

RULES, POLICIES AND PROCEDURES OF THE CENTENNIAL SKATING CLUB OF COLORADO SPRINGS

Last Updated: **November 11, 2008**

I. GENERAL OPERATING PROCEDURES/DEFINITIONS:

A. Fiscal year

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

B. Good Standing (definition)

To be eligible for benefits set forth herein, the home club member must be in good standing for the previous club fiscal year (July 1 through June 30).

A home club member in good standing is one who is an active member of the club with a regular pattern of volunteer activity, **has no outstanding financial obligations owed to the club**, and participates fully in club activities, club competitions and joint venture agreements of which the club is a sponsor or co-sponsor. To be eligible for a grant, **your volunteer activity must consist of at least 24 hours of service with a minimum of 8 hours from CSI, you must participate in at least one fundraiser during the fiscal year**, and be a member in good standing. Members can have a family member(s) hours count towards their grant request (including the CSI requirement). To be a member in good standing, the volunteer hours or coaching and judging requirements must have been completed the prior membership year, July 1st thru June 30th. Grant monies awarded to skaters will be based on the highest level of free-skating **or dance** test passed **as of April 30**. Grant monies awarded to judges will be based on the judge's appointment level **as of April 30**. The Board will award grants **to each** eligible Home Club member. Grants are available to skaters, judges, and coaches. All committee chairs shall structure committees so as to allow for substantial participation by all home club members. The various committee chairs shall determine any age limitations.

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

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

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

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

D. Home Club Member (definition)

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

E. Non-Budgeted Items

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

F. Indebtedness

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

Centennial Skating Club Rules

G. Committee Oversight

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

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

II. GENERAL COMMITTEE OPERATING PROCEDURES

A. Appointment of Committees

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

B. Committee Membership and Meetings

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

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

III. COMMITTEES

A. Member Services Committee

1. Status of the Committee
The Member Services Committee shall be a standing committee.
2. Purpose of the Committee

Centennial Skating Club Rules

The purpose of the Member Services Committee is to process membership applications and renewals of members and track membership information.

3. Duties and Responsibilities of the committee:
 - a. Track membership information and status for all club members.
 - b. Provide New-Member packet to members joining the club either electronically or via the US Postal Service.
 - c. Poll Board members for votes on new membership applications/renewals in between board meetings and report results.
 - d. Provide club sweatshirts and pins to each new member.
 - e. Track volunteer participation on committee and during committee events.
 - f. Research other clubs' membership fees and benefits in order to keep ours competitive.
 - g. Propose any membership fee changes for the following year to the Board no later than the April Board Meeting.
 - h. Provide renewal letters and membership applications to all current members of the club each May in conjunction with the Awards Banquet and General Meeting stating membership fees and due dates.
 - i. This committee shall provide a means of recognizing life events of members such as birthdays, weddings, births, etc. of members.
4. Types of Memberships
 - a. **(First)** Skater or Additional Skater
A skater member is one whose home club is Centennial Skating Club of Colorado Springs. This membership is for skaters and additional skaters. Skating members over the age of 18 have voting rights and can serve on the Board of Directors if elected. Skater members under the age of 18 must have a parent/guardian join as a Skater, Non-Skater or Professional Membership. Skater members may participate in all club activities and are eligible for Grants.
 - b. Non-Skater
A Non-Skater member is one whose home club is Centennial Skating Club of Colorado Springs. This membership is for supportive family members who are not skaters or professionals. Non-Skater members over the age of 18 have voting rights and can serve on the Board of Directors if elected. Non-Skater members may participate in all club activities and are eligible for Judging Grants. Non-Skater members may contribute hours towards their skater's grant.
 - c. Associate
An associate member is a person who has a home club elsewhere. They do not carry voting rights or grant privileges. Such members will receive the newsletter and may attend club nights at no cost. Should a club night cost a home club member, the associate shall also pay. Any other club function shall be by invitation only. Testing fees shall be at a rate equal to a home club member.
 - d. Professional
A Professional member is a home club member who is considered to be an ineligible person under the Eligibility rules of US Figure Skating. Professional members over the age of 18 have voting rights and can serve on the Board of Directors if elected. Professional members may participate in all club activities and are eligible for Grants.
 - e. Honorary Membership
An honorary member is a person who does not desire full membership as an individual, but has served the club in a beneficial way. This type of membership is awarded at the discretion of the Board. Honorary members over the age of 18 have voting rights and can serve on the Board of Directors if elected and are eligible for Grants. The club pays the membership for the person.
 - f. Adult/Youth Basic Skills
An Adult/Youth Basic Skills member is an individual who is part of a Basic Skills or Learn-To-Skate program and has passed no US Figure Skating tests. If within the membership year a Basic Skill Member wishes to test an additional fee will be required. The fee will be the difference between the Basic Skills Membership Fee and the First Skater Fee. Basic Skills members over the age of 18 have voting rights and can serve on the Board of Directors if elected. Basic Skills members under the age of 18 must have a parent/guardian join as a Skater, Non-Skater or Professional membership. Basic Skills members may participate in all club activities and are eligible for Grants.
4. Membership Year/Dues
Dues shall become due and payable on or before July 1 for the membership year commencing July 1 and continuing through June 30 of the following year.
5. Invitation to Membership
In May of each year, the Membership Committee shall distribute membership invitations to present members and prospective members. They shall also have a membership drive for prospective members. New members must be approved by a majority vote of the Board of Directors.
6. Change of Status
If at any time during the membership year a member requests a change in type of membership (e.g., Individual member to Associate), then the member must reapply for the new membership type and pay the difference between original status and new status if the new status fees are higher. No fees will be reimbursed if original status fees are higher than the new status fees
7. Renewal
Renewals shall be made at the same time as invitations for membership are extended. Membership applications shall be renewed on an annual basis by a majority vote of the Board of Directors.

Centennial Skating Club Rules

B. Phone Tree Committee

1. Status of the Committee

The Phone Tree Committee shall be a standing committee working with the Publicity Chair.

2. Purpose of the Committee

The purpose of this committee shall be to inform the members of skate nights, clinics and other fun and educational events based on information given by the Publicity Committee and the Board. The phone tree may also be used to conduct surveys and help the other Committee Chairs to find volunteers (i.e. CSI, Testing, and Ways and Means).

3. Duties and Responsibilities of the Committee

- a. Chair determines number of members needed to fulfill the phone tree role
- b. Provide monthly feedback to the board on phone tree communication
- c. If necessary assist or become the Nominating Committee
- d. The Phone Tree Committee will help with the Annual Awards Banquet, greeting members and collecting any fees
- e. Track Volunteer participation on committee and during committee events

C. Ways and Means Committee

1. Status of the Committee

The Ways and Means Committee shall be a standing committee.

2. Purpose of the Committee

The purpose of this committee shall be to plan and organize fund raising projects as approved by the Board of Directors.

3. Duties and Responsibilities of the Committee

- a. Plan, organize and coordinate the specified fund raising projects.
- b. Present plans for fund raising projects to the Board of Directors for review and approval. Projected expenses and anticipated income shall be submitted to the Board in the form of a written budget. All funds raised shall be turned over to the Treasurer. A financial statement shall be submitted to the Treasurer following each project.
- c. Ensure that fund raising projects do not conflict with the purpose and/or Amended Articles of Centennial Skating Club, the purpose of US Figure Skating, or any US Figure Skating sanction requirements.
- d. Track volunteer participation on committee and during committee events
- e. Work in conjunction with the Mile High Delegate to staff Mile High events so we receive additional income from those events

D. Nominating Committee

1. Status of the Committee

The Nominating Committee shall be an Ad Hoc committee as provided in the By Laws of the Centennial Skating Club.

2. Purpose of the Committee

The purpose of this committee is specified in the By Laws of the club.

3. Duties and Responsibilities of the Committee

The duties and responsibilities of this committee are as set forth in the By Laws of the club.

E. Publicity Committee

1. Status of the Committee

The Publicity Committee shall be a standing committee.

2. Purpose of the Committee

The purpose of this committee shall be to publicize and advertise the activities and events of the club as directed by the Board of Directors in order to keep current members informed of upcoming club events and volunteer opportunities.

3. Duties and Responsibilities of the Committee

- a. This committee shall be responsible for the publication and distribution of the Club Newsletter. The newsletter shall be published quarterly and monthly news flashes will be sent via email and posted on the website and bulletin boards at the rinks.
- b. This committee shall act as the Club's representative in contacting and coordinating with the news media for coverage of specified club activities and events.
- c. This committee shall approve the wording of any press releases and the design of posters, flyers and advertising copy. This committee shall direct and coordinate the distribution and placement of said materials.
- d. This committee shall be responsible for selecting athletes for participation in Centennial-sponsored events and for setting the parameters for all publicity events.
- e. One member of this committee shall be delegated to act as the club's representative to US Figure Skating's Skating Magazine to furnish club news, with the exception of test results, to this magazine in a timely fashion.
- f. Market club and its activities to prospective members during National Skating Week and other such events.

Centennial Skating Club Rules

- g. This committee shall work with the Phone Tree Committee to notify and remind the club membership of activities and events.
- h. Track volunteer participation in committee and during committee events.

F. Rules and By Laws Committee

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

G. Budget and Finance Committee

1. Status of the Committee
The Budget and Finance Committee shall be a standing committee.
2. Purpose of the Committee
The purpose of this committee shall be to prepare the annual budgets of the club (financial, grant and volunteer) and act as financial advisor of the club. The Treasurer shall be the chair of this committee.
3. The Duties and Responsibilities of the Committee
 - a. This committee shall meet at least once a year for the purpose of reviewing the fiscal requirements of the club and preparing the annual budget. Additional meetings may be called as necessary to address other financial matters relating to the club.
 - b. This committee shall obtain projected budgets from all club committees as inputs in preparing the annual budget. The proposed annual budget shall be submitted to the Board of Directors for approval. The approved budget shall be presented to the general membership.
 - c. This committee shall research and evaluate financial endeavors and investments of potential interest to the club; findings shall be reported to the Board of Directors.
 - d. This committee shall administer, monitor and direct specially designated funds and investments established by the club.

H. Testing Committee

1. Status of the Committee
The Testing Committee shall be a standing committee.
2. Purpose of the Committee
The purpose of this committee is to manage the testing of US Figure Skating members in order that they may advance in their status.
3. Duties and Responsibilities of the Committee:
Detailed duties of this committee are detailed in the Test Chair Handbook. The information contained in this document is a subset of the handbook.
 - a. Scheduling of Test Sessions
 - (1) A test session shall be scheduled within the 45 days prior to the closing date of each regional championship.
 - (2) The incumbent Test Committee shall establish the tentative test schedule for the following skating year (July-June)
 - (3) The tentative schedule for the year shall be posted no fewer than thirty (30) days prior to the first scheduled test session of the new skating year.
 - (4) It shall be the club's policy to provide sufficient scheduled test sessions throughout the year so that the privilege of testing will be reasonably available to all test candidates.
 - b. Applications
 - (1) Applications may be made for a test session commencing with the official posting of the test session.
 - (2) Applications for testing shall be made only in writing on an official application form. Verbal applications shall not be accepted.
 - (3) The Test Committee shall ensure that an adequate supply of official test application forms are available at the Club's home skating rink and at any other rink where there are more than 5 home club members skating on a regular basis.
 - (4) Applications shall not be accepted from applicants who are not members of US Figure Skating or who do not satisfy US Figure Skating requirements for testing.

Centennial Skating Club Rules

- (5) Applications shall not be accepted unless accompanied by full payment of applicable test fees, **completed application form, copy of skating professional's USFS coaching card**, and letter of permission, if required.
 - (6) The deadline for receipt of applications for a test session shall be fourteen (14) days prior to the officially scheduled test date. The deadline shall be on the official test application form. No applications shall be accepted after the posted deadline except by permission of the Test Chairperson. A late fee shall be assessed for turning in applications after the deadline. The Board of Directors shall determine this fee annually.
 - (7) A member of the Test Committee shall be designated as the sole receiver of the applications for a test session. That person's name shall be included on the official test application form.
 - (8) A method of receiving applications shall be developed and posted by the Test Committee and the member of the Test Committee designated to receive applications shall consider applications within the following groups in order of date and time of receipt.
 - (9) Applications shall be processed in the following order:
 - Centennial Skating Club Home Club Members
 - Centennial Skating Club Associate Members
 - Individual members of US Figure Skating and members of other clubs with proper authorization from their home club
 - (10) In the event a scheduled test session is over-subscribed, the applications received in excess of the available ice time shall be placed on a waiting list.
- c. Cancellation and Postponements
- (1) The Test Committee shall have the right to cancel or postpone an entire scheduled test session or an individual test due to:
 - Unavailability of appropriate judges
 - Lack of sufficient applications after consulting with the Treasurer as to the financial impact of holding the session
 - Cancellation of ice by rink management
 - Weather conditions
 - (2) The feasibility of rescheduling a test session shall be left to the discretion of the Test Committee. The Test Committee shall make every reasonable effort to reschedule the canceled or postponed test session in its entirety.
 - (3) The Test Committee shall notify all applicants immediately of any cancellation or postponement. Applicants for postponed test sessions shall also be informed of the rescheduled test date and shall have the option to withdraw from the rescheduled test and receive a full refund.
- d. Test Fees
- (1) Test fees shall be established by the Test Committee and presented along with the tentative test schedule for approval at the June Board meeting except for the following condition:
 - (2) The Test Committee shall have the authority to establish a preferential test fee schedule for Centennial Skating Club home club members.
 - (3) There shall be a fee for hospitality for each skater that shall be determined by the Board yearly.
- e. Refunds
- (1) Full refunds shall be made to the applicants affected should Centennial Skating Club cancel an entire test session or an individual test.
 - (2) A refund shall be made at the request of a candidate who wishes to withdraw due to the postponement of a test session. Such requests must be made to the Test Committee no later than seven (7) days prior to the date of the rescheduled test session.
 - (3) A refund shall be made if a test candidate withdraws prior to the deadline for the officially scheduled test session for which application was made. Test fees shall be forfeited if the applicant withdraws later than ten (10) days prior to the test date.
 - (4) In the event of over-subscription of a test session, those candidates on the waiting list who were not afforded the opportunity to test shall have their test fees refunded.
 - (5) The applicant forfeits all test fees if they fails to appear for the test session.
 - (6) Applicants on the waiting list shall have the opportunity to withdraw from testing at any time without penalty. An applicant is considered to be on a waiting list until notification and acceptance of an available test space.
 - (7) A skater who does not pass a Moves in the Field test and who is scheduled to also test the corresponding Freestyle or Pairs test on the same test session will receive a refund for the Freestyle or Pairs test.

Centennial Skating Club Rules

I. Programs and Ice Committee

1. Status of the Committee
The Programs and Ice Committee shall be a standing committee.
2. Purpose of the Committee
The purpose of this committee shall be to set up club ice programs and shows and to provide social opportunities for club members
3. Duties and Responsibilities of the Committee
 - a. Plan and organize the skating and social activities for club members (this does not include competitions or testing)
 - Plan content and format of club skating sessions (i.e., critiques by judges, clinics, exhibitions, guest performers, special topics, etc.)
 - Arrange for refreshments for club sessions
 - Plan the club's calendar of social activities on a yearly basis. Activities such as pool parties, picnics, excursions on and off ice, holiday parties, birthday parties, welcome parties, etc.
 - b. Organize and execute at least one show each year

IV. CLUB GRANTS

A. Overall Grant Policies

1. **Competition** grant monies will be awarded based on the monies available and Board approval and will be paid out in **May** of each skating year.
2. **Training, coaching, and judging grant monies will be available starting on July 1 of each fiscal year (July 1 – June 30) for qualified skaters. In order to qualify, you must have been a member in good standing for the previous fiscal year and have paid the current year's membership prior to July 1.**
3. Additional grant money for skaters competing in qualifying events may be obtained through additional fund raising activities as approved by the Board. The child (or their parent/family) or adult (or their family) participating in the qualifying event must participate in the fund raising activities or they will not receive the additional funds.
4. Anyone receiving grants must be in good standing with the club pursuant to section I-B of these Rules, Policies, and Procedures document.
5. The Board will award **all applicable grants each year to** qualified members.
6. Good standing will be evaluated based on the previous club fiscal year (July 1 – June 30).
7. Must be a home club member and represent the club in order to receive grants.

V. INAPPROPRIATE BEHAVIOR OF CLUB MEMBERS

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

- A. Activities causing dissension and division among the membership with the intent to split/divide the club
- B. Abusive and/or offensive language or actions by a member at an ice skating facility, or at a club function held outside an ice skating facility
- C. Unfair or unethical behavior or lack of genuine good sportsmanship in any relations with others in figure skating
- D. Any other actions, statements or conduct that is considered detrimental to the welfare of figure skating
- E. Any other actions, statements or conduct that is considered detrimental to the welfare of the Centennial Skating Club
- F. Distribution of member contact information to companies or individuals outside of the club for use in solicitations, or use of member contact information by any club member for solicitation or commercial gain
- G. Use of club member phone numbers or e-mail addresses by members of the club for distribution of chain letters, jokes, or any message that is not related to affairs or events of the club.

All decisions made by the Board are final. Grievances may be filed using the Discipline policy in the By Laws of the club.

VI. APPEALS PROCESS

A. Appealing a decision of the Board

Centennial Skating Club Rules

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