

SHAKER FIGURE SKATING CLUB RULES/REGULATIONS/POLICIES

Good Standing

A member is considered in GOOD STANDING if s/he has paid his/her membership fee in full and has paid his/her ice time invoices within the prescribed times set by the SFSC Board.

Good standing allows:

1. A member to continue membership in the following year with the USFS;
2. to register for ice from SFSC;
3. to participate in test sessions;
4. to have competition applications signed by the SFSC and represent the Club at said competitions;
5. to vote at SFSC annual meetings; and
6. to run for elected office of the SFSC.

A member will be considered NOT IN GOOD STANDING if they fail to pay their membership fee in full and if they have continuous and excessive unpaid ice time invoices.

If a member has not paid the entire membership fee and their entire ice session invoices as identified in ice contract or are not in compliance with invoice policy as extended by the Board, the member will be reported as NOT IN GOOD STANDING to the USFS. This will prevent the member from renewing their USFS membership at SFSC or any other club affiliated with the USFS.

A member who has not paid their entire Fall ice invoice will not be permitted to register for Spring ice with SFSC unless permitted by the Board.

A member who has not paid their entire Fall ice invoice prior to the SFSC's annual meeting and election will not be permitted to run for elective office of SFSC nor cast a ballot in the annual election.

Members will continue to be considered in GOOD STANDING at the time of the annual SFSC election if the only outstanding invoice due the SFSC is the most recent billing for spring ice per the member contract.

A coach is required in order to join Shaker FSC for members under age 18.

Nominating Committee and Elections

The President, upon approval of the SFSC Board, selects a nominating committee each year to put forward a slate or selection of candidates for the positions to be elected in that given year. The nominating committee is to be made up of five (5) members only two of whom are currently serving on the SFSC Board of Trustees.

- I. The nominating committee should be selected and approved by the Board at the January meeting.
- II. The committee chairman (or the Board Secretary if asked) will place a posting on the SFSC bulletin board at Thornton Park for interested members to indicate their interest in running. A listing of open Board positions and a brief description of the position's duties will also be listed.
- III. Notice that the posting has been made will be emailed to all members and also will be announced on the Club's web site.
- IV. The notice will be posted during the month of February with the deadline date (not to be later than February 28th) noted in the posting.
- V. The Nominating committee may conduct interviews of the candidates and present the slate and/or selection of candidates at the March meeting. The date of the election will also be set at the March meeting. Typically the election will be held at the time of the Club's regular May meeting date but the option to alter the date by the Board is permitted.
- VI. At the March meeting, any member who is running for a position may address the Board and those assembled.
- VII. All members running for a position must submit a paragraph about themselves which will be used in the mailing to members, posted on the website and posted on the Club's bulletin board.
- VIII. The Board Secretary will prepare and post the slate and/or selection of candidates running for the open positions on the Club's bulletin board and prepare a mailing to all Home Club members.
- IX. Pursuant to the By-laws, Club members must have at least 30 days notice of the slate or selection of candidates.
- X. Home club members have the option of asking the Secretary for an absentee ballot. The date for the return of the absentee ballot shall be at least 14 days prior to the annual meeting.
- XI. Prior to the annual meeting, the Club Membership Chairman will provide to the Secretary a list of current Home Club members (with membership dates) and

the Club Administrator and Club Treasurer will provide a list of Home Club members who are ineligible to vote to the Secretary. The Secretary will prepare the list of Home Club members who are eligible to vote and indicate all members who have cast absentee ballots prior to the meeting.

XII. Any Home Club member who has not paid their entire Fall ice bill or membership dues at the time of the annual meeting will not be eligible to vote at the annual meeting unless the Board so approves.

XIII. Anyone who casts an absentee ballot may not be permitted to cast a replacement ballot at the annual meeting.

XIV. At the annual meeting, the floor will be open to floor nominations. Any person so nominated must be present, must be a member, must accept the nomination and must provide a brief written biography at the time of the nomination. Once the nominations are closed, balloting may begin.

XV. Any absentee ballots cast prior to any floor nominations are still valid ballots for election purposes.

XVI. The balloting and counting of ballots will be done by the Secretary (if they are not running for office) and another Club member who is not running for a position on the Board.

XVII. Election results will be announced at the meeting.

Nominating Committee

The Nominating Committee is charged with nominating candidates for open positions on the SFSC Board of Trustees. The Nominating Committee may interview each candidate who has indicated their interest in running for a position. Any candidate wishing to run must be a home club member themselves or their skater for at least one year at time of taking office (July 1st). The Nominating Committee will verify with the membership chairman on the validity of each person's candidacy.

Anyone who serves on the Board must become a home club member themselves of the SFSC once they are elected. Any member seeking a Board position must be willing to participate in an interview with the nominating committee. Typically a member will serve as a Trustee before seeking a position as an officer, but if there are no members with that qualification, a member can run for an officer position without first being a trustee of the Board.

The By-laws do not specifically address whether the Nominating Committee shall select and nominate a "slate" of candidates for all open positions or approve all eligible candidates for a contested election. In the past, each Nominating Committee has made

an independent decision on this issue.

Ice Committee

Each year the President, will appoint an Ice Committee to review the ice contract (which includes the use of the Community Room for off-ice clinics) with the City of Shaker Heights and make recommendations for how the Club's ice will be designated, priced and packaged to its members.

Ice sessions will be designated Jr. Club only; Jr Club/Open; Open; or High only.

Jr. Club is open to any skater who has not passed the prejuvenile free skate test.

Open is open to any skater who has passed prepreliminary moves, basic skills freestyle level 5, or has been observed and approved by a member of the safety committee.

High is open to anyone who has passed prejuvenile freeski.

A skater may not skate on an ice session until they have passed the test level required or have been approved by the Member/safety committee.

The Ice Committee may recommend that the club will offer various on- and off-ice clinics including Bronze and Silver on-ice clinics and Dance off-ice. The Ice Committee recommendations are not limited to these offerings.

Bronze Clinic is open to skaters who have not yet passed prejuvenile moves

Silver Clinic is open to skaters who have passed prejuvenile moves, or are currently in at least sixth grade and have passed preliminary moves

The maximum number of skaters on a Jr. Club or Open session is 20.

The maximum number of skaters on a High level session is 15.

The maximum number of pair teams or dance teams that can skate on any session, except Jr. Club, is two with the maximum number of skaters on the session being 15 in total (counting the pairs/dance teams). These teams may not be competing higher than the Novice level as defined by the USFS for mixed pairs/dance teams. This rule does not apply to similar pairs teams, duets, trios or quartets which might practice together from time to time in preparation for certain competitions or the annual winter ice show or spring ice show. For all ice sessions where a pair/dance team is not contracted, single skaters will have priority for walk ons. The pair/dance team may not skate if the total number of skaters on the session, including walk-ons will exceed 15 skaters.

A skater who has not test or passed Basic Skills Level 5 may not skate on any session without first being observed by the Safety Committee. Professionals must make arrangements to have the observations take place PRIOR to walking on a session.

Trophy Case and Stipend for Advancing in Qualifying Competitions

The SFSC has the use of the trophy case case in the lobby of Thornton Park ("Lobby Trophy case") and the use of half of the trophy case between the rink and the vending area ("Rink Trophy Case"). The trophy cases will be used for recognizing various accomplishments of members (including but not limited to placing on the podium at Regionals or National Showcase, advancing to Sectionals or Nationals), and specific uses of the trophy cases will be determined each year by consensus of the Board. The president will appoint a person to manage and maintain both trophy cases

Any Home Club skater who advances to Sectional Competition in singles or Nationals from singles, dance or pairs may be given a \$50 stipend from the Club to offset their expenses.

SFSC Club Room and Mailbox

The SFS Club has a locked room at Thornton Park.

The room should be locked at all times.

The Club room holds supplies for monitors, first aid supplies, supplies for testing and misc. supplies for ice shows and competitions. The Club room is also used by the dress sale committee periodically during the year.

All monitors plus all Board of Trustee members, Membership Chairman, Head Monitor (if designated) and Club Administrator shall have a key to the room.

The Club contains a locked mailbox in the room. Keys to the mailbox will be held only by the Club officers, Club Administrator, Test chairman and Membership Chairman.

The mailbox will be used for all monitors to deposit their monitor envelopes. All official mail to the Club should be placed in the mailbox.

All contracts MUST be mailed to the Club Administrator and should NOT be placed in the Club's mailbox. Contracts must be postmarked in order for the member to retain their priority for ice based on their seniority with the Club.

The Membership Chairman will accept membership applications left in the Club's mailbox.

The Secretary and President are the only officers who have authority to open mail to the Club where there is no designation to a specific person.

The President and the Secretary shall check the mailbox at least once a week.

From time to time the lock on the Club room will be changed and all holders of keys will be asked to turn in their key to the room.

Ice Session Credits

In general, the Club will only consider credits to a contracted skater's ice time for ice they cannot use due to documented illness or injury.

In general, no credit will be given to a skater if they choose not to skate their contracted sessions after two weeks into the current contract. If a skater wishes to terminate their contract after the first two weeks of a session for a reason other than illness or injury, they must make a written request to the Board of SFSC. The member or his/her parent will be required to attend the next Board meeting to discuss the request in a closed meeting session.

Any request for ice session credit due to documented illness or injury must be submitted with a doctor's note to the Club Administrator who will bring the matter before the Board of Trustees in closed session. All discussions will be confidential.

In order for consideration to be timely, the request and the doctor's note should be submitted within two weeks of the injury and absence from the ice.

Skaters have the option of using their unused ice time as credits during the current skating session. If the illness or injury occurs near the end of the ice session contract, the skater may make a written request that the credit be carried over to the next ice contract session.

Anyone making an ice session schedule change after the first two weeks of the contract will be charged a \$20 administrative fee.

Walk-on Policy

All contracted skaters will have their space on the ice session held for the entire session unless they have submitted prior notification that they will be absent from the session.

All skaters are requested to make every effort to inform the monitor of their absence from a session so that their space can be resold to a walk-on skater if necessary.

Skaters, parents and coaches are all encouraged to keep the monitor informed of any absence.

A skater may walk-on to a Club freestyle ice session, on-ice clinic and off-ice clinic session in the following situations:

1. There is space available on the session;
2. The skater is the correct test level for the session;
3. The skater is a USFS member; and
4. The skater has the fee for the ice time or clinic (make-up time, punchcard, check or money order). No cash will be accepted. The member may choose to

be billed for the session or a punch card plus an administrative fee.

The walk-on priority is as follows:

1. Home Club members who currently contract for ice time.
2. Home Club members who do not currently contract for ice time.
3. Associate members who currently contract for ice time.
4. Associate members who do not currently contract for ice time.
5. USFS members.

A walk-on skater must pay the full session fee for any afternoon or Saturday morning session and a minimum of one hour for the morning sessions (except 7:30 a.m. to 8:00 a.m.). If the skater purchases a punchcard, they may skate in 1/2 hour increments. When using a punch card for a partial session, skaters purchasing the entire session have higher priority than a skater purchasing 30 minutes of a session with a punch card. Monitors may also let skaters use make up time in increments of 15 minutes which is less than the full session time. These skaters would take the lowest priority of walk on skaters.

Financial Responsibility

I. All members are expected to pay their ice session invoices by the date noted on their invoice. All invoices must be paid in full by the end of each ice contract. Any invoice that is in arrears will be subject to the late charge/fee indicated on the invoice. Skaters will not be permitted to contract for the next ice session unless their ice invoice is paid in full except with Board approval. For example, the Fall/winter ice contract must be paid in full before a Spring ice contract can be accepted by the Club Administrator.

II. The Club Administrator will report to the Board of Trustees in closed session if there are any members who are in arrears with their ice payments. The Club Administrator will send an email (if there is a valid email address) or letter to any member in arrears advising that they will not be able to contract for the next session of ice until their ice invoice is paid in full except with Board approval. The Club Administrator will advise the member to contact her if there are extenuating circumstances.

III. If a member is having difficulty paying their ice invoices on schedule, they must notify the Club Administrator. The member may make a written explanation (by letter or email) to the Board of Trustees (Secretary or President) about their situation and a resolution will be sought. Under no circumstances however will a payment plan be allowed that extends from one contract year to the next. For

example, if a skater is unable to pay for Fall/winter and Spring ice by the end of the Spring ice contract, the skater will not be permitted to contract for the following Fall/winter sessions.

IV. If a member fails to pay their ice contract in full and they do not respond to contact by the Club Administrator or the Board of Trustees, the SFSC will do the following: notify the USFS that the member is Not in Good Standing; and may seek legal action for payment of monies owed. The Board of Trustees will inform the member via letter sent by certified mail that they are no longer in Good Standing with the Club and the USFS.

V. Any fees for NSF checks will be charged back to the skater's account.

VI. There needs to be two authorized signatures on the club checking account and CD's.

VII. Treasurer's should not write checks to reimburse themselves.

Club Member Records/Forms

I. The Club room at Thornton Park will contain a binder which will include all signed and current medical information forms and ice/pole harness release forms

II. Various club administrators will keep on file for active members: observation committee form; Parent code of conduct form; and any other forms that may be created from time to time.

III. When the Safety Committee completes an observation of a new member, they must notify the Club Administrator of the determination of the observation and then retain the observation form for one year.

Club Records Retention Policy

1. The Club will retain the following information indefinitely electronically or in hard copy:

- a. Board meeting minutes
- b. Financial reports (year end statements)
- c. Tax returns
- d. Audit reports
- e. Check register
- f. By-laws and all amendments thereto
- g. All contracts with the City
- h. Invoices for purchases of property or equipment

- i. Testing records
2. The Club will retain the following information for 10 years in hard copy or electronically:
 - a. Monthly financial statements
 - b. Claims, evidence or proof
 - c. Bank statements
 - d. Bank reconciliations
 - e. Cancelled checks
 - f. Check register
 - g. Account receivable detail ledgers
 - h. Sales journals (contracts)
 - i. Purchase journals
 - j. Accounts payable detail ledgers
 - k. Expense reports
 - l. Entertainment records
3. These documents will be filed in the Club room once the year in question has been concluded.
4. The Club Administrator will maintain the ice contracts for the current year/season. Ice contracts will not be maintained after the current year/season is concluded UNLESS the contract has not been paid in full.
5. Membership forms will be maintained by the Membership Chairman for the current year. Since all membership information is on file with the USFS, membership records (other than a computer listing) will not be maintained from year to year.
6. Medical Release records shall be kept for four years; harness use release and Parent Code of conduct forms shall be kept for two years.
7. Observation forms will not be kept after the current year in which the form was used.
8. Pro contracts will be kept with the Chairman of the Pro Committee for the current year. They will be kept in the Club room in hard copy or electronically for seven years. A listing of all pros and the contracts they hold with the club will be

prepared by the Chairman of the Pro committee and submitted to the secretary and will become part of the club's permanent records

Professional Staff/Coaches

All skating professionals coaching on SFSC Club ice sessions must have a current contract approved by the Board of Trustees. All professional staff must be a current member of the USFS and PSA and have completed the annual coaches' registration process with the USFS. They must also provide us with a copy of the declaration page of their current insurance coverage naming Shaker FSC as an additional insured in order to coach on club ice sessions. In addition, they must have completed the Continuing Education Requirements track A or B in order to be considered to be a member of the club staff.

From time to time, professionals who do not have a contract with SFSC may wish to guest teach on Club ice. In this situation, they should contact a Board officer (preferably the Vice President in charge of professional staff) to make the request. They must be current member of the USFS and PSA and have completed the annual coach's registration process with the USFS. In the event of a visiting professional, every effort will be made to inform the monitors on the affected sessions so they will be aware of the guest coach. If a guest coach comes to an ice session without prior knowledge of a Board officer, they are not permitted to teach on Club ice until a Board officer can be reached by the monitor or his/her designee.

Ice Session Contracts

In order to maintain priority for signing up for SFSC ice sessions, the skater's contract must be postmarked by the date indicated on the announcement. Skater's priority is based on years of seniority in the SFSC and is used for all SFSC activities where priority must be set.

1st priority – Home Club members in Good Standing who contract

2nd priority – Home Club members who do not contract ice time and are in Good Standing

3rd priority – Associate Club members in Good Standing

4th priority – All other USFS members in Good Standing

Dress Code

All skaters and professionals (during on ice and off ice activities) must dress in attire that is safe for skating or related activity. The attire must allow for freedom of movement and allow your professional to observe proper lines and posture. Appropriate foot attire is also required for off-ice classes

Make-Up Policy

Skaters who contract ice will be allowed to make-up missed sessions. Attendance will be taken by monitors and a record will be kept in the monitor's notebook. If a skater does not have adequate make up time the skater may use a combination of make up time and punchcards to pay for the session s/he is walking on to. There must be room to walk on the desired session and the skater must be the correct level for the session. Walk-on priority rules also apply. When accruing make up time, partial credit will not be given. A skater must be absent for an entire session for the session to be counted for a make-up. Make ups will be given for missed ice clinics. Make ups may be used for on-ice clinics at the rate of 60 minutes for each on ice clinic. For mornings only, if 30 minutes of a 90 minute session is missed, a 30 minute make-up will be issued.

Monitors

Monitors for on-ice sessions in the afternoons and Saturday mornings are responsible for playing music, taking attendance, collecting walk-on fees, and selling punch cards. Monitors must spend their session time in the monitor box. The monitor will receive 50% credit for time spent. Morning monitors are responsible for taking attendance, collecting walk-on fees and selling punch cards. They may remain in the lobby of the ice arena. Morning ice session monitors will receive a 25% credit for up to one hour of the total session time in the morning.

All monitors must remain in the building in case of an emergency. If an emergency occurs, each skater's personal medical information form is kept in a notebook in the monitor box.

Ice monitors are not reimbursed in cash under any circumstances. Credits will be applied to the monitor's ice session invoice for the following contract period.

If a monitor is unable to be at a scheduled session, it is the monitor's responsibility to find a replacement.

A Head monitor or Board designee will provide complete details to the SFSC's monitors.

Walk-on Fees and Punch Cards

Each contract session, the Board of Trustees of the SFSC reviews and sets its walk-on ice and off ice session fees and the cost of its punch cards. Fees for all sessions will be posted on the Club's bulletin board as well as on its website. Fees must be paid at the time of the walk-on, or the member will be charged a \$2.00 billing fee. Payment must be made by check or money order. Cash will not be accepted. Any fees for returned checks will be charged to the skater.

Walk-on fees are set for Home Club and non-Home Club members. When paying by check, a skater must pay for the entire session regardless of how long the skater

actually skates.

If a skater wishes to walk-on for a time less than the full session, s/he may use a punchcard or make up time. Punch cards may be purchased from the monitor.

Each contract session, the Board of Trustees of the SFSC will evaluate its punch card price and usage. The price of the punch cards will be posted on the Club's bulletin board and also on its web site.

Punch cards allow skaters to walk-on all ice sessions in 30 minute increments.

Punch cards shall be valid indefinitely

Under no circumstances can an unused punch card be returned for credit.

On-Ice clinics

Each year the Board of Trustees of SFSC offers on-ice clinics. The content of the clinics will vary from session to session based on feedback from the members of the Club.

On-ice clinics may be changed to free style sessions in the event of low enrollment. The decision to convert a clinic to a freestyle session will be determined by the Board after the two week period allowed for schedule changes. If clinics are cancelled, those signed up will be notified by the Club Administrator and allowed to make changes to their schedule without penalty.

Club Emails

Email address lists will be maintained by the Secretary and Ice Administrator. All club-wide emails are to be sent by blind copy in order to maintain the privacy of club members.

The SFSC Board will notify all Club members of activities, updates and schedule changes, among other things through the use of electronic mail. The email addresses of Club members will not be disseminated to any outside party. In order to not overburden the members with emails, the Board will schedule a beginning of the month and mid-month email to all members with announcements, etc. The Club secretary will send the emails to the membership. From time to time, the Board understands there will be announcements, which must be sent separately.

The Club Administrator will send separate emails to the membership pertaining to the contract and membership forms.

The Club will encourage all members to refer to the Club's website and Facebook page which will continuously update the members on all announcements and schedule changes and deadline dates.

Important Tasks

It shall be the responsibility of the Treasurer to file the annual Ohio Charitable Registration form with the IRS by 10/15 of each year.

It shall be the responsibility of the Secretary to file The Statement of Continued Existence of Corporation -Not For Profit every five years and to check annually that the club's statement is renewed and no suit or notice has been filed against the club. Steve Wolkin is listed as the current statutory agent for this form. Our current form was filed in December of 2015.

It shall be the responsibility of the Secretary or President to obtain a sanction for any event when the following applies: admission is charged or donations are accepted to enter and watch the event - it is advertised or the public is invited - skaters from multiple USFS clubs are participating - it takes place at other than the regular skating place of the host USFS club - it takes place during a hockey game - ineligible skaters are participating or whenever required by US Figure Skating to be in compliance with USFS rules. This will include the Annual Holiday Show, Ohio High School Team Figure Skating Championships or CIC's and the Spring Ice Spectacular.

Board Emails

The Secretary will send emails to Board members, Administrators and various committee chairs for the following:

- Notice of meetings
- Agenda and report notifications
- Minutes from meetings
- Requests for information to be included in club emails
- Any other communications at the request of the President

The President or Secretary, at the request of the President, may send an email for a vote that cannot wait until the next scheduled monthly Board meeting. These emails will be clearly marked in the subject heading and sent to Board members only.

Other Officers and Board members may send emails to other Board members, administrators and committee chairs.

Board members and Administrators should provide email addresses to the Secretary that can be used for Board communication. The Secretary will distribute a list of email addresses to the rest of the Board for use in official Board business. It is not appropriate for family members to have access to, to read or respond to official Board emails.

A list of email guidelines will be provided to Board members and is available upon request from the Secretary.

Policies and Procedures

**The Shaker Figure Skating Club Board of Trustees Adopted September 12, 2006
Reviewed, updated and approved July 14, 2014**

To be reviewed yearly