



## Rochester Figure Skating Club Board of Directors Meeting Minutes

February 18, 2019

7:00 p.m. | Rochester Recreation Center | Bob Fick Room



RFSC Mission statement: The purpose of the Rochester Figure Skating Club (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. 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.

**Board Members Present:** Tamika Ballard, Jennifer Brehm (Secretary), John Kappler (President), Amanda Roe, Andrew Schram (Vice President)

**Absent:** Elizabeth Rice, Fawn Hangge (Treasurer), Darin Tosse

**Others Present:** Kari Sackett, Maureen Schembri-Wismayer, Sarah Germer

**Call to Order:** Motion made by J. Kappler seconded by A. Schram at 7:01pm.

**Consent Agenda:** Motion by Andy to approve consent agenda, seconded by Tam

1. January 2019 Board of Directors Minutes
2. L2S Director Report
3. Synchro Director Report
4. TCFSA January Notes - Could not make meeting due to weather.
5. Midwest VP Conference Call Notes - Meeting later this week.

### Reports

1. Junior Board Report- New announcement board in LR to replace notices. Didn't advertise photo booth enough for Hiawathaland. Preparing Goodie bags for Show. Chipotle fundraiser.
2. Treasurer's Report- Budget is favorable
3. Director's Report- Review of the 2017/18 Auditors' Report. A. Schram made a motion to approve the capitalization policy presented by Maureen. A. Roe seconded. All in favor. Ice Show guest skaters are booked, Grace and Blake, along with Alexander. L2S parent meeting is Feb 25th. Review of Mission and Vision Statements.
4. President's Report- Maureen and Gretchen are attending Governing Council. Proxy votes will be allocated to Gretchen to cast as we have done in the past.

### New Business

1. Policy Review.
  - a) Testing Policy 1900-1910. T. Ballard made a motion to approve, seconded by J. Brehm. All in favor.
  - b) Synchronized/Team Coaches Policy 1624. A. Schram made a motion to approve; seconded by J. Brehm. All in favor.
  - c) Illegal Substance Abuse Policy 1520. A. Schram made a motion to approve, A. Roe seconded. All in favor
  - d) Monetary Policy 1700. J. Brehm made a motion to approve, seconded by T. Ballard. All in favor.

- e) Stipends Policy 1701. T. Ballard made a motion to approve, seconded by A. Schram. All in favor.
- f) National Individual Skater Grant Policy 1702. No change.
- g) Professional Staff Policy 1620. A. Schram made a motion to approve, seconded by A. Roe. All in favor.
- h) The title of Club Director will be changed to Executive Director in all policies.

### **In-Flight Initiative Updates**

- 1. Carpets- John Purchased.
- 2. On-ice Video Recording System- Darin.
- 3. Vision and Mission- Approval
- 4. Lights - Andy- all Legacy lights and footlights are now working.

### **Open Forum**

- Grizzlies have agreed to pay RFSC \$100 per game that they use our lighting system, up to \$10,000.

### **Adjournment**

A motion was made to adjourn by T. Ballard at 9:36pm, seconded by A. Roe.

Respectfully submitted, Jennifer Brehm, Board Secretary, Rochester Figure Skating Club

## Learn2Skate Board Report

February 2019

- **Winter 1:** Testing week for Learn2skate is this week 2/18/19.
- Maureen and I are doing an introductory to contract meeting for Learn2skate parents on February 25
- **Winter 2:** Winter 2 classes start on March 2-April 20 with no classes on Saturday, March 23 (due to the Return of the Robin) and the week of March 25-March 30 (due to Rochester Public Schools Spring Break). Learn2skate show rehearsals start March 16 (Saturday)- April 20.

## **Synchronized Director's report to the Board for February 2019**

I spent time on the following things:

- Contacted three people regarding Hiawathaland Synchro chairing and put them in touch with John Kappler and the current chair. As I understand, all three people have taken on part of the role of this job.
- Updating our fundraising and sponsorship income and communicating with Maureen and Sue Skifter about this.
- Secured Rebecca Gallion for Friday and Saturday of synchro camp. She is the coach of the very successful Bismarck ND teams and my good friend. I am still negotiating her fee so have not announced this yet.
- Arranged and re-arranged a critique by Judge Elizabeth Harty. As of this writing she is supposed to critique on Thursday Feb 14<sup>th</sup>. We have had to reschedule several times due to the weather.
- Made sure managers entered the teams for the Eau Claire competition.
- Reminded the managers of their obligation to complete Safe Sport and the US Figure Skating background check. I have made sure this is in the manager's list of responsibilities, so we do not end up with issues at the last minute like we did for Hiawathaland.
- Various and assorted communications about the teams with managers and parents.

Kristina and I were thrilled with the Skills 2 team's first place at Hiawathaland. 😊

- Vikki Dalquist

## NEW POLICY

### 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: 02/18/19 Revised:

## PREVIOUS POLICIES 1900 through 1909 (1910 did not exist)

### 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, TCFSFA, the Board of Directors, the skating director, the professional staff, and to the RFSC members.

Adopted: 4/25/01      Revised:

### 1902 Eligibility

According to the *Official USFS Rule book* TR 2.01, the official tests of U.S. Figure Skating may be taken by all figure skaters who are members of a (U.S. Figure Skating) Member Club, Collegiate Club Members, Individual Members who are currently registered with U.S. Figure Skating and are otherwise eligible under these Rules, as well as by members of a member association of the I.S.U. Each member must present a current registration card before taking a test.

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:

### 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 TCFSFA. 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.

A test date and schedule should be established in order to accommodate the professional staff, the available judges, and ice availability. 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. The registration deadline should be approximately three 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:

#### 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. Late applications may be accepted on a case-by-case basis at the Testing chairperson's discretion. Such late applications will, however, incur an additional late fee and be considered last with respect to priority in scheduling the test session. 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.). 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. This fee can either be returned to the skater or retained by the RFSC for use on a subsequent test session.

Adopted: 4/25/01      Revised:

#### 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. Secondarily, 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 Reports must be filled out and originals (along with associated fees) sent to U.S. Figure Skating and TCFSA within 30 days of the test session. Reports must also be submitted to the regional chairperson. A Recognition of Test Achievement Report should be submitted to U.S. Figure Skating for novice level free skate, moves in the field and pairs, and silver dance and above. Trial papers must be completed and sent to the monitor of each trial judge within 30 days of the test session. Copies of official test reports should be kept for 5 years, while official test papers and trial forms should be kept for at least one year. Copies of the test report for non- RFSC home club members should be forwarded to their home club within two weeks of the test session. A list of skaters who have passed tests should be posted in a timely manner.

The Testing chairperson is responsible for keeping current accurate test files for all home club skaters and trial judges. Skater test levels must be recorded and forwarded to the Ice and Rules chairperson after each session.

Adopted: 4/25/01      Revised:

APPROVED POLICY UPDATES 1900 through 1909 (1910 added) – Note that some were not modified, but all were reviewed

#### 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:

6. RFSC home club skaters (pre-juvenile free skate, moves in the field and bronze dance or any free dance and above).
7. RFSC home club skaters (preliminary and pre-preliminary free skate, move in the field and preliminary and pre-bronze dance).
8. RFSC associate members (priority to higher test levels)
9. Non-club skaters (priority to higher test levels).
10. Secondarily, 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:

## PREVIOUS POLICY

### 1624 Synchronized Skating Coach

Synchronized Skating staff will be expected to adhere to the same regulations as the professional staff outlined in Policy 1620. Synchronized 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 Synchronized Skating
- Teaching programs to team skaters

Adopted: 9/20/10      Revised:

## APPROVED POLICY UPDATE

### 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

## PREVIOUS POLICY

### 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 Rhythm and Blades synchronized 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 synchronized 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: 10/18/10

## APPROVED POLICY UPDATE

### 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

## PREVIOUS POLICY

### 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.

Synchronized Skating teams competing at Midwestern Synchronized Team Skating Sectional Championships or U.S. Synchronized Skating Championships will also have their initial registration fee reimbursed by the RFSC. The fee will be reimbursed after the team has competed.

Adopted: 4/24/07      Revised:

## APPROVED POLICY UPDATE

### 1700 Registration Policy

The RFSC will reimburse the initial registration fee for any youth 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

## PREVIOUS POLICY

### 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.

The stipend will be paid after the skater has competed. The stipend will be paid out of the Sponsorship account. A skater who withdraws from the competition will not be given the stipend.

Any RFSC Synchronized Skating team that competes at the U.S. Synchronized Skating Championships will be eligible for the TCFSA stipend reimbursement, as well as the matching stipend from the RFSC.

The RFSC Board of Directors will review and determine the amount of the stipend at the Board of Directors meeting the month after the competition.

Adopted: 4/24/07      Revised:

## APPROVED POLICY UPDATE

### 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

## PREVIOUS POLICY

### 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.

Power classes and synchronized skating classes are paid at the private lesson rate and are subject to the 10% commission. Junior Club classes are paid at a variable rate depending on the coaches PSA group rating.

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 and carry PSA liability insurance. Fees for the above are being paid for directly by the RFSC. Coaches will be subsidized for their liability and their PSA membership only if the bill is submitted directly to the club and paid for by the club.

[U.S Figure Skating Background Check Policy](#)

Adopted: 4/25/01      Revised:

## APPROVED POLICY UPDATE

### 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 SafeSport 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