before taking a position within the club.
2. As indicated below, parent volunteers in key leadership roles also must agree to a current background check and/or complete the U.S. Figure Skating SkateSafe Training Program and provide SkateSafe training documentation to the Executive Director.

Background check: Ice Show Chair(s), Competition Chair(s), Junior Board Liaison(s), Ice Show Ticket Sales Chair(s), Competition Registrar(s), Ice Show Costume Chair(s), Testing Chair(s), Lettering Chair(s), Website Chair(s), Hospitality Chair(s), Synchro Manager(s), Theater on Ice Manager(s).

SkateSafe Training: Ice Show Chair(s), Competition Chair(s), Junior Board Liaison(s), Testing Chair(s), Lettering Chair(s), Synchro Manager(s), Theater On Ice Manager(s), Board Member(s).

3. Registered coaches of U.S. Figure Skating are excluded from the background check policy. Registered coaches are required to complete the U.S. Figure Skating

SkateSafe Training Program and provide SkateSafe training documentation to the Executive Director.

4. Any conviction identified during the background check or failure to complete the U.S. Figure Skating SkateSafe Training Program can result in denial of club employment or participation.
5. Should an applicant contest an RFSC decision to deny participation in club activities as a coach, board member, or employee based on findings from the background check, the applicant has the right to appeal the decision to RFSC pursuant to a process established by the club.
6. Other volunteers can be required by the Board of Directors or Executive Director to submit a background check when deemed appropriate.

Adopted 5/09/2013 Revised: 1/23/2017

1524 Office and Coaches Room Policy

Purpose:

To protect the integrity of daily operations of RFSC. To secure the safety of all of our members and to protect the assets of the Rochester Figure Skating Club and its members.

Rules:

1. Only authorized personnel will be allowed in the office and coaches Room. Authorized personnel are defined as a coach, office staff, Board of Director member, or of Board approved committee chairs.
2. No children of staff/coaches or any RFSC skaters will be allowed in these areas unless brought in by a coach to attend to an injury.
3. Coaches will be allowed into the office area for RFSC business only.

4. Use of computer is limited to club related business and not for personal entertainment.

Adopted 5/09/2013 Revised:

1525 Locker Room Policy

RFSC is committed to creating a safe and positive environment for members' physical, emotional and social safety. Skaters are to adhere to the locker room policy to ensure privacy and reduce the possibility of misconduct. Skaters are responsible for their belongings.

Skaters are required to sign a locker room agreement before they can make use of the Locker Room. If a skater witnesses a conversation or behavior that makes them feel uncomfortable, they should report it to either their parent, their coach, the Safe Skate Chair, or the RFSC Executive Director.

Only skaters with a signed agreement are allowed into the locker room.

PROHIBITED CONDUCT

The following behavior is prohibited at all times in the locker room.

- **All misconduct as defined by the USFS Skate Safe Policy [SkateSafe Handbook.pdf \(usfigureskating.org\)](#)**
- **Taking photos, videos or voice recordings.**
- **Any phone usage in a changing area.**

VIOLATIONS of any of the above will result in

- 1. Immediate dismissal from the Locker Room for a period of 6 months**
- 2. A report to Safe Skate**

ETIQUETTE AND RESPONSIBILITIES:

- Leave the locker room as you found it or cleaner. Pick up any garbage lying around. No food or drinks in the locker room other than water.
- All skaters are responsible to report any prohibited behavior.

- No friends or siblings are allowed if they do not have a locker room agreement. Sharing lockers is not allowed. Do not share the locker room code with anyone.
- If you wish to switch lockers it must be approved by the office.
- Please be respectful of other skaters. Watch your language and be considerate of others around you.
- All skaters renting a locker are required to attend at least two locker room clean-ups per contract year. Dates will be posted in the locker room, on the website and the e-news. If you fail to make it to two locker room clean-ups, you will be dismissed from the locker room for one month at the start of the new contract year, and you will be required to make up the missed clean-ups as well as the two required clean-ups for the year.
- Skaters are responsible for their locker – any damages to the locker will be assigned to you and will be billed to your account.
- All items left out will be put in the lost and found and donated monthly to a local charity.
- A warning system is used in cases where the rules above are not followed. Having a locker is a privilege and skaters must always be:
 - a) Respectful of the rights and beliefs of others
 - b) Treat others with courtesy and consideration
 - c) Respect the wellbeing and property of others
 - d) Respect and obey RFSC rules as well as the rules of the community
 - e) Show respect to those responsible for enforcing the rules of RFSC
 - f) Be responsible for their actions and consequences of those actions

LOCKER ROOM WARNING PROCEDURE:

All RFSC skaters are responsible for reporting behaviors that are not consistent with the agreed upon Etiquette and Responsibilities Agreement. Concerns can be directed to a Board member, a coach or the RFSC Executive Director for appropriate resolution. If there are any issues with the lock notify the RFSC office immediately.

Any member found in violation of the Locker Room Policy or Locker Room Etiquette and Responsibilities Agreement will be subject to the following warning system:

Warnings:

- 1st infringement: a verbal or written warning. A Board member, coach or the RFSC Executive Director may give verbal or written warnings when they observe a locker room member violating any of the above policies, etiquette, or responsibilities (except for prohibited behavior see above).
- 2nd infringement: email to parents with written warning.
- 3rd infringement: meeting with RFSC Executive Director and parents. Skaters will receive a 6-month suspension from the locker room. Skater will still be responsible to pay the locker room fee for the full six months.

Adopted: 6/20/16 Revised: 8/21/23

AFFILIATIONS

1540 Member Club of USFS & TCFSA

The RFSC is a non-profit, educational organization. It is a permanent “Member Club” of U.S. Figure Skating and is part of the Twin Cities Figure Skating Association (hereafter referred to as TCFSA). It is the club’s goal to provide a skating environment that fosters both recreational and competitive figure skating.

Adopted: 2/21/01 Revised:

1541 TCFSA Member Delegates

Two member delegates (TCFSA requires two delegates per club) shall be appointed by the president, of which at least one delegate will be a Board of Directors member. The delegates shall be responsible for attending the TCFSA monthly meeting and providing input to TCFSA about RFSC related issues and reporting back to RFSC on TCFSA deliberations. Attendance requirements and delegate responsibilities also must adhere to TCFSA policies and procedures for the delegates. See Policy 1703.

[TCFSA](#)

Adopted: 8/01/07 Revised:

AWARDS

1550 Lifetime Achievement Award

The Lifetime Achievement Award will recognize and honor an individual who's made a significant and ongoing commitment to furthering the mission of the RFSC. The award is for lifetime achievement rather than for a single contribution, no matter how monumental.

Eligibility:

The Lifetime Achievement Award is the RFSC's most prestigious award given to an individual who has:

- an established history of distinguished service to the RFSC and figure skating over more than 25 years
- made a lasting contribution to figure skating in our community: the state: and beyond
- exhibited leadership and provided inspiration to others in figure skating

Nominees should have:

- made a positive impact on the RFSC and figure skating
- 25 years or more sustained service to the RFSC

earned recognition by others outside of the club for their contributions to figure skating

- the respect of others inside and outside the club
- made a demonstrated contribution to figure skating over a period of years

Implementation:

- recipients would be named based on a majority vote of the RFSC Board of Directors
- those named would be honored at the RFSC Ice Show and on a plaque that will be prominently displayed in the common RFSC area at the Rochester Recreation Center.

Adopted: 3/16/2015 Revised:

1551 Ice Show Service Awards

Typically, awards are presented during the show to volunteers who have been invaluable to the show and to the club. The RFSC coaches are responsible for the awards and select the recipients.

Adopted: 9/20/10 Revised: 3/16/2015

1552 Shindy Shandy Award

To be eligible to receive the Shindy Shandy Award a skater must:

- be either a junior or senior in high school.
- be an active member of the RFSC.
- be a good student and upstanding citizen. • be a good role model for younger skaters.
- be a hard-working skater.
- have a positive attitude.

All eligible skaters will have their name on the ballot.

To be eligible to vote for the Shindy Shandy Award a skater must:

- be a student in grades 9-12
- be an active member of the RFSC

Ballots will be used to determine the recipient of the Shindy Shandy Award. Only eligible skaters will be put on the ballot. Voters may pick up their ballots in the RFSC office. Voting must be done anonymously. A list of eligible voters will be kept in the office and once a skater turns in his/her ballot, his/her name will be checked off the list to ensure that no one votes more than once.

Voting will be open for two weeks. Two skaters, not on the Junior Board, will count the votes. Ballots will be kept for one week after the closing of the election. A skater may be the recipient of the Shindy Shandy Award only once.

Adopted: 4/24/07 Revised:

STAFF

DIRECTORS & REPRESENTATIVES

1600 RFSC Executive Director

The RFSC Executive Director provides club leadership and is accountable to the Board of Directors. Duties include, but are not limited to:

- Serve as the primary liaison with the Board of Directors for the professional staff (Team and L2S Directors, Coaches, and the club's Office Manager). Be the club coordination point for all shared service club activities with the intention of optimizing club efficiency and minimizing event and personnel conflicts.
- Responsible for Personnel issues (including hiring, termination, optimizing staff development and providing periodic staff evaluations)
- Supervise the Learn2Skate Director in optimizing the L2S program for successful transition of as many skaters as possible to advanced levels.
- Attend Board of Directors and Executive Board meetings whenever possible.
- Prepare a monthly report for the Board of Directors meeting to include significant achievements since the last report.
- Work with the Board of Directors to establish the club's strategic plan. Establish club goals, attain board approval and execute plans to achieve those goals.
- Attain approval from the Board of Directors for any organizational commitments or contracts.
- Partner with club committee chairs and their committees to provide assistance in managing committee activities.

- Meet with functional assistants as needed to ensure they have enough knowledge to manage the lead role in the Executive Director's absence. Functional assistants will be assigned for publicity, fundraising, sanctioning and lettering.
- Manage public relations and publicity at the club level. Provide reminders to staff to provide publicity input before and after applicable club, team or individual events.
Represent the club as the chief liaison between the RFSC and outside organizations. Examples include the Rochester Parks and Recreation department, other skating facilities such as the Kasson rink, the Rochester Swim club, 125Live, and media channels such as TV, radio, newspaper and social media.
- Manage the fundraising and sponsorship programs at the club level.
- Manage the Contract ice process.
- Manage the sanctioning process.
- Ensure the proper implementation of club policies and procedures.
- Work to maximize club revenue opportunities and identify opportunities to minimize costs.
- Exemplify the highest standards of good sportsmanship and professionalism.
- Be an advocate for all skating members (individual competitors, teams, and adults) and in doing so, support the growth of the entire club.
- Ensure compliance with Safe Sport policies and partner with the Safe Sport committee chair to ensure all Safe Sport tasks are completed at the club level.

Adopted: 4/25/01 Revised: 9/20/10, 10/15/18

1602 Learn2Skate Director

The Learn2Skate Director provides leadership day-to-day management of the program and is accountable for the overall success of the RFSC Learn2Skate program. The Learn2Skate Director's responsibilities fall into these categories:

- Lead and manage the Learn2Skate coaching team, including RFSC's coaches and interns
 - Hire, coordinate and train instructional staff
 - Ensure appropriate backup coverage if unable to attend Learn2Skate sessions
 - Communicate coaching objectives to coaches/interns
 - Ensure adequate intern training on a regular basis
 - Determine/maintain an appropriate coach/skater ratio

- Administer the program (ensure successful registration; integrate registrants into appropriate class groupings; ice and class scheduling; USFS/Safe Sport compliance)
 - Help organize basic skills competitions; ice shows/exhibitions; special workshops and camps
 - Develop Learn2Skate curriculum
- Establish and implement Learn2Skate customer satisfaction program
 - Respond and implement appropriate follow-up plans based on results of skater, parent & coaches survey results
- Primary staff liaison to Learn2Skate volunteer team – responsible for ensuring strong and effective working relationship with this volunteer team
- Serve as public “face” of the RFSC Learn2Skate program
 - Resource for existing and prospective skaters
 - Actively participate in implementation of plan to grow/market Learn2Skate
 - Promote the sport of figure skating locally
- Provide monthly Learn2Skate program in-person updates to RFSC Board
- Manage the day-to-day operations of the Learn2Skate program (budget, ice, staffing, parent communication and program administration)
- During Learn2Skate sessions, the director’s primary focus will be on ensuring success of the Learn2Skate sessions. The director will not teach group lessons during Learn2Skate sessions unless necessary due to staffing shortage.

The Learn2Skate Director will:

- Report to the Executive Director
- Be reviewed by the Executive Committee of the RFSC Board and the Executive Director on a quarterly basis, less frequently over time based on the success of the program
- Provide monthly Learn2Skate program in-person updates to RFSC Board
Provide a report of the state of the Learn2Skate program at the club’s annual meeting

Adopted: 4/25/01 Revised: 11/16/15

1603 Team Skating Director(s)

The Team Skating Directors are part-time employees of the RFSC and are accountable to the Board of Directors. Team Skating Directors are paid a pre-determined stipend that is reviewed and approved annually by the Board of Directors.

Team Skating directors are responsible for the organization and operation of their respective RFSC Team Skating program. The following duties and any other administrative tasks are covered by the Team director's stipend. His/her duties include, but are not limited to:

- Work with the Executive Director on all operational activities.
- Communicate ice requests and cancellations to the Executive Director.
- Prepare the write-up for team skater contracts.
- Schedule extra off ice and on ice practices for each team.
- Select and recruit managers for each team.
- Ensure all team managers are compliant as per US Figure Skating rules and regulations, including SkateSafe policies.
- Meet with Team managers to pass along information and plan the competitive season.
- Help managers deal with any problem situations
- Communicate with managers, captains and team members about various Team Activities.
- Answer questions from prospective Team members and parents.
- Determine the best way to divide skaters into teams.
- Choose music for all teams.
- Decide on the initial competition costume design and make other equipment/apparel decisions.
- Meet with Team coaches to plan practices, teach choreography, discuss goals, etc.
- Plan and distribute information on tryouts for the teams.
- Plan and distribute information on introductory classes.
- Recruit new skaters for teams.
- Write articles for the online newsletter and the club web site. Ensure all team related web site content is current.

Communicate any team information for marketing/advertising to Executive Director.

- Develop ways to improve the quality of skating and the Team Skating programs and then carry out these plans.
- Provide a monthly report to the Board President and Secretary to be included in the minutes in time for the monthly Board meeting. This report should include:
 - The number of teams and the number of skaters under the Director's direction along with a general overview of any changes in team membership from the previous month.
 - Upcoming competitions or events (exhibitions, camps, banquets, training visitor or team training trips, etc.) plans for the next three months from the report,
 - Any results from previous competitions not already reported, ○ Any challenges that the Board can assist in resolving,
 - Upcoming fundraising efforts for the next three months from the report,
 - Upcoming public relations opportunities, ○ Any significant deviations from the Team Budget, ○ Any team issues worth noting,
- Exemplify the highest standards of good sportsmanship and professionalism. Be an advocate for all skating members (ice dance, individual competitors, teams, testers, and adults) and in doing so, support the growth of the entire club.

Adopted: 9/20/10 Revised: 3/18/19

COACHES

1620 Professional Staff

The professional staff members are employees of the RFSC.

The coach's private lesson rate is approved by the Board of Directors and subject to a 10% commission. Professional requests for raises must be submitted for approval before July 1st to be effective for the fall skating contract. Skaters must be notified of availability and rate changes in writing prior to the contract deadline.

The professional staff is responsible for submitting a brief current resume to the office when submitting requests for increase. Raises will not be considered unless a current resume is on file.

Team skating classes are paid at the private lesson rate and are subject to the 10% commission. Learn2Skate classes are paid at a variable rate depending on the coach's PSA group rating. Group classes on contract ice and Off ice classes are paid at a fixed rate determined by the Board of Directors and are subject to the 10% commission.

All professional staff will be expected to attend staff meetings and will be paid a flat rate for attendance as defined by the Board of Directors. Professional staff will also have educational stipends to enhance their PSA rating and coaching skills. (See Section 1705, Stipend Policy)

Professional staff is paid bi-monthly and are subject to a background check.

All Professional staff are required to be members of the Professional Skaters Association, U.S. Figure Skating, carry PSA liability insurance and to be SkateSafe certified. Fees for the above are paid for directly by the RFSC. Coaches will be subsidized for their liability and their PSA membership upon submission of their bill which must be submitted within 4 weeks of the start of the US Figure Skating compliance timeframe.

Adopted: 4/25/01 Revised: 2/18/19

1621 Adjunct Staff

Adjunct staff will be expected to adhere to the same regulations as the professional staff outlined in Policy 1620, with the following exceptions:

- Adjunct staff will not be required to attend staff meetings
- Adjunct staff will not receive educational stipends from the RFSC

Adopted: 2/21/01 Revised:

1622 Staff Moonlighting Policy

Any RFSC professional wishing to hold any class independent of the RFSC contract must notify the Ice and Rules committee of their intent prior to commencing the activity. Ice and Rules committee will inform both the Board of Directors and the staff professional of feasibility of the request.

Adopted: 11/19/01 Revised:

1623 Coaches' Substitute Policy

Criteria for any substitute for a coach are as follows:

Substitute Coaches for Contract Sessions/Private Lessons must:

- be a PSA member
hold PSA Basic Accreditation
- have current liability insurance
- charge substitute coach's normal lesson fee
- provide proof of US Figure Skating membership
- provide proof of background check

Substitute Coaches for Learn2Skate Lessons must:

- provide proof of US Figure Skating membership
- provide proof of background check
- hold Basic Skills Instructor membership

Refer to the Intern policy for interns on the substitute list. All substitutes must be approved before being added to the list.

Adopted: 4/24/07 Revised: 11/16/15

1624 Team Coaches

Team coaching staff will be expected to adhere to the same regulations as the professional staff outlined in Policy 1620. Team skaters are responsible for the cost of these services.

His/her duties include, but are not limited to:

- Cutting music for competitive programs
- Choreographing competitive programs
- Teaching basics of team skating
- Teaching programs to team skaters

Adopted: 9/20/10 Revised: 2/18/19

1625 Visiting Coaches

Coaches wishing to teach on RFSC sessions may do so after signing a visiting coach agreement with the club. Terms of the contract include, but are not limited to:

- Membership in the U.S. Figure Skating and PSA
- Carrying professional liability insurance
- Understanding of the RFSC safety rules
- Pay a \$1.25 commission for each fifteen-minute lesson
- Background check (upon request)
- A six-week probation period

A visiting coach's privileges may be removed at any time at the Board of Directors' discretion. All forms will be filed and kept in the office.

Adopted: 6/25/01 Revised:

1626 Professional Staff Responsibilities and Requirements

All professional staff will be held to the responsibilities and requirements as outlined below.

Responsibilities:

It is the responsibility of the coach to:

- Come prepared for lessons/practices at all times
- Conduct classes in a professional manner
- Portray a positive image of the club
- Develop skaters' skills and enhance their knowledge of the sport
- Follow Club rules and policies
- Support decisions made by the Board, the Office or Club Committees
- Ensure background check is up to-date
- Ensure concussion training is renewed every 3 years and retain a copy with the office
- Ensure skaters have attended the safety seminar
- Ensure skaters are compliant with waiver and liability forms before the start of the Fall contract
- Discipline skaters and Inform the Executive Director of any skaters repeatedly disobeying Ice and Safety Rules

- If a coach needs to speak with a skater on ice, take the skater to open ice, preferably rink side. If a coach needs to speak with a skater after an off-ice class, ensure the door is open and another adult is present.
- Promote Club group lessons
- Inform the Office and/or Executive Director of any class cancellations and find a substitute in a timely manner
- Refrain from negativity on the ice and in the presence of skaters and/or parents. Report complaints or issues to the office directly
- Ensure appropriate use of social media
- Avoid conflicts of interest

Learn2Skate Coaches:

- Follow Lesson plans set by L2S Director
Provide L2S Director minimum 48-hour notice for absences (except in the case of an emergency)
- Find substitute for L2S classes and inform L2S Director of the substitution
- Ensure all skaters enter and exit the ice from the appropriate entrance/exit
- Ensure skaters are tested in a consistent and fair manner
- Coaches are employed primarily for the L2S program and the requirements of the program take priority over private lessons. Refusal to participate in the L2S program disqualifies a coach from offering private lessons on RFSC ice time. The L2S Director and the Executive Director will review any special requests to not participate in the L2S program on a case by case basis.

Private Lessons

- Upon notification by the office, coaches should not offer lessons to a skater who not in good standing with the Club
- Communicate effectively with both skater and parent. Give objective feedback on a regular basis
- Help skaters set realistic goals and discuss tests and competition options with skaters to keep them on track throughout the year

Code of Ethics

1. Follow all Code of Ethics as established by PSA, USFS
2. Be compliant with the US Figure Skating Safe Sport Handbook
3. Abide by RFSC, USFS and TCFSA rules
4. Do not use profane or abusive language

5. Do not engage in any sexual harassment or sexual misconduct with an athlete
6. Be honest and open in recruitment of skaters for private lessons. Soliciting of skaters for private lessons must be done in a mature, professional and diplomatic format. It is acceptable to market oneself in a positive way but unacceptable to speak negatively about any other coach.
7. Skater/Coach relationship is confidential. Skaters must be treated with respect and it is unacceptable to discuss skaters with other coaches, other parents, other skaters or volunteers.
8. It is unprofessional to make any derogatory remarks regarding a skater, coach, volunteer, and/or staff member.

Requirements for Coaches:

- US Figure Skating Membership
- Background Screening
- PSA Membership
- Proof of Liability Insurance
- Basic Accreditation
- Up to date on CER's on a yearly basis

CORRECTIVE ACTION:

The Director and Learn2Skate Director are expected to communicate with coaches who exhibit unsatisfactory performance to ensure they have adequate information, training and support to perform their job and improve. When necessary, corrective action should be viewed as a learning process and will include progressive disciplinary actions when appropriate. This is designed to encourage coaches to improve their performance and/or recognize the need to conform to RFSC policies. Directors are expected to deal with instances that violate work place rules or professionalism. A Director's role is to be impartial, take complaints seriously, respond immediately and act professionally.

As an example, any safety violations, unfulfilled job responsibilities, inappropriate or disrespectful behavior towards co-workers, skaters, parents etc. will be addressed. Whether notified through a formal complaint or observed, Directors are expected to address these instances. All coaches are expected to notify a Director if such a situation arises.

It is the responsibility of the Directors to advise coaches of any performance or behavior issues as they occur, offer coaching as needed, and take corrective action when necessary. It is the belief that this will ensure the success of the coach.

The Director will provide Coaches the opportunity to offer explanation which will be considered in determining whether disciplinary action is appropriate. The Director may choose to consult with a higher authority such as an executive board member before advising of any disciplinary action.

The first step would be determining the severity of the offense:

Minor – Examples might be the first written action of unsatisfactory job performance or violation of a rule or policy. This might be careless or inappropriate act which does not have serious consequences or pose risk or harm but is considered unacceptable conduct. Examples: not finding appropriate coverage for lessons/classes and not communicating this with L2S Director, as an example, in the case of the L2S program.

Serious – Examples might be violation of an important rule or practice, or action showing carelessness or disregard for RFSC interest which could result in significant harm and/or loss. Examples: a coach's repeated minor offenses (without significant demonstration of improvement), repeated poor performances or unacceptable behavior previously addressed, abusive or threatening language, refusal to work a

scheduled time, violation of ethical standards and practices, undermining any of the Club's programs, or failure to report any accident.

Major – A violation is considered major when an action shows carelessness or disregard of RFSC interests and raises the question as to whether the offending coach should be discharged.

A coach may be discharged for a first "major" offense, repeated serious violations, refusal to follow directions from Director/Board of Directors, disclosure of confidential information, or falsification of records.

STEPS TO CORRECT ISSUES:

- Coaching/performance discussion - responsibility of the L2S Director and/or Executive Director
- Verbal warning - responsibility of the Executive Director
- Corrective interview - responsibility of the Executive Director and an Executive Board Member
- Termination- responsibility of the Executive Director and the RFSC Board of Directors

Approved by Coaches on the 24th November 2015.

Adopted: 3/21/16 Revised:

OFFICE STAFF

1640 Office Manager

- Manage the day-to day operations of the RFSC.
- Successful implement office policies and procedures.
- Responsible for scheduling ice, off-ice rooms, and conference rooms.
- Primary point of contact for club memberships. Return phone and e-mails to club members within next business day.
- Provides administrative support for Learn2Skate registration. Responds to questions about on- line registration, produces reports, and responsible for billing.
- Responsible for day-to-day financial management of the club.

- Accurately enter contract skater information into club billing system and ensure accurate monthly billing with all member billing distributed no later than the 5th of each month.
- Ensure accuracy of all skater sign-in sheets. Monitor and ensure all on-ice participants have in at the start/close of each session.
- Review all bills.
- Balance all accounts receivable monthly, ensuring that club accountant receive no later than the 5th of each month.
- Balance cash register weekly.
- Accurately prepare deposits for the accountant (minimum 1 per week).
- Reconcile PayPal account and provide breakdown of income and fees to the accountant before the 10th of each month.
- Forward checks to RFSC Treasure for approval and signatures.
- Ensure completions and accuracy of payroll, employee benefits, and retirement contributions.
- Collaborate with RFSA Treasure on all financial matters • Prepare and distribute weekly e-newsletter to club membership.
- Manage club information systems.
- Conduct a quarterly “locker inventory” to ensure list and billing.
- Ensure accurate filing system and record keeping.
- Responsible for staffing plan for RFSC office during open office hours 1:30 – 7:30p.m., Monday-Friday, during school year – includes time for confirming accuracy of sign-in sheets for all ice sessions, including the last on-ice session, including the last on- ice sessions of the day, “quiet time” from 1:30-3 p.m. for more complex tasks. 8:30a.m. – 2:30p.m. during summer.
- Primary liaison to volunteer office staff.
- Develop office staffing plan in collaboration with Skating Director.
- Other duties as assigned by Skating Director and Personnel Committee of the Board.

Adopted: 6/14/05

Revised: 8/18/14

INTERNSHIPS

1660 Internship Program

Interns with the RFSC must be entering 11th or 12th grade, have passed at least the intermediate moves in the field test and be available throughout the year.

Phase 1 – Summer

- Interns will volunteer during some of the Junior Club, J.P.S.E., and hockey classes.
- Interns will participate in seminars by the Professional Staff. These may include U.S. Figure Skating Basic Skills program, class organization and structure (preparation, pace, order, discipline, scenarios) safety and traffic patterns.

Phase 2 – Fall

- Interns will begin to run their own group classes under the supervision of a member of the professional staff.
- Interns must expect to rotate between Preschool, Junior Club, J.P.S.E., and hockey classes.
- Compensation during this session will be at an hourly rate set by the Board of Directors.

Phase 3 – Remainder of calendar year

- Interns will run their own group classes with less supervision.
- Interns will be evaluated by a member of the professional staff and will be expected to complete a self-evaluation.
- Interns are encouraged to observe private lessons (if mutually agreeable with the professional and the skater) in order to gain experience in one-on-one teaching and problem solving.
- Interns should plan on working with a professional in planning and teaching at least one Junior Club group number for the RFSC ice show.
- Compensation during these sessions will be at an hourly rate set by the Board of Directors.

Interns should expect to participate in at least one group class per week. Each intern is encouraged to pursue the PSA Basic Accreditation.

When interns have a conflict with a particular teaching night, the intern is expected to attempt to find a substitute within the intern program or the professional staff and contact the Junior Club director. If a substitute cannot be found, the intern will contact the Junior Club director as soon as possible.

Adopted: 6/14/05 Revised: 9/20/10

1661 Advanced Internship Program

Interns who have successfully completed the first-year program described in Policy 1660 are eligible to remain in the Intern Program if they meet the following requirements:

- Become members of the Professional Skaters Association (PSA)
- Pass the PSA Basic Accreditation exam by October 31 of the calendar year. In order to take the PSA Basic Accreditation exam, the skater must have attended a PSA seminar within the past year.

Any intern who elects to take the PSA Basic Accreditation exam will be reimbursed for the associated testing fee. This fee will only be covered the first time that the exam is attempted. These Advanced Interns may still teach Preschool, Junior Club, and J.P.S.E. classes when additional staffing is needed.

Skaters who meet the above criteria and are willing to participate in the PSA Apprenticeship Program under the supervision of a member of the RFSC professional staff (see requirements in the PSA Program) may be placed on the Junior Club and the free skate/moves in the field/dance substitute list for private lessons. It is understood that these individuals will not have their own students but will only be substitutes. Lessons will be arranged through the RFSC professional staff only, not directly through the skater or parents. This program will allow qualified skaters to gain valuable experience with teaching private lessons.

Advanced interns will be compensated for group and private lessons at a rate set by the Board of Directors (less 10% RFSC withholdings).

Adopted: 8/22/05 Revised: 9/20/10

MONETARY POLICIES

1700 Registration Policy

The RFSC will reimburse the initial registration fee for any skater participating in Midwestern Sectional Figure Skating Championships, junior U.S. Championships, or U.S. Figure Skating Championships at the pre-juvenile level or above.

Any youth team competing at a Sectional Championship or a National Competition will be entitled to a maximum of half their initial registration fee reimbursed by RFSC, at the

discretion of the Board of the Directors. A written request by the Team Director must be submitted at the next Board Meeting after the team has competed.

Adopted: 4/24/07 Revised: 2/18/19

1701 Stipends

When a skater or skaters from the RFSC compete at Midwestern Sectional Figure Skating Championships, junior U.S. Championships, or U.S. Figure Skating Championships they may qualify for a stipend from the RFSC that will match up to the amount of the stipend given by the TCFSA. The following criteria must be met to be eligible:

The Skater or Skaters:

- is/are a member or members in good standing of the RFSC for a least one year prior to the competition.
- is/are coached by an RFSC professional.
- skates an average of 15 units a week for at least 40 weeks a year of RFSC ice.

The skater or skaters are eligible to compete at Midwestern Sectional Figure Skating Championships, junior U.S. Championships, or U.S. Figure Skating Championships by:

- finishing in the top four or competition at regionals or sectionals.
- being a chosen alternate if one of the top four from regionals or sectionals cannot compete.
- receiving a bye through the USFS for either regionals or sectionals because of participation in an international competition.

Note: Skaters receiving medical byes or filling vacancies at sectionals or U.S. Championships that are due to lack of participants in other regions are not eligible for TCFSA stipends.

If approved, the stipend will be paid after the skater has competed. A skater who withdraws from the competition will not be given the stipend.

Adopted: 4/24/07 Revised: 2/18/19

1702 National Individual Skater Grant

Purpose:

The purpose of the grant is to supplement travel and lodging expenses incurred by the skater, or in the case of a minor child, the minor and either a parent or a legal guardian to the Midwestern Sectional Figure Skating Championships, junior U.S. Championships or U.S. Figure Skating Championships.

Rule:

When an individual skater from the RFSC competes at the Midwestern Sectional Figure Skating Championships, junior U.S. Championships or U.S. Figure Skating Championships, they may qualify for a grant from the Competitive Skating Fund. The following criteria must be met to be eligible:

The individual skater:

- is a member in good standing of the RFSC for a least one year prior to the competition.
- is coached by an RFSC professional.
- skates an average of 15 units a week for at least 40 weeks a year on RFSC ice.

The grant will be paid as follows:

- if an individual skater advances to the final round at the junior U.S. Championships, a grant of \$750 will be paid out of the Competitive Skating Fund.
- if an individual skater advances to a Midwestern Sectional Figure Skating Championships, a stipend of \$750 will be paid out of the Competitive Skating Fund.
- if an individual skater advances to the U.S. Figure Skating Championships, a stipend of \$750 will be paid out of the Competitive Skating Fund.

The RFSC Board of Directors will approve the grant at the Board of Directors meeting the month after the competition. The Board of Directors shall not allocate more than 80% of the current balance. Should the balance of the Competitive Skaters Fund not meet the total expense requirement at the time of the vote, the money allotted shall not exceed 80% of the Competitive Skaters Fund balance, with eligible individual skaters sharing the sum allotted equally.

Adopted: 7/21/08 Revised:

1703 TCFSA Reimbursement

The RFSC will reimburse one delegate for gas/mileage costs for travel to the TCFSA meeting. The reimbursement amount will be based on the IRS rate that is current at the time of the meeting.

Adopted: 8/01/07 Revised:

1704 Employee Skating Benefit

Beginner Group Lessons

Coaches and staff members of the RFSC will receive for their immediate family, a 50% discount for all Learn2Skate group sessions, space permitting.

The skater must be a minor for whom the employee is a parent or guardian. In addition, the skater must also be registered with U.S. Figure Skating. The employee will be responsible for the U.S. Figure Skating annual registration fee. To qualify for the discount, the skater's registration form must be turned into the office by the session due date.

Private Lessons

RFSC coaches may give private lessons to their dependents on RFSC ice without charge. The 10% administration fee will also be waived. The skater would still have to register and pay for ice time.

Skating Privileges

All RFSC coaches and staff can skate on early morning ice free of charge as long as these sessions have space permitting. Coaches and Staff do not have to register for this ice on the portal but would have to sign in for record keeping. This benefit is extended to RFSC employees only and not to their dependents.

Adopted: 6/15/09 Revised: 9/17/18

1705 Professional Staff Education Stipend

In order for RFSC coaches to qualify for education funds, the following requirements must be met:

- They must be a Professional Skaters Association (PSA) member.
- They must be active in their rating and/or ranking. Ratings and rankings must be maintained as active status by obtaining necessary required credits. PSA requires 28 credits earned within a 3-year period. \$250 per year for each coach will be subsidized to obtain a rating/ranking.
- Coaches with a masters rating may accumulate their educational stipend by rolling over any unused funds into the next fiscal year. This rollover is limited to three consecutive years or a maximum of \$750.
- The event is sponsored or endorsed by the PSA. If the event is not sponsored or endorsed by the PSA, the coach must have approval from the RFSC Education committee prior to registration and attendance.
- After attendance of the event, an Education Stipend Request form, with receipts attached, must be turned into the RFSC treasurer for reimbursement.

Adopted: 9/01/06 Revised: 8/18/14

1706 Reimbursement Policy

Purchases made by all RFSC coaches, staff, Board of Directors members, and volunteers with personal funds for RFSC events or other purposes will only be reimbursed if the following criteria are met:

- The purchase must be pre-approved by the Board of Directors or by the chairperson of the committee for which the purchase is being made.
- The itemized receipt and a written description of the reason for the purchase must be submitted to the chairperson of the committee for which the purchase was made within 90 days of the purchase. If the chairperson approves of the purchase, he or she must sign the receipt which can then be submitted to the RFSC office for reimbursement.
- If the RFSC tax exempt ID number is not used and the expense is taxed, the amount of the tax cannot be submitted for reimbursement.

Adopted: 4/30/12 Revised:

1707 Account Receivable

Purpose:

To protect the integrity of daily operations and assets of the Rochester Figure Skating Club.

Rules:

- When checks are received, either over-the-counter or in drop-box, the office manager records the income and enters into the cash register using the appropriate department code. At end of shift, office manager will clear out cash register and create a deposit log to be placed with the checks into the safe.
- When cash is received, cash must be rung into the cash register immediately. A receipt must be given, and a copy must be kept in the RFSC office. Anyone paying by check may receive a receipt upon request.
- No funds, checks or cash may leave the building. Any items being sold outside of the RFSC office must be pre-approved and a cash box and receipt journal will be issued to handle the income. Cash and checks will then be entered into the cash register immediately after the sale is completed for the day and the same procedures as in rule 1 will be followed.
- Accountant will remove deposits from safe 2 times per week and deliver to Wells Fargo Bank account. Deposits will be logged in a deposit journal located in the office and each deposit will be reconciled by treasurer monthly to ensure each deposit has been accounted for. Each month the accountant will reconcile the bank statement through their Quickbooks accounting software.
- When NSF checks are received from the bank, the office manager will adjust the accounts receivable in the database. A copy will be sent to the accountant to be recorded in the Quickbooks accounting software. A form letter is then sent to the party who issued the check notifying them of the returned check and the additional charge that is added to the check total. Any member issuing 2 NSF checks in any 6-month period will be notified by office manager that RFSC will no longer accept their personal checks and further payments must be made by way of cash or money order.

Adopted: 5/09/13 Revised:

1708 North Rink Advertising Signs

Except as hereinafter provided, the Rochester Figure Skating Club (RFSC) shall be entitled to all proceeds from their lease of advertising signs on the north rink of the Rochester Recreation Center. The City and RFSC define an advertising sign as an advertisement attached to a dasher board, an on-ice logo embedded in ice, and/or an advertisement displayed on a permanent banner. A permanent banner may not block the public's view. All advertising signs shall be subject to the approval of the City Park Board's designated representative. The RFSC shall assume responsibility for all costs and expenses associated with the creation, installation and maintenance of their advertising signs. Advertising signs will be allowed to be displayed year-round. The RFSC shall pay

the City \$250 per year for each dasher/logo and \$150 per year for each banner. The City will limit the number of advertising signs by accepting a maximum of \$4500 per year. The RFSC shall make payment within 30 days of billing which shall occur not earlier than January 1, of the current season.

The City reserves the rights to lease or use of three non-prime dasher, four on-ice logo and three permanent banner locations for whatever purpose it deems appropriate. The right to receive proceeds from, dasher signs, on-ice logos, and permanent banners shall expire if RFSC terminates their affiliation with the City of Rochester.

Proceeds from all advertising signs are to be deposited into the RFSC's general fund.

Adopted: 8/18/14 Revised:

1709 Capitalization Policy

Capital Asset Definition and Threshold

Capital purchases comprise furniture, fixtures, equipment, software etc that meet the following criteria:

1. A useful life of more than one year
2. Cost more than a certain amount.

The Rochester Figure Skating Club has established \$1000 as the threshold amount for capitalization.

Capital Assets must be capitalized and depreciated for financial statement purposes.

Capitalization method and procedure

All Capital Assets are recorded at historical cost as at the date purchased.

Tangible assets costing below the aforementioned threshold amount are recorded as an expense within the Rochester Figure Skating Club's annual financial statements.

Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the cost of purchase.

Approval

The Rochester Figure Skating budget includes a discretionary fund of \$ \$1000 that can be accessed by the Executive Director without prior approval, provided resources are

available, and with the stipulation that the board be informed of any use of the funds at the next regular meeting for any amount that exceeds \$600.

Capital purchases beyond the scope of the discretionary fund, must be specifically approved by the Board of Directors. To seek such approval the Executive Director or Committee Chair must provide the price and rationale for the purchase. It will be the responsibility of the Board of Directors, with consultation from the Treasurer and Executive Director to ensure the availability of financial resources to support the purchase.

Record Keeping

Rochester Figure Skating Club shall maintain a list of fixed assets showing the date of the acquisition, historical cost, depreciable life and accumulated depreciation of the asset. Rochester Figure skating Club shall keep on file documentation for each purchase for a minimum of 5 years.

Adopted: 2/18/19 Revised:

ICE & RULES

1803 Club Ice Cancellation Policy - RFSC cancellation (not individual)

Any requests for cancellation of reserved ice should be submitted to the Ice and Rules Chair as soon as the need for cancellation is known but no later than two weeks before the scheduled session. It is the responsibility of the coach cancelling ice to work with the Ice and Rules Chair and the office to re-allocate or find alternative uses for the ice time cancelled to cover the cost of ice already contracted. In the case of re-allocation to another program, that program will cover the fee for the ice. In the case of alternative uses, the contracted coach is responsible for coordinating and managing the activity, and the cost of the ice will be billed to the original contracted program. Any monies made will be credited to the program. If no substitute is found for use of the ice, then the original scheduled users will be charged. The Ice and Rules Chair is responsible for communicating with both the cancelling and substitute parties.

Adopted: 11/16/15 Revised:

CONTRACTS

1820 Contract Ice Schedule

The Executive Director is responsible for seeking input from professional staff and preparing and distributing the ice contracts at the designated times during the year. This will include school year, summer, and holiday contracts as well as any others deemed necessary during the course of the year.

Adopted: 2/21/01 Revised: 8/21/23

1821 Registration Policies

Fees: Registration fees for a contract period may be set by the Executive Director with approval from the Board of Directors. This covers administrative costs. A monthly fee will be assessed each contract skater to cover skating director salaries.

Bills past due from previous contracts must be paid in full prior to acceptance of a new contract. In the event of account delinquencies, the Executive Director with Executive Board approval reserves the right to ask for an active credit card to be on file, and that payment can be processed via credit card on a monthly basis. Any credit card fees will be the responsibility of the skater. When sessions become full, priority will be based on:

- RFSC membership.
- date the contract is received.
- volume of ice contracted.
- highest Free skate test passed.

Skaters must sign up for ice based on the highest test level the skater has achieved at the time the contract is submitted. The test level must be printed on the contract for acceptance.

Adopted: 2/21/01 Revised: 6/19/17, 8/21/23

1822 Cancellation & Makeup Policy

Each week will be scheduled identically. Changes must be made through cancellations and make-ups only. You will be charged for *all* ice contracted, however, you may cancel sessions with the office and use them as make-up time on another session within the current contract period. You must schedule ice time make-ups through the office coordinator.

Power sessions can be canceled and made up for an equivalent number of free skate units.

Immediate family members may share each other's make-up time. Make-up time may *not* be sold to a skater from another family. Cancellations and make-ups will be balanced at the end of a contract period. At that time a skater who has make-up time in excess of canceled time will be billed accordingly.

Reducing a contract will result in the loss of any previously incurred make-up time. It is not the intention of the volume discount to allow a skater to contract for a large amount of ice and then reduce in order to use canceled ice purchased at a lower rate.

Adopted: Unknown Revised:

1823 Walk-on Policy

"Walking on" may be allowed on ice that has space available on it. Skaters are to check with the office coordinator before signing onto a session they are not contracted for. A skater *must* sign the clipboard when skating *any* session.

Adopted: 2/21/01 Revised:

1824 Non-club Member Skaters

Non-club member skaters must submit required fees with their registration. Fees may be adjusted based on length of contract. One month's ice fees must also be paid when submitting a contract. RFSC coach fees will be billed monthly. Skaters must provide a current U.S. Figure Skating membership as well as U.S. Figure Skating free skate test level. A safety seminar or equivalent must be completed and the skater must be in good standing with their home club. Non-club members may skate walk-on ice based upon space availability. They must contact the office to schedule the ice and must pay for the ice prior to skating. Fees for non-club member ice will be determined by the Ice & Rules committee.

Adopted: 2/21/01 Revised:

1825 Contract Change Policy

Any reduction or termination of a contract requires written notification submitted to the office identifying the specific changes and dates. Reducing or terminating a contract will

result in a penalty fee totaling two weeks of ice charges (this is a fee only and does not give the skater rights to ice time). Contracts may be reduced on December 1st and March 1st without incurring a penalty. Contracts may also be changed during the first week of a contract period without incurring a penalty. Reduction of a contract at any time will result in the forfeiting of cancellations.

Adopted: 2/21/01 Revised:

1826 Ice Usage

The Ice and Rules committee shall work with the professional staff to create an ice schedule that optimizes ice availability for all skaters. They will work to balance the needs of the skaters and the professional staff, while remaining fiscally responsible.

Adopted: 2/21/01 Revised:

1827 Recreation Center Communications

The Executive Director shall provide an avenue of communication between the RFSC and the Recreation Center staff. The Executive Director will work with the Recreation Center staff to secure required ice for all RFSC ice contracts and will be responsible for notifying the Recreation Center of any adjustments made in the ice schedule.

Adopted: Unknown Revised: 8/21/23

SAFETY

1840 Ice Safety Rules

Ice safety rules shall be created and enforced by the Executive Director and professional staff.

Adopted: 2/21/01 Revised: 8/21/23

1841 Ice Safety Seminars/Education

Ice safety rules will be communicated to all skaters via seminars or other methods at the discretion of the Executive Director and professional staff. Such skater education will be organized and administrated by the Executive Director and professional staff.

Adopted: 2/21/01 Revised: 8/21/23

1842 Ice Safety Concerns

The Executive Director or professional staff shall receive and review any concerns regarding safety issues on RFSC ice. The Executive Director, along with the professional staff, may take appropriate actions to correct violations of the safety rules.

Adopted: 2/21/01 Revised: 8/21/23

1843 Spectator Policy

In order to create an environment that is conducive to learning and free from unnecessary distractions, those observing skating sessions should not be in the skaters' walkway along the north rink or in the hockey box on the south rink. Only skaters and designated safety monitors will be allowed to remain in these areas. It is acceptable for people to be in this area for short periods of time to speak with a coach or skater, but they should move to another area as soon as possible.

Skaters waiting for a session to begin should also avoid these areas until it is time to get on the ice. To this extent, the sign-in sheet will be moved to behind the Plexiglas in the skate changing area.

Those observing a skating session from the restricted areas will be asked to move. Anyone who habitually remains in these areas, or who becomes belligerent when asked to move, will receive a written warning from a club executive or the Ice and Rules committee.

If the warning does not correct the issue, the person will be asked to appear before the Arbitration Board. Consequences will be determined by this committee and could include loss of skating privileges.

Adopted: 2/13/07 Revised: 10/18/10

1844 Locker Room Eligibility Policy

RFSC free style level skaters are eligible to rent a locker for a monthly fee as set by the Board of Directors. A waiting list will be kept in the office as necessary. Skaters must provide their own locks. Skaters allowing others into the locker room and/or disclosing the locker room combination will immediately lose their locker room privileges. RFSC is not responsible for items lost in this facility. Changing areas for boys/men are limited, therefore no fee is associated. Keys are distributed as necessary.

Adopted: 11/01/01 Revised:

SKATESAFE

1850 Athlete Protection Policy

COMMITMENT TO SAFETY Overview

RFSC is committed to creating a safe and positive environment for athletes' physical, emotional and social development and to ensuring that it promotes an environment free of misconduct. Members should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Instead, it is the responsibility of each member to immediately report suspicions or allegations of child physical or sexual abuse to the appropriate people as laid out in RFSC's reporting policy.

RFSC recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct.

Application

This Policy applies to all RFSC club members, parents, coaches, volunteers, and participants. Club members, parents, coaches, volunteers, and participants shall refrain from all forms of misconduct, which include:

- Bullying and Threats
- Harassment
- Hazing
- Emotional misconduct
- Physical misconduct
- Sexual misconduct, including child sexual abuse

PROHIBITED CONDUCT

Bullying and Threats

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying involves an intentional, persistent or repeated pattern

of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying behavior is prohibited in any manner in connection with all U.S. Figure Skating sanctioned activities and events.

Examples of bullying prohibited by this policy include, without limitation, physical behaviors, such as punching, kicking or choking an athlete; and verbal and emotional behaviors, such as, the use of electronic communications (i.e., “cyber bullying”), to harass, frighten, degrade, intimidate or humiliate.

While other members are often the perpetrators of bullying, it is a violation of this policy if a coach or other responsible adult knows or should know of the bullying behavior but takes no action to intervene on behalf of the targeted participant(s).

A threat to harm others is defined as any written, verbal, physical or electronically transmitted expression of intent to physically injure or harm someone. A threat may be communicated directly to the intended victim or communicated to a third party.

Harassment

Harassment includes any pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation, or annoyance, (b) offend or degrade, (c) create a hostile environment, or (d) reflect discriminatory bias in an attempt to establish dominance, superiority, or power over an individual participant or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression, or mental or physical disability.

Harassment also includes creation of an environment through behavior or course of conduct that is insulting, intimidating, humiliating, demeaning or offensive. Harassment usually occurs when one person engages in abusive behavior or asserts unwarranted power or authority over another, whether intended or not. It includes, for example, name-calling, taunts, threats, belittling, unwelcome advances and requests for sexual acts, as well as undue threats to perform or succeed. Harassment includes child abuse.

Sexual Harassment is a form of harassment prohibited by this policy. It shall be a violation for any member, coach, official, director, employee, parent or volunteer, to harass a participant(s) through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Unwelcome sexual advances, requests for sexual acts, or other verbal, nonverbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the participant being harassed are the same sex and whether or not the participant resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a participant's participation in any activity; or
2. Submission to or rejection of such conduct by a participant is used as the basis for decisions affecting the participant; or
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a participant's ability to participate in or benefit from a program or activity or it creates a hostile or abusive environment.

Any conduct of a sexual nature directed by a minor toward an adult or by an adult to a minor is presumed to be unwelcome and shall constitute sexual harassment. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment. Legitimate nonsexual touching or other nonsexual conduct is not sexual harassment.

It is also a violation of this policy if a coach or other responsible adult knows or should know of the harassment or sexual harassment but takes no action to intervene on behalf of the targeted participant(s).

Hazing

Hazing includes any conduct that is intimidating, humiliating, offensive, or physically harmful. The hazing conduct is typically an activity that serves as a condition for joining a group or being socially accepted by a group's members. Examples of hazing prohibited by this policy include, without limitation, requiring or forcing (including through peer pressure) the consumption of alcohol or illegal drugs; tying, taping, or physically restraining a participant; sexual simulations or sexual acts of any nature; sleep deprivation, or the withholding of water and/or food; social actions or public displays (e.g., public nudity) that are illegal or meant to draw ridicule; beating paddling, or other forms of physical assault. Activities that fit the definition of hazing are considered to be hazing regardless of a person's willingness to cooperate or participate.

Hazing does not include group or team activities that are meant to establish normative team behaviors or promote team cohesion, so long as such activities do not have reasonable potential to cause emotional or physical distress to any participant.

It is also a violation of this policy if a coach or other responsible adult knows or should know of the hazing but takes no action to intervene on behalf of the targeted participant(s).

Emotional Misconduct

Emotional misconduct involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a participant. These behaviors may include verbal acts, physical acts, or acts that deny attention or support.

Examples of emotional misconduct prohibited by this policy include, without limitation:

Verbal Acts: A pattern of verbal behaviors that attack a participant personally (e.g., calling them worthless, fat, or disgusting) or repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive training or motivational purpose.

Physical Acts: A pattern of physically aggressive behaviors, such as throwing sport equipment, water bottles, or chairs at, or in the presence of participants; or punching walls, windows, or other objects.

Acts that Deny Attention or Support: A pattern of ignoring a participant for extended periods of time or routinely or arbitrarily excluding participant from practice.

Emotional misconduct does not include generally accepted and age-appropriate coaching methods of skill enhancement, physical conditioning, motivation, team building, appropriate discipline or improving athletic performance.

Note: Bullying, harassment, and hazing, defined above, often involve some form of emotional misconduct.

Physical Misconduct

Physical contact in sport is inherent in instruction and training. Appropriate physical contact has three elements:

1. The physical contact takes place in public.
2. There is no potential for, or actual, physical or sexual intimacies during the physical contact.

3. The physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult.

Physical misconduct means physical contact with a participant that intentionally causes or has the potential to cause the participant to sustain bodily harm or personal injury.

Physical misconduct also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury. Physical misconduct may also include intentionally hitting or threatening to hit an athlete with objects or sports equipment.

In addition to physical contact or the threat of physical contact with a participant, physical abuse also includes the providing of alcohol to a participant under the age of 21 and the providing of illegal drugs or non-prescribed medications to any participant.

It also includes any act or conduct described as physical abuse or misconduct under federal or state law (e.g., child abuse, child neglect, and assault).

Physical misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance.

Without limiting the above, any act or conduct described as physical abuse or misconduct under applicable federal or state law constitutes physical abuse under this policy.

Examples of physical misconduct prohibited by this Policy include, without limitation:

1. Contact offenses:
 - a. punching, beating, biting, striking, choking or slapping an athlete;
 - b. intentionally hitting an athlete with objects or sporting equipment;
 - c. providing alcohol to an athlete under the legal drinking age (under U.S. law);
 - d. providing illegal drugs or non-prescribed medications to any athlete;
 - e. encouraging or permitting an athlete to return to play prematurely or without the clearance of a medical professional, after a serious injury (e.g., a concussion);
 - f. prescribing dieting or other weight-control methods (e.g., public weigh-ins, caliper tests for humiliation purposes). *For further information please consult the U.S. Figure Skating Policy on Athlete Health and Well-Being.*

2. Non-contact offenses:
 - a. isolating an athlete in a confined space (e.g., locking an athlete in a small space);
 - b. forcing an athlete to assume a painful stance or position for no athletic purpose (e.g., requiring an athlete to kneel on a harmful surface);
 - c. withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep.

It is critical for coaches, staff members, volunteers, and parents to report suspicions or allegations of physical misconduct to the proper officials and appropriate law enforcement officials.

Note: Bullying, harassment and hazing, defined above, often involve some form of physical misconduct.

Sexual Misconduct Including Child Sexual Abuse

For the purposes of this Policy, a child is someone under the age of 18.

Sexual misconduct involves any touching or non-touching sexual interaction that is nonconsensual or forced, coerced or manipulated, or perpetrated in an aggressive, harassing, exploitative or threatening manner. It also includes any sexual interaction between an athlete and an individual with evaluative, direct, or indirect authority which is considered an imbalance of power. Last, any act or conduct described as sexual abuse or misconduct under federal or state law (e.g., sexual abuse, sexual exploitation, rape) qualifies as sexual misconduct.

Notes:

An imbalance of power is always assumed between an athlete, regardless of age, and an adult in a position of authority (such as a coach, official, director, employee, parent, or volunteer).

Minors cannot consent to sexual activity with an adult. All sexual interaction between an adult and a minor is strictly prohibited.

Sexual abuse of a minor occurs when an adult coach, official, director, employee, parent, or volunteer touches a minor for the purpose of sexual arousal or gratification of the minor or the coach, official, director, employee, parent, or volunteer. Sexual abuse of a minor also occurs when a minor touches a coach, official, director, employee,

parent, or volunteer for the sexual arousal or sexual gratification of either the minor or coach, official, director, employee, parent, or volunteer; even if the touching occurs at the request or with the consent of the coach, official, director, employee, parent, or volunteer.

Authority and Trust:

Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed, regardless of age. However, in some circumstances in regard to adult skaters, this assumption is rebuttable.

Imbalance of Power:

Factors relevant to determining whether there is an imbalance of power include, but are not limited to: the nature and extent of the coach's supervisory, evaluative or other authority over the athlete being coached; the relationship between the parties; the parties' respective roles; the nature and duration of the sexual relations or intimacies; the age of the coach; the age of the athlete or participant; and whether the coach has engaged in a pattern of sexual interaction with other athletes or participants. . Factors relevant to determining whether there is an imbalance of power include, but are not limited to: (a) the nature and extent of the coach's supervisory, evaluative or other authority over the athlete being coached; (b) the actual relationship between the parties; (c) the parties' respective roles; (d) the nature and duration of the sexual relations or intimacies; (e) the age of the coach; (f) the age of the athlete or participant; (g) and whether the coach has engaged in a pattern of sexual interaction with other athletes or participants.

Sexual contact between children also can be abusive if there is a significant disparity in age, development, or size that renders the younger child incapable of giving informed consent; if there is the existence of an aggressor; or where there is an imbalance of power and/or intellectual capabilities. The sexually abusive acts may include sexual penetration, sexual touching or non-contact sexual acts such as exposure or voyeurism.

Neither consent of the minor to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a U.S. Figure Skating function are defenses to a complaint of sexual abuse. Sexual abuse may also occur between adults or to an adult. Sexual abuse includes sexual interactions that are nonconsensual or accomplished by force or threat of force, or coerced or manipulated, regardless of the age of the participants.

Sexual abuse may also include non-touching offenses, such as sexually harassing behaviors, an adult discussing his/her sex life with a minor, an adult asking a minor about his/her sex life, an adult requesting or sending nude or partial dress photo to minor; exposing minors to pornographic material, sending minors sexually explicit electronic messages or photos (e.g. "sexting"), deliberately exposing a minor to sexual acts, or deliberately exposing a minor to inappropriate nudity.

Without limiting the above, any act or conduct described as sexual abuse, sexual misconduct or child sexual abuse under applicable federal or state law constitutes sexual abuse under this policy.

Examples of Sexual Misconduct Touching Offenses

- Fondling an athlete's breasts or buttocks
- Exchange of reward in sport (e.g., team placement, scores, feedback, free lessons/ice time, etc.) for sexual acts
- Genital contact – whether or not either party is clothed
- Sexual relations or intimacies between participants in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants

Non-touching offenses

- Sexually-oriented comments, jokes or innuendo made to or about an athlete, or other sexually harassing behavior
- Discussing his or her sex life with an athlete
- Asking an athlete about his or her sex life
- Requesting or sending a nude or partial-dress photo to athlete
- Exposing athletes to pornographic material
- Sending athletes sexually-explicit or suggestive electronic or written messages or photos (e.g., "sexting")
- Deliberately exposing an athlete to sexual acts
- Deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared)
- Sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature

These guidelines do not apply to a pre-existing relationship between spouses or life partners.

It is critical for clubs, programs, coaches, staff members, volunteers and parents to report suspicions or allegations of sexual misconduct to U.S. Figure Skating and appropriate law enforcement officials.

“Grooming” behaviors

Offenders typically control their victims through a systematic process called “grooming” or seduction. Many offenders exploit a child’s vulnerabilities using a combination of tactics to gain the victim’s trust, lower inhibitions, and gain cooperation and “consent.” Since the initial stages of the grooming process can occur in public or group settings, offenders also take care to groom the community, which makes it easier to gain the trust of staff and administrators. The grooming process has six steps:

1. Targeting the victim – An offender will identify a child and determine his or her vulnerabilities.
2. Gaining trust – Through watching and gathering information about the child, an offender will become acquainted with his or her needs.
3. Filling a need – Offenders will often lavish gifts, extra attention, and affection to forge a bond with their victims.
4. Isolating the child – By developing a special relationship with the child, an offender creates situations in which he or she is alone with the child.
5. Sexualizing the relationship – An offender will desensitize a child by talking to, taking photos of and even creating situations in which both the offender and victim are touching or naked. The adult then uses a child’s curiosity and feelings of stimulation to engage in sexual activity.
6. Maintaining control – To ensure the child’s continued participation and silence, offenders can use secrecy and blame as well as other tactics. Victims sometimes continue the relationship out of fear or shame at the thought of having to tell someone about the abuse.

Since interactions between a predator and child can occur in sport settings around other people, coaches, staff members or volunteers are well positioned to witness grooming behavior. Therefore, it is critical for all members of the sport community to be on the alert for policy violations, suspicious behavior, or other signals that an individual might be a sexual predator. Offenders will use tickling, wrestling, horseplay, photography and giving gifts to push the boundaries of what’s acceptable and form connections with their victims.

All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to the appropriate persons within RFSC or U.S. Figure Skating.

WILLFULLY TOLERATING MISCONDUCT

It is a violation of this Athlete Protection Policy if a coach, official, director, employee, parent, or volunteer knows of misconduct, but takes no action to intervene on behalf of the athlete(s), participant(s), staff member, and/or volunteer.

VIOLATIONS

Although these policies are designed to reduce child sexual abuse and other misconduct, it can still occur. Members, volunteers and participants of RFSC shall follow the reporting procedures set forth in RFSC'S Reporting Policy. **RFSC does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations, as a condition of reporting suspicions or allegations to the appropriate law enforcement authorities.**

Adopted: 3/16/15 Revised:

1851 Locker Room Policy

RFSC is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. Skaters are vulnerable to misconduct in locker rooms and changing areas due to various stages of dress/undress and because they are often less supervised than at other times. Adherence to a locker room policy enhances privacy and reduces the likelihood of misconduct. Accordingly, all members shall adhere to this locker room policy at all times.

RFSC Member Locker Room

Due to the fact that the overwhelming majority of members are female, the locker room shall be restricted to female skaters. RFSC doesn't have the facilities to provide male locker room, therefore male skaters must change in the restroom. RFSC free style level skaters are eligible to rent a locker for a monthly fee as set by the Board of Directors and a waiting list will be kept in the office as necessary. If you do NOT rent a locker – you should NOT be in the locker room!

Only same gender RFSC coaches, staff, and board members may regularly enter the locker room. If you cannot lace your own skates – please put them on with your parents' assistance outside the locker room.

RFSC will not be responsible for personal property and all skaters must provide their own locks. Skaters allowing unauthorized individuals to enter the locker room and/or skaters disclosing the locker room combination will immediately lose their locker room privileges. Please close the locker room door gently but firmly to ensure that lock is engaged and everyone's belongings are secure. Any problem with the door lock should be report immediately.

The locker room is for preparation and storage, it is NOT a social area. Members wishing to socialize or pass time between sessions should use the public areas of the rink. Skaters may use the locker room for quiet and homework completion between sessions. The Junior Board will be responsible for enforcing the rules in the Locker Room – this is their duty – RESPECT them!

Skaters are responsible for attending at least one monthly locker room clean-up per contract year. The dates and assigned locker numbers will be posted in the locker room and an e-mail reminder will be sent out prior to the clean-up. If a skater cannot attend their assigned locker room clean-up date – they may make it up during one of the later clean-up dates. If a skater doesn't not participate in a locker room clean-up during the year – they will LOSE their locker and locker room privileges. Leave the Locker Room as you found it – or even cleaner! If you see garbage – PICK IT UP and dispose of it.

Prohibited conduct.

The following is prohibited at all times in the RFSC locker room:

- All misconduct defined by the RFSC Athlete Protection Policy and the USFS SkateSafe Handbook, including but not limited to bullying, hazing, harassment (including sexual harassment), emotional misconduct, physical misconduct, and sexual misconduct (including child sexual abuse).
- The use of cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras. If phones or other mobile devices must be used, they should be taken outside the locker room.
- Profanity; obscenity; rowdy or boisterous behavior; music; disparagement of other skaters/clubs, their families, coaches, judges, USFS officials, or rink personnel; or any other conduct that might be construed or interpreted as improper, indiscreet, or offensive by others, even if the member may believe otherwise.
- If a minor member witnesses a conversation or behavior that makes them uncomfortable, that member should go to an adult – their parent, a coach, or an RFSC Board Member or volunteer.

Breaking the rules will have its consequences. Three separate WRITTEN WARNINGS during a single contract year, documented by Junior Board Members, will result in the loss of an individual's locker room privileges for a 6-month period and after which they may re-apply for a locker. If a waiting list exists – the skater's placement will be the original date of the infraction. A second warning will also include notification of the skater's parent(s) and coach to ensure that a third warning can be avoided.

EXAMPLES of WARNINGS:

- Witnessed spills of food or beverage that are not cleaned up in a timely fashion (the same day).
- Neglecting your personal effects – even after you have been approached by a Junior Board Member and asked to clean them up.
- Repeated presence of an unauthorized skater or parent in the locker room on multiple witnessed occasions.
- Signing in but NOT participating in a Locker Room Clean-Up.

Special Events

RFSC provides gender-specific locker rooms/changing areas for USFS sanctioned events, including but not limited to the annual ice show and competitions. Females should not enter the male areas, and males should not enter the female areas. The locker rooms/changing areas doors are to remain open and unlocked at all times. RFSC will not be responsible for personal property.

Supervision:

To insure the events are running as smoothly as possible, volunteers may enter a locker rooms/changing areas to supervise the events participants. Two-deep leadership shall apply and those volunteers shall be the same gender as the area supervised. Only samegender parents may enter the locker room/changing area with their child but may not remain for an extend period of time. Parents are encouraged to enter as seldom as possible and allow the assigned volunteers to assist the skaters.

Prohibited conduct:

The following is prohibited at all times in any RFSC-provided locker room or changing area:

- All misconduct defined by the RFSC Athlete Protection Policy and the USFS SkateSafe Handbook, including but not limited to bullying, hazing, harassment

(including sexual harassment), emotional misconduct, physical misconduct, and sexual misconduct (including child sexual abuse).

- Use of cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras. If phones or other mobile devices must be used, they should be taken outside the locker room.
- Profanity; obscenity; rowdy or boisterous behavior; music; disparagement of other skaters/clubs, their families, coaches, judges, USFS officials, or rink personnel; or any other conduct that might be construed or interpreted as improper, indiscreet, or offensive by others, even if the member may believe otherwise. If a minor witnesses a conversation or behavior that makes them uncomfortable, that member should go to an adult – their parent, a coach, or an RFSC Board Member or volunteer.
- Violations should be reported pursuant to RFSC' s Reporting Policy.

Adopted: 3/16/2015 Revised:

1852 Reporting Policy

It is the policy of Rochester Figure Skating Club (RFSC) that every member, parent, or volunteer must report (1) suspicions or allegations of child physical or sexual abuse; (2) actual or perceived violations of the USFS SkateSafe Program Handbook; or (3) actual or perceived violations of the RFSC SkateSafe Policies, Club Policies, or Codes of Conduct.

It is critical that all members, parents, and volunteers understand that they should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to U.S. Figure Skating or to appropriate law enforcement officials.

Reporting Procedures

Suspicious or Allegations of Child Physical or Sexual Abuse

1. Report to law enforcement: Suspicious or allegations of child physical or sexual abuse should be reported first to Rochester Police (311) or Olmsted Community Services (507-328-6400).
2. Report to U.S. Figure Skating: Suspicious or allegations of child physical or sexual abuse should be reported to U.S. Figure Skating by sending a detailed description of the abuse situation to SkateSafe@usfigureskating.org.
3. Report to RFSC: Suspicious or allegations of child physical or sexual abuse should be reported to any of the RFSC Board Member and/or Skating Director.

It is possible that a coach, member, parent, volunteer, or other participant may witness behavior intended to “groom” a child for sexual abuse. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to U.S. Figure Skating or any RFSC Board Member.

Violations of RFSC SkateSafe Policies or USFS SkateSafe Program Handbook

- a. Report to U.S. Figure Skating: Violations of any of the RFSC SkateSafe Policies or the USFS SkateSafe Program Handbook should be reported to U.S. Figure Skating by sending a detailed description of the violation to SkateSafe@usfigureskating.org.
- b. Report to RFSC: Violations of any of the RFSC SkateSafe Policies or the USFS SkateSafe Program Handbook should be reported to any of the RFSC Board Member.
- c. Failure to appropriately report, making a false report, or retaliating against a reporter are violations of the USFS SkateSafe Program Handbook, the RFSC SkateSafe Policies, and U.S. Figure Skating’s Policy on Harassment and Abuse.

Violations of RFSC Club Policies or Codes of Conduct

Violations of RFSC Club Policies or Codes of Conduct should be reported to any of the RFSC Reporting Contacts as listed above. For a violation of a Code of Conduct, the member may file a written complaint with the RFSC Board of Directors. Depending on the severity of the offense, discipline may include the following:

First offense: club member will be addressed verbally (in private) regarding the violation.

Second offense: club member will be removed from the activity and given a written warning. A meeting with the member and/or member’s parents may be held.

Repeated offenses: if a club member continually violates any tenet of the Code of Conduct, repeat offenses will be taken very seriously by the club board. Discipline may include loss of club privileges for extended periods (suspension), and/or revocation of club membership. **IN THE EVENT OF A SUSPENSION OR REVOCATION OF CLUB MEMBERSHIP, NO MEMBERSHIP DUES (PRORATED OR FULL) WILL BE REFUNDED. ADDITIONALLY, ANY SUSPENSION OR REVOCATION OF CLUB MEMBERSHIP WILL CREATE A LAPSE IN MEMBERSHIP STATUS AND THEREFORE, INELIGIBILITY FOR COMPETITOR FUNDING.**

Confidentiality

RFSC and U.S. Figure Skating will maintain confidentiality with respect to the complaint, complainant, victim, accused, and other information related to the report and incident(s) until “notice” must be given about a suspension or the outcome of any proceedings. Reports can be made anonymously, however, there must be enough detailed information within the report to allow U.S. Figure Skating or RFSC to investigate the claim.

Under Minnesota law, any person making a voluntary or mandated report are immune from any civil or criminal liability that otherwise might result from their actions, if they are acting in good faith. MN Statute 626.556 subd. 4.

When in doubt – report! If you have questions or concerns, ask any of the RFSC Board Member, or send an email to U.S. Figure Skating at SkateSafe@usfigureskating.org.

More information on the SkateSafe Program can be found on the RFSC website at www.rochesterfsc.org or the U.S. Figure Skating website at www.usfsa.org.

Adopted: 3/16/2015 Revised:

1853 Electronic Communications Policy

Rochester Figure Skating Club (RFSC) is committed to creating a safe and positive environment for members’ physical, emotional and social development and ensuring that it promotes an environment free of misconduct. Effective communication concerning activities, schedules, and administrative issues among coaches, members and their families, officials, and volunteers is critical. However, the use of electronic communications (including mobile devices, web-based applications, social media, and other forms of electronic communication) increases the possibility for improprieties and misunderstandings, and also provides potential offenders with unsupervised and potentially inappropriate access to minor skaters. The improper use of electronic communications can result in misconduct. Accordingly, all members shall adhere to this Electronic Communications Policy at all times.

Social Media

RFSC maintains a website for the purpose of communicating non-personal information about club/skating related activities. This includes communication designed to show

support of RFSC members and their accomplishments, and for the promotion of RFSC, its programs, and events.

All electronic communication of any kind between adults and minors, including the use of social media, must be non-personal in nature and be for the purpose of communicating information about club/skating-related activities.

No contact information for any minor will be placed on the RFSC website or any social media site established by RFSC in the future.

Email, Text Messaging and Similar Electronic Communication

All email and text message content between adults and minors must be non-personal in nature and be for the purpose of communicating information about club/skating activities.

Emails and text messages from any adult to any minor member must copy or include a parent. A parent may grant permission in writing to contact their minor without copying or including that parent. In such event, all electronic content between the adult and the minor should be readily available to share with the public or the families of the skater or coach/adult.

Coaches, skaters, and club volunteers must follow common sense guidelines regarding the volume and time of day of any allowed electronic communications.

Request To Discontinue All Electronic Communication or Imagery with Minors

Following receipt of a written request by the parents of a minor that their child not be contacted by any form of electronic communication by coaches or other adults in the program, RFSC and its members shall immediately comply with such request without any repercussions for such request.

Violations

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, 'sexting', bullying, harassment, and hazing). Such communications by any coach, skater, parent, volunteer, or other participant in any RFSC activities will not be tolerated and will be considered violations of RFSC's Athlete Protection Policy and the USFS SkateSafe Program.

Violations of RFSC's Electronic Communications Policy should be reported pursuant to RFSC's Reporting Policy.

Adopted: 3/16/2015 Revised:

1854 Travel Policy

RFSC is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. Minors are vulnerable to misconduct during travel, particularly overnight stays. Adherence to travel guidelines helps to reduce the opportunities for misconduct and promote safety. Accordingly, all members shall adhere to this Travel Policy at all times.

Individual Travel

RFSC does not sponsor, coordinate, or arrange for travel to skating activities. All travel arrangements for minor members are the responsibility of the parents of the minor.

Coaches who are not also acting as a parent should not drive alone with an unrelated minor unless otherwise agreed to in writing by the minor's parent.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor member unless the coach is the parent, guardian, or sibling of that particular member.

Team Travel

RFSC may coordinate or arrange team travel to skating activities only if minimum of two unrelated adults volunteer to chaperone the trip.

Coaches/Chaperones who are not also acting as a parent should not drive alone with an unrelated minor unless otherwise agreed to in writing by the minor's parent.

Regardless of gender, a coach/chaperone shall not share a hotel room or other sleeping arrangement with a minor member unless the coach/chaperone is the parent, guardian, or sibling of that particular member.

Adopted: 3/16/2015 Revised:

1860 Concussion Policy

RFSC is committed to make information accessible to coaches, skaters and their parents or guardians about the nature and risks of concussions, including the effects and risks of continuing the athletic activity after receiving a concussion, and the protocols and content, consistent with current medical knowledge from the Centers for Disease Control and Prevention (CDC), related to:

1. the nature and risks of concussions associated with athletic activity;
2. the signs, symptoms, and behaviors consistent with a concussion;
3. the need to alert appropriate medical professionals for urgent diagnosis and treatment when a skater is suspected or observed to have received a concussion;
4. the need for a youth athlete who sustains a concussion to follow proper medical direction and protocols for treatment.

For more information on concussions, visit:

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

RFSC requires all of their coaches to receive initial online training and online training at least once every three calendar years thereafter, consistent with the Concussion in Youth Sports online training program available on the CDC Web site.

For online training, visit: http://www.cdc.gov/concussion/HeadsUp/online_training.html

A coach or official shall remove a skater from participating in any activity when the skater exhibits signs, symptoms, or behaviors consistent with a concussion or is suspected of sustaining a concussion.

When a coach removes a skater from participating in an athletic activity because of a concussion, the skater may not again participate in the activity until the skater:

1. no longer exhibits signs, symptoms, or behaviors consistent with a concussion.
2. is evaluated by a provider trained and experienced in evaluating and managing concussions and the provider gives the skater written permission to again participate in the activity.

Adopted: 1/19/15 Revised:

ICE FINANCES

1870 Ice Costs

The Executive Director shall review the cost of ice along with the skater usage. They will report to the Board of Directors the information regarding ice costs and usage so, the Board of Directors may determine appropriate ice charges.

Adopted: 2/21/01 Revised: 8/21/23

1871 Ice Utilization

The Executive Director may make adjustments to the ice schedule based upon need and fiscal responsibility.

Adopted: 2/21/01 Revised: 8/21/23

ICE ASSIGNMENTS

1880 Ice Levels

Levels of skaters will be created by the Executive Director and professional staff to enhance the safety/work environment for all skaters. Levels will be based on U.S. Figure Skating free skate test level, along with any other criteria deemed appropriate by the Board of Directors.

Adopted: 2/21/01 Revised: 8/21/23

1881 Skater Assignments

Skaters will be assigned to a specific level of ice, based on their U.S. Figure Skating test level. The Executive Director and professional staff will maintain a record of skater's ice level and communicate that to the skater when distributing contracts.

Adopted: 2/21/01 Revised: 8/21/23

1882 Level Adjustments

The Executive Director and professional staff may establish a system of re-assigning skaters to a different ice level if deemed appropriate. They shall work with the

professional staff to handle requests for ice-level changes for individual skaters. Requests shall be made in writing by the skater's professional.

Adopted: 2/21/01 Revised: 8/21/23

1883 Skater Sign-in Policy

Skaters must sign their name next to their name on the sign-in sheet before stepping onto the ice. Skaters may sign-in early and for each time they skate that day. If their name is not on the list for that session they are to add their name to the list. Skaters are to sign in only for themselves, not for anyone else. If a skater skates any portion of a session, they are to sign in and will be billed for the entire session.

For the first and second infractions the skater will receive written notice through their professional coach. Their parents will receive informal notices as well.

For the third infraction, the skater's parents will receive written notice informing them of the severity of the problem and will outline the steps that will be taken if there are further problems.

For the fourth infraction, the skater will be required to sit out one session with no refund or make-up allowed for that session. The forfeiture will occur during the same session the week following the infraction, to give the skater time to cancel any scheduled lessons during that session. If the infraction occurs on a session for which the skater is a walk-on, a session of equal value will be forfeited from their contracted schedule.

Further infractions will be review by the Ice and Rules committee to determine a course of action.

After a period of two months has passed without infractions, the total number of infractions recorded for a skater will be reduced by one.

For example, if after three infractions with the written notice a skater consistently signs in for two months, the next infraction will be treated as the third infraction and written notice will again be sent to the parents. This will continue until the skater's record is expunged.

Adopted: 7/01/02 Revised:

1884 Reassignment of the Ice Session

Only a RFSC coach may petition the Executive Director to request a skater be reassigned to a different ice session. The request should state the skater's age, test levels, number of sessions per week contracted, competition record, a brief description of the skater's goals, and the reason for the move.

When the petition to reassign a skater is due to safety issues or unacceptable behavior, the coach must state the reason for the change and provide written documentation on the behavior including the dates the safety concern/unacceptable behavior occurred. The following steps will be followed:

- A written warning will be given to the skater's parent(s). This written warning will clearly state the unacceptable behavior, what is expected of the skater and will be signed by the Executive Director and skater's coach. The Executive Director and skater's coach will meet with the skater and parent(s) to discuss the behavior and what the skater must do to correct the behavior. The parent and skater will be required to sign the written warning, stating that they understand what is expected and what the consequences will be if the behavior does not improve.
- After the written warning is received and meeting is held, the skater must show improvement in their behavior within 5 ice sessions. If improvement is not to the satisfaction of the Executive Director and coach, skater will be reassigned to another ice session as designated by the skating director and coach. If the behavior is considered a serious violation, the skater may lose all ice privileges with the RFSC.
- The Executive Director and skater's coach will follow up with a written letter to the skater and parent(s) after the five ice sessions have occurred stating what actions, if any, will take place.

Adopted: 7/01/02 Revised: 8/21/23

TESTING

1900 Testing Chairperson(s)

The free skate/moves in the field and ice dance Testing chairpersons are to be appointed by the RFSC president and approved by the Board of Directors. This is a volunteer position. Test chairs must be members of U.S. Figure Skating and their names and contact address must be submitted to U.S. Figure Skating.

Adopted: 4/25/01 Revised:

1901 Duties of the Testing Chairperson(s)

The Testing chairpersons are responsible for all facets of the planning, execution and reporting of the RFSC test sessions. They must be responsible to U.S. Figure Skating, TCFSA, the Board of Directors, the Executive Director, the professional staff, and to the RFSC members.

Adopted: 4/25/01 Revised: 2/18/19

1902 Eligibility

RFSC follows the same eligibility rules as mandated as per the *Official USFS Rulebook TR2.01*: <https://www.usfsa.org/story?id=84114>

The RFSC will only recognize applications for testing belonging to skaters who are current on their bills both on the day of receipt of the application and on the actual test date. This must be verified by the RFSC treasurer or other authorized representative (e.g., office coordinator).

Adopted: 4/25/01 Revised: 2/18/19

1903 Planning for Test Sessions

(This section is dictated by the U.S. Figure Skating Guide for Test Chairs)

Testing must occur within the club on a regular schedule. The test chair must consult the RFSC professional staff in order to determine the necessity and urgency in planning additional test sessions. The professional staff is to aid in deciding what level of test to expect and approximate number of tests projected. Specific test dates are determined by both ice and judge availability and must be approved by the TCFSA. Judges are to be selected from the U.S. Figure Skating Directory and should be contacted at least six weeks prior to the proposed test date whenever possible. Judges requesting permission to judge in order to fulfill their official judging requirements are to be given priority. An adequate number of judges should be required, ensuring that they are not overworked. U.S. Figure Skating dictates that the judging time is limited to eight hours per day with breaks every two hours including a lunch and/or dinner hour.

Notice of test date and level should be posted for club members and professional staff well in advance of the test session, as soon as this information is available.

Final Registration closes 2 weeks before the test date.

As soon as the details have been secured, the professional staff shall be notified of attending judges and tentative test schedule. The Hospitality chairperson should also be provided with necessary information concerning test schedule, number of judges, etc. Volunteers must be solicited for set-up, music, photocopying, etc.

Adopted: 4/25/01 Revised: 2/18/19

1904 Testing Applications

Applications for testing should be made available as soon as the test date and level of testing being offered are established. Test fees must be paid by the deadline for acceptance of the application. Testing fees should be determined so that they cover test spending (ice time, judges' expenses, judges' gifts, U.S. Figure Skating fees, U.S. Figure Skating patches, etc.) An additional test fee may be added for non-RFSC home club members.

Registration Policies:

- Registration opens 5 weeks prior to a test session
- Regular registration is due 2 weeks and 4 days after registration opens ○ A late registration will be available and ends 3 weeks after registration opens (2 weeks prior to the test session)
- No registrations will be considered after the final deadline.
- All late registrations will incur a late fee as determined by the Testing Chair.

RFSC associate members and guest candidates must present written permission to test from their home club in order to test on RFSC test sessions. Skaters wishing to withdraw from the test session after the registration deadline shall lose their registration fee, unless the request is due to extenuating circumstances (e.g., doctor's note verifying illness, death in the immediate family, etc.). No refunds for weather related cancellations.

Skaters registering for a contingent test (i.e., both a moves in the field and free skate test at the same level) who do not pass their initial test do not forfeit their registration fee for the second test.

Adopted: 4/25/01 Revised: 2/18/19

1905 Skating Priority for RFSC Test Sessions

Skaters are given the following priority when scheduling test sessions:

1. RFSC home club skaters (pre-juvenile free skate, moves in the field and bronze dance or any free dance and above).
2. RFSC home club skaters (preliminary and pre-preliminary free skate, move in the field and preliminary and pre-bronze dance).
3. RFSC associate members (priority to higher test levels)
4. Non-club skaters (priority to higher test levels).
5. Secondly, priority is given with respect to date on which the registration form is submitted.

At all times, all efforts should be made by the Testing chairperson to accommodate all eligible skaters wishing to test.

Adopted: 4/25/01 Revised:

1906 Testing Schedule

Warm-up time, testing time, ice makes, judging breaks and special time constraints of the judges must all be considered by the Testing chairperson in determining the final test schedule in accordance with TR 3.03. The final schedule should be posted at least one week prior to the test date, allowing adequate time for correcting any errors. Each skater and coach must be notified of their particular warm-up and test time. Only the Testing chairperson can alter the test schedule.

Adopted: 4/25/01 Revised:

1907 Judging Panels and Clipboards

The Testing chairperson is responsible for setting up judging panels and ensuring that the official judges are qualified the judge the test for which they are scheduled. One clipboard containing the test schedule and all necessary judging forms must be prepared for each judge. Similar clipboards, with the appropriate trial forms, must be prepared for expected trial judges. A current U.S. Figure Skating Rulebook and Directory should also be made available.

Adopted: 4/25/01 Revised:

1908 Testing Day Responsibilities

Test permission slips, U.S. Figure Skating numbers, late fees, etc. must all be in hand before each skater tests. The Testing chairperson should make every attempt to keep the test on schedule and to accommodate any last-minute changes. Test forms should be collected from the judges, arithmetic checked, and all test forms should be checked for official signatures. All test forms must be verified by the Testing chairperson or authorized representative before test results are announced. Results should be announced to skaters and their coaches as available. All skaters are to receive a photocopy of their test forms upon completion of their test. Those passing their tests are also to receive their official U.S. Figure Skating test patch. Official forms must be returned to the Testing chairperson along with all trial papers. Trial papers must be checked for signatures of the “judge-in-charge”. Furthermore, the Testing chairperson must make sure that he/she knows to whom the trial papers must be sent. Before the judges depart, the Testing chairperson must ensure that the judges have filled out an expense sheet and have been reimbursed for their expenses. Expense sheets should also be completed for the ice time, food, judge’s gifts, and other miscellaneous expenses.

Adopted: 4/25/01 Revised:

1909 Reporting of Test Results

Official U.S. Figure Skating Test Results must be reported as per the Official USFS Rulebook section 4603 (TR8.03) - 4606 (TR8.06)

Trial papers must be completed and sent to the monitor of each trial judge within 21 days of the test session. Official test papers and trial forms should be kept for 1 year.

A list of skaters who have passed tests should be posted in a timely manner.

Adopted: 4/25/01 Revised: 2/18/19

1910 Qualifications to apply for Test Credit from IJS Protocol

RFSC follows the Official USFS Rulebook Section 4200 (TR4.00) regarding skaters’ ability to apply for Test Credit from IJS Protocol.

Adopted: 2/18/19 Revised:

ICE SHOW

2000 Ice Show Mission Statement

The purpose of the RFSC Annual Ice Show is two-fold. First, the ice show is produced to promote the sport of figure skating, by giving RFSC skaters the opportunity to perform for our community. Second, the show is a main fundraiser for the club. To participate as a skater in the RFSC Annual Ice Show, the skater must be a home club member of RFSC or a guest skater approved by the Board of Directors.

Adopted: 9/20/10 Revised:

2001 Board of Directors Responsibilities

The Board of Directors is responsible for:

- approving the appointment of the show chairperson(s).
- hiring an artistic director and determining compensation.
- hiring a technical director and determining compensation.
- approving the budget.
- approving the selected show dates.

Adopted: 9/20/10 Revised: 3/16/2015

2002 Artistic Director

The artistic director is responsible for:

- communicating with the Show chairperson(s) and the technical director.
- determining the theme and the music for the show
- meeting with the professional staff to determine show casting
- meeting with the Costume chairperson to approve costumes for each number.
- collaborating with logo designer to develop a design
- meeting with the Prop committee to collaborate on props and set
- doing radio and/or television interviews that are set up by the Publicity chairperson as requested
- working with the technical director during show week
- ensuring script development

Adopted: 9/20/10 Revised: 3/16/2015

2003 Technical Director

The technical director is recommended by the Show chairperson(s) and/or Artistic Director.

The technical director is responsible for:

- Attending rehearsals prior to show week to plan the lighting
- Attending soloist lighting
- Attending show week rehearsals
- Calling the lights for all shows

Adopted: 9/20/10 Revised: 3/16/2015

2004 Coaches

Tryouts - RFSC coaches are expected to judge the show tryouts. They are compensated at the meeting rate.

Meetings - Coaches attend casting meetings and are compensated for attending meetings at the meeting rate.

Adopted: 9/20/10 Revised: 3/16/2015

2005 Volunteers

RFSC relies on many volunteers in order to plan and produce the show. Volunteers are recruited through the website, in person, postings at the rink and the volunteer form completed each year by contract families.

Adopted: 9/20/10 Revised: 3/16/2015

2006 Show Chairperson(s)

The Show chairperson(s) is/are appointed by and is/are responsible to the Board of Directors.

The Show chairpersons(s) is/are responsible for all aspects of the show, including the following:

- Appointing and overseeing volunteer committee chairs
- Selecting the show dates, reserving ice and activity rooms, setting picture dates, reserving show week ice
- Meet as needed to organize the show.
- Ensuring that the Learn2Skate director has been informed of all pertinent show dates
- Creating the show budget
- Approving show expenses, purchasing awards, and ensuring nightly show deposits
- Maintaining good communications with the artistic and technical directors
- Reporting to the Board of Directors monthly
- Writing, producing and distributing show forms, schedules and letters
- Hiring the photographer and videographer
- Meeting with committee chairpersons as needed
- Ensuring script development
- Securing a show announcer
- Providing the Board of Directors with a profit/loss summary after the show.

Adopted: 9/20/10 Revised: 3/16/2015

2007 Volunteer Department Chairpersons and Committees

Volunteer department chairpersons and committees are appointed by and responsible to the Show chairperson(s) to assist in the planning and production of the ice show.

Specific committee responsibilities and procedures are maintained by the Show Chairperson(s). Typical committees include:

Business Advertising - Solicit business advertising for the show program. Coordinate placement and artwork with Program Chair (and/or printer).

Costumes - The Costume committee chooses costumes with the approval of the artistic director. They are also responsible for ordering and distributing costumes and communication with cast members.

Cues - The Cues chairperson recruits and supervises volunteers to direct skaters from dressing rooms to stage entrance areas during dress rehearsals and performances.

Dressing Rooms - The Dressing Room chairperson recruits and schedules parent volunteers to monitor dressing rooms during dress rehearsals and performances.

Hospitality - The Hospitality chairperson plans and organizes volunteers to provide meals for the workers during show week rehearsals. They may also be involved with planning the cast party.

Lighting - The Lighting chairperson recruits and supervises volunteers for the set-up and operation of spotlights and footlights. They will work with the technical director to coordinate all show lighting effects.

Personal Ads – Solicit and design personal advertising for the show program. Coordinate placement and artwork with Program Chair (and/or printer).

Pictures - The Picture chairperson will work with the Show chairperson(s) to set a date and location for pictures and secure facilities. They work with the photographer to set the schedule and are responsible for set-up and tear-down on picture day.

Programs - The Program chairperson will collect and prepare the content for the show program and arrange for its layout, printing and delivery. They will provide a financial summary to the Show chairpersons after the show.

Props - The Props chairperson(s) will meet with the artistic director to plan props and their construction. They will secure a facility in which to construct props. They will recruit volunteers to assist with prop construction, transportation of props to rink, building of set, and movement of props during the show. They will work with the technical director.

Publicity - The Publicity chairperson is responsible for publicizing the show. The chairperson prepares and distributes press releases to the media and places advertising for the show.

Security - The Security chairperson will recruit volunteers to serve as ushers and for program sales during performances. The chairperson will make arrangements for security to be present if needed.

Sound - The Sound chairperson will make sure all sound equipment is operational. They work with the Artistic Director to prepare music media and may run music during the show as directed by the technical director.

Spirit wear - The Spirit wear chairperson will obtain bids for the production of and collect orders/payments for shirts and other clothing items. They will arrange for the clothing to be printed and distributed.

Tear Down - Traditionally, the Grad Feature parents are asked to assist with tear down of the set after the Sunday performance. They work under the direction of the Props committee.

Tickets - The Ticket chairperson(s) will oversee the printing and distribution of tickets. They will oversee ticket pre-sales and any sales incentives. They will recruit and supervise volunteers to sell and collect tickets at the door during show performances.

Tryouts - The Tryouts chairperson organizes show tryouts. This includes: inviting judges, coordinating hospitality for the judges, securing announcer, preparing and posting the skating order, arranging someone to video tape, and run the music.

Adopted: 9/20/10 Revised: 3/16/2015

2008 Participation Fees

Each skater who participates in the show may incur additional charges. These charges may vary based on amount of skater involvement. **Skaters must be current on their skating bill to participate in the Ice Show. Specific benchmark dates are set by the Board of Directors with input from the Ice Show chairperson(s).**

Rehearsal Coaching - Skaters involved in solos and small group feature numbers are responsible for all coaching fees incurred while in rehearsal for these numbers.

Ice Time - Each skater is responsible for paying for any additional ice time they may incur due to rehearsals prior to show week. Any additional ice will be billed to the skater.

Costumes - Each skater is responsible for paying for all costumes ordered for them. Costs will vary based on the how many numbers a skater is cast in.

Skaters - Skaters are responsible for all costs incurred in preparation for show tryouts. These include but are not limited to: program music, costume and extra coaching time.

Adopted: 9/20/10 Revised: 3/16/2015

2009 Tryouts

Placement in small feature groups, trios, duets and solos are determined primarily by tryouts. They are intended for contract level skaters who wish to be considered for one of these advanced numbers. Skaters are not required to try out to participate in the

show. Anyone not wishing to try out will be appropriately cast according to his or her skating ability and the needs of the show. Skaters must be current on their skating bill on the day of tryouts in order to participate in tryouts.

Adopted: 9/20/10 Revised: 3/16/2015

2010 Casting

The artistic director conducts casting meetings. These meetings are attended by the RFSC professional staff.

Adopted: 9/20/10 Revised: 3/16/2015

2011 Rehearsals & Show Participation

Rehearsals - Attendance will be taken at all rehearsals. Skaters may not miss more than one rehearsal prior to show week. Arriving 10 minutes late or leaving early will constitute missing ½ a rehearsal.

Show Week Rehearsals - All skaters are to be present at all show week rehearsals.

Performances - All skaters are expected to perform in all performances.

Cast Party - Cast party participation is optional.

Adopted: 9/20/10 Revised:

COMPETITIONS

2100 Chairperson(s)

The Chairperson(s) for RFSC skating competitions shall be selected by the president and approved by the Board of Directors. The chairperson shall be responsible for running and coordinating all aspects of the competition. The chairperson will appoint subcommittee chairpersons to be in charge of specific aspects of the competition. The chairperson will propose a budget that will be approved by the Board of Directors and after the competition will present the Board of Directors with a final report.

Adopted: 8/01/07 Revised: 9/20/10

2101 Competitions

RFSC will hold a sanctioned non-qualifying competition ("Hiawathaland") on an annual basis.

The Hiawathaland Competition is generally held in the middle of October.

RFSC may make a bid to hold sanctioned non-qualifying competitions (e.g. Minnesota State) or sanctioned qualifying competitions (e.g. Upper Great Lakes Regional Figure Skating Championships) at the discretion of the Board of Directors.

The Board of Directors may decide to organize the figure skating events offered as part of the Star of the North State Games if requested by the local organizing committee.

All competitions will be conducted under the rules of U.S. Figure Skating.

Adopted: 8/01/07 Revised: 9/20/10

HIAWATHALAND

2120 Hiawathaland Chairpersons

Hiawathaland Competition needs at least one Chairperson each year. Ideally there will be two co-chairpersons sharing the responsibilities of the planning and execution of the annual club competition. The responsibilities for organizing the competition are generally split as follows:

Executive Director:

- Reserves ice, conference rooms, locker rooms, accounting room, and gym for competition weekend. This is usually done one year in advance.
- Works with co-chairs and chief referee to determine events to be offered at the competition and assist with completion of the annual announcement.
- Obtains a sanction from U.S. Figure Skating.
- Works collaboratively with Awards Chair to identify and purchase trophies and medals for the competition.
- Collects officials expense reports and gives them reimbursement checks.
- Assists competition chairs with responding to inquiries through the EntryEeze or USFS system.
- Assists vendors with table setup requested (Rec Center Staff assistance).

- Works collaboratively with Hiawathaland Chair to check with vendors throughout the competition and collects percentage of receipts post competition.

Officials Liaison:

- Works collaboratively with the Executive Director to:
 - Get U.S. Figure Skating officials for the competition.
 - Arrange for a U.S. Figure Skating referee.
 - Arrange for a U.S. Figure Skating accountant.
 - Arrange hotel rooms for the officials.
 - Obtain a block of rooms at a specific rate for the competitors.
 - Make travel plans for the officials (if requested).
 - Act as a liaison with the referee over the schedule so the correct level of officials are available for specific events.
- Emails competition schedule and other relevant information to the officials prior to the competition
- Buys a small gift for each official. Puts together gift bags and delivers them to hotels the day before competition.
- Is available in the officials' room as needed throughout the competition.
- Acts as a host/hostess to the officials.

Hiawathaland chairperson(s):

- Recruits RFSC volunteers to chair committees (see chair roles outlined below)
- Work collaboratively with RFSC Volunteer coordinator to update the competition volunteer sign-up sheet for the competition.
- Responsible for communication internally and externally regarding the annual competition. This includes pre-competition marketing and communication as well as post-competition communication and survey.
- Works with the competition referee, accountant, and executive director to update and finalize the annual competition announcement.
- Purchase annual EntryEeze competition system or USFS system setup and make necessary payment.
- Update EntryEeze or USFS registration system home page with relevant competition information. Examples: competition announcement, hotel reservation information, start orders, live scoring link, vendor information, etc.
- Monitor competition registrations. This includes ensuring all coaches are compliant, coaches and clubs have approved skater registrations, skaters have uploaded competition music and required planned program content.
- Keeps the referee updated on registration changes as necessary.

- Once the competition schedule is complete, communicate with internal and external stakeholders (Volunteers, Coaches, Parents, Skaters, Officials, Vendors, Rec Center Staff, etc...)
- Create schedule posters to be posted around the rink during the competition.
- Get official practice ice information from the Ice Monitor Chair. Enter Practice Ice Schedule into the EntryEeze system.
- Create a competition zam schedule for the Recreation Center staff.
- Monitors emails and phone calls/voicemails. Updates accountant, referee, and volunteers on any changes or competition updates.
- Posts sanction by the registration desk before official practice ice begins.
- Confirm accountant has created and posted starting orders on the EntryEeze homepage.
- Make sure that volunteers have adequate supplies, cash or payment methods are available if needed.
- Puts up signs throughout the rink (e.g. for dressing rooms, registration, vendors, awards, photos, etc.).
- Is available during the competition to answer questions from competitors, coaches and volunteers.
- Assists facilities with clean up at the end of the competition as needed.
- Responsible for post-competition thank you emails to participants, coaches, clubs, and officials.
- Responsible for following up with all Competition Chairs regarding documentation of volunteer hours for RFSC members.

Adopted: 9/20/10 Revised: 8/21/23

2121 Hiawathaland Committee Chairs/Volunteers

Accounting/Runners - Works with accountant to enter results after each event. Makes copies of competition results as needed and hands them to volunteer runners for distribution to awards table and/or registration.

Announcing - Create scripting for announcers based on the final competition schedule. The announcing chair arranges for volunteers to announce throughout the competition. Volunteers follow script for all competitive events and communicate with music coordinator and ice monitor for missing skaters, music needs, etc. This position requires a seamless change from shift to shift.

Awards - Organizes, plans for, and purchases awards and arranges to have the Awards table covered throughout the competition. Volunteers coordinate and present all awards to skaters after their events.

Coaches Hospitality - Responsible for planning and purchasing food for the coaches' hospitality room during the competition. Volunteers are responsible for set up of the coaches' room and providing meals throughout the competition for coaches, vendors, and volunteers. This generally includes breakfast, lunch, and dinner on each day of the competition.

Ice and Facilities - Responsible for setup and tear down of the competition facilities. Responsibilities include, but are not limited to:

- Reserving tables/chairs/table skirts for the officials/judging area.
- Setup of the officials tables/judging area prior to the competition so the IJS system can be set up prior to the first day of the competition.
- Test radios/make sure the batteries are charged. Provide radios each day to the volunteers and chief referee.
- Setup competition signage and judge parking signs outside the front entrance prior to the start of competition each day.
- Move refrigerator to coaches' hospitality room
- Make sure Accounting has clipboards (15-20), large (9x12) envelopes, pencils, tape, copier machine, copier paper, paperclips.
- Set up tables in each area as requested, along with power cords and strips.
*Sometimes Rec Center Staff will also assist with table setup
- Setup audio for music and work with music and announcing volunteers as well as the video and photo vendors setup
- Assist photography with setup of platforms and/or carpet in the gym (if needed).
- Place and remove cones for half ice events during the competition.

Officials Hospitality - Sets up officials' room including decorations and provides meals throughout the competition for the officials. This generally includes breakfast, lunch and dinner on Friday and Saturday and breakfast on Sunday, plus snacks and hot and cold beverages throughout the day.

Music - Downloads and organizes all music files for the competition using the EntryEeze system. Arranges for volunteers to play music throughout the competition. Volunteers play provided music for competitive events. Communicate with registration, announcers, and ice monitor for missing skaters, music needs, etc. This position requires a seamless change from shift to shift.

Registration - Organizes all competition registrations and sets up and arranges to have the Registration Desk manned throughout official practice ice and the competition. Volunteers at the registration desk are responsible to greet participants, check-in and distribute items to credentialed members and verify ID applicable.

Ice Monitors – Responsible for the practice ice sessions throughout the competition and helps monitor the two sheets of ice through the competition. Chair will set up official practice ice schedule and arrange to have volunteers check in skaters and supervises practice ice sessions.

Adopted: 9/20/10 Revised: 8/21/23

EQUIPMENT/COMPUTERS

2300 Chairperson

The Chairperson for Equipment and Computers shall be a Board of Directors member appointed by the president. The chairperson shall be responsible for maintaining RFSC property and ensuring the computer systems are appropriate for billing and tracking.

Adopted: 2/21/01 Revised: 8/01/07

2301 Budget, Proposals, Implementation

Estimate yearly equipment expenses for the annual budget. Consult with professional staff and Board of Directors to understand new equipment needs and/or changes desired. Present project proposals and costs to the Board of Directors for review and approval. If the item is under \$100, approval of a couple of Board of Directors members is sufficient; formal Board of Directors approval is not necessary. Plan the best course of action to implement the desired function and estimate the cost.

Adopted: 2/21/01 Revised:

2302 Computers

Computer equipment is handled the same way as regular equipment. If possible, securing donated computer equipment should be pursued.

Adopted: 2/21/01 Revised: 9/20/10

2303 Lighting Equipment

Light maintenance can be very time consuming. It is recommended that an engineer handle this position. We have achieved our goal of having all Xenon spotlights in the

year 2000, but these lights need yearly optical adjustment and a spare bulb or mirror should be purchased yearly.

The bulbs have a shelf life so only one extra 1600W and 2500W bulb should be kept on hand. The overhead lights should be cleaned yearly.

Adopted: 2/21/01 Revised: 9/20/10

INFORMATION & PUBLIC RELATIONS

2600 Chairperson(s)

The Chairperson(s) for Information and Public Relations shall be a Board of Directors member(s) appointed by the president. The chairperson(s) shall be responsible for overseeing all published information about skaters, professional staff, and the RFSC.

Adopted: 8/01/07 Revised:

2601 Committee

This committee will perform the following functions:

- Review and approve all results published in all media and follow the current nondisclosure policy.
- Look for opportunities to publicize the RFSC.
- Review any request by media to cover a RFSC skater, coach, or activity.
- Work closely with the Website chair to ensure accurate and timely posting on the website.

Adopted: 8/01/07 Revised: 9/20/10

2602 Publication of Personal Skating Information

The RFSC reserves the right to publish personal skating information in, local newspapers, at the Rochester-Olmsted Recreation Center, and on our website. Permission for publication of personal skating information is assumed when the ice contract is completed and returned to the office, unless an Electronic Communication/Publication Non-Disclosure Form is completed and submitted to the RFSC office.

Adopted: 9/18/06 Revised: 9/20/10

2603 Electronic Communication/Publication Non-Disclosure Form

Once an Electronic Communication/Publication Form is completed and submitted to the RFSC office, it will be kept in the Non-Disclosure file in the file cabinet. The office staff will notify the Information & Public Relations chairperson and Test chairperson upon receiving the form so that all efforts to comply with the non-disclosure request can be made.

Adopted: 9/18/06 Revised:

2604 Personal Skating Information

Personal Skating Information is defined as a skater's name, family member's names, individual photos, competition results and test results.

Adopted: 9/18/06 Revised:

INSURANCE

2700 Chairperson

The Chairperson for Insurance shall be a Board of Directors member appointed by the president. The chairperson shall be responsible for making sure that all coaches are members of PSA and have liability insurance. The chairperson will also be the contact for insurance on equipment, Workman's Compensation, and will maintain the Board of Directors and office's insurance.

[USFS Risk Management](#)

Adopted: 8/01/07 Revised:

JUNIOR BOARD

2800 Liaison

The Liaison(s) for the Junior Board shall be approved by the Board of Directors. The liaison(s) shall be responsible for overseeing the Junior Board.

Adopted: 8/01/07 Revised: 6/19/17

2801 Organization

The Junior Board will consist of 12 to 15 members in addition to one or two supervising Liaison(s) appointed by the Board of Directors. The Liaison(s) acts as an advisor and provides feedback between the Junior Board and the Board of Directors. The Junior Board will elect a Junior Executive Board (President, Vice President, Secretary and Treasurer).

All applicants must submit a brief application to be considered for appointment to the Junior Board. These will be reviewed and selected annually by the Liaison(s) and the outgoing Junior Executive Board. All applicants must be at least 13 years of age or be eligible for the Lettering Program, skate a minimum of 5 units and have an ice contract.

Any member in good standing from the previous year's Junior Board may be encouraged to re-apply to serve on the Junior Board the following year. Meeting attendance and participation in Junior Board sponsored events will be taken into consideration when deciding who will be on the returning Junior Board. All returning members must submit an application by the due date and will be subject to the same screening process as new applicants.

The application process is the only means by which members are elected to the Junior Board. This is a blind process and therefore the strength of the application is paramount for skaters to be elected. It is highly recommended that all applicants put some thought into their application.

Nominees for the Executive Junior Board must have had at least 1 year's experience on the Junior Board prior to applying for an Executive Junior Board position (unless there are insufficient returning members who wish to run).

Junior Board meetings are held on a monthly basis and are also attended by the supervising Liaison(s). To continue to serve on the Junior Board in the upcoming year,

members must have not missed more than 4 monthly meetings and must have participated in at least 12 Junior Board sponsored events. If a member will be absent for a meeting or event, they must notify the liaison(s) in advance.

Junior Board events have traditionally included sponsorship/participation in the planning and production of the annual RFSC Halloween Party, the Holiday party and the Rochesterfest Parade Float building. Other volunteering events are: Hiawathaland, the Annual Ice Show, Blades & Buddies and other events that may occur.

At least one supervising Junior Board Member must be present at any Junior Board sponsored activity (e.g. – Locker Room Clean up).

The Junior Board is responsible for making posters to support RFSC skaters and Theatre on Ice and Synchronized skating teams before competitions. Also, posters for Senior MIF, Freeskate and Dance tests passed.

The Junior Board is responsible for organizing and overseeing the nomination, balloting and presentation of the Shindy Shandy Award at the Annual RFSC meeting.

The Junior Board is provided with \$1200 in discretionary funds through the Board of Directors for use throughout the year to assist with the costs of planning and production of their associated events.

Adopted: 9/20/10 Revised: 6/19/17

LETTERING

2900 Chairperson

The Chairperson for the High School Lettering Program shall be a Board of Directors member appointed by the president. The chairperson shall be responsible for keeping track of requirements completed by the lettering candidates. The chairperson will give the list of candidates who have completed the requirements to the professional staff. Final verification of whether a candidate shall receive their high school varsity letter is at the discretion of the professional staff.

Adopted: 8/01/07 Revised:

2901 Committee

The duties of this committee are to perform the following functions:

- Begin logging hours for lettering candidates with the start of the summer schedule.
- Complete the necessary application for independent provider status with the Rochester School District 535 by the date supplied by the school district.
- Hold a mandatory meeting for skaters and parents in September to explain the program rules and show the DVD for the Minnesota State High School League regarding hazing, drug and alcohol abuse, etc.
- Log all requirements for all candidates.
- Notify coaches and skaters of requirements that have been completed after summer contract and twice during the school year.
- At the end of the lettering calendar, give all requirement information to the professional staff final review.
- Bring any new policy to the Board of Directors for approval before commencing.
- Notify each high school of which candidates earned a letter.
- Present letter winners with a certificate at the annual banquet.

Adopted: 8/01/07 Revised:

2902 Lettering Requirements

RFSC operates the Lettering Program as an INDEPENDENT PROVIDER (IP) of ISD #535 and #227, Rochester Catholic Schools, and Schaeffer Academy. Currently there are three separate tracks (Free skate, Dance, and Synchronized) within this program that will allow a skater to earn a high school varsity letter. The program pre-requisites and the requirements that need to be met during the program year are outlined below:

REQUIREMENTS FOR ALL SKATERS IN THE RFSC HIGH SCHOOL LETTERING PROGRAM:

Students must be enrolled at Century, John Marshall, Mayo, Lourdes, Schaeffer Academy, Chatfield Schools, or a feeder middle school (7th & 8th grades only).

Be a current member in good standing with U.S. Figure Skating and the RFSC. Train under the supervision of an approved RFSC coach.

By the May testing date, the skater must have passed:

- For Free skate Track - intermediate free skate

- For Dance Track - pre-silver dance (Complete) AND intermediate moves in the field
- For Synchronized Track - intermediate moves in the field AND skater has been a member of an RFSC synchronized team in a prior year.

Attend the Annual Registration Meeting in the fall, complete all registration forms and submit activity fee(s).

Abide by all School District, MSHSL, U.S. Figure Skating, and IP guidelines for academic and behavioral compliance.

Be a positive role model by displaying good attitude, work ethic and behavior.

The final decision for lettering is at the discretion of the RFSC professional staff.

Train a minimum of 150 hours on RFSC contract ice.

Program Requirements-FREE SKATE

Attempt at least one (1) official U.S. Figure Skating moves in the field (MIF) test OR free skate (FS) at or above the intermediate level. This requirement is waived for a skater who has passed their senior MIF or FS test.

Participate in at least three (3) public events:

- One of which must be a U.S. Figure Skating or ISI sanctioned competition.
- One of which must be the RFSC Ice Show.
- The remaining event is the choice of the skater.

Program Requirements-DANCE

Attempt at least one (1) official U.S. Figure Skating dance test at or above the pre-silver level OR moves in the field (MIF) test at or above the intermediate level. This requirement is waived for a skater who has passed their gold dance (Complete) OR senior MIF test.

Participate in at least three (3) public events:

- One of which must be a U.S. Figure Skating or ISI sanctioned competition.
- One of which must be the RFSC Ice Show.
- The remaining event is the choice of the skater.

Program Requirements-SYNCHRONIZED

Attempt at least one (1) official U.S. Figure Skating dance test at or above the pre-silver level OR moves in the field (MIF) test at or above the intermediate MIF level. This requirement is waived for a skater who has passed their gold dance (Complete) OR senior MIF test.

Participate in at least three (3) public events:

- One of which must be a U.S. Figure Skating or ISI sanctioned competition.
- One of which must be the RFSC Ice Show.
- The remaining event is the choice of the team.

Senior Exception Policy

Seniors must make every effort to achieve all the requirements of the lettering program. However, the following exceptions will be considered:

- The test level is attempted but is not achieved.
- The test requirement (not the level) is fulfilled by testing in dance.
- A second public performance is substituted for the competition requirement.

FS Candidates

The testing requirement (not the level) may be fulfilled by substituting a second, highlevel competition (*Skate St. Paul, MN State, or Upper Great Lakes Regional Figure Skating Championships*).

All Candidates

Any candidate, who is experiencing a significant medical absence, preventing them from meeting the 150 hours or is unable to participate in the RFSC Ice Show, may be given consideration for an exception. A doctor's note must be submitted.

There will be a check box on the monthly calendars. Coaches will be asked to check off on candidate's attitude (see requirement #7) as well as participation hours. Attitude and behavior must be in keeping with expectations as defined in the Expectations of Skaters 2006.

All non-medical exceptions must be approved by the professional staff by October 1st.

Adopted: 9/20/10 Revised:

LONG-RANGE PLANNING

3000 Chairperson

The chairperson for Long-Range Planning shall be a Board of Directors member appointed by the president. The chairperson shall be responsible for long-term improvement of the RFSC facilities and structure.

Adopted: 8/01/07 Revised:

PERSONNEL

3100 Chairperson

The chairperson for Personnel shall be a Board of Directors member appointed by the president. The chairperson shall be responsible for coordinating all aspects of the RFSC's Human Resources needs, performing strategic and transactional duties such as: recruitment, employee relations, benefits, compensation, and annual reviews.

Adopted: 9/20/10 Revised:

SANCTIONS

3200 Chairperson

The chairperson for Sanctions shall be a Board of Directors member appointed by the president. The chairperson shall be responsible for obtaining, recording, and displaying all sanctions needed for the RFSC.

Adopted: 9/20/10 Revised:

SYNCHRONIZED SKATING

3300 Rhythm & Blades Sponsorship Committee Mission Statement

The mission of the Rhythm & Blades Sponsorship Committee is to promote participation in a high quality synchronized skating program by obtaining community business sponsorship and encouraging individual team fundraising to reduce costs for all participants and support the professional staff.

Adopted: 11/28/07 Revised:

3301 Organization of the Committee

In order to provide uniformity and clarity, the Rhythm and Blades Sponsorship Committee (RBSC) will:

- Be subject to Board of Directors oversight and will meet requirements specified by the Board of Directors.
- Have open membership to families of all RFSC synchronized skating teams.
- Seek sponsorship from the community in order to encourage participation in synchronized skating by making it more affordable.

Funds will be distributed to teams as a percentage of their total annual costs in relation to the RFSC synchronized skating team's annual budget. The RBSC will focus on sponsorship but will oversee fundraising for all teams. Funds will be given to the synchronized skating treasurer for distribution to individual accounts.

The RBSC guidelines will be the basis for approaching potential sponsors. The RBSC will work with the Ice Show chairperson(s) to maintain Ice Show profits when approaching current contributors to the Ice Show. Informational letters, brochures, and a power point presentation are available for use in potential sponsorship presentations.

Adopted: 11/28/07 Revised:

3302 Pricing Policy

The contract fees for participation in synchronized skating with the RFSC will be set on the "break- even" concept. Expenses such as, but not limited to: ice fees, coaching fees, and office expenses will be divided equally among each team's contracted skaters.

Adopted: 9/20/10 Revised:

3303 Policies for Scrip (Synchro Fundraiser)

Scrip will be available for purchase as a fundraiser for the synchronized skating teams. The profit from each order will be split 80/20 between the general Scrip fund and the individual synchronized skater. The general Scrip fund will be used to cover overhead costs of the program and general items to benefit all the teams. Any other uses of the general Scrip fund must be approved by the Synchronized Fundraising Committee. The individual skater credit will be given as a credit on the skater's bill on a quarterly basis. Scrip profits may only be deducted from a skater's synchronized skating bill. Scrip profits may not be used to credit free skate lessons or ice time. If a skater has more Scrip profit than the amount of their synchronized skating bill, a credit will show on the bill.

If a skater leaves the synchronized skating program, their individual profit will be credited to their final synchronized skating bill. Any contributions to the general Scrip fund will remain with the fund. Any credit reverts to the general fund.

Those who purchase Scrip, but do not have a synchronized skater, may specify an individual synchronized skater to receive the credit. If no skater is specified on the order form, the credit will go to the general Scrip fund.

In order to purchase Scrip, an enrollment form must be completed. After two nonsufficient funds checks are received as payment for Scrip orders, only cash will be accepted by that individual. All bank fees charged to the RFSC because of the nonsufficient funds will be charged to the individual and are subject to the RFSC billing and fee policies.

The Scrip program will be reviewed annually by the Synchronized Fundraising Committee.

Adopted: 9/20/10 Revised:

VOLUNTEERS

3400 Chairperson

The chairperson for the Volunteer Committee shall be a Board of Directors member appointed by the president. The chairperson shall be responsible for keeping accurate information about RFSC volunteer hours, creating a database of the volunteers' areas of interest, and getting names of volunteers to the appropriate committee chairperson. The chairperson will create or edit the volunteer form on an annual basis.

Adopted: 8/01/07 Revised:

3401 Volunteer Policy

This volunteer policy applies to all contracted skaters that are 18 years of age or younger on September 1 of the contract year. This policy will apply to the entire year while they are contracted.

The required number of volunteer hours is 24 hours per family which must be fulfilled in the contract period from September 1 through August 31. This requirement is the minimum amount that we expect each family to volunteer. We highly encourage everyone to volunteer more than required so that we can meet the volunteer demands of our club.

The only exceptions to the required 24 hours of volunteer time are the following:

- If a family that didn't previously have any contract skaters with RFSC has a child that becomes a new contract skater to RFSC after September 1, the family's contract hour requirements will be appropriately prorated by requiring 2 hours per month starting in the month they contract through August of that contract year.
- If volunteer opportunities during that time are limited, it will be at the discretion of the volunteer committee chair to allow the family to add those volunteer hours to their next fall contract to be fulfilled in the following contract year in addition to their required hours the following year. Please contact the volunteer chairperson to determine your required volunteer hours prior to submitting your contract. For example, if a new skater contracts in January, they will be required to volunteer for 8 months of volunteer time which is 16 hours.
- If all skaters of a family terminate their contracts on or prior to February 28 of the contract year, the volunteer hours will be appropriately prorated by requiring 2 hours per month starting at the beginning of their contract period through the end of the month in which their contracts terminated. If these volunteer hours were not fulfilled in their entirety, the entire prorated volunteer fee will be billed. For example, if all skaters contracted in the fall and then terminated their contracts in December, they would be billed a prorated fee for 4 months of volunteer time which is 8 hours if they had not volunteered for the full 8 hours by December 31.
- If all skaters of a family have an approved medical absence from RFSC, the family's volunteer hours will be prorated to deduct the months of medical absence.

The full family volunteer fee as set by the Board of Directors is \$240 which is \$10 per hour of volunteer time. This fee is ONLY prorated by hour as previously described for new contract families, families terminating all contracts, and families where all skaters have an approved medical absence.

- A contracted skater's family may choose upfront to pay their volunteer fee instead of volunteering their required hours. This choice must be indicated on their contract. The skater will then be billed the fee on the first skating bill of that contract.
- If the contracted skater's family did not choose upfront to pay the fee, but did not volunteer their full amount of required hours for the contract period, they will be billed their full volunteer fee (not prorated based on the number of hours they volunteered) on one of their future skating bills. If the volunteer fee is not paid when billed, all skaters for that family will have their contracts terminated and will not be allowed to contract again until the fee is paid.
- All skaters not on medical absence that are not new contract skaters to RFSC whose contracts are active on March 1 are required to fulfill the entire 24 hours volunteer time even if they terminate their contracts prior to August 31. If they have not fulfilled the entire 24 hours at the time of contract termination, they will be billed the full volunteer fee regardless of the month in which their contract was started or was terminated.

A contracted skater's family will receive credit for time volunteered by any member of that family including the skater. However, the volunteer must be at least 15 years old at the time of volunteering. If a family member is younger than 15 years, they may still volunteer if approved *in advance* by the committee chairperson involved in the activity.

The volunteer form must be completed and submitted with the skating contract or the contract will not be accepted.

The volunteer hours will be tracked by the chair of each volunteer area (e.g. awards chair, ice monitor chair or show security chair) or by the person asking for the volunteer time. All volunteer hours will be submitted to the volunteer committee within two weeks of the date of volunteering.

The volunteer committee will keep a record of all volunteer hours. Volunteer opportunities will be made available to RFSC club members for any RFSC sponsored event or events that benefit the club either monetarily or by recruiting and retaining members. If a fundraiser involves money being credited to RFSC members accounts, volunteer hours cannot be claimed for that event.

Adopted: 7/20/09 Revised: 8/18/14

WEBPAGE

3500 Chairperson

The chairperson for the Webpage shall be selected by the president. The chairperson will work under the direction of the Board of Directors and shall be responsible for maintaining the RFSC website.

[Rochester Figure Skating Club](#)

Adopted: 8/01/07 Revised: 9/20/10

BYLAWS

ROCHESTER FIGURE SKATING CLUB, INC.
21 ELTON HILLS DRIVE N.W. ROCHESTER,
MINNESOTA 55901

BY-LAWS OF
THE ROCHESTER FIGURE
SKATING CLUB, INCORPORATED

Adopted January 3, 1966
Revised May 14, 1986
Revised May 5, 1996

Revised May 3, 1998
Revised May 6, 2001
Revised May 21, 2004
Revised April 6, 2005

ARTICLE I, Registered Office

The registered office of this Association shall be in the City of Rochester, State of Minnesota.

ARTICLE II, Purpose

The purpose of the Rochester Figure Skating Club (hereinafter referred to as “RFSC”) is to foster, promote, improve and encourage the sport of figure skating among youth under 18 years of age in the State of Minnesota as set forth in the Articles of Incorporation. The RFSC will encourage and facilitate youth participation in regional, sectional, national and international figure skating competitions. The RFSC does not discriminate on the basis of race, religion, sex, age, gender or national origin.

ARTICLE III, Membership

Section 1. The membership will be divided into classes which may include, but not be limited to: Active, Junior, Associate, and Honorary members. The Board of Directors may change these classes from time to time as deemed necessary.

Section 2. The Directors shall have the power to create different levels of skating members, as described in the policies of the organization, to prescribe tests therefore, and to limit the hours and the times at which the different levels of members shall be entitled to skating privileges, and the Directors shall have the power to limit the number of members in any one level.

Section 3. Active skating members of this club shall hold a current United States Figure Skating (hereinafter referred to as “USFS”) membership and be of good moral character.

Section 4. Every Rochester Figure Skating member in good standing is entitled to one vote. While minors may not vote, a parent or guardian may vote on their behalf. Members of the USFS, ages 18 and over, are eligible to be elected to the Board of Directors and hold office in the Association. Employees of the Rochester Figure Skating Club are ineligible to serve on the Board of Directors.

Section 5. Method of applying for membership will be by means of completing a club registration form and submitting it along with the membership fee for the current season. This fee is to be determined by the Board of Directors as deemed reasonable to ensure the financial solvency of the club. The Board of Directors shall have the final authority to reject such applications for membership by a majority vote. It shall be within the authority of the Board of Directors to drop from the membership rolls any membership whose dues, fee, and assessments are not current or for any other good or sufficient reason.

Section 6. All annual dues or fees shall be payable on the first day of the annual skating season each year.

Section 7. In the event of any expulsion or resignation, no part of any annual dues previously paid shall be refunded, and the member expelled, or resigning shall not be relieved of any liability for dues then owing and unpaid.

ARTICLE IV, Board of Directors

Section 1. The government of the Association shall be vested in the Board of Directors, and shall have control of the property and business of the Association and general direction of affairs.

Section 2. Directors of the Association shall be elected for a term of three (3) years, a sufficient number being elected annually so that the total membership of the Board of Directors be maintained at a minimum of nine (9) members and up to a maximum of twelve (12) members. A member of the Board of Directors may be re-elected for succeeding terms.

Section 3. At least thirty (30) days before the annual meeting of the members, the President shall appoint a nominating committee, which shall propose names of candidates for election to fill vacancies on the Board of Directors. Such nominations will be made at the annual meeting of the membership and additional nominations may be made from the floor.

Section 4. The annual meeting of the Board of Directors shall be held following the annual meeting of the members, and at such meeting the Board of Directors shall elect officers for the ensuing year.

Section 5. All Vacancies in the Board of Directors or in the offices of the Association shall be filled by the Board of Directors for the unexpired term created by the vacancies. Should fewer than 9 positions (i.e., the minimum size of the Board of Directors) be full in

any given year, the unfilled positions (up to 9) may be filled by a majority vote of the Board of Directors.

Section 6. The Board of Directors may adopt, alter, repeal or amend the policies for the government and conduct of the Association which are not inconsistent with the provisions of the Articles of Incorporation and By-laws of the Association.

Section 7. The Board of Directors shall hold regular meetings at such times and places as the Board of Directors may from time to time determine. Special meetings of the Board of Directors may be called upon the written request of three (3) members of the Board of Directors.

Section 8. A majority vote of the entire membership of the Board of Directors shall be required to elect officers and to fill vacancies in the Board of Directors, or in any office and to take any other action required of the Board of Directors, except as otherwise expressly provided. A majority of the Board of Directors shall constitute a quorum to do business.

ARTICLE V, Officers

Section 1. The officers of the Association shall be a President, a Vice-President, a Secretary and a Treasurer and such other officers as shall be elected by the Board of Directors. Officers be members of the Board of Directors and shall hold their respective office(s) until their successors are elected and qualified. Any two offices may be held by any one person, except that no person may hold any office in addition to that of President.

Section 2. The President shall be the chief Executive officer, shall preside at all meetings of the Board of Directors and members, shall perform all duties pertaining to his office, shall from time to time, advise the Board of Directors or the members of such action as shall promote the usefulness and welfare of Association.

Section 3. The Vice President shall act in the absence or disability of the President and shall perform such other duties as may from time to time be prescribed by the Board of Directors.

Section 4. The Treasurer shall receive and disburse the funds of the Association according to the direction of the Board of Directors. He/she shall keep all monies of the Association disbursed in the name of the Association in such bank or banks in the State of Minnesota as may be designated by the Board of Directors, showing the balance of money on hand.

Section 5. The Secretary shall be the custodian of the book and records of Association, other than those relating to the financial condition of the Association, and he/she shall maintain and preserve a record of information valuable to the conduct of the affairs of the Association. He/she shall maintain an accurate record of the proceedings and activities of the Association and its Board of Directors and members. At the expiration of his/her term of office, he/she shall deliver to the succeeding Secretary all books, papers, records and property of the Association which may be in his/her possession or under his/her control.

ARTICLE VI, Meetings

Section 1. The annual meeting of the Association shall be held each year at a time and a meeting place designated by the Board of Directors.

Section 2. Special meetings of the members may be called at any time upon the written request of fifty percent (50%) of the directors or twenty-five (25%) of the voting members.

Section 3. Notice will be given one week in advance of any regular meeting of the Board of Directors or the members. Notice of special meetings of the Association shall set forth the purpose of such meeting.

Section 4. A quorum shall consist of the number of persons actually present at the meeting.

ARTICLE VII, Earning and Assets

No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its member, directors, officers, or other private persons. Upon dissolution of the Corporation the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, dispose of all the assets of the Corporation in such manner or to such organization or organizations organized and operated for purposes similar to the purposes of this Corporation as shall at the time qualify as an exempt organization or organizations under section 501(c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the Corporation is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VIII, Conflict Resolution

Any complaint against a member of the Association (or their parent/guardian) for an infraction of any bylaw or rule other the skating rules must be filed in writing to the Board of Directors or the appropriate subcommittee therein. Such complaints will be investigated according to the adopted conflict resolution policy of the Association. Resolution of any such conflict must be attempted within the Association before it can be submitted to U.S. Figure Skating.

ARTICLE IX, Amendment of By-Laws

These By-Laws may be added to, repealed, altered or amended by the vote of a majority of the members present at any annual meeting or special meeting of the members, provided that notice of such proposed actions shall be given as required for notice of a special meeting of the members. All questions of parliamentary practice not herein provided for shall be determined in accordance with Robert's Rule of Order.