

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 and participate in ice and off-ice programming 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 or if they have continuous or excessive unpaid ice time invoices. If a member has not paid the entire membership fee and their entire ice session invoices as identified in the 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.

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 Ice+. 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 offering including practice ice, on-ice clinics, and off-ice clinics and programming. The committee will make recommendations for how the offering will be designated, priced and packaged to its members and guests. The offering may be differentiated including availability, pricing, etc. between home club members, associate club members and guests, as well as for skaters of different levels.

Ice sessions and clinics will be designated by the ice committee with approval from the board regarding eligibility and published on the club's website.

LEVELS are defined as follows:

HIGH – Juvenile Freeskate and above

JR. CLUB – Basic 4 or above through Juv Freeskate; actively in a lesson if below Basic 4

OPEN – Pre-Pre Moves or approval of Safety Committee or actively in lesson

ALL– High, Jr. Club and Open

Actively in lesson means one on one time with a club coach on the ice for the duration of the session or a club sponsored clinic.

The maximum number of skaters on ice or off-ice sessions is set by the Ice Committee and approved by the Board.

The maximum number of pair teams or dance teams that can skate on any session, except Jr. Club, is two. 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.

A skater who has not tested or passed Basic Skills Level 4 is suggested to have a safety observation. In certain cases, the Board may require a safety observation and the outcome of the safety observation may limit the ice levels and/or require a skater to be in a one-on-one lesson, or potentially restrict the skater from certain or even all club ice sessions. Professionals must make arrangements to have the observations take place PRIOR to walking on a session.

Procedures for members to use Ice Sessions

Skaters will register for ice or off-ice sessions using Ice+ (or alternatively another system as identified and selected by the Board). At the recommendation of the Ice Committee, with subsequent approval of the Board, the availability of registration can be sequenced in the following groups - Packages for Home Club Members, Associate Members, then Guests followed by individual sessions for Home Club Members, Associate Members, then Guests. Once a group is made available, packages and sessions are offered on a first come, first served basis as capacity allows.

Skaters have until ten minutes after the start of an Ice Session, to register for a session. It is the policy of the Club that all Skaters use Ice+ to sign up for their ice sessions and if a skater is not successfully registered through Ice+, then they will not be allowed to skate on that session, and the Ice Monitor should deny them entry. Monitors are expected to use Ice+ to confirm that Skaters have successfully registered for the sessions that they are monitoring.

Upon sign up for a package, the member will be billed based on the price and billing timing, in some cases elected by a member, for that package. A sign up for a package once done cannot be cancelled or reversed (although the skater can cancel sessions for make up credits as described below). Make up credits cannot be used to sign up for packages. Charges for packages are accumulated on a member's ice bill.

When signing up for individual sessions, Ice+ will first attempt to use a members' make up credits, provided a member has enough credits for the ice session (make up credits can not be used partially). If there are not sufficient make up credits, a charge will be added to the member's ice bill. Once the member registers for the session, they cannot reverse the charge on their ice bill (although they can cancel the session for make up credits).

Skaters are not permitted to enter the ice until the start of the session for which they have registered. Skaters are not required to skate the entire session; however, if the Skater does not skate the entire session they are not entitled to make up credits or refunds. If a skater skates a session for which they had not registered, they can be billed. In the event of an outage of Ice+, the Club Administrator will implement and communicate an alternative process for ice registration.

Procedures for guests to use Ice Sessions

At the recommendation of the Ice Committee and with the approval of the Board, USFS skaters who are not club members may be allowed to use certain club ice sessions. Guests will sign up, first by self-registering, through Ice+ and be required to enter their last name and USFS number in order to gain Ice+ access. The guest member must be a member of another USFS club, and the last name as recorded by USFS must match the last name provided by the member upon sign up. Once guests have secured access to Ice+, they can sign up for ice. Unless using make up credits, Guests will be required to pay for their sessions or packages within one hour of sign up, or their sign up will be cancelled and Guests will not be able to skate. Guests will also through Ice+ agree to the club's policies and execute necessary waivers before being able to register for Ice

Sessions. Guests cannot “walk-on” to Ice Sessions but have access to sign up through Ice+ until 10 minutes after the start of a session. Guests have the same responsibilities and obligations as members in this Policies and Procedures.

Ice Session Credits

If a skater cannot skate on a session for which they have registered, the skater can cancel that session for credit, subject to the timing and policies communicated by the Club. Currently the policy is that sessions must be cancelled before the start of the session and upon cancellation, the skater’s family will receive make up credits. This policy can be changed with notice to the members via any of the following means: posting on the Club’s website; posting on Ice+ (or equivalent ice booking system); email to the membership; or any combination thereof. The make up credits expire at the end of the spring contract season.

Ice+ is the system of record used to keep track of the skaters’ earning and usage of make up credits. If the skater is unable to skate ice sessions booked, and also unable to use the corresponding make up credits before expiration, or if the skater is seeking other major exceptions to the stated policies, then the skater can approach the board with the request for an extension of their make up credits, or in highly extenuating circumstances, a monetary refund. Such an approach should be done by asking the Club President to communicate the request to the Board. A letter to the Board can be submitted in lieu of an appearance. The skater will be required to substantiate claims of illness or injury with a doctor’s note or similar documentation.

Billing for Ice Sessions and Packages

Members in good standing will have their charges for sign up accumulate on their Ice Bill and will be asked to pay their Ice Bill when they exceed their credit limit with the Club; and upon the first day of the month. Members will be notified regarding their Ice Bill and need for payment via email. Members then have five calendar days to pay their bill. Once five calendar days have passed, they will receive another email, and will be presented with their bill when they log into Ice+. After 7 calendar days, members will be provided with another email reminder to pay, and will be required to pay upon logging into Ice+ before utilizing any of the other Ice+ functionality, including the ability to book or cancel ice sessions.

The amount of the member’s bill will be the accumulated charges for ice packages and sessions plus an administrative fee. The administrative fee is set by the Board and used to recover credit card fees and the costs of the Ice+ system. The administrative fee has a fixed portion that is the same for every ice bill, and a variable portion that is assessed as a percentage of the billing.

For members that are part of a multiple member family, there will be one bill per family. If a member’s credits exceed their ice charges, the member is not responsible for any payment until the first day of the Calendar month after they owe money. Makeup credits are not exchangeable for cash. Outstanding / unapplied financial credits will be carried forward to the next contract period.

Members or guests are expected to monitor their Ice Bill, which is made available to them on Ice+, and if members or guests have questions or wish to dispute any charges on their Ice Bill, they can, within 30 days, raise the question or dispute with the Ice Administrator, and in the event of an unsatisfactory response raise the issue with the board of trustees by either submitting a letter to the board, or asking the board president to make an appearance at an ordinary board meeting. Any board decision will be final.

Financial responsibility

If a member fails to pay their Ice Bill 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. The member will be held responsible for NSF fees, or credit card charge backs, and an administrative fee may be levied.

Club finances

- I. There needs to be two authorized signatures on the club checking account and CD's.
- II. Treasurers should not write checks to reimburse themselves.

Trophy Case and Stipend for Advancing in Qualifying Competitions

The SFSC has the use of the trophy 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. For the lobby bulletin board, any skater representing the SFSC in a competition placing 1st-4th, their photo may be displayed in the month following their competition. Specific uses of the trophy cases and bulletin boards will be determined by consensus of the Board. The president will appoint a person to manage and maintain both trophy cases and bulletin boards.

SFSC Club Room and Mailbox

The SFSC 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, 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 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.

Club Member Records/Forms

- I. All signed and current medical information forms, waivers, code of conduct, and ice/pole harness release forms will be kept on Ice+.
- II. Various club administrators will keep on file for active members: observation committee form; accident forms; 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 electronically or in hard copy:
 - a. Board meeting minutes indefinitely
 - b. By-laws and all amendments indefinitely
 - c. Testing records and observation forms at SFSC in hard copy for 1 year, and then testing records will be kept electronically with USFS.
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. Tax returns
 - k. Audit reports
 - l. Check register
 - m. Financial reports (year end statements)
 - n. All contracts with the city
 - o. Invoices for purchases of property or equipment
 - p. Accounts payable detail ledgers
 - q. Expense reports
 - r. Entertainment records
3. These documents will be filed in the Club room, with the treasurer, or a secure server.

4. Membership forms will be maintained by the Membership Chairman on Entryeeze. Since all membership information is on file with the USFS, membership records will be saved on Entryeeze.
5. Pro contracts will be kept with the Chairman of the Pro Committee for the current year. They will be kept electronically. 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 be listed on the SFSC website.

Professional Staff/Coaches

All skating professionals coaching on SFSC 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. SFSC must be able to verify current insurance coverage naming Shaker FSC as an additional insured in order to coach on club ice sessions.

Professionals who do not have a contract with SFSC who wish to guest teach on Club ice should contact the Vice President in charge of professional staff to make the request. They must be a current member of USFS and PSA and have completed the annual coach's registration process with 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.

Membership reimbursement, free ice and other accommodations for Professional Staff/Coaches

1. All home club coaches are eligible to use club ice for personal use, and this ice cannot be transferred to anyone. Each season, the executive committee will determine the amount of time available, and, with the Ice Administrator, determine the process by which this time can be used.
2. Additionally, the Shaker FSC will sponsor the annual home club membership fee for the coach in any of the following circumstances:
 - a. In the preceding membership year, the coach has averaged providing 3 hours of lessons (including clinics) per week on club ice during the club's season
 - b. In the preceding membership year, the coach has judged at least 2 test sessions or a competition in the proceeding membership year
 - c. The coach will be serving on the club's board of trustees in the upcoming membership year
 - d. The coach has been or will be the Ice Show director for the City of Shaker Heights in the preceding or upcoming membership year
 - e. The pro/coach has been awarded a "Honorary Lifetime Membership" by the Shaker FSC board of trustees (see below)

The Board at its discretion may award an Honorary Lifetime Membership to a member who through their loyalty, dedication and effort have created a lasting impact on the sport of Figure Skating and the Shaker Heights Figure Skating Club. The bestowing of such an honor is expected to be a very auspicious, but also very rare event.

Monitors

Monitors for ice sessions are responsible for verifying that skaters have registered for the sessions to which they show up to skate and to assist in the event of an emergency. Monitors are allowed to remain in the lobby. Monitors are not allowed to admit skaters to a session unless they have registered on Ice+. Monitors must ensure that while monitoring, they have access to an electronic device capable of refreshing the Ice+. Monitors are also responsible for ensuring skaters exit the ice when the sessions that they have registered for have completed.

All monitors should remain in the building in case of an emergency. If an emergency occurs, each skater's personal medical information form is kept on Ice+. Monitors earn a credit of 25% of the standard member ice package hourly rate prorated to the duration of the session for each session that they monitor. Ice monitors are not reimbursed in cash under any circumstances. Credits will be applied to the monitor's ice bill once the ice session has completed.

If a monitor is unable to be at a scheduled session, it is the monitor's responsibility to find a replacement, cancel their monitoring session on Ice+, and notify the Head Monitor. Monitors are required to obtain and retain a "SafeSkate" certification and submit to a background check. The Club will reimburse the monitor for the cost of the background check. The Head monitor will provide complete details to the SFSC's monitors.

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.

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 secretary will send the

emails to the membership. From time to time, there will be announcements, which must be sent separately. The Ice Administrator will send separate emails to the membership pertaining to the Ice contract. 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. Ice+ will serve as the master record of the ice schedule, ice sign ups, and related billings.

Important Tasks

1. 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.
2. 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. Miki Graban is listed as the current statutory agent for this form. Our current form was filed in August of 2020.
3. Insurance will be renewed annually by the Treasurer and the President.
4. It shall be the responsibility of the Secretary, President, or Competition Chair to obtain a sanction for any event when the following applies:
 - a. Admission is charged or donations are accepted to enter and watch the event
 - b. It is advertised or the public is invited
 - c. Skaters from multiple USFS clubs are participating
 - d. It takes place at other than the regular skating place of the host USFS club
 - e. It takes place during a hockey game
 - f. Ineligible skaters are participating
 - g. 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 other competitions 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; however, discussion of board items should be reserved for board meetings.

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. Board emails are confidential.

Other Policies:

Please refer to the www.shakerfsc.org website for information on ice etiquette, social media, and rules for specific events.

**Policies and Procedures of the Shaker Figure Skating Club Board of Trustees
Adopted September 12, 2006**

Reviewed, updated and approved July 14, 2014.

Reviewed, updated and approved October 10, 2022.

To be reviewed yearly