

# Winona Figure Skating Club

The Winona Figure Skating Club is a non-profit, 501c3 organization incorporated in 1995. The Winona Figure Skating Club is a member of United State Figure Skating (USFS). USFS is the national governing body for the sport of figure skating in the United States. The club is run by a 9 member volunteer board of directors according to the WFSC Bylaws.

In this Section:

- ❖ Board Member Agreement
- ❖ Bylaws
- ❖ Board Structure

Winona Figure Skating	
Board Members	
<b>MISSION</b>	The mission of the Winona Figure Skating Club is to foster the love of figure skating by providing a fun, safe, and quality program to skaters of all levels and ages.
<b>VISION</b>	Winona Figure Skating Club is dedicated to the advancement, practice, and instruction of the sport of figure skating in Winona and its surrounding communities. We promote a healthy lifestyle, by cultivating in our skaters dedicated values that will serve them throughout their lives.
<b>GOALS</b>	<ol style="list-style-type: none"> <li>a. Provide opportunities to promote the club through education, test sessions, competitions, and community involvement.</li> <li>b. Retain skaters by providing for advancement through s, test sessions, coaching, and competitions.</li> <li>c. Promote U.S. Figure Skating programs, Learn to Skate USA, scholarships, and structures.</li> <li>d. This is achieved through the combined efforts of dedicated skaters, coaches, families, club board members, and community support.</li> </ol>

Website Information:	<a href="http://winonafigureskating.org">http://winonafigureskating.org</a>	
Email Contact:	<a href="mailto:finance@winonafigureskating.org">finance@winonafigureskating.org</a>	
Rink Locations:	Bud King Ice Arena 670 E. Front St. Winona, MN 55987	St. Mary's University Ice Arena 700 Terrace Heights Winona, MN 55987
Mailing Address:	PO Box 122, Winona, MN 55987	

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## Winona Figure Skating Club Board Member Agreement

As a board member of the Winona Figure Skating Club, I am fully committed and dedicated to the mission of the club. I have pledged to carry out this mission and understand my duties and responsibilities include the following:

1. I promise to be fiscally responsible, with other board members, for this organization. I will make myself aware and knowledgeable regarding our budget and finances and will take an active part in reviewing, approving, and monitoring the budget and fundraising to meet the goals of our club.
2. I understand my legal responsibilities for the club and those of my fellow board members. I am responsible for knowing and overseeing the implementation of policies and programs.
3. I accept the bylaws and operating principles and understand that I am ethically and morally responsible for the health and well-being of this club.
4. I will actively engage in fund-raising for this organization. These may include individual solicitation, undertaking special events, and the like. I am making a good faith agreement to do my best and to raise as much money as I can.
5. I will actively promote the club in a positive manner and support all decisions made by the board.
6. I promise to treat my fellow board members and other club members with respect and when conflict occurs, I promise to respectfully disagree and work for a compromise that is in the best interest of the club.
7. I will attend board meetings, serve on at least one club committee, and act on behalf of the club as a whole. If I am not able to meet my obligations as a board member, I will be willing to seek assistance or offer my resignation.
8. I will uphold all confidential information discussed at board meetings.
9. In signing this document, I understand that no quotas are being set and that no rigid standards of measurement and achievement are being formed. Every board member is making a statement of faith about every other board member. We trust each other to carry out the above agreements to the best of our ability.

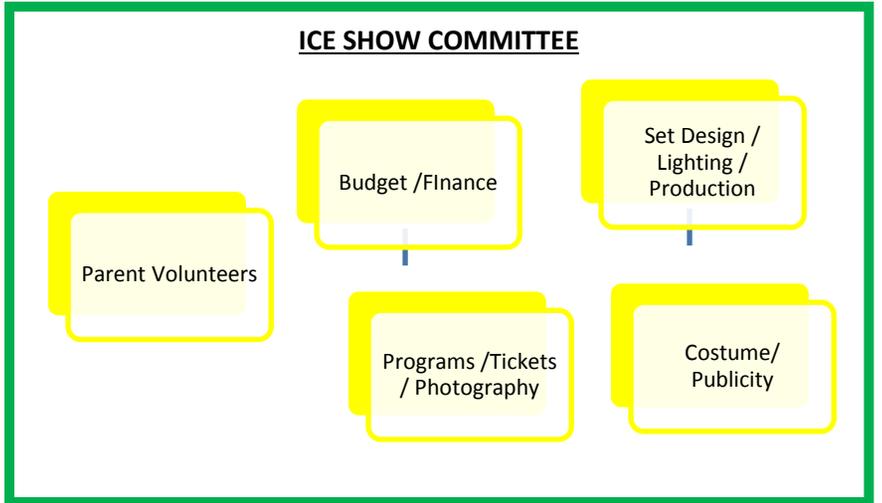
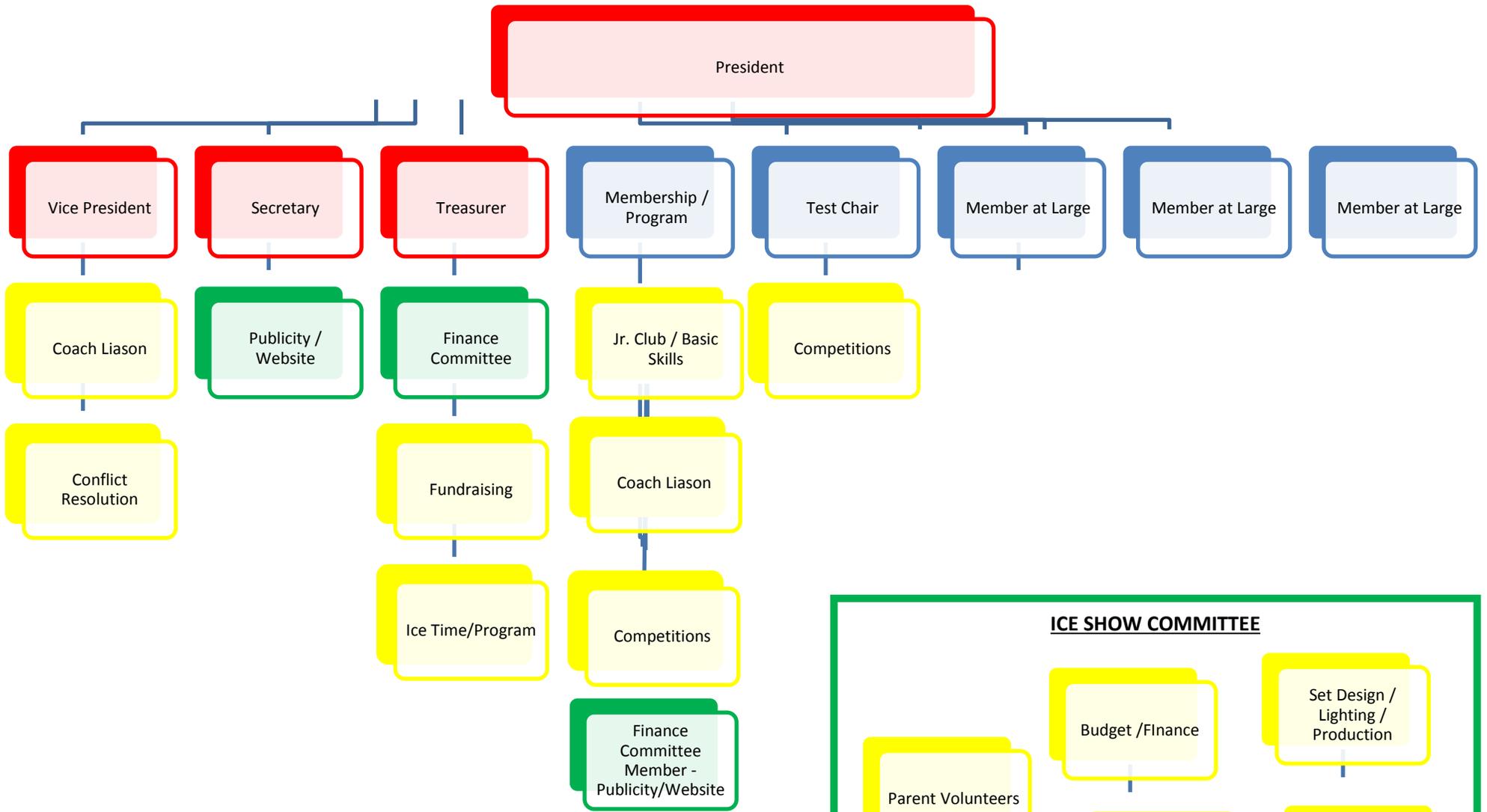
Board Member \_\_\_\_\_

Date:

Board Chair \_\_\_\_\_

Date:

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<b>OFFICERS</b>	Board Members	Committees	Duties
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## BYLAWS OF WINONA FIGURE SKATING CLUB

### ARTICLE I

#### NAME; EXISTENCE; OFFICES

**Section 1.1** The name of this organization is the Winona Figure Skating Club (referred to in these Bylaws as the "Club").

**Section 1.2** The Club was incorporated on March 10, 1995 as a nonprofit corporation under the laws of the state of Minnesota (the "State") and shall be governed by the nonprofit corporation law of the state (the "Nonprofit Law").

**Section 1.3** The Club has been formed to be a member of The United States Figure Skating Association ("U.S. Figure Skating"), to exist for the purposes specified in the Article II of these Bylaws and Official Rule of the U.S. Figure Skating, as an existence and amended from the time-to-time by U.S. Figure Skating.

**Section 1.4** The principal office/headquarters of the Club shall be located at Bud King Ice Arena (670 East Front St. Winona, MN 55987). The mailing address for the Club is PO Box 122, Winona, MN 55987, contact information at; [www.winonafigureskating.org](http://www.winonafigureskating.org). The registered office of the Club required by the Nonprofit Law to be maintained in the state may be, but need not be, the same as the principal office/headquarters of the Club, and the address of the registered office may be changed from time to time by the Board of Directors or by the Officers of the Club.

### ARTICLE II

#### PURPOSES

The principal purpose of the Club is to foster figure skating on ice. In order to do so the Club has been organized to exist as a member of U.S. Figure Skating and, therefore, seeks to assist in carrying out the objectives and purposes of the U.S. Figure Skating in accordance with the provisions of the U.S. Figure Skating Bylaws and Official Rules. The Club shall maintain its membership in the U.S. Figure Skating and conduct its affairs in a manner consistent with the Bylaws, Official Rules, policies and procedures of U.S. Figure Skating.

### ARTICLE III

#### MEMBERS

**Section 3.1** The Club shall have members who are interested in the objectives and purposes of the Club and who are registered with U.S. Figure Skating, with voting rights and other legal rights or privileges in connection with the governance of the Club, in accordance with such provisions and criteria pertaining to qualifications, classification, privileges, application and acceptance of members established from time-to-time by the Board of Directors. Members of the Club shall be required to abide by, and to conduct themselves in a manner consistent with, the Bylaws, Official Rules, policies, procedures, code of conduct, and code of ethics and principals of ethical behavior of U.S. Figure Skating. Members must be 18 years or older to vote. Members under 18 years old may have one (1) parent/guardian vote on their behalf.

**Section 3.2** The Board of Directors may establish, as it shall deem necessary and appropriate, such periodic membership dues, other assessments and procedures of the manner of payment and collection thereof.

**Section 3.3** The Club shall hold an annual meeting of its members for the purpose of electing Directors and for the transaction of such other business as may come before the meeting at a time, date and place stated in or fixed in accordance with a resolution of the Board of Directors. If no place is stated, the meeting shall be held at the Club's principal office. Failure to hold an annual meeting shall not work a forfeiture or dissolution of the Club or invalidate any action taken by the Board of Directors or Officers of the Club.

**Section 3.4** Special meeting of the members may be called at any time by the Board of Directors, the President or by written demand of the members stating the purpose or purposes for calling the meeting signed and dated by members holding at least ten percent (10%) of all votes entitled to be cast on any issue proposed to be considered at the meeting. The record date for determining the members entitled to demand a special meeting is the date of the earliest of any of the demands pursuant to which the meeting is called or the date that is sixty (60) days before the date the first of such demands is received by the Club, whichever is later. If notice is not given within thirty (30) days after the date of the written demand or demands are delivered to a Club Officer, a person signing the demand may set the time and place of the meeting and give notice as provided in these Bylaws. Special meetings shall be held at such time and place as may be designated by the authority calling such meeting. If no place is stated, special meetings shall be held at the Club's principal office. The purpose of any special meeting of the members shall be stated in such notice. Only business within the purpose described in the notice may be conducted at a special meeting of members.

**Section 3.5** Notice shall be given to each member entitled to vote at a meeting in a fair and reasonable manner. Notice may be given as set forth below or by other means when all the circumstances are considered. Written notice by email and posting on the Club

bulletin board of any annual, regular or special meeting stating the place, date and hour of the meeting shall be given not less than ten (10) days, nor more than sixty (60) days before the date of the meeting. Notice of a special meeting shall include a description of the purpose or purposes of the meeting. Notice of an annual meeting need not include a description of the purpose or purposes except the purpose or purposes shall be stated with respect to:

- (i) an amendment to the Articles of Incorporation or Bylaws of the Club;
- (ii) a merger,
- (iii) a sale, lease, exchange, or other disposition other than in the usual and regular course of business, of all or substantially all the property of the Club; or
- (iv) the dissolution and liquidation of the Club. When giving notice of an annual, regular or special meeting of member, the club shall give notice of a matter a member intends to raise at the meeting if a person entitled to call a special meeting submits a request in writing, and it is received by the Secretary or President at least ten (10) days before the Club gives notice of the meeting.

**Section 3.6** Notice shall be given personally or by mail, facsimile or other form of electronic communication by or at the direction of the President, the Secretary or the persons calling the meeting, to each member entitled to vote at such meeting. Such notice shall be deemed to be given and effective not less than five (5) days, nor more than thirty (30) days before the date of the meeting. Notice of a special meeting shall include a description of the purpose or purposes of the meeting. A written notice or report delivered as part of a newsletter, magazine, or other publication regularly sent to members shall constitute a written notice or report if addressed or delivered to the member's address shown in the Club's current list of members, or in the case of members who are residents of the same household and who have the same address in the current list of members, if addressed or delivered to one of such members, at the address appearing on the current list of members.

**Section 3.7** A member may waive notice of a meeting before or after the time and date of the meeting by a writing signed by such member. Such waiver shall be delivered to the Club for filing with the Club records, but this delivery and filing shall not be condition to the effectiveness of the waiver. Further, by attending a meeting either in person or by proxy, a member waives objection to lack of notice or defective notice of the meeting or the transaction of business at the meeting because of lack of notice or defective notice. By attending the meeting, the member also waives any objection to consideration at the meeting notice unless the member objects to considering the matter when it is presented.

**Section 3.8** After a record date is fixed for a membership meeting or for determining the members entitled to vote by written ballot, the Secretary shall make, at the earlier of ten (10) days before such meeting or two (2) business days after notice of the meeting has been given, a complete list of the members entitled to be given notice of such meeting or any adjournment thereof. The list shall be arranged in alphabetical order and shall show the name, address of each member and number of votes to which each member is entitled. For the period beginning the earlier of ten (10) days prior to the meeting or two (2) business days after notice of the meeting is given and continuing throughout the meeting and any adjournment thereof, this list shall be kept on file at the principal office of the Club, or at a place (which shall be identified in the notice) in the city where the meeting will be held. Such list shall be available for inspection on written demand by any member or the member's agent or attorney during regular business hours and during the period available for inspection.

**Section 3.9** At all meetings of members, a member may vote by proxy by signing an appointment form or similar writing, either personally or by the member's duly authorized attorney-in-fact. A member may also appoint a proxy by transmitting or authorizing the transmission of an electronic transmission providing a written statement of the appointment to the proxy or other person duly authorized by the proxy to receive appointments as agent for the proxy or to the Club. The transmitted appointment shall set forth or be transmitted with written evidence from which it can be determined that the member transmitted or authorized the transmission of the appointment. The proxy appointment form or similar writing shall be filed with the Secretary of the Club before or at the time of the meeting. The appointment of a proxy is effective when receiving by the Club and is valid for eleven (11) months unless a different period is expressly provided in the appointment form or similar writing.

**Section 3.10** If the name signed on a vote, consent waiver, proxy appointment or proxy appointment revocation corresponds to the name of a member, the Club, if acting in good faith, is entitled to accept the vote, consent waiver, proxy appointment or proxy appointment revocation and give it effect as the act of the member. If the name signed on a vote, consent waiver, waiver proxy appointment or proxy appointment revocation does not correspond to the name of the member, the Club, if acting in good faith, is nevertheless entitled to accept the vote, consent, waiver, proxy appointment or proxy appointment revocation if to do so is proper under rules established by the corporation that are not consistent with this Section. No member under the age of 18 shall be entitled to vote.

**Section 3.11** When a meeting is adjourned to another date, time or place, notice need not be given of the new date, time or place if the new date, time or place of such meeting is announced before adjournment of the meeting at which the adjournment is taken. At the adjourned meeting the Club may transact any business which may have been transacted at the original meeting. If new records date is

fixed for the adjourned meeting, a new notice of the adjourned meeting shall be given to each member of record entitled to vote at the meeting as of the new record date.

**Section 3.12** Twenty percent (20%) of the votes entitled to be cast by the members on a matter shall constitute a quorum for action on the matter. If a quorum exists, action on a matter by the members is approved if the votes cast favoring the action exceed the votes cast opposing the action, unless the vote of a great number of votes is required by law or the Clubs Articles of Incorporation.

**Section 3.13** Any or all of the members may participate in an annual or special membership meeting by, or the meeting may be conducted through the use of any means of communication by which all members participating in the meeting can hear each other during the meeting. A member participating in a meeting in this manner is deemed to be present in person at the meeting.

#### **Section 3.14**

(a) Any action required or permitted to be taken at a meeting of the members may be taken without a meeting if a consent in writing (or counterparts thereof) that sets forth the action so taken, shall be signed by all members entitled to vote with respect to the subject matter thereof and received by the Club. Such consent (which may be signed in counterparts) shall have the same force and effect as a unanimous vote of the members. Action taken under this Section is effective as of the date the last writing necessary to effect the action is received by the Club, unless all of the writings specify a different effective date, in which case such specified date shall be the effective date for such action. The record date for determining members entitled to take action without a meeting is the date the Club first receives a writing upon which the action is taken. Any member who has signed a writing describing and consenting to action is taken. Any member who has signed a writing describing and consenting to action taken pursuant to this Section may revoke such consent by a writing signed by the member describing the action and stating the member's prior consent is revoked, if such writing is received by the Club before the effectiveness of the action. All signed written instruments necessary under this provision shall be filed with the minutes of the membership meetings.

(b) Any action that may be taken at any annual, regular or special meeting of members may be taken without a meeting if the Club delivers a written ballot to every member entitled to vote on the matter. The written ballot shall:

- (i) set forth each proposed action; and
- (ii) provide an opportunity to vote for or against the proposed actions. Approval by written ballot shall only be valid when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action and the number of approvals equals or exceeds the number of votes cast was the same as the number of votes cast by ballot. All solicitations for votes by written ballot shall: (i) indicate the number of responses necessary to meeting the quorum requirements;
- (iii) state the percentage of approvals necessary to approve each matter other than election of directors;
- (iv) specify the time by which the ballot must be received by the Club in order to be counted; and
- (v) be accompanied by written information sufficient to permit each person voting to reach an informed decision. Written ballots may not be revoked.

**Section 3.15** No member may be expelled or suspended from the Club, and no membership may be terminated or suspended, except as follows. The member shall be given not less than five(5) days prior written notice of the expulsion, suspension or termination and the reasons therefore. The member shall have an opportunity to be heard, orally or in writing, by the Board of Directors, not less than five (5) days before the effective date of the expulsion, suspension or termination by the Board of Directors. Written notice must be given by first-class or certified mail sent to the last address of the member shown on the Club's records. Any member expelled or suspended shall be liable to the Club for dues, assessments or fees incurred or commitments made prior to the expulsion. The provisions of the Section 3.15 apply to a member's membership in the Club and not to membership in the U.S. Figure Skating, the latter of which is subject to applicable provisions of the Bylaws and Official Rules of U.S. Figure Skating pertaining to expulsion or suspension of membership privileges in U.S. Figure Skating.

**Section 3.16** Delegates to the U.S. Figure Skating Governing Council must be registered to the U.S. Figure Skating Governing Council must be registered members of the Club and must meet the qualifications as set forth in Article VII, Section 1 of the U.S. Figure Skating Bylaws. The Club's Board of Directors shall appoint from among the Club's registered members the requisite number of delegates to the Governing Council as determined in accordance with Article VII, Section 2 of the U.S. Figure Skating Bylaws. The Club's delegates shall be representatives of the Club at the Governing Council meeting for which they are appointed as delegates and shall attend said meeting, either in person or represented by proxy. The Club will file a certificate of appointment of its delegates with the secretary of U.S. Figure Skating, duly signed by an authorized Office of the Club.

ARTICLE IV  
BOARD OF DIRECTORS

**Section 4.1**

- a. The business and affairs of the Club shall be managed by its Board of Directors, except as otherwise provided in the Nonprofit Law, the Club's Articles of Incorporation or these Bylaws.
- b. Directors must be
  - (i) at least eighteen (18) years old,
  - (ii) registered with U.S. Figure Skating and
  - (iii) home club members of the Club in accordance with provisions of applicable rules of U.S. Figure Skating and
  - (iv) voting members of the club. In addition, Directors of the Club must be eligible persons, as defined in the eligibility rules of U.S. Figure Skating; provided, however, that on restricted person, one ineligible person and coaches with eligible status may serve as Directors and, further provided, that eligible coaches may serve as Directors of the Club so long as collectively they do not constitute a majority of the total number of Directors of the Club (see, U.S. Figure Skating Membership Rule 4.00), as may be amended from time to time).

**Section 4.2**

- (a) The number of directors of the Club shall be as determined by the Board of Directors from time to time.
- (b) Any action of the Board of Directors to increase or decrease the number of directors, whether expressly by resolution or implication through the election of additional directors, shall constitute an amendment of the Bylaws effecting such increase or decrease, and therefore, shall require approval of the members as referred to in Section 10.8 of these Bylaws. Directors shall serve a term of three (3) years. One third of the Board shall be elected each year at the regular meeting of the membership, and they shall serve for a period of three years.
- (c) At each annual meeting, the number of Directors equal to the number of the class who term expires at the time of such meeting shall be elected (typically three per year), in accordance with the procedures set forth. Each Director shall hold office until such Director's term expires and thereafter until such Director's successor shall have been elected and qualified, or until such director's earlier death, resignation or removal. No Director may be elected to serve more than three consecutive terms, but a Director may be elected to serve consecutive terms after being appointed to fill a vacancy in a directorship.
- (d) At a time reasonably in advance of each annual meeting of the Club, the President shall appoint a nominating committee consisting of no less than three(3) of the Directors whose terms are not scheduled to expire at the upcoming annual meeting. The nominating committee shall determine and present to the members, at a time reasonably in advance of the annual meeting, a list of nominees to stand for election as Directors to fill the positions of those Directors whose terms shall expire at the annual meeting. Notwithstanding anything hereinabove to the contrary, any nominee for election as a Director must evidence in writing in advance of or at the annual meeting, or in person at the annual meeting, such person's willingness to serve if elected. The members shall, by affirmative vote as required by provisions of Section 3.12 of these Bylaws, elect the requisite number of Directors from among the list of nominees.

**Section 4.3** A Director may resign at anytime by giving written notice of resignation to the Club. The resignation is effective when the notice is received by the Club unless the notice specifies a later effective date.

**Section 4.4** Directors elected by voting members or directors may be moved as follows: (i) The voting members may remove one or more directors elected by them with or without cause unless the Bylaws provide that directors may be removed only for cause; (ii) If a director is elected by a voting group, only that voting group may participate in the vote to remove that director, (iii) A director may be removed only if the number of votes cast to remove the director would be sufficient to elect the director at a meeting to elect directors; (iv) A director may be removed on at a meeting called for the purpose of removing that director, and the meeting notice shall state that the purpose, or one of the purposes, of the meeting is removal of the director; (v) An entire Board of Directors may be removed with or without cause by the vote of a majority of the directors then in office or such greater number as is set forth in the Bylaws; except that a director elected by the Board of Directors to fill the vacancy of a director elected by the voting members may be removed without cause by the voting members, but not the Board of Directors.

**Section 4.5** Any vacancy occurring among the Directors may be filled by the affirmative vote of a majority of the remaining Directors, though less than a quorum. A Director elected to fill a vacancy shall be elected for the un-expired term of such Director's predecessor in office. Any directorship to be filled by reason of an increase in the number of Directors shall be filled by a vote of the members, and a Director so chosen shall hold office until the next election of the class for which such Director was chosen and thereafter until such Director's successor shall have been elected and qualified, or until such Director's earlier death, resignation or removal.

**Section 4.6** A regular annual meeting of the Board of directors shall be held during the last quarter of the Club fiscal year at a time and place determined by the Board for the purpose of electing Officers and for the transaction of such other business as may come before the meeting. The Directors may provide by resolution the time and place for the holding of additional regular meetings.

**Section 4.7** Special meetings of the Board of Directors may be called by or at the request of the President or any three (3) Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any place as the place for holding any special meeting of the board called by them. Notice stating the place, day and hour of every special meeting of the board of Directors shall be given to each Director by mail, facsimile or other form of electronic communication at least three (3) days before the date fixed for the meeting. The notice of a special meeting need not specify the purpose of the meeting.

**Section 4.8** A majority of the Directors shall constitute a quorum for the transaction of business at any meeting at which a quorum is present shall be the act of the Board of Directors present in person at a meeting at which a quorum is present shall be the act of the Board of Directors. If less than a quorum is present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice other than by proxy at any meeting of Directors.

**Section 4.9** Members of the Board of Directors or any committee thereof may participate in a meeting of the Board or committee by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall continue presence in person at the meeting.

**Section 4.10** A Director who is present at a meeting of the Board of Directors is deemed to have assented to all action taken unless:

- (i) the Director objects at the beginning of the meeting, or promptly upon arrival, to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken;
- (ii) the Director contemporaneously requests that the Director's dissent or abstention as the any specific action taken be entered in the minutes; or
- (iii) the Director causes written notice of the Director's dissent or abstention as to any specific action to be received by the presiding officer of the meeting before adjournment or by the Club promptly after adjournment. The right of dissent or abstention is not available to a Director who votes in favor of the action taken.

**Section 4.11** Any action required by law to be taken at a meeting of the Board of Directors or any other action which may be taken at a meeting of Directors may be taken without a meeting if every member of the Board in writing either;

- (i) votes for such action or
- (ii) votes against such action or abstains from voting and waives the right to demand that action not be taken without a meeting. Action is taken only if the affirmative votes for such action equals or exceeds the minimum number of votes that would be necessary to take such action at a meeting at which all of the Directors then in office were present and voted. The action shall only be effective if there are writings, which describe the action, signed by all Directors, received by the Club and filed with the minutes. Any such writings may be received by electronically transmitted facsimile or other form of wire or wireless communication providing the Club with a complete copy of the document including a copy of the signature. A Director's right to demand that action not be taken without a meeting shall be deemed to have been waived if the Club receives a writing satisfying the requirements hereof that has been signed by the Director and not revoked as provided below. Actions taken shall be effective when the writings set forth a different date. Any director who has signed a writing may revoke it by a writing signed, dated and stating the prior vote is revoked. However, such writing must be received by the Club before the last writing necessary to effect the action is received. All such actions shall have the same effect as taken at a meeting.

**Section 4.12** Directors shall not receive compensation for their services as such, although the reasonable expenses of Directors of attendance at board meetings may be paid or reimbursed by the Club. Directors shall not be disqualified to receive reasonable compensation for services rendered to or for the benefit of the Club in any other capacity.

**Section 4.13** By one or more resolutions adopted by the Board of Directors, the Board may designate from among it's the Directors an executive committee of the Board, as well as one or more other committees, shall have and may exercise the authority delgated by the Board of Directors, except as prohibited by the Nonprofit Law. Rules governing meetings of any committee shall be established by the Board of Directors, or in the absence thereof, by the committee itself.

## ARTICLE V OFFICERS

**Section 5.1** The elected officers of the Club shall be a President (who shall also serve as the Chairman of the Board), one or more Vice Presidents, a Secretary and a Treasurer. The Board of Directors may also appoint such other officers, assistant officers and

agents as it may consider necessary. One person may hold more than one office at a time, except that no person may simultaneously hold the offices of President and Secretary. Officers must be Directors of the Club and, therefore, must meet the qualifications of Directors as set forth in Section 4.1(b) of these Bylaws.

**Section 5.2** The elected Officers of the Club shall be elected by the Board of Directors at each regular annual meeting of the Club. If the election of officers shall not be held at such meeting, such election shall be held as soon as convenient thereafter. Each Officer shall hold office until the Officer's successor shall have been duly elected and shall have qualified, or until the Officer's earlier death, resignation or removal.

**Section 5.3** Officers shall not receive compensation for their services as such, although the reasonable expenses of Officers may be paid or reimbursed by the Club. Officers shall not be disqualified to receive reasonable compensation for services rendered to or for the benefit of the Club in any other capacity.

**Section 5.4** An Officer may resign at any time by giving written notice of resignation to the Club. The resignation is effective when the notice is received by the Club unless the notice specifies a later effective date.

**Section 5.5** Any officer may be removed by the Board of Directors whenever in its judgment the best interests of the Club will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an Officer shall not in itself create contract rights.

**Section 5.6** A vacancy in any office, however occurring, may be filled by the Board of Directors for the unexpired portion of the term.

**Section 5.7** The Officers of the Club shall have the authority and shall exercise the powers and perform the duties specified below and as may be additionally specified by the Board of the Directors or these Bylaws, except that in any event each officer shall exercise such powers and perform such duties as may be required by law.

**(a) PRESIDENT:** The President shall be the Chairman of the Board, shall preside at all meetings of the Board of Directors and shall perform all other duties incident to the office of the president and chairman. It shall be the duty of the President to take charge of the Club; to preside at all meetings of the Club, and of the Board of Directors. The President shall have the entire supervision and management of the Club and its property pending the action of the Board of Directors, the power to suspend any members for violating the By-Laws or Policies of the Club, pending the approval of the Board; to call special meetings and Club meetings. The President shall apply for Sanctions, if required for Club sponsored events/activities. The President, together with the Treasurer shall sign all agreements and contracts made by the Club, upon the approval of the Board of Directors. The President shall assist with writing and implementing the policies and procedures of the club.. The president shall vote on club matters only in the case of a tie vote.  
Committees: Program, Finance, Annual Ice Show, Fund Raising

**(b) VICE PRESIDENT:** The Vice President or Vice Presidents shall assist the President and shall perform such duties as may be assigned to them by the Board of Directors of the President. The Vice President (or if there is more than one, then the Vice President designated by the Board of Directors, or if there be no such designation, then the Vice Presidents in order of their election) shall, at the request of the President, or in the Presidents absence or inability or refusal to act, perform the duties of the President and then so acting shall have all the powers of and be subject to all the restrictions on the President. The Vice-President shall perform such other duties as may from time to time be prescribed by the Board of Directors. The Vice President(s) shall serves on the show committee, assist Program Chair in developing all programming and scheduling of ice. Act as a liaison between the board of directors and the WFSC coaches. The secretary shall assist with writing and implementing the policies and procedures of the club.  
Committees: Program, Annual Ice show

**(c) SECRETARY:** The secretary shall

- (i) keep the minutes of the proceedings of the Board of Directors;
- (ii) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law;
- (iii) be custodian of the Club records; and
- (iv) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the President or by the Board of Directors. In addition to recording the minutes at monthly board meetings and specially called meetings, the secretary shall maintain paper and electronic copies of all meetings, email minutes to board member for review and approval and post minutes and notices of upcoming meetings in the WFSC bulletin board case at Bud King Ice Arena. At the expiration of his/her term of office, he/she shall deliver to the succeeding Secretary all books, papers, records and property of the Club which may be in his/her possession or under his/her control. The secretary shall serve as volunteer coordinator and

contact person for volunteers, track volunteer hours. The secretary shall assist with writing and implementing the policies and procedures of the club.

Committees: Program, Annual Ice Show, Finance

**(d)TREASURER:** The Treasurer shall

- (i) be the principal financial officer of the Club and have the care and custody of all its funds, securities, evidences of indebtedness and other personal property and deposit the same in accordance with the instructions of the Board of Directors, maintaining a chart of all accounts and item codes for QuickBooks;
  - (ii) receive and give receipts and a quittances for moneys paid in on account of the Club, and pay out of the funds on hand all bills, payrolls and other just debts of the Club of whatever nature upon maturity;
  - (iii) be the principal accounting officer of the Club and such prescribe and maintain the methods and systems of accounting to be followed, keep complete books and records of account, prepare and file all local, state and federal tax returns and related documents (Form 990, W-9 misc), prescribe and maintain an adequate system of internal audit, and prepare and furnish to the President and the Board of Directors, statements of account showing the financial position of the Club and the results of its operations;
  - (iv) upon request of the Board, make such reports to it as may be required at any time; and
  - (v) perform all other duties incident to the office of treasurer and such other duties as from time to time may be assigned to the Treasurer by the President or the Board of Directors. The treasurer shall prepare bank conciliations, prepare, issue and monitor ice time punch cards. Maintain records for Big River Blades Synchro Team. Audit registration/special activities to ensure all participants have paid applicable fees. Coordinate with Program Chair in establishing ice costs Coordinate with logowear sales events to ensure sales/receivable balance. Maintain all receipts for accounts payable. Issue to ST-3 forms to vendors who do not charge the club sale tax. Coordinate with finance fundraising committee to ensure activities comply with non-profit and MN Dept. of Revenue requirements. Coordinate with Ice Show Committee for determining and collecting fees relating to the Annual Ice Show. The treasurer shall assist with writing and implementing the policies and procedures of the club.
- Committees: Finance, Fund Raising

**Section 5.8** The Board of Directors may require any officer or agent of the Club to execute to the Club a bond in such sums and with such sureties as shall be satisfactory to the Board, conditioned upon the faithful performance of such person's duties and for the restoration to the Club of all books, papers, vouchers, money and other property of whatever kind in such person's possession or under such person's control belonging to the Club.

## ARTICLE VI

### STANDARD OF CONDUCT FOR DIRECTORS AND OFFICERS

**Section 6.1** Each Director and Officer shall perform their duties as a director or officer, including without limitation their duties as a member of any committee of the Board

- (i) in good faith,
- (ii) in a manner the Director or the Officer reasonably believes to be in the best interests of the Club and
- (iii) with the care an ordinarily prudent person in a like position would exercise under similar circumstances. A Director or Officer, regardless of title, shall not be deemed to be a trustee with respect to the Club or with respect to any property held or administered by the Club including, without limitation, property that may be subject to restrictions imposed by the donor or transferor of such property.

**Section 6.2** In the performance of their duties, a Director or Officer shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by the persons designated below. However, a Director or Officer shall not be considered to be acting in good faith if the Director or Officer has knowledge concerning the mater in question that would cause such reliance to be unwarranted. The designated person on whom a Director or Officer are entitled to rely are;

- (i) one or more officers or employee of the Club whom the Director or Officer reasonably believes to be reliable and competent in the matters presented;
- (ii) legal counsel, a public accountant, or other person as to matters which the Director or Officer reasonably believes to be within such person's professional or expert competence;
- (iii) a committee of the Board of Directors on which the Director or Officer does not serve if the Director reasonably believes the committee merits confidence.

**Section 6.3** A Director or Officer shall not be liable to the Club or its members for any action the Director or Officer takes or omits to take as a director or officer if, in connection with such action or omission, the Director or Officer performs their duties in compliance with this Section.

## ARTICLE VII

### STANDING COMMITTEES

Board Members will be assigned the following positions: President, Vice President(s), Treasurer, Secretary, Finance/Fundraising, Program Committee, Test Chair, and Membership Committee, Publicity Position  
In addition to the Officers, the following Standing Committees/Positions shall be:

- (1) Finance Committee,
- (2) Fund Raising Committee,
- (3) Annual Ice Show Committee
- (4) Program Committee and such other committees and or positions appointed as the Board of Directors may deem necessary. They shall be appointed annually by the Board of Directors at their regular meeting after the annual meeting.

**Section 1. FINANCE/FUNDRAISING COMMITTEE:** The Finance Committee shall prepare for the Board of Directors a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet same. Said program and proposals to be submitted to the Board at the regular meeting closest to being one month prior to the Stated Annual Meeting of the Club. The Finance Committee shall perform such other duties as from time to time may be prescribed by the Board and/or as provided for in the policies of the Club. This committee is to develop and implement a variety of fundraisers throughout the year that will enable the Club to keep their costs affordable for the families.

**Section 2. PROGRAM COMMITTEE:** The Program Committee shall consist of three (3) or more members. They shall make rules and arrangements for the conduct of the Club members during the regular skating sessions, and divide the ice time into sections corresponding to the requirements of the Club. Those rules and regulations shall be approved by the Board of Directors and then posted on the Club bulletin board. The program committee shall be responsible for overseeing the different classes of skating members, as described in the policies of the organization, and will prescribe tests therefore, and determine limits for hours and time which the different classes of members shall be entitled to skating privileges for, and shall suggest limits as to the number of members in any one class, which information shall then be presented to the Board of Directors for approval. This committee shall perform such other duties as from time to time may be prescribed by the Board and/or as provided for in the policies of the Club.

**Section 3. TEST CHAIR:** The test chair shall develop and implement test sessions for basic skills skaters as well as Freestyle Skaters taking USFS tests.

**Section 4. MEMBERSHIP POSITION.** The Membership Committee shall consist of three (3) or more members. They shall investigate and pass upon the qualifications of all candidates for membership and report their conclusion to the Board of Directors. They shall submit all applications for membership to the Secretary. They shall keep a roll of membership together with dates of their election and a record of all members elected, deceased, suspended or expelled. The Membership Committee shall perform such other duties as may from time to time be prescribed by the Board of Directors and /or as provided for in the policies of the Club.

**Section 5. PUBLICITY POSITION:** The Public Relations Committee shall be responsible for coordinating all aspects of public relations for the Club, including publicity and promotion. This person(s) shall be responsible for establishing and maintaining an up-to-date newsletter and/or Club Bulletin Board as shall be prescribed in the policies of the Club, keep emails and email groups updated. Forward information to be posted on the web site. The primary goal of the public relations efforts will be to create awareness and encourage the growth and development of the Club.

## ARTICLE VII CONFLICT OF INTEREST

**Section 7.1** As used in this section 7.1;

- (i) "conflicting interest transactions" means a contract, transaction, or other financial relationship between the Club and a Director of the Club, or between the Club and a party related to a Director, or between the Club and an entity in which a Director of the Club is a director or officer or has a financial interest, and
- (ii) a "party related to a director" mean a spouse, a descendent, and ancestor, a sibling, the spouse or descendent of a sibling, an estate or trust in which the Director or a party related to a Director has a beneficial interest, or an entity in which a party related to a Director is a director, officer, or has a financial interest.

**Section 7.2** No conflicting interest transaction shall be void or avoidable or be enjoined, set aside, or give rise to an award of damages or other sanctions in a proceeding by a member or by or in the right of the Club, solely because the conflicting interest transaction involves a Director of the Club or a party related to a Director or an entity in which a Director of the Club is a director of the Club or party related to a Director or an entity in which a Director of the Club is a director or officer or has a financial interest or solely because the Director is present at or participates in the meeting of the Club's Board of Directors or of a committee of the Board of Directors that authorizes, approves, or ratifies the conflicting interest transaction or solely because the Director's vote is counted for such purpose if;

- (i) the material facts as to the Director's relationship or interest and as to the conflicting interest transaction are disclosed or are known to the Board of Directors or the committee, and the Board of Directors or committee in

good faith authorizes, approves, or ratifies the conflicting interest transaction by the affirmative vote of a majority of the disinterested Directors, even though the disinterested Directions are less than a quorum; or

- (ii) the material fact as to the Directors relationship or interest and as to the conflicting interest transaction are disclosed or are known to the members entitled to vote thereon, and the conflicting interest transaction is specifically authorized, approved, or ratified in good faith by a vote of the members entitled to vote thereon; or
- (iii) the conflicting interest transaction is fair as to the Club. Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or of a committee, which authorizes, approves, or ratifies the conflicting interest transaction.

**7.3** No loans shall be made by the Club to its Directors or Officers. Any director or Officer who assents to or participates in the making of any such loan shall be liable to the Club for the amount of such loan until the repayment thereof.

#### **ARTICLE VIII CONFLICT RESOLUTION**

If any member of the Club has a complaint against another member of the Club for an infraction of any Bylaw, rule, policy or procedure of the Club, other than skating rules, they may file a complaint in writing to the Board of Directors of the Club. Such complaints will be investigated and resolved according to the Club's conflict resolution policy that the Club is required to adopt and have in effect in accordance with the Bylaws of the U.S. Figure Skating.

#### **ARTICLE IX INDEMNIFICATION**

The Club shall indemnify any Director, Officer or agent of the Club to the fullest extent permitted by the Nonprofit Law and any other applicable laws of the State if

- (i) such person conducted himself or herself in good faith,
- (ii) such person reasonably believed
  - a. in the case of a director acting in his or her official capacity, that his or her conduct was in the Club's best interests, or
  - b. in all other cases, that such person's conduct was in the Club's best interests, or
  - c. in all other cases, that such person's conduct was at least not opposed to the Club's best interests, and
- (iii) in the case of any criminal proceeding, such party had not reasonable cause to believe his or her conduct was unlawful. However, the Club may no indemnify a person either
  - a. in connection with a proceeding by the Club in which the person is or has been adjudged liable for gross negligence or willful misconduct in the performance of the person's duty to the Club or
  - b. in connection with any proceeding charging improper personal benefit to the person, whether or not involving action in the person's official capacity, in which the person was adjudged liable on the basis that personal benefit was improperly received by the person (even if the Club was not thereby damaged). Any indemnification under this Article (unless ordered by a court) shall be made by the Club only if authorized in the specific case after a determination has been made that the person is eligible for indemnification in the circumstances because the person has met the applicable standard of conduct set forth in this Article and after an evaluation has been made as to the reasonableness of the expenses. Any such determination, evaluation and authorization shall be made by the Board of Directors by a majority vote of a quorum of the Board, which shall consist of directors not parties to the subject proceeding, or by such other person or body as permitted by law.

#### **ARTICLE X MISCELLANEOUS**

**Section 10.1** The Club shall keep as permanent records minutes of all meetings of its members and Board of Directors, a record of all acations taken by the members or Board of Directors without a meeting and of actions taken by a committee in place of the Board of Directors without a meeting and of actions taken by a committee in place of the Board of Directors, and a record of all waivers of notices of meetings of members, the Board of Directors or any committee.

The Club shall also maintain the following records;

- (i) appropriate accounting records;
- (ii) its Articles of Incorporation and By-laws;
- (iii) Board resolutions relating to the characteristics, qualifications, rights, limitations and obligations of members or any class or category of members, if any
- (iv) a list of the names and business or home address of its current Directors and Officers;
- (v) a copy of its most recent corporate report delivered to the State;

- (vi) a record of its members which permits preparation of a list of the name and address of all members in alphabetical order and, if applicable, by class which shows the number of votes each member is entitled to cast;
- (vii) all written communications within the past three (3) years to members; and
- (viii) all financial statements prepared for periods during the last three (s) that a member of the Club could have requested under State Law.

**Section 10.2** Upon written demand delivered at least five (5) business days before the date on which a member wishes to inspect and copy any of the Club records identified in Section 10.1 of the Article, a member, their agent or attorney is entitled to inspect and copy such records during regular business hours at the Club's principal office. The Club may impose a reasonable charge, covering the costs of labor and material, for copies of the documents provided. The charge may not exceed the estimated cost of production and reproduction of the records. A member may also inspect any other records at a reasonable location specified by the Club upon the same terms and conditions.

Members entitled to inspect these other records must also meet the following requirements;

- (i) the member must have been a member at least three (3) months immediately preceding the demand;
- (ii) the demand must be made in good faith and for a proper purpose;
- (iii) the member must describe with reasonable particularity the purpose and the records the member desires to inspect; and
- (iv) the records must be directly connected with the described purpose. The rights set forth herein may not be abolished or limited by the Articles of Incorporation or these Bylaws.

**Section 10.3** Unless the Board of Directors gives its consent, the Club's membership list or any part of thereof may not be ;

- (i) obtained or used by any person for any purpose unrelated to a member's interest as a member;
- (ii) used to solicit money or property unless such money or property will be used solely to solicit the votes of the members in an election by the corporation;
- (iii) used for any commercial purpose;
- (iv) sold to or purchased by any person.

**Section 10.4** Upon the written request of any member, the Club shall mail to such member its most recent annual financial statements, if any, and its most recently published financial statements, if any, showing in reasonable detail its assets and liabilities and results of its operations.

**Section 10.5** Property of the Club may be assigned, conveyed or encumbered by such Officers of the Club as may be authorized to do so by the Board of Directors, and such authorized persons shall have power to execute and deliver any and all instruments of assignment, conveyance and encumbrance; however, the sale, exchange, lease or other disposition of all substantially all of the property and assets of the Club shall be authorized only in the manner prescribed by applicable statute.

**Section 10.6** The fiscal year of the Club should begins on July 1st and ends on June 30<sup>th</sup>.

**Section 10.7** The invalidity of any provisions of these Bylaws shall not affect the other previous hereof, and in such event these Bylaws shall be construed in all respects as if such invalid provisions were omitted.

**Section 10.8** These Bylaws may be amended, altered, or repealed and new bylaws may be adopted by a vote of two-thirds (2/3) of the members present at any meeting of the members at which a quorum is present, and not otherwise.

#### **BYLAWS CERTIFICATE**

The undersigned certifies that he/she is the Secretary of the Winona Figure Skating Club and that he/she is authorized to execute this certificate on behalf of said Club and the foregoing is a complete and correct copy of the presently effective Bylaws of the Club

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

(signature)

# Membership

Each USFS skating member can have only one home club. This is the club where you will do the majority of your skating and consider your skating home. WFSC home club members are divided into three types of memberships –Learn to Skate, Learn to Skate Hockey, and USFS Full Membership.

In this Section:

- ❖ Membership Pricing
- ❖ Registration Requirements

<b>Winona Figure Skating Membership</b>	
<b>LEARN TO SKATE AND USFS FULL MEMBERSHIP BENEFITS</b>	<ul style="list-style-type: none"> <li>• Contracting for ice is based on Home Club Seniority.</li> <li>• Voting privileges at annual meeting if at least 18 years of age. A parent must cast vote for any member under 18 years of age.</li> <li>• Able to purchase club wear.</li> <li>• Can compete and test USFS under the Winona FSC name.</li> <li>• Can participate in the WFSC Holiday Exhibition and Spring Ice Show.</li> </ul>
<b>INTRO TO FREESTYLE MEMBERSHIP</b>	This is membership that is for the member who is contracting Freestyle ice for the first time. This membership has the same exact benefits as Home Club Member, except this is the very first year of USFS membership and has the benefit of a reduced fee.
<b>SUBSEQUENT FAMILY MEMBER MEMBERSHIP</b>	This is a 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , etc. family member to sign up for home club membership with the Club. This person has the same benefits as a Home Club Member and has the benefit of a reduced fee. All subsequent family members must be registered at the same level as the first family member.
<b>ASSOCIATE MEMBERSHIP</b>	USFS members can be associate members at multiple rinks. You may not be an Associate Member if you do not have a home club membership somewhere else. An Associate Member does not have voting privileges and may contract ice through the club at a rate lower than buy-on ice. There is no fee for associate membership, however those applying for associate status must be in good standing with US Figure Skating.
<b>COLLEGIATE MEMBERSHIP</b>	Same benefits as Home Club member except they are not required to purchase contract ice and there is no fundraising requirement. A collegiate membership will cover Club & USFS membership for a four year period. WFSC provides Collegiate membership to graduates of our club, who have skated with WFSC for 4 (four) or more consecutive years, completes their senior year in good standing, and requests membership through Winona Figure Skating Club by June 30 <sup>th</sup> of their high school graduating year.

Winona Figure Skating currently has reciprocity with Tri-State Toepicks

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**Winona Figure Skating Club**

# WINONA FIGURE SKATING CLUB

## MEMBERSHIP FORM 20\_\_ - 20\_\_

(Please complete one form per skater)

Skater Name \_\_\_\_\_ D.O. B. \_\_\_\_\_

Address \_\_\_\_\_

**Note: Email will be used for ALL communication - please print clearly**

Primary Contact Name: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address (if different than skater's) \_\_\_\_\_

Add'l Contact Name: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address (if different than skater's) \_\_\_\_\_

### MEMBERSHIP FEES

Membership is valid July 1st through June 30th

**Learn to Skate Membership**..... \$30.00

**Subsequent Learn to Skate Membership** ..... \$20.00

Skater must register at the same membership level as first family member

1st Family Member Name \_\_\_\_\_

**Intro to Freestyle Membership**..... \$60.00

Available to skater's transferring from Basic Skills to Freestyle for the first time.

**Full USFS Membership**..... \$70.00

**Subsequent Freestyle Membership** ..... \$60.00

Skater must register at the same membership level as first family member

1st Family Member Name \_\_\_\_\_

**Associate Membership**.....

Home Club Name \_\_\_\_\_

**TOTAL DUE** \_\_\_\_\_

Please make checks payable to WFSC

Where did you hear about the Winona Figure Skating Club?

School Flyer    Newspaper    Other    Referred by \_\_\_\_\_

Questions can be directed to Holly Jacobs (Membership Chair) at (507) 523-2691 or email: [hhammann@hbci.com](mailto:hhammann@hbci.com)

**PARENT CONSENT AND WAIVER RESPONSIBILITY**

I/We agree to follow the by-laws and policies established by the WFSC and to fulfill the membership requirements established. I/We understand there is a "no refund policy", and in extraordinary circumstances, a written request may be submitted to the board and it will be reviewed and taken under consideration.

As a student in the WFSC Ice Program, I/We the undersigned student and parent/guardian agree to assume the risks of participating in the program and waive all claims for any personal injury and/or loss or damage to property and hereby release the WFSC, its Board members, instructors, coaches and agents from any liability whatsoever, which may arise as a result of participation in the Ice Program. This release shall extend to all future damages and injuries of every nature, however sustained, even if due to the negligence or alleged negligence of the Club or their staff.

**Skaters AND Parents/Guardians** are expected to follow the basic rules of ethical behavior during all WFSC sponsored events - on and off the ice. Specifically, the use of drugs and alcohol, and aggressive behavior are prohibited, as is smoking. The WFSC reserves the right to terminate the participation of any skater, without refund, when it is deemed to be in the best interest of either the skater or the ice program - due to either the skater's behavior or parent/guardian behavior. WFSC follows the guidelines set forth by the Minnesota State High School League, most notable page 4, numbers 20 & 21. To review the information refer to [www.mshsl.org](http://www.mshsl.org) on the Activities Eligibility Forms.

**Medical Emergency:** In the event that I/We are unable to be contacted or are unavailable for immediate authorization, I/We agree to hold harmless and authorize our child to be treated by a local physician or hospital.

Permission to use information: I give the Winona Figure Skating Club the absolute right and permission to use photographs taken of my child in its promotional materials and publicity efforts, without further notice to me. I understand the photographs may be used in recruiting brochures, newsletters, magazines, other publications, print ads, direct-mail pieces, electronic media (e.g. video, CD-ROM, Internet, social media, websites), or other forms of promotion. I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown. I waive any right to royalties or other compensation arising from or related to the use of the photograph. I hereby release WFSC and its officers, agents, or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of photographs, including but not limited to any misuse, distortion, blurring alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

We have read the foregoing, explained its meaning to our child or ward, and hereby do approve and consent to the terms and conditions stated. We further represent that we are parents or legal guardians of the signed registrant, that the information given on this registration form is complete, accurate, and consent to the participation of \_\_\_\_\_ in the WFSC Ice Program for membership year 20 \_\_ - 20 \_\_.

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Family Physician: \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency Contact Person and Phone Number: \_\_\_\_\_

*\*\* A separate registration form must be completed for each family member*

# Conduct

Winona Figure Skating Club has adopted the US Figure Skating SafeSport Program and follows the rules of the Minnesota State High School League.

## In this Section:

- ❖ USFS - SafeSport Codes of Conduct
- ❖ Conflict Resolution/Complaint Procedures
- ❖ Sexual Harassment Policy
- ❖ US Figure Skating Gender Policy
- ❖ Grooming Policy
- ❖ Anti-Bullying Policy

Winona Figure Skating	
Board Members	
<b>CONDUCT</b>	<p>The Winona Figure Skating Club is committed to protecting its skaters, coaches and guests from bullying, harassment, or discrimination for any reason and of any type. The club believes that all skaters are entitled to a safe, equitable, and harassment-free skating experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment, or discrimination as defined herein is prohibited.</p> <p>The standards of this handbook constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all skaters that will improve relations within the club. It is designed to ensure that board members and coaches have been trained and are supported in the club's efforts to provide awareness, intervention training, and instructional strategies on prevention, including violence prevention, and to direct follow up when incidents are reported and/or occur.</p> <p>All persons associated with the WFSC (skaters, Ice Professionals, and parents/guardians) will conduct themselves in a manner consistent with the USFS and Minnesota State High School League Rules. This includes, but is not limited to: no drinking or drugs, no aggressive behavior, harassment, bullying, or inappropriate content on social media sites and electronic communications, referencing any WFSC sponsored event or while representing WFSC at an event. This also includes conversation that implies such behavior have or will be taking place. If such behaviors or conversations are demonstrated, 2 (two) members of the board will talk to the offender, if this is a skater – their Ice Professional and/or parent will also be present. Continuous disregard for behavior rules could result in expulsion from the club.</p>

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## U.S. Figure Skating Skater Code of Conduct



As a member of our club, all skaters must adhere to this Code of Conduct at all times.

### General Guidelines:

Winona Figure Skating Club is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. This Skater Code of Conduct has been established to ensure the safety of all members using our ice to ensure quality practice time for all home club, associate, non-members and guests who purchase ice from the club and who participate in all club-related activities.

1. All skaters, regardless of whether they hold home club, associate, non-member or guest status must follow and uphold the tenets in this Skater Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents of skaters, U.S. Figure Skating officials and guests.
2. Our club is committed to promoting a positive and friendly environment for all skaters. Remember 'The Golden Rule' —treat other people like you want to be treated—with respect.

### Ice Etiquette and Safety:

1. While in lesson or practice, it is the skater's responsibility to always be conscientious and aware of other skaters around them.
2. Skaters must skate with the flow of other skaters and familiarize themselves with the most commonly used areas for jumps and spins.
3. The only time a skater has the SOLE right of way is when they are skating their program to music. When you hear another member's music, please extend that person the courtesy and move out of their path momentarily. This only takes a moment and you will enjoy the same courtesy while you are performing your program.
4. Advanced skaters are expected to exhibit patience toward beginner members of the club. Remember, you were an inexperienced skater once, and it takes time for our future generation to advance to the point where they are completely comfortable skating with all levels of skaters.

### Unsafe or Discourteous Behavior:

It is everyone's responsibility to watch for unsafe or discourteous behavior of any kind and report it to the ice/music monitor. If behavior continues, a complaint form must be completed.

Must be signed and dated.

Winona Figure Skating Club Code of Conduct Agreement Form

I, \_\_\_\_\_ [*member's name printed*], have read the Code of Conduct, and agree to uphold all guidelines and tenets of this document.

\_\_\_\_\_ *Skater's signature if 18 years or older*

\_\_\_\_\_ *Parent's or Legal Guardian's signature if under 18 years of age*

\_\_\_\_\_ *Date*

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## U.S. Figure Skating Parent Code of Conduct



Winona Figure Skating is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct.

Preamble: The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: respect, responsibility, fairness, caring, trustworthiness and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character" (Arizona Sports Summit Accord).

By signing below I hereby agree that:

1. I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition and test session.
2. I will place the emotional and physical well-being of my child and others ahead of my desire to win.
3. I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
4. I will promptly inform my child's coach of any physical/mental disability or challenge affecting my child that may affect the safety of my child or others.
5. I will teach my child that doing his/her best is more important than winning.
6. I will do my best not to ridicule, bully, blame, or yell at my child or other skaters, coaches, officials or volunteers in response to a poor performance or for any other reason.
7. I will do my best to make skating fun at all times and will remember that my child participates in sports for his/her own enjoyment and satisfaction.
8. I will teach my child to treat other skaters, coaches, fans, volunteers, officials, and rink staff with respect, regardless of race, creed, color, sexual orientation or ability. I will also take action and report any acts of bullying, harassment or abuse to the appropriate authorities.
9. I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
10. I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
11. I will be a positive role model for my child and others.

12. I will demand a figure skating environment for my child that is free of drug or alcohol abuse and agree that I will not use or provide to a third-party any illegal drug prohibited by applicable federal, state, or municipal law.
13. I will not assist or condone any athlete's use of a banned substance as described by the International Olympic Committee, International Skating Union, United States Olympic Committee, or U.S. Figure Skating, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.
14. I will expect my child's coach to be in compliance with all requirements of the Winona Figure Skating Club, U.S. Figure Skating and the Professional Skaters Association, to continue their education and training through programs offered by Winona Figure Skating, U.S. Figure Skating, the Professional Skaters Association and other accredited organizations.
15. I will respect my child's coach and refrain from "side line" coaching my child or other skaters.
16. I agree to educate myself regarding the proper procedures to follow when establishing or terminating the coaching relationship and refrain from third-party solicitation as outlined on the PSA website.
17. I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.
18. I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, competitions and test sessions.
19. I will become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.
20. I will support and respect all skaters and their right to participate.

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



## Coaches' Code of Ethics, Standards and Conduct



**Mission Statement:** To provide a standardized guideline of ethics, standards and conduct to ensure the quality, integrity and moral environment of U.S. Figure Skating, its member clubs and programs.

**Purpose:** Winona Figure Skating is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. This information is intended to provide both the general principles and the decision rules to cover most situations encountered by coaches and instructors. It has, as its primary goal, the welfare and protection of the individuals and groups with whom coaches work.

It is the individual responsibility of each coach to aspire to the highest possible standards of conduct. Above all, coaches of young people can have great influence on developing athletes who are reliant on these coaches for the basic instruction and guidance necessary to reach the top levels. Coaches can have tremendous power over these athletes in their quest to the top. This power must not be abused. Therefore, we have set forth these codes of ethics and conduct to guide our coaches and protect our athletes for the mutual benefit of all concerned.

### General Principles:

- **Competence:** Coaches must strive to maintain high standards of excellence in their work. They should recognize the boundaries of their particular competencies and the limitations of their expertise. They should provide only those services and use only those techniques for which they are qualified by education, training and/or experience. In those areas, where recognized professional standards do not yet exist, coaches must exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work. They shall maintain knowledge of relevant scientific and professional information related to the services they render, and they must recognize the need for ongoing education. Coaches should make appropriate use of scientific, professional, technical and administrative resources.
- **Integrity:** Coaches should seek to promote integrity in their coaching profession. Coaches should always be honest, fair and respectful of others. They must not make representations about their qualifications, services, products, or fees that are false, misleading or deceptive. Coaches should strive to be aware of their own belief systems, values, needs and limitations and the effect of these on their work. To the extent feasible, they should attempt to clarify for relevant parties, the roles they are performing and to function appropriately in accordance with those roles. Coaches must avoid conflicts of interest.

- **Professional Responsibility:** Coaches must uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of different athletes. Coaches should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of their athletes, or other recipients of their services. Coaches should be concerned about the ethical compliance of their colleagues' conduct. When appropriate, they should consult with their colleagues in order to prevent or avoid unethical conduct.
- **Respect for Participants and Dignity:** Coaches shall respect the fundamental rights, dignity and worth of all participants. Coaches must be aware of cultural, individual and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socioeconomic status. Coaches must eliminate the effect on their work of biases based on those factors, and they do not knowingly participate in or condone unfair discriminatory practices.
- **Concern for Others Welfare:** In their actions, coaches must consider the welfare and rights of their athletes and other participants. When conflicts occur among coaches' obligations or concerns, they should attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches shall be sensitive to differences in power between themselves and others, and should not exploit nor mislead other people during or after their relationship.
- **Responsible Coaching:** Coaches must be aware of their ethical responsibility to the community and the society in which they work and live. Coaches must comply with the law and encourage the development of law and policies that serve the interest of sport or activity. The coach shall strive to serve as a leader and model in the development of appropriate conduct for the athlete both within and beyond the U.S. Figure Skating setting. The coach shall strive to use strategies in practice and competition that are designed to encourage play within the letter and spirit of the rules. The coach shall strive to keep the concepts of winning and losing in proper perspective. The coach shall strive to enforce policies and rules with fairness, consistency and an appreciation for individual differences.

#### Ethical Standards:

- **Compliance with Rule Requirements:** All coaches must complete all annual coaching member requirements set forth by Winona Figure Skating, U.S. Figure Skating Rules and the PSA that apply to them by the appropriate deadlines.
- **Competence:** Coaches should not undertake these duties until they have first obtained the proper training, study and advice that they are competent to do so.
- **Maintaining Expertise:** Coaches should maintain a level of expertise through continued education and experience and shall strive to acquire additional education and experience through sources available to them.
- **Respecting Others:** Coaches shall respect the rights of other's values, opinions and beliefs even if they differ from their own.

- Nondiscrimination: Coaches must not engage in discrimination based upon age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status, or any other basis as proscribed by law.
- Sexual Harassment: Coaches must not, under any circumstances, engage in sexual harassment which includes solicitation, physical advances, verbal or non-verbal conduct which is sexual in nature and will respond to complaints of such a nature to respondents with dignity and respect.
- Personal Problems or Conflicts: Coaches should have a responsibility to be aware if there are personal problems or conflicts which may affect their ability to work with athletes. They should also be able to identify problems affecting their athletes, which could potentially create situations that place their athletes in harm or danger of injury, and take the appropriate steps to remove the athlete from this environment.

Further, any person who makes groundless allegations or complaints of abuse or harassment may be subject to disciplinary action per Article XXV, Section 3B, of the U.S. Figure Skating bylaws.

Coaches Code of Conduct:

- Must obey and abide by all U.S. Figure Skating published rules, regulations and procedures.
- Shall maintain exemplary standards of personal conduct.
- Must obey all state, national and international laws.
- Must not use alcohol, illegal drugs or substances, which could impair ability or judgment as a coach.
- Must refrain from using any profane or abusive language.
- Must not engage in sexual harassment or sexual misconduct with any athlete
- Must teach and support the athletes fairly and equitably.
- Never discriminate against any athlete

I understand that as a U.S. Figure Skating member coach, I have assumed certain responsibilities to prepare, develop, be an advocate, and role model. I agree to the “Coaches Code of Conduct,” have read the “Coaches Code of Conduct” and understand what is expected of me.

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Signature

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Printed Name

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Date

\*Also refer to the PSA Code of Ethics and Tenets of Professionalism for more information.

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## **Conflict Resolution/Complaint Procedure:**

If any club member(s) has a complaint against another member(s) for an infraction of any bylaw or rule other than skating rules, they may file such a complaint using the club's form to the board. The club recognizes and endorses the importance of due process and the resolution of complaints without fear of prejudice or reprisal. Accordingly, the club agrees that it will use its best efforts to encourage the informal and prompt settlement of complaints/complaints, as defined below. It is the intent of the club that these processes be the sole method for the resolution of all complaints, except in the case of those involving illegal activities (such as allegations of embezzlement or sexual assault). In those events, the board must contact a law enforcement official and allow the judiciary system resolve the complaint.

- A. A complaint is defined as an allegation by a club member or a group of club members that there has been a claimed breach, misinterpretation, or misapplication of club policy or procedure; or a claim of misconduct on the part of a board member or coach.
- B. Upon receipt of a complaint, a Review Committee of four members will be established including the club's vice-president as chair, the club's secretary, and two other board members appointed by the chair. In the event the vice-president is part of the complaint, the board will select another board member as chair. Appointed members will be first chosen first from the board if not involved in the complaint, and secondly from the general membership if not enough board members are available. General membership committee members will be granted same voting privileges as board members during the conflict resolution process.
- C. The Review Committee will attempt to settle the complaint, as given by the USFSA Conflict Management booklet. In the course of doing this, the Review Committee will collect all pertinent documents and will conduct informal discussions with and/or between the concerned parties, at all times preserving the confidentiality of its proceedings.
- i. Upon completion of the investigation, the resolution shall be put in writing by the Review Committee, reported to the WFSC Board in closed session and filed with the Secretary of the club.
- ii. Such resolutions shall not constitute a binding precedent in the disposition of similar complaints. No offer of settlement of a complaint by either party nor a suggested resolution by the Review Committee shall be admissible as evidence in formal complaint proceedings or elsewhere. This resolution can either be accepted or rejected by the board. If accepted by the board, the parties involved in the complaint may accept or reject the recommended resolution. If rejected, a written explanation including reasons and, if desired, suggested alternative solutions will be given.
- iii. The Review Committee shall advise each party to the complaint/grievance the acceptance or rejection by the other party, and, when alternative resolutions are suggested, of any change in their recommended resolution. In the event no resolution can be made with the parties involved, the club will file a grievance with the USFSA and both parties will split the filing fee (set at \$125.00 in 2012). The settlement reached with the USFSA will be final.

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### **BEFORE YOU FILE A COMPLAINT**

- Have you addressed the party involved?
- Addressed the issue with the coach (if the issue involves a skater)
- Address the issue with a Board Member

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## Winona Figure Skating Club Complaint Form

**Contact Information for filer of complaint:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number(s) – List best number to be reached at first:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Nature of Complaint:**

Date, time, and place of event leading to complaint: (there is a 30 day time limit to filing of complaints)

Detailed account of occurrence (include names of persons involved or witness to, if any):

Please state policies, procedures, or guidelines that you feel have been violated:

Proposed solution to complaint:

Please retain a copy of this form for your records. The signature below indicates that you are filing a complaint, have read the club's complaint procedure given on the back of this form, and any information on this form is truthful.

\_\_\_\_\_  
Filer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

# Winona Figure Skating Club Complaint Resolution Form

**Investigation Team:**

**Names of team members:**

**Nature of Complaint:**

Date, time, and place of interview(s):
Policy, Procedure, or Guideline violation(s):
Investigation team determination findings: (Complaint valid – Complaint not valid)
Resolution documentation:

This form must be kept on file with the Winona Figure Skating Board Secretary. \_\_\_\_\_

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Defending Party Signature

\_\_\_\_\_  
Investigation Team Member Signature



## **Sexual Harassment Policy**

U.S. Figure Skating strives to provide a safe environment for its members and to protect the opportunity of its members to participate in our sport in an atmosphere that is free of harassment and abusive practices. The association will not tolerate or condone any form of harassment or abuse of any of its members including coaches, officials, directors, employees, parents, athletes, and volunteers - or any other persons - while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating.

### **Definitions**

#### **1. Harassment**

Harassment is defined in various sources such as case law, state legislation, sports organization and professional association codes of conduct and training manuals, corporation and workplace documents, and human rights commission materials. U.S. Figure Skating has not adopted any specific definition of harassment, choosing instead to defer to such general sources and definitions for reference and application, depending upon the circumstances. The following, however, presents a general overview.

- **Behavior:** Any improper or inappropriate comment, action, or gesture directed toward a person or group that is related to race, ethnicity, national origin, religion, age, gender, sexual orientation, disability, or other personal characteristics.
- **Environment:** Creation of an environment through behavior or course of conduct that is insulting, intimidating, humiliating, demeaning, or offensive.

Harassment usually occurs when one person engages in abusive behavior or asserts unwarranted power or authority over another, whether intended or not. It includes, for example, name-calling, taunts, threats, belittling, unwelcome advances and requests for sexual favors, as well as undue pressure to perform or succeed. Harassment includes child abuse.

#### **2. Child Abuse**

A legal definition of child abuse exists in each state, which U.S. Figure Skating will adopt for purposes of enforcing this policy. A child is someone under the age of 18 or who has not attained the age of legal majority in the state in which he or she resides. It can include physical contact - or the threat of it - that intentionally causes bodily harm or injury to a child. This includes, for example, hitting, shaking, kicking, shoving a skater into a barrier, etc., as well as forcing an individual to skate when he or she is injured, or mandating excessive exercise as a form of punishment.

It can include touching for the purpose of causing sexual arousal or gratification that involves a child, or forcing a child to pose for or watch pornographic materials. This includes, for example, rape, incest, fondling, exhibitionism, and sexual exploitation. It can include chronic attacks on a child's self-esteem. This includes, for example, such psychologically destructive behavior as ridiculing, screaming at or swearing at, racism, threatening, stalking, hazing, and isolating.

It can include chronic inattention to a child's basic needs by someone responsible for the child's welfare. This includes, for example, improper supervision, not providing adequate food or rest, inadequate medical or dental care, and unsafe equipment or facilities.

## **Procedures for Reporting Child Abuse**

### **1. Contact a Local Child Protection Agency**

- **Mandated Reporters:** A key legal protection for children and youth across the United States is the requirement that, following special training in the identification and reporting of child abuse, people involved in certain occupations must report suspected child abuse to a local law enforcement agency or local public child welfare agency or both, depending on state law. These mandatory reporter occupations include health practitioners, teachers, social workers, psychologists, clergy, firefighters, police officers, day camp administrators and youth organization and youth recreation program employees and coaches, among others, as prescribed by state law. Therefore, if mandated reporters observe abuse or suspect abuse of a young skater, they are required by law to report it immediately. Mandated reporters may be U.S. Figure Skating team physicians, sport psychologists, or certain rink employees. They are not required to disclose the fact that they made such a report to the parent or guardian, nor are they supposed to investigate the situation. They will obtain only enough information to report a "reasonable suspicion." The reporters' identity is confidential and will only be disclosed between cross-reporting child protection agencies.
- **Other Observers:** If any form of child abuse is observed or suspected by a non-mandated reporter, that person should immediately telephone either a local law enforcement or a public child welfare agency and make a report. (If more than one child protection agency exists, many states require that they cross-report.) Some communities provide a child abuse hotline for this purpose. Even if observers are unsure as to whether or not an action, incident, or situation meets their state's legal definition of child abuse, they should report it. Child safety must be the most important consideration. To encourage this, the reporter's identity is always kept confidential. The local child protection agency is then responsible for assessing the matter and conducting any investigation. That agency is also responsible for informing the reporter as to what determination it made and what actions it took as a result of its evaluation. Observers should not attempt to handle the situation themselves or investigate the circumstances. Instead, they must report the matter to their local child protection agency.

## **Procedures for Reporting Harassment**

Harassment, as defined herein, between or among U.S. Figure Skating members, shall be reported to the chair of the Ethics or Grievance Committee as soon as is practicably possible, per ECR 2.00 and GCR 2.00.

Depending on the nature and/or severity of the harassment, the reporter may also choose to contact a local law enforcement agency or seek assistance from a local or state human rights commission.

## **Violation of Harassment and Abuse Policy**

Any person in violation of this policy statement will be subject to disciplinary action in accordance with Article XXVII, Section 3 of the U.S. Figure Skating bylaws.

Any person convicted of child abuse in a court of law shall be permanently banned from membership in U.S. Figure Skating and from participation in U.S. Figure Skating programs and activities, in accordance with the association's Code of Ethics.

## **Retaliations or Threats of Reprisal**

Retaliation or threats of reprisal against an individual for filing a complaint under this policy or for participating or assisting in any procedure under this policy will be considered harassment for the purpose of this policy.

## **Condonation or Groundless Allegations**

If a person in authority knows or should reasonably have known that harassment or abuse may have occurred and fails to report it or take appropriate action as set out in this policy statement, that person may be subject to disciplinary action per Article XXVII, Section 3, of the U.S. Figure Skating bylaws.

Further, any person who makes groundless allegations or complaints of abuse or harassment may be subject to disciplinary action per Article XXVII, Section 3, of the U.S. Figure Skating bylaws.

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## **GENDER POLICY OF U. S. FIGURE SKATING**

U. S. Figure Skating incorporates by reference, the gender policy of the International Olympic Committee and the United States Olympic Committee (May 2004); and the IOC Medical Commission's recommended rules regarding female athletes with hyperandrogenism (April 2011).

A compilation of the general guidelines of the International Olympic Committee's gender policy and the principles recommended by the IOC Medical Commission based on which new rules be based, are as follows:

### **Sex reassignment before puberty.**

Individuals undergoing sex reassignment of male to female before puberty should be regarded as girls and women (female). This also applies to individuals undergoing female to male reassignment, who should be regarded as boys and men (male).

### **Sex reassignment after puberty.**

Individuals undergoing sex reassignment from male to female after puberty (and vice versa) would be eligible for consideration for participation in female or male competitions, respectively, under the following conditions:

- Surgical anatomical changes have been completed, including external genitalia changes and gonadectomy, and the appropriate official authorities have conferred legal recognition of the athlete's assigned sex.
- Hormonal therapy, appropriate for the assigned sex, has been administered in a verifiable manner and for a sufficient length of time to minimize gender-related advantages in sport competitions.

### **Eligibility of female athletes with hyperandrogenism.**

A female recognized in law should be eligible to compete in female competitions provided that she has androgen levels below the male range (as shown by the serum concentration of testosterone) or, if within the male range, she has an androgen resistance such that she derives no competitive advantage from such levels.

### **Eligibility to compete.**

Eligibility should begin no sooner than two years after gonadectomy.

In the event that the gender of a competing athlete is questioned, the Chair of the Sports Science and Medicine Committee if he/she is a physician or, in the event the

Chair is not a physician, his or her designated representative (in most cases this will be the Vice Chair of Medical Service) shall have the authority to take all appropriate measures for the determination of the gender of a competitor.

Should an athlete be considered ineligible to compete, she/he would be notified of the reasons why, and informed of the conditions she/he would be required to meet should she/he wish to become eligible again. The competitor has the right to appeal the determination of gender pursuant to Article XXIV of the Bylaws of U.S. Figure Skating and Rules GCR 5.04 and GCR 6.01.

If an athlete fails or refuses to comply with any aspect of the eligibility determination process, while that is her/his right as an individual, she/he will not be eligible to participate as a competitor.

The investigation of a particular case will be conducted under strict confidentiality.

Interpretation of these guidelines will respect the essence of the male/ female classification and also guarantee the fairness and integrity of female/male competitions for all female/male athletes



## Anti-Bullying Policy 1.0

The Winona Figure Skating Club is committed to protecting its skaters, coaches and guests from bullying, harassment, or discrimination for any reason and of any type. The club believes that all skaters are entitled to a safe, equitable, and harassment-free skating experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment, or discrimination as defined herein is prohibited.

The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all skaters that will improve relations within the club. It is designed to ensure that board members and coaches have been trained and are supported in the club's efforts to provide awareness, intervention training, and instructional strategies on prevention, including violence prevention, and to direct follow up when incidents are reported and/or occur.

### I. Definitions

A. "**Bullying**" means systematically and chronically inflicting physical hurt or psychological distress on one or more club members. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive skating environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

1. unwanted teasing
2. threatening
3. intimidating
4. stalking
5. cyberstalking
6. cyberbullying
7. physical violence
8. theft
9. sexual, religious, or racial harassment
10. public humiliation
11. destruction of club or personal property
12. social exclusion, including incitement and/or coercion
13. rumor or spreading of falsehoods

**II. Expectations:** The Winona Figure Skating Club expects members to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other members and guests. The club prohibits the bullying of any member or guest:

1. during any program or activity sanctioned by WFSC;
2. during any program or activity sanctioned by the USFSA; and
3. through threats intended to be carried out during any program or activity sanctioned by WFSC or USFSA;
4. though an incident of alleged of bullying (cyberbullying or other) may occur off WFSC and USFSA sanctioned activities and may not entail threats of acts to occur during those programs, if a skater's ability is significantly impaired, as determined by the coaches, disciplinary sanctions may be issued.

**III. Disciplinary sanctions (consequences) and due processes for a person who commits an act of bullying under this policy.**

**A.** Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the offense. Consequences and appropriate interventions for skaters who commit acts of bullying may range from warnings up to, but not limited to suspension from WFSC activities and programs. All steps necessary to protect the victim from further violations of this policy will be taken.

**IV. Reporting an act of bullying**

**A.** Coaches may respond to bullying on WFSC ice immediately with a warning or expulsion from the ice session, depending on the seriousness of the event. A second warning during an ice session means immediate expulsion from the ice. Skaters expelled from the ice are not allowed on any further ice until the club, as set by the complaint policy, has reviewed the event and has determined a proper disciplinary sanction. Coaches will file a complaint with the club using the complaint policy form on behalf of the victim of bullying.

**B.** Any skaters (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any member who has knowledge of any incident(s) involving bullying of another member) is strongly encouraged to report the incident(s) in writing to the club. Complaints should be filed as soon as possible after the alleged incident and noted on the specified data system. Skaters may report complaints of bullying to the club using the complaint policy form.

**C.** Any other club member or guest who have credible information that an act of bullying has taken place may file a report of bullying, using the complaint policy form.

**V. Bullying Complaints and Resolution**

**A.** All allegations of bullying will be investigated and given resolution to using the club's complaint policy procedure.

# Finance

All skaters will be required to have a payment plan on file with Winona Figure Skating. Failure to adhere to the plan will prohibit skaters from skating. No refunds or credits will be issued at any time for missed ice sessions.

In this Section:

- ❖ Finance Policy
- ❖ Payment Agreement Forms
  - Cash Agreement
  - Problem Payments
- ❖ Reimbursement Forms
  - Expense Vouchers/Timesheets

<b>Winona Figure Skating</b>	
<b>Finance</b>	
<b>FINANCE POLICY</b>	<p>Upon registration, three options will be available:</p> <ol style="list-style-type: none"> <li>1. Payment in full at registration</li> <li>2. Checks pre-written for the 15<sup>th</sup> of the month (October through March) with an initial payment made at the time of registration in September.</li> <li>3. Direct Debit information provided on registration form with initial payment due at registration.</li> </ol> <p>Late fees of \$25.00 will be applied to those accounts 10 days delinquent or more, unless a payment arrangement is set up. The Club will assess \$30.00 to the skaters account for returned or denied payments. Any account 30 days delinquent or more, will be submitted to USFS as a member not in good standing and will be denied skating privileges and membership for the following year until satisfied or arrangements have been made.</p> <p>Hardships must be submitted in writing to the club treasurer. WFSC will make every attempt to work with all financial hardships that may arise.</p> <p>There is “no refund” policy, and in extraordinary circumstances, a written request may be submitted to the board for review.</p>
<b>FUNDRAISING</b>	<p>The Winona Figure Skating Club will sponsor at least one fundraiser per membership year. Each opportunity will have minimum participation and buy-out amounts determined at the time of the event. Members may choose to opt out of any club event and pay a buy-out fee. Funds raised are used to offset ice costs and the general operating expenses of the club.</p>
<b>MEDICAL LEAVE</b>	<p>In the event of a physician-documented injury or illness that prohibits participation in all on-ice activities for at least 21 days, a skater may submit a credit request, to the Board of Directors, for contracted sessions missed. Board approval is required.</p> <p>All medical leaves must be requested within 28 days from the date of first treatment and return to ice must be granted by a physician.</p> <p>Credit, if given, shall be from the date of first treatment and will be applied on the next contract if the skater has been prohibited from <u>all</u> ice contracted by the skater.</p>

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## **WFSC Financial Management Policy and Procedures**

The purpose of the Financial Management Policy is to describe and document how the financial activities of WFSC will be carried out.

### **General Authority**

The WFSC Board of Directors is the governing body that is ultimately responsible for the policies and practices that assure compliance with federal, state, and local laws/rules/code and WFSC grants and contracts, and safeguards its assets. The Board may delegate administration of the policies and procedures to the President or a Club Officer. The Board must periodically review financial statements as well as operations and activities to ensure WFSC is serving its mission.

The WFSC Treasurer is the primary WFSC Board Officer responsible for oversight of WFSC's financial management. The WFSC Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board of Directors. The Treasurer shall notify the President of the Club if any such action is taken. The Treasurer shall reconcile bank statements with WFSC books on a monthly basis, and oversee periodic financial reviews or audits.

The Treasurer is responsible for the day-to-day financial management of the organization, as delegated by the Board. The Board authorizes the Treasurer to act as Chair Person of the finance committee and supervise independent professional services, prepare documentation for and make payment of bills in accordance with this policy, receive and deposit funds, and maintain bank accounts. The WFSC President may delegate duties to other members, such as Fundraising, Membership, Program, and Test Chairs. However, the Board retains responsibility for fiscal management of the organization.

The Committee Chairs are authorized to manage expenses within the parameters of the overall approved budget, reporting to the Treasurer or President within 24 hours upon the discovery of any variances and the reason for these variances.

Two signatures are required for all checks. The board will designate the Treasurer and President, as primary signatories. One other officer will also have signatory authority on checks. In order to be considered for authorized signature on the financial accounts of the club, a public records review will be required of all current and potential authorized signatory. Minnesota and Wisconsin State public records will be reviewed for any past actions against an individual.

The considered signatory of the club accounts must have no outstanding financial obligations or litigation that may in any way jeopardize the assets of the Winona Figure Skating Club. If there are findings of previous legal judgments of a financial nature within the last three years that have been levied against the considered board member, they may not be an authorized signatory regardless of position held on the board. If a board member foresees any legal action/proceedings taking place that are of a financial nature that could have a potential negative impact the financial welfare of the club and place it at risk, the board member involved should remove themselves from all financial accounts that they may be an authorized signature of the club voluntarily,

without bias or judgment by board members. The Board has the authority to remove a signatory if outstanding financial obligations or litigation that may in any way jeopardize the assets of the Winona Figure Skating Club are found.

If an officer is unable to fulfill the obligation of additional signatory, the succession will be structured according to the USFS guidelines of Officers: President, Vice President, Secretary, Treasurer and Membership Chair.

The financial institutions which the club does business with also have an internal review process that is standard practice for allowing potential authorized signatures on the WFSC deposit accounts. This is a secondary process that will be required once the state public records review is complete to become an authorized signatory.

This risk management and assessment section also references the Board Member Agreement Form signed by all WFSC board members to “accept the bylaws and operating principles and understand that I am ethically and morally responsible for the health and well-being of this club.”

The President or his/her designee are authorized to enter into contracts for activities which have been approved by the Board.

## **Responsibilities**

### **The President shall:**

1. Prepare a draft operating budget jointly in cooperation with the Treasurer and Committee Chairs for preliminary review by the Board in May, and final approval in June, prior to each fiscal year.
2. Ensure that contributions and donations are properly acknowledged in writing in a timely manner.
3. Periodically review check file, and financial transactions to assure documentation standards are being followed.
4. Ensure reports required by federal, state, and local government and WFSC grants are filed in a timely manner.
5. Obtain competitive bids for items or services costing in excess of \$1000. Selection will be based on cost, service and other elements of the contract, and WFSC is not required to accept the lowest cost proposal.

### **The Board Treasurer shall:**

1. Prepare a draft operating budget jointly in cooperation with the President for preliminary review by the Executive Committee and the Board in May, and final approval in June, prior to each fiscal year.
2. Maintain and oversee financial accounts and records with due diligence.

3. Closely monitor actual expenses compared to approved budgets and report the financial results of WFSC operations to the Board on a monthly basis.
4. Prepare documentation for the payment of all obligations, and pay all obligations in a timely manner.
5. Reconcile monthly bank statements with WFSC accounts on Quickbooks, after they are opened and signed by the club secretary.
6. Provide oral and written reports on the organization's financial status to the Board monthly, to the membership as requested, and at the annual meeting.
7. Review the draft annual tax filings (990's) for completeness and accuracy and submit to the Board for review in September and final approval in October, prior to the November 15 deadline and prepare 1099 statements for contractors.
7. Provide or arrange for adequate training of Board members to enable each member to fulfill their financial oversight role within 30 days of their appointment.
9. Schedule, secure financing for and oversee periodic financial reviews or audits of the organization's finances.

**The Board of Directors shall:**

1. Review financial reports at each Board meeting, and review annual tax filings for approval prior to their submittal.
2. Approve funds for periodic financial reviews or independent audits of WFSC's financial system.
3. Approve the Finance Committee, which is comprised of at least one club officer and major committee chairs including Fundraising, Membership, Program, and Testing. This committee will assist the Treasurer in preparing annual budgets, reviewing the Chart of Accounts and reconciliation of bank accounts with WFSC accounting software, and reviewing financial management policies and procedures, to ensure that WFSC is meeting its financial reporting and management obligations.
4. Review and approve insurance coverage annually.
5. Maintain oversight of the organization and our contractors with care, loyalty, and integrity.
6. The Board has the authority to enter into contractual commitments for bank loans, items or services, corporate credit or debit cards, or for real estate lease or purchase. Since the board is solely responsible for these commitments, no individual may act on behalf of the board by entering into any such agreement without board approval.

## **Financial Transactions**

1. All WFSC committees and groups that request WFSC fiscal agent services shall obtain approval from the WFSC Board prior to applying for grants or participating in other fundraising activities.
2. There shall be no advances of funds to contractors, officers, or directors, unless required to provide deposits for services as part of a contract.
3. Direct and necessary approved expenses shall be reimbursed upon presentation of original receipts, including travel for meetings and other activities related to carrying out WFSC responsibilities, per travel policy.
4. The Finance Committee shall create accounts with regular vendors with intent to avoid reimbursable transactions if possible.
5. Expenses in excess of \$100, including those to be charged to WFSC debit cards, must be authorized in writing in advance by the President, Treasurer, or other appropriate authorized authority via the fiscal tracking sheet.
6. In no case shall any WFSC Board member approve his/her own purchases or borrow funds from any contractor, officer, or director of the organization other than reimbursable pre-approved expenses.
7. WFSC shall strive to use local vendors as much as practicable.

## **Conflict of Interest**

WFSC directors, officers, and committee chairs shall comply with the Conflict of Interest provisions of WFSC Bylaws and will sign a conflict of interest form on an annual basis. If a person does not sign a conflict of interest form within 30 days of appointment or election to the Board, that person cannot serve on the WFSC Board. WFSC Treasurer shall maintain a file of signed forms.

## **Gift Acceptance**

Exceptional donation opportunities such as stock or other negotiable instruments may be presented to the President and/or Financial Committee for review by the Board of Directors for further, timely study and consideration as they arise.

WFSC may accept contributions of goods or services other than cash that are related to the programs and operations of WFSC. Contributions of non-cash items valued in excess of \$500 must be reviewed and approved by the Board of Directors before acceptance.

## **Asset Protection**

In order to assure that the assets of WFSC are adequately protected, the Board shall:

1. Annually review the necessity to obtain insurance against theft and casualty losses to the organization and against liability losses to Board members, staff, or the organization itself to levels that adequately protect WFSC assets.
2. Plan and carry out suitable protection and maintenance of property, building, and equipment.
3. Avoid actions that would expose WFSC, Board members, Officers or staff to claims of liability, and obtain directors and officers insurance.
4. Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
5. Designate the receipts, processing, and disbursement of funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.
6. Follow WFSC Document Management Policy and Procedures, Travel Policy and Procedures, and Timesheet Procedures.

## **Business Banking**

The WFSC Board shall research (as necessary) a Business Banking Package that includes electronic bill payment services, electronic fund transfers, and corporate debit and credit cards. When WFSC obtains a business banking package that includes electronic bill payment services, electronic fund transfers, and corporate debit and credit cards, the Finance Committee shall develop procedures for use of these features.

## **APPENDIX A**

### **WFSC Financial Management Procedures**

The WFSC Board of Directors is responsible for the financial management of all activities. The Board Treasurer shall oversee WFSC's bank and other accounts, and oversee all organizational financial records. The Board President may perform these functions in the temporary absence of the Treasurer. The President shall support the Board in carrying out its financial duties.

#### **Bank Account Requirements and Procedures (Paper Checks, Use of Debit Card, Procedures for electronic banking, including electronic bill payments and electronic funds transfers, will be developed as these services become available)**

1. WFSC shall have a different check stock for each checking account.
2. All accounts shall utilize duplicate checks and duplicate deposit slips labeled with the appropriate account name and number.
3. Checks must have two printed signature lines, and bear a printed notation "Two Signatures required on all Checks."
4. Three Officers shall be authorized signers on WFSC bank accounts.
5. WFSC shall obtain and maintain deposit/endorsement stamps for the primary use checking account. The deposit stamp shall provide the form of restrictive endorsement required by WFSC's bank for the deposit of funds into WFSC's accounts, such as, "For deposit only to the account of Winona Figure Skating. Account No. xxxxx."
6. The WFSC Treasurer shall follow software procedures to reconcile bank accounts on a monthly basis.

#### **Bank Deposit Procedure**

1. It is desirable—but not always achievable--to have all incoming checks and cash deposited in WFSC's bank account the same business day that the funds are received, deposits will be made in a timely fashion.
2. A detailed deposit slip, shall be prepared in duplicate. All cash received shall be listed separately on the deposit slip. Duplicate deposit slips, together with the bank receipt, shall be filed and available for review.
3. After depositing the cash and checks in the bank, the bank receipt for the total deposit shall be attached to the QuikBooks deposit slip.
4. If, in preparation of a deposit slip or cash receipt, a mistake is made, WFSC staff shall mark it "VOID" and the original and all copies shall be maintained in the deposit or cash receipt book. The person voiding the deposit slip or receipt shall initial and date it.

## **Check Preparation and Writing Procedures**

1. WFSC shall pay all of its obligations by check to the maximum extent feasible. There will be no petty cash for payment or reimbursement of expenses.
2. All WFSC disbursements and deposits, regardless of account or dollar amount, shall require preparation of a fiscal tracking sheet by WFSC staff.
3. The fiscal tracking sheet (see Appendix B) shall contain the name of the check payee, the date the check is requested, amount of the check/deposit, and the purpose of the check/deposit, and the appropriate account information that the expense/revenue is to be designated. The fiscal tracking sheet shall also include a certification that the revenues and expenses are consistent with the approved budget.
4. An original invoice, bill, or receipt from the vendor or person requesting reimbursement shall be attached to each tracking sheet for each disbursement. There are no exceptions to this requirement.
5. WFSC staff or Board Members shall submit the completed tracking sheet and all supporting documents to the Treasurer, who shall notify authorized check signers that checks need to be signed. Each authorized signer shall independently review the tracking sheet and supporting documentation. **Checks will be issued, signed and returned to the treasurer for mailing or disbursement.**
6. A signature log of authorized signatures shall be maintained by the WFSC treasurer or his/her designee in accordance with the Document Management Policy (recommend 7 years) and updated as needed, at least annually.
7. Check stock will be stored in a secure place with the Treasurer. Each check shall be prepared from the tracking sheet and shall not be signed unless all supporting data is included with the tracking sheet.
8. Checks shall be written in numeric order. In the event a check is written incorrectly or spoiled in writing, it shall remain in files, marked "VOID" on the payee line, and the signature lines torn off. The person voiding the check shall initial and date the check.
9. All disbursements shall be recorded in the respective WFSC check register, within the accounting software. A correct running balance will be kept in the computerized accounting system such as QuickBooks.
10. Once reviewed, and the monthly checking account statement reconciled, completed tracking sheets and supporting documentation shall be filed and retained in accordance with the Document Management Policy.

## **Use of Debit Card and Online Purchases**

1. The Winona Figure Skating Club will have one Debit/Credit Card issued by its designated bank. Use of the debit card must be authorized by the President or

Treasurer and will remain in the possession of the Club Treasurer until requests are made for use following Financial Practices guidelines approved by the board and within the approved budget.

2. Any member using the Club card for transactions must first have approval as listed above, then request the card from the club treasurer. The card along with a copy of the transactions must be returned to the Treasurer within 24 hours of use.
3. Debit card use must fall within Financial Practices guidelines and approved by the board or fall within the approved budget.
4. An invoice showing e-check transactions must be emailed to given to the treasurer within 24 hours with the attached Financial Tracking sheet attached.

### **Incoming Cash Handling Procedure**

1. Receiving cash at the WFSC office or at a WFSC sponsored event is not favored and should be discouraged. The preferred form of payment to WFSC is a check payable to WFSC with the appropriate account noted in the memo line.
2. If cash is received by a member of the WFSC Board, the cash must be counted twice by the receiving person. For cash received by WFSC and as practicable, a receipt shall be issued by the receiving board member or treasurer. If cash is received at a WFSC function such as the ice show and a cash receipt for each transaction is not practicable, the cash shall be counted by two volunteers and transmitted to WFSC staff with the tracking sheet signed by the volunteers that counted the cash.
3. Receipts shall be issued from the WFSC receipt book. The receipt will include the date the cash was received, the total amount of the cash received, the name of the person delivering the cash, the name of the WFSC staff person accepting the cash, and, if the cash is for the use or benefit of a specific program or restricted funds account, the name of program. If the cash is a donation, the receipt shall clearly indicate same.
4. The WFSC receipt book shall be of a type that produces multiple duplicate copies with one pen impression, and each receipt shall be numbered. There shall be at least one original.
5. The original receipt shall be given to the person delivering the cash to WFSC. Duplicates shall be maintained in the WFSC receipt book.
6. If, in preparation of a receipt, a mistake is made, the receipt shall be marked "VOID" and the original receipt and all copies thereof shall be maintained in the receipt book. The person voiding the receipt should initial and date the voided receipt.

### **Check Receipt Procedures**

1. Each check received by WFSC by mail or otherwise shall be directed to appropriate committee chair for documentation preparation (e.g. tracking form) to allow for

segregation a duties, then as soon as possible given to the treasurer and stamped on the reverse side with the appropriate endorsement for the WFSC account to which it is to be deposited.

2. Each check shall be entered upon a WFSC deposit slip. One or more checks may be entered upon a WFSC deposit slip. The original check shall remain with the deposit slip in the deposit book until deposited into the appropriate WFSC bank account.
3. All contributions and donations must be properly acknowledged in writing in a timely manner. If an organization for which WFSC is a fiscal agent accepts contributions, WFSC shall properly acknowledge the contribution in writing in a timely manner.

### **Cash Box Procedures**

1. WFSC shall have cash boxes for specific events (e.g Ice Show, Competitions, and Registration).
2. WFSC's cash box shall be stored in a safe and secure place such as a locking metal box contained inside a locking closet or cabinet. Both the box and cabinet shall remain locked at all times when not being used.
3. Without exception, WFSC cash handling policies must be followed, including timely deposits, two people must count funds, verify on tracking form, and stored securely.

### **Expense Reimbursement Procedures**

WFSC contractors, officers, directors, or volunteers occasionally acquire goods or services for WFSC which are paid for by the individual involved. WFSC will reimburse individual for payments for such goods or services provided all of the following conditions are met:

1. Expenses in excess of \$100 must be authorized by the board.
2. Direct and necessary approved expenses shall be reimbursed upon presentation of original receipts from the vendor of the goods or services to WFSC for reimbursement.
3. All reimbursements will be completed in a timely manner of receiving complete documentation.

**APPENDIX B**  
**Winona Figure Skating Fiscal Tracking Sheet**  
(See Reverse Side for Instructions)

1. **Request Date:** \_\_\_\_\_

2. **Requestor Information**

Requestors Name: \_\_\_\_\_

Title: \_\_\_\_\_

3. **Check Request Information**

Check Amount: \_\_\_\_\_

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Mail: Yes / No (circle one)

**Account Name:** \_\_\_\_\_

(i.e, coaching, show, music)

4. **Deposit/Transfer Request**

Number of Checks \_\_\_\_ Total Checks: \$ \_\_\_\_\_

Cash: \$ \_\_\_\_\_

Total Deposit: \$ \_\_\_\_\_

Deposit to Line Item Account: \_\_\_\_\_

(i.e. Membership, Show, testing, etc)

5. **Authorized Signature:** \_\_\_\_\_

**Note: signature certifies that the request is consistent with the approved WFSC budget or pre-approved expense.**

**Request Received By:** \_\_\_\_\_

6. **Action Taken:**

**Paid:** Attach check voucher

**Deposit:** Attach Deposit Slip

**APPENDIX B**  
**Winona Figure Skating Fiscal Tracking Sheet**

**Instructions:**

1. **Request Date:** Date you are making the financial request.
2. **Requestor Information:** Name of the person bringing in the financial request to the WFSC Treasurer.
3. **Check Request Information:** Fill out this section if you are requesting a check be issued. What is the amount of the check to be issued? To whom do you want the check made payable? If you want the check to be mailed, circle yes and give the address the check should be mailed to along with the attached invoice. Be sure to note what account you want the funds to be drawn from (example: Coaching, Program, Synchro, Competition, Ice Show).
4. **Deposit/Transfer Request:** Fill this section out if you want to deposit funds into an account. Write the number of checks you are bringing in for deposit and the total amount of checks to be deposited. Write the amount of cash to be deposited. Write the total amount of the funds you have brought in for deposit. Note what account you want the funds to be deposited into (example: Program, Membership, Synchro, Competition, Ice Show).
5. **Authorized Signature:** This is the person requesting funds as pre-approved by the board.
6. **Action Taken:** This portion is to be completed by WFSC Treasurer when the authorized action has been taken i.e., a check written or a deposit made. A copy of the check written and/or deposit slip will be attached to the Fiscal Tracking sheet and a copy mailed or electronically sent to the authorized individual.

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# Communications and Travel

The Club communicates important information by email. All email communication is distributed through the webmaster, membership chair, and Secretary.

In this Section:

- ❖ Contact Information
- ❖ Social Media Policy
- ❖ Travel Policy

Winona Figure Skating	
Finance	
<b>SOCIAL MEDIA</b>	Winona Figure Skating strictly prohibits the use of social media to display or defame the club in any way. Photos and comments displayed on social media must remain positive and appropriate for all ages. WFSC has adopted the US Figure Skating SafeSport Program; please see the Club Social Media Policy.  Winona Figure Skating has its own website and Facebook page for use of its members.
<b>WEBSITE</b>	<a href="http://winonafigureskating.org">http://winonafigureskating.org</a>
<b>EMAIL</b>	<a href="mailto:finance@winonafigureskating.org">finance@winonafigureskating.org</a>
<b>MAIL</b>	WFSC – PO Box 122 – Winona, MN 55987

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## **SAFESPORT GUIDELINES**

### **SOCIAL MEDIA, MOBILE & ELECTRONIC COMMUNICATIONS**

As part of U.S. Figure Skating's emphasis on participant safety, communications involving minor participants should be appropriate, productive, and transparent. Effective communication concerning activities, schedules, and administrative issues among coaches, members and their families, officials, and volunteers is critical.

U.S. Figure Skating encourages and supports members, member clubs, programs, and teams to take part in social media by posting, blogging and tweeting positive experiences in skating as a show of support of its members and for promotion of the club, its programs and events. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of mobile and electronic communications can result in misconduct.

All electronic communication of any kind between adults and minors, including use of social media, should be non-personal in nature and be for the purpose of communicating information about skating-related activities. The club, program or team should have a signed name and likeness consent and release agreement form by the minor's parent or legal guardian before any distribution or posting of photos, videos, images, etc. No contact information for any minor should be placed on any social media site.

Coaches, skaters and club volunteers must follow common sense guidelines regarding the volume and time of day of any allowable electronic communication. All content between adults and minors should be readily available to share with the public or families of the minor member. If the member is under the age of 18, any email, text, social media, or similar communication should also copy or include a parent.

#### **Social Media**

Figure Skating recognizes, however, that social media, mobile and other electronic communications can be concerning where minor participants are involved. Coaches, especially, are cautioned from having their skaters joined to their personal Facebook page or any other similar social media application.

As a best practice to facilitate communication, an official club, program or team page may be set up and members and parents may join (i.e., "friend") the official organization or team page.

#### **Email, Text Messaging and Similar Electronic Communication**

Coaches, volunteers and skaters may use email and text messaging to communicate among each other about non-personal matters. All email and text message content between adults and minors must be non-personal in nature and be for the purpose of communicating information about club/skating-related activities. Emails and text messages from an adult to any minor participant should copy or include a parent.

#### **Request To Discontinue All Electronic Communication or Imagery with Minors**

Following receipt of a written request by the parents of a minor that their child not be contacted by any form of electronic communication by adults, the local club, program or team administrators shall immediately comply with such request without any repercussions for such request.

## **SAFESPORT**

### **Abuse and Misconduct**

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, 'sexting', bullying, harassment, and hazing). Such communications by a coach, official, director, employee, parent, skater or volunteer of a U.S. Figure Skating club or program will not be tolerated and are considered violations of U.S. Figure Skating's SafeSport Program.

### **Reporting**

Infractions of U.S. Figure Skating's mobile and electronic communications policy should be reported to the appropriate SafeSport Representative of Winona Figure Skating. A participant or parent of a participant who violates this social media, mobile and electronic communications policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

## GUIDELINES | TRAVEL

Travel guidelines direct how minors will be supervised during travel to and from practice and competitions and provide two-deep leadership and minimize one-to-one interactions.

During travel, athletes are often away from their families and support networks, and the setting new changing areas, locker rooms, workout facilities, automobiles and hotel rooms is less structured and less familiar. Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct.

Adherence to travel guidelines helps to reduce the opportunities for misconduct.

As part of U.S. Figure Skating's commitment to SafeSport, U.S. Figure Skating encourages its clubs and programs to have published practices for travel, when applicable. Travel is defined as overnight travel to a skating activity that is planned and supervised by the member club or program. Travel policies must be signed and agreed to by all members, parents, coaches and others involved.

### **Winona Figure Skating / US Figure Skating Travel Guidelines:**

- Club travel guidelines must be signed and agreed upon by all members, parents, coaches and other adults traveling with the club.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling of that particular athlete).
- When only one athlete and one coach travel to a competition, the athlete must have written permission from a parent or legal guardian in advance to travel alone with the coach.

### **Individual Travel**

The nature of figure skating and competition means that individual athletes may sometimes need to travel overnight without other athletes. Under these circumstances, we encourage:

1. Traveling with an additional coach or chaperone;
2. Inviting parents/guardians to travel with their athlete (for athletes under age 18).

When only one athlete and one coach travel to a competition, the athlete must have either of his or her parent's or legal guardian's written permission in advance to travel alone with the coach.

### **Team Travel (i.e. - Synchronized and Theatre On Ice teams)**

Team travel is overnight travel that occurs when the club or team sponsors, coordinates or arranges for travel so that skaters can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes. However, no coach, staff member, or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers' licenses, proper insurance, well-maintained vehicles and compliance with all state laws.

Appropriate adult-to-athlete ratios will depend on the age of athletes and other participants. Winona Figure Skating will evaluate each program to determine supervisory needs. The club or team shall make every effort to provide adequate supervision through coaches and other adult chaperones.

For team travel, hotels and air travel will be booked in advance. Athletes may share rooms, with 2-4 athletes assigned per room depending on accommodations. The club or team will also notify hotel

management should any special arrangements be warranted. For instance, ask hotels to block pay per view channels and request an additional large room or suite so that members and athletes may socialize as a group. Meetings do not occur in hotel rooms. Reserve a separate space for adults and athletes to socialize.

Encourage family members who wish to stay in the team hotel to do so. If family members do not stay in the team hotel, encourage all athletes to contact parents and guardians regularly and allow for any unscheduled calls by either the athlete or parent/guardian.

### **Mixed Gender and Mixed Age Travel**

The club or team may be made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group. Athletes will also be grouped by age and sex for the purposes of assigning an appropriate chaperone. Make every effort to provide these groups at least one chaperone of the same sex. Regardless of gender, a coach should not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling of that particular athlete).

### **Chaperone Responsibilities**

Chaperones ensure that the athletes, coaches, staff, and volunteers adhere to all policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in club or team's Participant Safety Handbook.

Chaperones should monitor the activities of all coaches, staff members, volunteers and athletes. Specifically, chaperones may:

- familiarize themselves with all travel itineraries and schedules before team travel;
- monitor for adherences to club policies during team travel;
- encourage minor athletes to participate in regular, at least daily, scheduled communication with their parents/ guardians;
- monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary;
- ensure athletes comply with hotel room restrictions based on gender or age requirements;
- not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing duties;
- make certain that an athlete is not alone in a hotel room with any adult apart from a family member (this includes coaches, staff and chaperones);
- Immediately report any concerns about sexual and physical abuse, misconduct or policy violations to an administrator or the Club SafeSport Compliance Chair.

\*Please refer to the Synchronized Skating Team Manual on the WFSC website for more information.

The goal of US Figure Skating and WFSC is to minimize and eliminate all opportunities for abuse and misconduct to occur. We encourage coaches to make professional decisions in regards to travel. (For example if more than one coach is traveling, we recommend two coaches room together rather than coaches staying with skaters or parents.) When a coach must stay in the same room as a skater, a parent or guardian must be present at all times.

# Skating with WFSC

The Winona Figure Skating Club offers both group lessons and contracts ice to its members. Unlike public skating sessions, only USFS skaters may skate on club sessions, and the number of skaters on the ice at any time is limited.

In this Section:

- ❖ Learn to Skate
- ❖ Contract Ice
- ❖ Buying on / Punch cards
- ❖ Ice Etiquette
- ❖ Summer Ice
- ❖ Apparel
- ❖ FAQ's

<b>Winona Figure Skating</b>	
<b>Skating and Coaching</b>	
<p><b>LEARN TO SKATE / JUNIOR CLUB (Group Lessons)</b></p>	<p>Learn to Skate programs are designed to serve the needs of both recreational and competitive skaters. The curriculum keeps skaters enthusiastic about learning from the time they begin lessons until the time they reach their goals.</p> <p>Winona Figure Skating offers Learn to Skate group lessons in levels Snow Plow Sam 1- Basic 6 and Junior Club group lessons Pre-Freeskate through Freeskate 4.</p>
<p><b>CONTRACT ICE</b></p> <ul style="list-style-type: none"> <li>- <b>L2S Practice Ice (Introductory)</b></li> <li>- <b>Contract Ice</b></li> </ul>	<p>Ice time is purchased from the club with an ice contract. Ice contract fees are separate from the lesson fees you pay to your coach.</p> <p>Sessions are filled based on seniority. Club members may choose which sessions of ice they wish to purchase. Please coordinate with your coach before contracting to insure the coach's availability to coach on the sessions you have selected.</p> <p>Introductory or L2S Practice Ice is available to skaters in Learn to Skate and those contracting ice for the first time. Skaters no longer in Learn to Skate and those who have contracted ice previously, must skate on contract ice.</p> <p>Please note under-utilized skate sessions may be combined or cancelled by the board. WFSC does not cancel ice due to weather related conditions. Due to contractual obligations, each skater is responsible for their own safety in making this determination</p>
<p><b>WALK-ON ICE</b></p> <ul style="list-style-type: none"> <li>- <b>\$10 (1/2 hour)</b></li> <li>- <b>\$15 (3/4 hour)</b></li> <li>- <b>\$20 (1 hour)</b></li> </ul>	<p>Walk-on ice is available to allow flexibility in schedules, members and nonmembers may walk-on to club ice that the skater has not contracted. Arrive in advance of the session you are interested in walking onto. All skaters must pay for the session before getting on the ice.</p> <p>Walk-ons will be accommodated on a first come, first served basis.</p> <p>If a session is full, the walk-on skater will not be allowed on the ice. Contracted skaters arriving 10 minutes late for their session, will forfeit their spot to a walk-on skater if the session is full.</p>
<p><b>PUNCH CARDS</b></p> <ul style="list-style-type: none"> <li>- <b>\$90 (5 hours)</b></li> </ul>	<p>Punch cards are also available for purchase and punch card holders are given priority over walk-on skaters. Punch cards may not be traded by skaters and are only allowed to be used by the skater whose name is on the punch card. Punch cards must also be used for the entire block, so if a block is 45 minutes, there will be three punches on the card.</p>

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## **LEARN TO SKATE GROUP LESSONS (SNOW PLOW SAM 1 – BASIC 6)**

- Skaters in this program must purchase a non-refundable Learn to Skate membership each year at a Learn to Skate level. Members who pass Basic 6 and proceed to Junior Club, may wish to purchase a Full USFS Membership.
- Groups Lessons are typically offered September/October through March and additional opportunities are available to join the club at any time.
- The club utilizes Senior Ice Professionals, Junior Ice Professionals, and volunteers in the group lesson setting. All Junior Ice Professionals and Volunteers are under the supervision of the Learn to Skate Coordinator and must meet minimum criteria established by the board of directors.
- Hockey Tournaments occasionally run late, therefore the WFSC reserves the right to consolidate group lessons when deemed necessary.
- Lessons run approximately 30 minutes in length and skaters are tested after approximately 5 weeks of lessons. Not all skaters advance to the next level. It is the goal to master all elements in each level, allowing the skater to be stronger as he/she grows.
- Learn to Skate group lesson skaters can contract for Learn to Skate/Introductory practice ice and must have a contracted Ice Professional or Junior Ice Professional for a lesson prior to taking the ice. – Please see additional information about contracting ice below.
- Learn to Skate practice ice is intended for group lesson skaters working to enhance individual skills or competing at the Learn to Skate level. Skaters may contract with a coach on Learn to Skate Practice Ice for the duration they are in group lessons or for one year, whichever is greater.
- Based on test level and skater safety, a skater may be asked to move to a more appropriate contract block of ice.

## **PRE-FREESKATE (Basic 7 and 8) GROUP LESSONS**

- Pre-Freeskate lessons will be offered in a group setting as outlined in the Learn to Skate information above.
- Pre-Freeskate is designed to move the skater toward freeskate lesson and prepare them for official USFS testing.

## **CONTRACTING ICE**

Ice time is purchased from the club with an ice contract. Ice contract fees are separate from the lesson fees you pay to your coach. Contracts for ice are sent to skaters for completion and must be returned by the date specified. Please note due dates to avoid late fees. Sessions are filled based on seniority. Before the contract begins, changes to the contract will be accommodated, when possible. Once the contract begins, changes will usually be allowed only to accommodate a Club coach. Club members may choose which sessions of ice they wish to purchase. Please coordinate with your coach before contracting to insure the coach's availability to coach on the sessions you have selected.

During freestyle (FS) sessions, skaters may skate freely over the entire ice sheet and practice jumps, spins, footwork and general skating skills. Spinning is done in the center of the ice. Program music for skaters may be played during sessions so that skaters may practice for competitions or test sessions. Skaters skating to their program wear a sash and have the "right of way" on the ice.

Please note under-utilized skate sessions may be combined or cancelled by the board. Those affected by such a change will be allowed to alter their registration. In general, skaters are not allowed to switch ice sessions. If extenuating circumstances arise, the board must review a request in writing for approval to switch a session.

WFSC does not cancel ice due to weather related conditions. Due to contractual obligations, each skater is responsible for their own safety in making this determination.

## **PUNCHCARDING or WALK-ON ICE**

**Walk-on** ice is available to allow flexibility in schedules, members and nonmembers may walk-on to club ice that the skater has not contracted. Arrive in advance of the session you are interested in walking onto. Let the ice monitor know you would like to walk-on. The ice monitor will record your name on the monitor sheet. All skaters will be billed for walk-on ice, with payment expected the 15<sup>th</sup> of each month. No money will be collected at the rink at the time of walk-on ice.

Walk-ons will be accommodated on a first come, first served basis. Skaters may not walk-on in advance by writing their name in the book prior to an ice session.

If a session is full, the walk-on skater will not be allowed on the ice. Contracted skaters arriving 10 minutes late for their session, will forfeit their spot to a walk-on skater if the session is full.

**Punch cards** are also available for purchase and punch card holders are given priority over walk-on skaters. Punch cards may not be traded by skaters and are only allowed to be used by the skater whose name is on the punch card. Punch cards must also be used for the entire block, so if a block is 45 minutes, there will be three punches on the card.

All non-members must sign a waiver of liability prior to taking the ice.

### **SKATER CHECK-IN ON CONTRACT ICE**

In an effort to accurately track expenses, verify payment for ice time, and track skating hours earned toward the athletic lettering program, WFSC has implemented a skater check-in policy.

The Ice Monitor will be at the entrance to the rink for each session.

Skaters who have contracted ice will be asked to sign their name next to their printed name on the Sign-in Sheet BEFORE stepping on the ice. Skaters are to sign-in only for themselves, not for anyone else. A skater must sign-in for all sessions they skate that day, even if the sessions are back-to-back, but *may sign-in for all sessions at the beginning of their first session.*

When you arrive at the rink and you wish to walk-on, you may sign-up in an open spot as punch card or walk-on. The price for walk-on ice will be listed on the Sign-in Sheet. Punch card or walk-on ice are on a first come – first serve basis.

There will also be a maximum number of skaters identified for each session, listed on the Sign-in Sheet. For safety reasons, the maximum number of skaters for that session will not be exceeded.

### **SUMMER ICE**

During the summer ice is difficult to come by, however we will make every attempt to work with other area clubs and arenas to obtain ice time.

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## Basic Ice Usage and Free Skating Etiquette Safety Rules

### Basic rules governing all behavior

1. Please respect the rights of others.
2. Please respect the arena's property and the property of others.

### Specific rules governing free skating sessions

- ./ The maximum number of 15 skaters will be allowed on each session.
- ./ Sign in for each session before stepping on to the ice. Skaters may either contract, punchcard, or walk-on the ice.
- ./ No breakable containers are allowed rink side. Drinks are allowed on or below the railing. Food is not permitted near the boards or on the ice.
- ./ Skaters MAY NOT use distracting items, such as iPods, mp3 players, or items with earphones as they may not permit a skater to hear what is occurring around them.
- ./ Please pick up all belongings (including dirty tissues, water cups, bottles, etc.) at the end of the session.
- ./ Parents, coaches, and skaters should not loiter at the boards during training. This is unsafe and it interferes with a constructive training session.
- ./ Coaching by parents from the bleachers, benches or boards is **not** allowed at any time. Parents will be asked to leave the arena if this happens.
- ./ The benches by the ice are to be used by the skaters and coaches only.
- ./ If skaters must talk to someone **off** the ice, even if for a brief time, they need to get off the ice to do so or the skater will be asked to leave the ice.

It is important for everyone's safety that all skaters stay aware of other skaters on the ice. Try to anticipate their patterns as you decide your own pattern.

- If you are a less experienced skater, please be extra careful to stay aware of other skaters and to look ahead of where you are skating to see what others are doing or are about to do.
- If you are an experienced skater, please be patient with the less experienced skaters. Remember – you were new to freestyles at one time, too.
- Please be understanding if someone gets in your way.

Remember to look both ways before leaving the railing or skating across the ice.

Keep moving while on the ice, as it is dangerous for both you and other skaters to stand still during a session. It is especially important not to stop in the middle of the ice or any of the jumping corners.

### Right of Way

1. The skater doing a routine to music has the right of way. Orange vests and/or colorful belts are provided to help identify the skater whose music is being played. Please stay aware of which skater is doing his or her routine and do your best to stay clear of his or her pattern. Please wear the vest or belt when you play your music to help other skaters know you are skating your routine.
2. Skaters taking a lesson have the right of way over general skaters in the session.
3. Skaters on the harness also have the right away. Please be careful of the harness area.

## **Music**

1. Program music will be played on a rotational basis. This will be done on the honor system, with the responsibility left to the skaters and coaches.
2. After a skater's music has been played, their music or another program may be put at end of the line to re-enter the rotation. Dance music can take the place of program music.
3. Not everyone will be able to play their music on full sessions due to lengths of programs.
4. Coaches may put the music of the student they are teaching ahead of other skaters. Everyone should appreciate this policy when they are in a lesson enjoying this privilege and graciously accept this policy when they are the ones being asked to wait in line.
5. Please do not stop and restart your music if others are waiting in line.
6. Please handle the music equipment with extreme care.

## **Prohibited Behavior**

- ./ Kicking, digging holes, scraping or stomping the ice with your blades and kicking the boards are prohibited. Any skater engaging in this behavior will be asked to leave the session immediately.
- ./ Being verbally abusive to other skaters or coaches is prohibited. Any skater engaging in this behavior will be asked to leave the session immediately.
- ./ Deliberately challenging, scaring or intentionally blocking another skater is prohibited. Any skater engaging in this behavior will be asked to leave the ice immediately for an indefinite period of time.
- ./ Videotaping anyone other than your own skater is strictly prohibited and will not be tolerated. Anyone engaging in this behavior will be asked to leave the arena for an indefinite period of time.

## **Clearing the Ice**

When the ice-resurfacers doors open, all skaters and coaches must leave the ice immediately. If you are skating to your music, please stop skating immediately, turn off music and clear the ice – no exceptions.

# Competitions, Testing and Lettering

The Winona Figure Skating Club works with area schools and clubs to offer options for competing and testing. In addition, following the rules and regulations of the Minnesota State High School League, we can offer lettering options for High School athletes.

In this Section:

- ❖ Learn to Skate Testing
- ❖ Understanding Learn to Skate Chart
- ❖ FS and MIF Test Application
- ❖ Understanding Testing Chart

Winona Figure Skating	
Skating and Coaching	
<b>LEARN TO SKATE / JUNIOR CLUB (Group Lessons)</b>	Learn to Skate group testing will be offered approximately every 5 weeks. Skaters are taught the fundamentals of skating through the Learn to Skate program and must master a skill prior to passing. Upon completion of all skills in each level, skater will receive a Learn to Skate patch for the level passed.
<b>CONTRACT SKATER TESTING</b>	<p>After Learn to Skate and Junior Club, skaters begin to take US Figure Skating Freestyle and Moves in the Field (MIF) tests. Skaters who are contracting ice and wanting to test should be working with a private coach, who will determine when the skater is ready to test.</p> <p>Skaters must also have the approval of the WFSC Test Chair and their Coach prior to testing.</p> <p>Tests are offered in Winona as ice is available and in clubs throughout the United States.</p>
<b>HOME COMPETITION (Big River Competition)</b>	<p>In 2013, Winona Figure Skating hosted its first Basic Skills/Learn to Skate competition. Competing in Winona is encouraged for Skaters in Learn to Skate and Junior Club through Preliminary Freeskate levels.</p> <p>Learn to Skate competitions are low cost, entry level competitions. To learn more about competing contact a board member or coach.</p>
<b>COMPETITIONS OUTSIDE WFSC</b>	Competing outside Winona Figure Skating is highly encouraged. Skaters must receive approval from their coach and the club test chair to register for a competition. When online registration is an option, WFSC will receive email confirmation for approval.

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# TESTING

Figure skating progress is measured by the USFS testing program. Skaters test to advance to a higher level.

Learn to Skate tests will be offered approximately every 5 weeks during group lessons. Reminder not all skaters will pass on their first attempt.

Beyond Learn to Skate, there are tests for Moves-in-the-Field, Freeskate, Ice Dance and Pairs Skating. A skater must pass their Moves-in-the-Field test at each level before progressing onto their Freeskate test. The test levels are as follows: Pre-Preliminary, Preliminary, Pre-Juvenile, Juvenile, Intermediate, Novice, Junior and Senior.

WFSC will attempt to offer test sessions during the skating season. Due to limited ice availability, WFSC may not be able to offer test sessions for all levels, therefore we encourage skaters to work with their coaches and seek out other test sessions in the area. A skater who would like to take a test must complete a test application at <http://winonafigureskating.org> and have the application signed by the skater's coach, parent, and home club test chair. The test application and test fee are mailed to the test chair by the posted deadline.

USFS rules state that any skater wishing to retry a failed test must wait at least 27 days between test dates.

## Guidelines for Skaters at Test Time

Arrive at the arena at least 45 minutes ahead of your scheduled warm up time, ready to skate.

Dress neatly. The skater should consult with their coach as to appropriate attire.

The test chair will tell you when and where to begin your warm-up. You may receive coaching during the warm-up.

At the completion of your test, remain on the ice, by the boards, until the judge-in-charge dismisses you. Occasionally, the judges may feel an element is pulling down the score of an otherwise passing test and you will be given the opportunity to "re-skate" that element.

When the test is complete the judges will hand the test papers to the test chair. Copies are made and distributed to the skater.

In order to pass a test, you must receive a passing score from at least two of the three judges and, at least, a minimum score from the third.

If possible, thank the judges at the end of the test.

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# Winona Figure Skating Club Test Application

(please type or print legibly)

Name of Candidate: \_\_\_\_\_ Date of Test: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #s: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Home Club: \_\_\_\_\_ USFS #: \_\_\_\_\_

PARENT (or skater - if adult) SIGNATURE: \_\_\_\_\_

Phone #s: \_\_\_\_\_

Home Club Test Chair Signature: \_\_\_\_\_

## Tests to be Taken

**MOVES IN THE FIELD:** \_\_\_\_\_ (Indicate Level)

**FREESTYLE:** \_\_\_\_\_ (Indicate Level)

**PRACTICE ICE:** \_\_\_\_\_

*I believe the above candidate is sufficiently prepared for and ready to take the above test(s):*

PRO SIGNATURE: \_\_\_\_\_

Pro Name (print): \_\_\_\_\_ USFS #: \_\_\_\_\_

Information for Pro accompanying skater to test session:

Pro Name (print): \_\_\_\_\_ USFS #: \_\_\_\_\_

Pro E-mail (print): \_\_\_\_\_ Phone #: \_\_\_\_\_

**Applications must be postmarked by 10 days prior to test or personally delivered to Christine Nichols. There is a \$25.00 late fee. Test fees must accompany application and will not be refunded unless test session is canceled due to insufficient interest. Please make checks payable to Winona FSC.**

## TEST FEES(Per test)

### Moves In the Field - Freestyle

	Home	Associate	Non-member
Pre-Pre-Juvenile	\$40.00	\$45.00	\$50.00
Intermediate-Novice	\$50.00	\$55.00	\$60.00
Junior-Senior	\$60.00	\$65.00	\$70.00

## PRACTICE ICE AVAILABLE \$10

Mail Applications to: Winona Figure Skating, PO Box 122, Winona, MN 55987

**Test Schedule will be posted at least 3 days prior to test session at**

[www.winonafigureskating.org](http://www.winonafigureskating.org)

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## ST. MARY'S UNIVERSITY ICE ARENA

**WHAT IS COMPETITION:** Learn to Skate Competitions are FUN, introductory, competitive experience for the beginning skater.

**WHAT DOES THE SKATER DO IN COMPETITION:** Prior to signing up for competition you will read the competition announcement; an announcement shows you what elements your skater will be doing during his/her competition piece.

**WHAT DO YOU MEAN COMPETITION PIECE?** There are different categories to enter into during competition, most skaters choose to compete in at least two, the Freeskate and compulsory. The number is really up to the parents, skater, and coach.

1. Freeskate Number – this is about 1:00-1:30 long with music.
2. Compulsory or Elements – these are skated on half the ice and skaters must complete the elements in the announcement in order. (There is a coach on the ice to help younger skaters.)
3. Jumps and Spins – are offered at higher levels such as beginner (Freeskate 1 or 2), high beginner (Freeskate 3 or 4), and USFS tests Pre-Preliminary and above.

**WHAT LEVELS CAN COMPETE:** WFSC offers levels beginning at Snow Plow Sam 1 through Adult Skaters. Skaters must compete at the level he/she most recently passed prior to registration or one level higher.

**DO I NEED A COACH?** Yes, you will need a coach and some extra practice ice. Winona Figure Skating offers Learn to Skate practice ice from 5:30-6:00 on Sundays, signing up for the Learn to Skate Practice Ice starting (BSPI) in January will cost, \$70 for the ice and you contract privately with your coach. Most coaches give a 15 minute lesson during BSPI and the other 15 minutes will be left for the skater to practice on his/her own. We also offer a music monitor, so they may practice their music.

**HOW DO I SIGN UP and WHAT ARE THE COSTS?** Winona Figure Skating offers two methods for registration. Paper form or online at [www.entryeeze.com](http://www.entryeeze.com). The fees are \$40 for the first number and \$15 for each additional number per skater.

Learn to Skate competitions offer lifelong friendships with skaters from all over. All skaters receive an award, regardless of their placement, and this is a great opportunity for your skater to develop his/her skills.

All of our WFSC coaches are approachable and willing to help you determine what is best for your child. You can feel free to ask any board member to assist with the registration process.

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# Ice Show

The Winona Figure Skating Club offers an annual ice in the spring of each year, typically in April. Ice Show registrations are due with fall registration. Skater test levels determine groups and ice show number options.

## In this Section:

- ❖ Ice Show Participant Option
- ❖ Ice Show Interest Form
- ❖ Past Themes and Music
- ❖ Sample Show Packet
- ❖ Coordinator Checklist

Winona Figure Skating	
Ice Show	
<b>LOCATION</b>	St. Mary's University Ice Arena 700 Terrace Heights Winona, MN 55987
<b>REHEARSALS</b>	Rehearsals for the ice show are mandatory and begin approximately 2-3 weeks prior to the show. Each group will be assigned approximately 3 (45 minute) and 3 (30 minute) rehearsals. Ice time during rehearsal will be shared with other groups of about the same skating level.  Dress Rehearsal will take place the Thursday before the show and full costume is required. Skaters are assigned to locker rooms for all shows.
<b>SHOW TIMES</b>	Friday and Saturday 7:00 pm Sunday 1:00 pm
<b>PARENT VOLUNTEERS</b>	All parents with skaters participating in the ice show will receive at least one job assignment and one food assignment. The show would not be possible without volunteers and we ask for full cooperation.

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## **Ice Show Solo, Duet, and Trio Eligibility and Assignment Policy**

All WFSC members have the opportunity and are encouraged to participate in the annual ice show in a large group based on their skating level at the time of registration. A limited number of solos and small groups are also available to skate club members in the annual ice show.

Since each ice show is different, the actual number of solos, duets, and trio changes from year to year. No skater is guaranteed to “move up” from the previous year’s ice show or have the same or similar group from a previous ice show. There should be no expectation of entitlement to a solo, duet or trio based solely on accumulated points or comparison of an individual skater’s points to those of another eligible skater.

### **Eligibility:**

To be eligible for a solo, duet, or trio in the annual skate show, skaters must meet all of the following requirements.

1. Be a current Winona Figure Skating Club (WFSC) Home Club Member for one full year before the ice show.
2. Contract for at least two full sessions each contract year. Skaters on the synchronized skating team must meet his/her team requirements.
3. Take private lessons regularly from a WFSC Ice Professional.
4. All skaters’ accounts must be current and all skaters must participate in mandatory fund-raisers if applicable. Any financial arrears will void eligibility.
5. Complete and return the Solo and Small Group Application by the indicated deadline with proper documentation. This application must be fully completed to be accepted and eligible. (Tip: You may want to start a skating file and save all your receipts, test records, exhibitions skated, and skate contracts for each membership year, as you will need this information to complete the application.)
6. Soloists must meet at least one (1) of the following requirements, in addition to general eligibility requirements listed above:
  - a. A High School Senior
  - b. Pre-Juvenile Freeskate test or higher
  - c. Landing all single jumps, including a consistent axel (priority will be given to skaters having passed moves test higher than Juvenile level)
7. With eligibility requirements being met, the following will have highest priority to receive a solo:
  - a. High School Senior
  - b. MN State Champion at any level
  - c. Upper Great Lakes Competitor placing in the top 6 of any round
  - d. Midwestern Competitor – any place finish
  - e. Nationals or Junior Nationals Competitor – any place finish
  - f. State games of America – top 4 of event final
8. Skaters to be considered for duets and trios must meet the following requirements in addition to general eligibility requirements listed above:

- a. Pre-Preliminary Freeskate test or higher
- b. Landing all single jumps cleanly (does not include axel)
- c. Upright spin, Back spin, Sit spin

**Point Accumulation**

1. Eligibility must be established before you can begin accumulating points.
2. Points accumulate during a membership year – July 1<sup>st</sup> through June 30<sup>th</sup>
3. Solo, Duet, and Trio Applications are to be submitted to the Ice Show Director for verification, by the application deadline. Finalized verified points will be reported back to the skater upon request. Any questions regarding points should be directed to the Ice Show Coordinator/Director.

4. Points can be earned through each of the following categories
  - a. Seniority: Skater will accumulate one (1) point for each consecutive year that the skater is a WFSC Home Club Member. Points will be earned July 1<sup>st</sup> – June 30<sup>th</sup>. Seniority points are retained year after year provided there is no lapse in membership. Skaters allowing their membership to lapse will lose their existing seniority.
  - b. Contractive Ice with WFSC: Skaters receive point for each contracted block (a block is considered by the day of the week skating on contract ice. Skaters must contract at least 3 of the 5 sessions in a block to be considered for points).

i. Blocks	Points
0	0
1-2	2
3-4	4

- ii. All sessions must be 45 minutes or longer. Contract points are not retained year to year. This does not include synchro practice ice sessions if you are a member of a synchro team.

- c. USFSA Test Points: Points are earned for passing Moves in the Field, Free Skating, and Ice Dancing Tests as outlined below. All USFSA test points are retained from year to year.

<b>Moves in the Field</b>	<b>Point</b>	<b>Free Skate</b>	<b>Point</b>	<b>Ice Dance</b>	<b>Points</b>
Pre-Preliminary	2	Pre-Preliminary	3	Preliminary	3
Preliminary	4	Preliminary	6	Pre-Bronze	6
Pre-Juvenile	8	Pre-Juvenile	9	Bronze	9
Juvenile	10	Juvenile	12	Pre-Silver	12
Intermediate	12	Intermediate	15	Silver	15
Novice	14	Novice	18	Pre-Gold	18
Junior	16	Junior	21	Gold	21
Senior	20	Senior	24	International	24

- d. Competition: Skaters will receive five (5) points annually for participating in Non-Qualifying USFSA and ten (10) points for qualifying sanctioned competitions. The skater receives the same number of points regardless of the number of competitions skated

and regardless of placement. No points are given for synchronized skating competition. Competition points are not retained from year to year.

- e. Exhibition Participation: Skaters will receive two (2) points for each WFSC exhibition they skate in, regardless of the type of number of routines skated in the exhibition. Exhibition points are not retained from year to year.
- f. Synchronized Skating: Skater will receive five (5) points for participating on the current Big River Blades Synchronized Skating Team. Points will not be retained from year to year.

### **Assignments of Solos, Duets, and Trios**

Upon receipt of the applications, the Ice Show Coordinator with input from the Ice Show Director will assign the solos, duets, and trios to eligible applicants. Accumulated points will be used to determine eligibility, with ties being broken by test level, then seniority. In the event there is still a tie, both members will be present, place their names in a container and a name drawn in the presence of at least two board members and the Ice Show Coordinator.

After solos are determined, the remaining skaters will be assigned duets, trios, and additional group numbers, based on points. Ties will be broken the same as solos. A maximum of four (4) solos will be offered each year, with preference to High School Seniors. If all solo spots are not filled by High School Seniors, the Ice Show Coordinator at his/her discretion may add additional solos, up to the maximum of four. If skaters who are not seniors are awarded a solo, he/she will be placed in a small group numbers as his/her second number and will not also receive a duet or trio.

### **Notification and Other Information**

1. If any eligible skater is assigned a solo, duet, or trio, the Ice Show Director will notify the skater individually in writing as to the skater's assignment.
2. Purchasing or making costumes and their expense are the responsibility of the soloist skater(s), with direction and costume approval by the Ice Show Coordinator.
3. Coaching and Choreography arrangements and costs are the responsibility of the soloist. Ice time will be provided. All solo numbers should be completely choreographed prior to the beginning of Ice Show practice. Solos can be no longer than two (2) minutes in length.

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# WFSC Ice Show Qualification Worksheet

*Electronic instructions: Key information into Yellow highlighted cells and all calculations will be done automatically  
Print and fill in by hand instructions: Fill in all yellow cells and calculate the total. Fill the total in at the bottom.*

Skater:   
 Date Joined as Home Club:   
 Coach:

Membership Points\*   
\*1 point per year of home club membership

## Ice Contract

Points:	0 Session	1-2 Session	3-4 Sessions	Enter Points Here:
Saturday	0	2	4	
Sunday	0	2	4	
Tuesday	0	2	4	
Thursday	0	2	4	
Spring	0	2	4	
Summer	0	2	4	

## Tests Passed

Points:	Pre-Pre	Pre	Pre-Juv	Juv	Int	Nov	Jr	Sr
Moves	2	4	8	10	12	14	16	20
Freestyle	3	6	9	12	15	18	21	24
<b>Enter Points Here:</b>								
	Pre-Pre	Pre	Pre-Juv	Juv	Int	Nov	Jr	Sr
Moves								
Freestyle								

## Skate Camps Attended (attended or helper)

*1 point for each class session attended or helped (usually 7-week sessions)*

Class	Date	Enter Points Here

## Exhibitions:

*2 points for each Exhibition*

December	
Other	

## Local Competitions:

*5 points if participated in any, 0 points if didn't participate in any*

Location (Black River Falls, Eau Claire, Mankato, Rochester, St. Cloud, Winona, other)	Date	5 points (if participated in any)
		0
		0
		0
		0

## Qualifying Midwestern Competitions:

*10 points if participated in any, 0 points if didn't participate in any*

Location	Date	10 points (if participated in any)

## Qualifying National Competitions:

*15 points if participated in any, 0 points if didn't participate in any*

Location	Date	15 points (if participated in any)

Total 0

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# ANNUAL ICE SHOW MEASUREMENT CHART

Name \_\_\_\_\_ Phone # \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

Skater Test Level \_\_\_\_\_

Bust (A) \_\_\_\_\_ Waist (B) \_\_\_\_\_ Hips (C) \_\_\_\_\_ Girth (D) \_\_\_\_\_ Inseam \_\_\_\_\_ (measure from crotch down to floor)

**Please select a size from each costume catalog on the reverse side of this form.**

Catalog Name	Costume Size – M/F	Notes
Artstone		
Curtain Call		
Costume Gallery		
Dansco		
Weismann		

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Committee Notes:

-----

**CLUB USE ONLY – Skater Receipt to be used at the time of costume distribution**

NAME \_\_\_\_\_

Show Number \_\_\_\_\_

Catalog Name \_\_\_\_\_

Costume Information \_\_\_\_\_

Balance Due \_\_\_\_\_

# ARTSTONE

CHILDREN'S	XSC	SC	MC	LC	*XLC	XXLC
<b>BUST</b>	21-23	24-26	27-29	30-32	33-35	36-38
<b>WAIST</b>	18-20	21-23	23-24	25-26	27-29	30-32
<b>HIPS</b>	22-24	25-27	28-30	31-33	34-37	38-41
<b>GIRTH</b>	36-39	40-43	44-48	49-53	54-57	58-60
<b>INSEAM</b>	-	20	24	28	30	31

ADULT'S	SA	MA	LA	*XLA	*2XLA	*3XLA
<b>BUST</b>	32-34	35-37	38-40	41-44	45-48	49-52
<b>WAIST</b>	24-26	27-29	30-32	33-36	37-40	41-44
<b>HIPS</b>	34-36	37-40	41-44	45-48	49-52	53-55
<b>GIRTH</b>	55-57	58-61	62-65	66-68	69-71	72-74
<b>INSEAM</b>	32	33	34	35	35	35

## COSTUME GALLERY SIZE CHART

	XSC Extra Small Child 2C	SC Small Child 4C-6C	IC Intermediate Child 6X-7	MC Medium Child 8-10	LC Large Child 12-14	XLC Extra Large Child 16	SA Small Adult	MA Medium Adult	LA Large Adult	XLA Extra Large Adult	XXLA Extra Extra Large Adult
<b>BUST</b>	21	23-24	25-26	27-28.5	30-31.5	33.5	34	36.5	40	43	47
<b>WAIST</b>	20.5	21-22	22-23	23-24	25-26	27.5	25	27.5	31	34.5	38
<b>HIPS</b>	21.5	23.5-25.5	26.5-27.5	28.5-30	32-34	35.5	36	38.5	42	45.5	49
<b>GIRTH</b>	36	39-42	43-45	46-48	51-54	57	57	60	63	66	69
<b>INSEAM</b>	18	20	24	26	29	30	30	32	32	32	32

## WEISSMAN Costumes

### Adult Sizing

Adult	XSA/PA (0/2)	SA (2/4/6)	MA (8/10)	LA (12/14)	XLA (16/18)	XXLA -20
Combo Sizing		SA/MA		LA/XL		
Bust	31 - 33	33 - 36	36 - 38	38 - 41	41 - 45	45 - 50
Waist	22 - 25	25 - 28	28 - 30	30 - 33	33 - 37	37 - 41
Hips	32 - 34	34 - 37	37 - 40	40 - 43	43 - 47	47 - 51
Girth	53 - 56	56 - 60	60 - 63	63 - 66	66 - 69	69 - 72
Inseam	29 - 33	29 - 33	29 - 33	29 - 33	29 - 33	29 - 33

### Child Sizing

Children	XXSC -3	XSC (4/5)	SC (6-6X)	IC (7/8)	MC (10/12)	LC -14	XLC (16/18)	XXLC -20
Combo Sizing		XSC/SC			MC/LC			
Chest	20 - 22	22 - 24	24 - 26	26 - 28	28 - 31	31 - 33	33 - 36	36 - 40
Waist	19 - 22	22 - 23	23 - 24	24 - 25	25 - 27	27 - 29	29 - 32	32 - 35
Hips	20 - 23	23 - 25	25 - 27	27 - 29	29 - 32	32 - 36	36 - 39	39 - 41
Girth	32 - 36	36 - 40	40 - 44	44 - 47	47 - 51	51 - 55	55 - 60	57 - 62
Inseam	15 - 17	17 - 19	19 - 22	22 - 25	25 - 28	28 - 30	28 - 31	28 - 31



To measure girth, place tape measure in center of shoulder, down back, under crotch and back to same shoulder. Hold tape loosely. If in doubt of size, use girth measurement as your guide.

\*XLA are \$6.00 additional, XXLA are \$12.00 additional

	Girls					Women				
	XSC	SC	MC	LC	XLC	SA	MA	LA	*XLA	*XXL
Bust	21	23-25	27-28.5	30-31.5	33.5	33.5	36.5	40	44	48
Waist	20.5	21.5-22.5	23-24	25-26	27.5	24.5	27.5	31	35	39
Hips	21.5	23.5-25.5	28.5-30	32-34	35.5	35.5	38.5	42	46	50
Girth	36	39-42	45-48	51-54	57	57	60	63	67	71
Pants inseam	18	20	24	28	30	30	31	32	33	33

\*XLA are \$6.00 additional, XXLA are \$12.00 additional

	Boys				Men					
	XSC	SC	MC	LC	XLC	SA	MA	LA	*XLA	*XXL
Chest	21	23-25	27-28.5	30-31.5	34	36	39	45	48	51
Waist	20.5	21.5-22.5	23-24	25-26	32	30	33	36	39	42
Pants inseam	18	20	24	28	30	31	32	33	34	35

## CURTAIN CALL COSTUMES

NUMBER SIZING		2C	4C	6C	8C	10C	12C	14C	8A	10A	12A	14A	16A	18A	20A
BUST	inches	22	23	24	26	28	30	32	30-31	33-35	36-38	39-40	41-42	43-44	45-46
	centimeters	56	58	61	66	71	76	81	76-79	84-89	91-97	99-102	104-107	109-112	114-117
WAIST	inches	20	21	22	23	24	26	28	23-24	25-27	28-30	31-33	34-35	36-37	38-39
	centimeters	51	53	56	58	61	66	71	58-61	64-69	71-76	79-84	85-89	91-94	97-99
HIPS	inches	24	25	26	28	30	32	34	32-33	35-37	38-40	41-42	43-44	45-46	47-48
	centimeters	61	64	66	71	76	81	86	81-84	89-94	97-102	104-107	109-112	114-117	119-122
GIRTH	inches	36-37	38-39	40-42	43-45	46-48	49-51	52-54	54-55	57-59	60-62	63-65	65-67	68-69	70-71
	centimeters	91-94	97-99	102-107	109-114	117-122	124-130	132-137	137-142	145-150	152-157	160-165	168-170	173-175	178-180
INSEAM	inches	19 1/2	22 1/2	22 1/2	26 1/2	26 1/2	29	31 1/2	32 1/2	32 1/2	33	34	34	34	34
	centimeters	50	57	57	67	67	74	80	81	83	84	86	86	86	86
SKIRTS (including fringe)		CSM	CSM	CSM	CLA	CLA	CLA	ASM	ASM	ALA	ALA	ALA	3XL	3XL	3XL
TUTUS		CSM	CSM	CSM	CLA	CLA	CLA	CLA	ALA	ALA	ALA	ALA	3XL	3XL	3XL
ARM PUFFS		CXS	CSM	CSM	CME	CME	ALA	ALA	ALA	ALA	ALA	ALA	3XL	3XL	3XL
GLOVES, SPATS, TAILS		CSM	CSM	CSM	CLA	CLA	CLA	ALA	ALA	ALA	ALA	ALA	3XL	3XL	3XL
CUFFS		CH	CH	CH	CH	CH	CH	CH	ADU						

### LETTER SIZING

		CKS	CSM	CME	CLA	CXL	ASM	AME	ALA	AXL	2XL	3XL
BUST	inches	21-23	24-26	27-29	30-32	33-35	33-35	35-37	38-40	41-43	44-46	47-49
	centimeters	53-58	61-66	69-74	76-81	84-89	84-89	89-94	97-102	104-109	112-117	119-124
WAIST	inches	18-20	21-22	23-24	25-26	27-29	23-25	26-28	29-31	32-34	35-37	38-41
	centimeters	46-51	53-56	58-61	64-66	69-74	58-64	66-71	74-79	81-86	89-94	97-104
HIPS	inches	22-24	25-27	28-30	31-33	34-36	34-36	37-39	40-42	43-45	46-48	49-51
	centimeters	56-61	64-69	71-76	79-84	86-91	86-91	94-99	102-107	109-114	117-122	124-130
GIRTH	inches	39-41	42-44	45-49	50-54	56-58	56-58	59-61	62-64	65-67	68-70	71-73
	centimeters	99-104	107-112	114-124	127-137	142-147	142-147	150-155	157-163	165-170	173-178	180-185
INSEAM	inches	19 1/2	22 1/2	26 1/2	29	31 1/2	32 1/2	33	34	34	34	34
	centimeters	50	57	67	74	80	83	84	86	86	86	86
SKIRTS (including fringe)		CSM	CSM	CLA	CLA	ASM	ASM	ALA	ALA	3XL	3XL	3XL
TUTUS		CSM	CSM	CLA	CLA	ALA	ALA	ALA	ALA	3XL	3XL	3XL
ARM PUFFS		CXS	CSM	CME	ALA	ALA	ALA	ALA	ALA	3XL	3XL	3XL
GLOVES, SPATS, TAILS		CSM	CSM	CLA	CLA	ALA	ALA	ALA	ALA	3XL	3XL	3XL
CUFFS		CH	CH	CH	CH	CH	ADU	ADU	ADU	ADU	ADU	ADU

# Coaching and Volunteering

Winona Figure Skating has specific requirements for coaches and volunteers to ensure our athletes are receiving instruction from qualified staff, who are monitored by US Figure Skating.

In this Section:

- ❖ Coaches Policy
- ❖ Coaches Application
- ❖ Volunteer Application
- ❖ Coach / Volunteer Requirements and Instructions

<b>Winona Figure Skating</b>	
<b>HELPFUL CLUB INFORMATION</b>	
<b>COACHES POLICY</b>	Coaches must adhere to US Figure Skating Codes of Conduct and meet requirements set forth by US Figure Skating, Learn to Skate USA, and Winona Figure Skating Club.
<b>VOLUNTEER COACHES</b>	The Winona Figure Skating Club has continued to be successful due to the hard work of our volunteer coaches. Volunteers must be Full members of US Figure Skating, obtain membership through Learn to Skate USA, and meet compliance requirements set forth for coaches by US Figure Skating.
	All coaches and volunteers over the age of 18 must be approved by US Figure Skating through the complete background check and compliance process.

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## **10. ICE PROFESSIONALS / COACHES**

### **10(A) Definition of Ice Professional / Coach**

Ice Professionals (coaches) comprise of all persons contracted with the Winona Figure Skating Club for the instruction of club skaters. The club's Ice Professionals consist of three distinct groups: Volunteer Coaches, Junior Coaches, and Ice Professionals.

### **10(B) Club Expectations**

WFSC expects that all Coaches support the mission of the club “. . . to foster a love of figure skating by providing a fun, safe, and quality program to skaters of all levels and ages.” All Coaches will conduct themselves in a manner that is consistent with the Minnesota State High School League rules and the United States Figure Skating Association rules.

The Winona Figure Skating Club maintains a safe environment for its skaters by contracting only those Coaches that meet the requirements set forth by the U.S. Figure Skating Association. Any Ice Professional over the age of 18 must purchase individual liability insurance.

(See [www.amerspec.com/usfigureskating](http://www.amerspec.com/usfigureskating))

No Ice Professional is allowed to coach until all proper documentation is received.

No coach/ ice professional or volunteer may enter into a contract or commit to a program on the clubs behalf without prior approval of the Board of Directors.

### **10(C) Payments and Benefits**

Coaches who coach Learn to Skate group lessons will need to submit their hours each month to the Learn to Skate Program Coordinator for approval. Coaches will be paid based on a base rate, plus years coaching with the club as an Ice Professional. If the coach is a member of PSA, there will be a \$1 increase to the rate of pay as well. The club will submit 1099 tax forms to all coaches who make above the minimum amount according to IRS regulations. It is the Coach's responsibility to report earnings regardless of whether or not they receive a 1099 form.

Coaches who coach individual skaters on Learn to Skate/Introductory or Freestyle Ice are considered self-employed and are paid directly by the skater. The club does not have responsibility for financial arrangements between the coach and the skater.

For those Coaches whose home club is the Winona Figure Skating Club, the club will pay for the membership registration fee to the U.S. Figure Skating Association and will reimburse for both the Learn to Skate instructor membership and background check once they are completed, on the coaches database, and receipt provided. If an Ice Professional's individual membership is through another club and approved to be a WFSC Learn to Skate Instructor, WFSC will reimburse the Learn to Skate Instructor's Membership fee only. The club will also pay coaches to attend workshops on coaching based upon policies set forth under the guidelines of the club's travel policies.

## **10(D) Volunteer coaches**

### I) Criteria

For a skater to be accepted by the club as a Volunteer coach, the skater must fulfill the following requirements:

- a. Be at least 13 years in age.
- b. Have a passed a minimum skating level of Preliminary *Moves in the field* and Pre-preliminary *Free Skate*.
- c. Must be a member in good standing with the WFSC.
- d. Should also be skating at least 2 times per week on Winona Figure Skating ice and taking private lessons to advance and maintain their own skating skills.
- e. Must interview with the Learn to Skate Director and Learn to Skate Coordinator.

### II) Responsibilities

Volunteer coach may coach under the direct supervision of an Ice Professional on the Learn to Skate group lesson ice.

## **10(E) Junior Coaches**

### I) Criteria

To be approved to coach on Winona Figure Skating club ice as a Junior Coach, the skater must fulfill the following requirements:

- a. Be at least 16 years old.
- b. Have passed a minimum skating level of Pre-Juvenile *Moves in the field* and Preliminary *Free Skate*.
- c. Have filed with the club an application and coaches waiver form available at [www.winonafigureskating.org](http://www.winonafigureskating.org)
- d. Have a minimum of one year as a volunteer coach with evidence of good attendance and has demonstrated an ability to work with younger children and maintain a professional and ethical environment.
- e. Must be a member in good standing with the WFSC.
- f. Should also be skating at least 2 times per week on Winona Figure Skating ice and taking private lessons to advance and maintain their own skating skills.
- g. Junior Coaches are still considered athletes and must abide by the club codes of conduct and Safesport policies.

### II) Responsibilities

Junior Coaches may coach on the Learn to Skate group lesson ice, Learn to Skate/Introductory Practice Ice, or lower level contract ice. Junior Coaches are allowed to test skaters (pass a badge level) and take skaters to Learn to Skate Competitions, as long as all requirements have been met. The responsibilities and additional criteria of Junior Coaches are based upon the type of ice used in instruction.

#### a) Learn to Skate Group Lessons

In addition to the basic requirements to become a Coach, Junior Coach, or volunteer an individual must also pass three Continuing Education Requirement CER Category C, register as a Learn to Skate Instructor, complete the Learn to Skate courses, and interview with both the Learn to Skate Director and Coordinator. These classes, (1) Class Organization and Management (2) Basic Skating Skills, Teaching Techniques and Evaluation (3) Growth and Retention of Members, are available online free of charge at [www.skatepsa.com](http://www.skatepsa.com). No Junior Coach will be allowed to instruct classes until these courses are completed and proof is provided to the club.

Besides time on the ice, Learn to Skate Junior Coaches will be using this time to prepare to teach the skills for the level you have been assigned and greet your students.

#### b) Private Lessons

Coaches who coach on Learn to Skate/Introductory Practice Ice or Contract Ice are considered self-employed. All arrangements are made between the coach and the skater and his or her parents. The Winona Figure Skating Club's sole obligation is to post availability of a Junior Coach upon request of the individual coach either on the club website, newsletter, and or website.

All coaches and volunteers over the age of 18 are required to purchase their own individual liability insurance and have it on file with the club and submit a background check through US Figure Skating or Learn to Skate USA.

### **10(F) Ice Professional**

An Ice Professional is a person who has graduated from high school and is at least 18 years old. Ice Professionals may coach on the Learn to Skate Group Lesson Ice, Learn to Skate/Introductory Practice Ice, and all Contract Ice. Depending on the level of instruction, the criteria and responsibilities may change.

#### I) Learn to Skate Coaching

##### a) Criteria

To be contracted for Learn to Skate Group or Practice Ice through the Winona Figure Skating Club, an Ice Professional must meet the following requirements:

- i) Be registered with the United States Figure Skating Association and Learn to Skate USA as an instructor (includes background check)
- ii) Have passed all CER C courses
- iii) Have passed all Learn to Skate courses
- iv) Have filed with WFSC an application and coaches waiver form available at <http://winonafigureskating.org>.

##### b) Responsibilities

The responsibilities and additional criteria of Ice Professionals are based upon the type of ice used in instruction. All coaches are required to purchase their own individual liability insurance and have it on

file with the club and submit a background check through US Figure Skating or Learn to Skate USA, if he/she is coaching private lessons.

i) Learn to Skate Group lessons

Ice Professionals who coach Learn to Skate Group Lessons must be interviewed by the Learn to Skate Director and Coordinator and approved by the Board, prior to coaching.

ii) Practice Ice

Ice Professionals who coach Learn to Skate/Introductory Practice Ice are considered self-employed. All arrangements are made between the coach and the skater and his or her parents. The Winona Figure Skating Club's sole obligation is to post availability of an Ice Professionals upon request of the individual coach.

## **II) Freestyle Coaching**

Ice Professionals who coach freestyle skaters are contracted by the skater and or his/her parents.

a) Criteria

To be able to contract ice time for lessons with the Winona Figure Skating Club, an Ice Professional must meet the following requirements:

- i) Be Registered with the United States Figure Skating Association (includes background check and proof of liability insurance)
- ii) Have passed all CER B exams.
- iii) Have filed with WFSC an application and coaches waiver form available at <http://winonafigureskating.org>

b) Responsibilities include but are not limited to:

- ensuring ice safety for all skaters on the ice
- ensuring club policies are adhered to

c) Must adhere to all rules and regulations of the Winona Figure Skating Club, Minnesota State High School League, and United States Figure Skating Association at competitions while representing Winona Figure Skating.

## **III) Additional coaching opportunities**

a) Synchronized Skating Coaching

Synchronized skating coaching opportunities will be available as numbers for a team allow. Coaches must complete the application annually and follow the WFSC Synchronized Skating Handbook guidelines. Until team tryouts are held and teams are confirmed, coaches will not be guaranteed a position. The synchronized skating program falls under the auspices of the Board of Directors, there for all commitments including but not limited to competitions, camps, programs, etc. must be approved by the Board of Directors. It is the expectation that

the previous seasons coaching staff hold tryouts for the next season as close to the end of a season as possible.

b) Ice Show Coaching

Coaches rates of pay for the ice show will be the rate of pay a coach receives as a program coach, not a private coach. If a coach does not coach through a club program such as basic skills, power, or off-ice conditioning, they will be paid at the base rate of pay plus years with club and PSA membership if applicable.

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# Winona Figure Skating Club Coaching Application

## New and Returning Applicants

\*\*\*\*\* Confidential \*\*\*\*\*

All Coaches/Professionals/Music Monitors who are granted permission to perform duties on/during any of the Winona Figure Skating Club (WFSC) ice time must complete this form. It is understood that Coaches/Professionals/Music Monitors are private contractors, and this form does not represent an employee-employer agreement. The WFSC Board of Directors reserves the right to withdraw permission to teach/perform duties on Club ice. This serves as notice and acceptance of the private contractor status. You will receive a 1099 if your payment for the past year is more than the minimum required amount by the federal government.

### This application is for :

*Music Monitor (Fill in only applicable information)*

Name

First

Middle

Last

Local Mailing Address

Address

Apt#

City

State

Zip

Social Security Number

\*\*\* Please use the back of this form is necessary

Permanent Mailing Address

Address

Apt#

City

State

Zip

Cell Phone

Other Phone

**FOR INTEREST IN COACHING** (Highest Test Passed) **MIF**

**FS**

Home Club \_\_\_\_\_

USFS # \_\_\_\_\_

PSA Member      YES      NO

Ratings/Rankings Held \_\_\_\_\_

Insurance Policy #

Carrier (please attach a current copy of your certificate)

**COACHING INTEREST** (Select all that apply)

Group Lessons (preferred levels)

Synchro

Private Lessons

Off-Ice

Power

Ice Show

Prior Coaching Experience

All coaches will be required to have a background check through US Figure Skating and complete a CER exam (CER A, B or C for basic skills or CER A or B for freestyle levels).

I certify that information given is true and complete to the best of my knowledge and I give the WFSC Board to check my credentials.

I have reviewed and agree to abide by the WFSC By-Laws and Policies.

Signature

Date

**Winona Figure Skating Club Coaching Application**  
**New and Returning Applicants**

**\*\*\*\*\* Confidential \*\*\*\*\***

**Help us learn more about you**

Are you willing to take new students:

Lowest level willing to coach privately:

Highest level willing to coach privately:

Years of experience with private coaching:

Hourly rate:

Other information you would like to share about private coaching (this is where you can brag about yourself):

## WFSC Volunteer Application

WFSC has a formal volunteer program. This program is intended to help our skaters develop the skills they need if they desire to coach for Learn to Skate program. WFSC feels this is a positive step towards enhancing the skills of our skaters at all levels.

Requirements and responsibilities are outlined in the WFSC Coaches policy. Volunteers will work under the supervision of an Ice Professional

This volunteer opportunity begins with regular season in September

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone # Home \_\_\_\_\_ Cell \_\_\_\_\_

Skating Level: MIF \_\_\_\_\_ Freeskate \_\_\_\_\_

Experience working with Children? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the experience

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If no, please explain why you would be a good candidate for this position

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If chosen as a volunteer, I agree (with my parents support) to fulfill the expectations as listed above.

\_\_\_\_\_  
(Skater signature) (Parent signature) Date \_\_\_\_\_

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## WFSC Coaches Requirements

	Volunteer Group Lessons	Junior Pro Group Lessons	Junior Pro Private Lessons	Ice Professional Group Lessons	Ice Professional Private Lessons
Learn 2 Skate USA Registration	X	X	X	X	X
Learn 2 Skate USA Courses complete	X	X	X	X	X
US Figure Skating Full Member		X	X	X	X
Liability Insurance			X		X
Background Check (age 18 and above)			X	X	X
CER C		X	X	X	X
CER B					X
CER A					If applicable
Code of Ethics Signed	X	X	X	X	X
PSA Membership				optional	optional
Minimum Age Requirement	14 or as approved by the Board	16	16	18	18
Minimum MIF Test Level	Preliminary	Pre-Juvenile			
Minimum FS Test Level	Pre-Preliminary	Preliminary			
Ice Requirement	WFSC Ice 2x/Week	WFSC Ice 2x/Week			
Ice Professional Approval	Approved by Basic Skills Coordinator and Director				
Additional Requirements		Application to club and 1 year volunteer experience	Application to club and 1 year volunteer experience	Application to Club	Application to Club

### Helpful Websites for Registration

[learntoskateusa.com](http://learntoskateusa.com)

Basic Skills/ Learn to Skate Instructor

[www.skatepsa.com](http://www.skatepsa.com)

CER Accreditation

[usfigureskating.org](http://usfigureskating.org)

Coaches Compliance Tool Kit

*Coaches who list WFSC as their home club will be reimbursed for the Membership Fee and background check once completed, a receipt is provided, and verification has been made by the club on the coaches database.*

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**PSA E-Learning Academy** is the new place for obtaining your CER's. You must register as a **FIRST TIME USER**, by selecting the **FIRST TIME USER LINK** or by **clicking here**.

### **CER/ Category A**

#### **CATEGORY A: PROFESSIONAL COACH (OR CHOREOGRAPHER) OF QUALIFYING LEVELS OF COMPETITION SKATERS:**

- Defined as one who is coaching, teaching or instructing one or more skaters or teams that are participating in qualifying levels of qualifying competitions or championships. This includes, but is not limited to: primary coaches, choreographer, assistant coaches, and element specialists (spin coaches, jump coaches, style coaches etc.)
- Qualifying competitions are defined as regionals, sectionals, synchronized skating sectionals and adult sectionals.
- Championships are defined as U.S. Junior Championships, U.S. Championships, U.S. Synchronized Team Skating Championships, U.S. Adult Championships and U.S. Collegiate Championships.

### **CER/ Category B**

#### **CATEGORY B: PROFESSIONAL COACH (OR CHOREOGRAPHER) OF SKATERS PARTICIPATING IN THE FOLLOWING U.S. FIGURE SKATING SANCTIONED EVENTS (EXCLUDING QUALIFYING EVENTS COVERED UNDER CATEGORY A):**

- Defined as one who is coaching, teaching or instructing one or more skaters or teams that are participating in non- qualifying levels of sanctioned competitions or championships. This includes, but is not limited to: primary coaches, choreographer, assistant coaches, and element specialists (spin coaches, jump coaches, style coaches etc.)
- U.S. Figure Skating tests (pre-preliminary and up)
- Nonqualifying competitions(pre-preliminary and up)
- Nonqualifying event at a qualifying competition

### **CER/ Category C**

**All CER Category C** courses are designed specifically for group skating instructors. All courses will be relevant to the roles and responsibilities of Basic Skills and entry-level group skating instructors. Teaching skating in a group setting carries its own unique set of challenges, however if managed properly, group teaching offers tremendous opportunities for the growth and development of all U.S. Figure Skating programs. In order to complete the CER C requirement instructors will need to pass three courses, one from each of the different topic areas:

1. Class Organization and Management
2. Basic Skating Skills, Teaching Techniques and Evaluation
3. Growth and Retention of Members

### **CER/ Category D**

#### **PROFESSIONAL SPORT SCIENCE SUPPORT SERVICES**

Defined as one who is a Sport Psychologist; PT; ATC, or like. Must submit a signed affidavit stating credentials and be able to produce current proof of professional credentials in their field of expertise. If an individual performs Sport Science Support Services and also performs duties as a professional coach or choreographer, that individual must meet Category A or B requirements.

Here are the instructions for getting a **Learn to Skate instructor membership**:

1. Go to the [learntoskateusa.com](http://learntoskateusa.com) site
2. Click on the "log in" button on the top right and use your membership number and password from USFS. If it tells you the log in is "invalid", click on the "password not working?" link. This may be due to you not being registered as a prior Basic Skills instructor with USFS in the past couple years, the Learn to Skate USA system did not pull over your number. We will get our IT department to fix that for you. DO NOT "sign up" and create another account or you will get a new number.
3. On the top will be a red box inviting you to renew your "instructor" membership
4. Renew your membership then and email will be sent to you to take the Litmos certification for instructors. Each instructor must have their own email and not a shared one.
5. If you already paid for a background check on USFS, you will not be prompted to do another one. (Under 18 will not be required to do a background check)

## **Role of Learn to Skate Coordinator**

### **WFSC Learn to Skate Coordinator:**

- ❖ Well organized, with a careful attention to detail;
- ❖ Familiar with the basics of figure skating, but you need not be a skater yourself;
- ❖ An excellent communicator. You should enjoy diplomatically communicating and interfacing with new-to-the-sport skaters and parents, more seasoned skaters, coaches, and WFSC Board of Directors;
- ❖ Willing to field phone calls and email inquiries from prospective skaters, as well as from those enrolled in the program; and
- ❖ Work with the WFSC Learn to Skate Program Director/Board Representative to coordinate group lessons.

### **Time Commitment**

- ❖ Prior to start of each series of lessons – You should allocate about 5-8 hours for public Relations, registering skaters, building classes, and instructor orientation for consistent Learn to Skate group lessons.  
Please work with WFSC Learn to Skate Director to promote the program throughout the community, WFSC Program Chair, to coordinate the ice schedule.
- ❖ The Coordinator must be available for group lessons, typically Sundays 4:30PM - 5:30PM. This includes set up time of at least ½ hour before lessons start and approximately another ½ hour at the end to answer questions of parents and or skaters.
- ❖ For the start of the program, you'll likely spend 1-2 hours per week registering skaters with USFS and general class preparation, such as name tags, USFS materials distribution, build and maintain class rosters, and preparing evaluation sheets for final class.

### **Other Miscellaneous Responsibilities in Coordination w/ Learn to Skate Director**

- ❖ Assist Ice Show Coordinator with group assignments.
- ❖ Select coaches and maintain coach attendance and payroll roster.
- ❖ Process coaches' payroll in an accurate and timely fashion.
- ❖ Solicit junior member volunteers for practice time and as instructional assistants.
- ❖ Facilitate and promote, with assistance from Program Chair, National Skating Month Activities, as well as any additional Open House events deemed necessary and appropriate by the WFSC Board.

*\*\*\* An Assistant Coordinator will be contracted by Winona Figure Skating to assist through the program with the above duties.*

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## **Role of Learn to Skate Director/Board Member**

- ❖ Well organized, with a careful attention to detail;
- ❖ Familiar with the basics of figure skating, but you need not be a skater yourself;
- ❖ An excellent communicator. You should enjoy diplomatically communicating and interfacing with new-to-the-sport skaters and parents, more seasoned skaters, coaches, and WFSC Board of Directors;
- ❖ Willing to field phone calls and email inquiries from prospective skaters, as well as from those enrolled in the program; and
- ❖ Work with the WFSC Learn to Skate Program Director/Board Representative to coordinate group lessons.
- ❖ Keep the Board informed of updates from USFS specific to Learn to Skate.
- ❖ Create class attendance/roster sheets for coaches.
- ❖ Maintain records of levels passed by each Learn to Skate Skaters.

## **Time Commitment**

- ❖ Prior to start of each series of lessons – You should allocate about 5-8 hours for public Relations, registering skaters, building classes, and instructor orientation to WFSC policies and payroll information. Please work with WFSC Learn to Skate Coordinator to promote the program throughout the community, and WFSC Program Chair, to coordinate the ice schedule.
- ❖ The Director must be available for group lessons, typically Sundays 4:30PM - 5:30PM. This includes set up time of at least ½ hour before lessons start and approximately another ½ hour at the end to answer questions of parents and or skaters.
- ❖ For the start of the program, you'll likely spend 1-2 hours per week registering skaters with USFS and general class preparation, such as name tags, USFS materials distribution, build and maintain class rosters, and preparing evaluation sheets for final class.

## **Other Miscellaneous Responsibilities in Coordination w/ Learn to Skate Coordinator**

- ❖ Select coaches and maintain coach attendance and payroll roster.
- ❖ Process coaches' payroll in an accurate and timely fashion.
- ❖ Ensure Junior Volunteers and coaches are being utilized within coaching budget.
- ❖ Facilitate and promote, with assistance from Program Chair, National Skating Month Activities, as well as any additional Open House events deemed necessary and appropriate by the WFSC Board.

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# Winona Figure Skating Club

Winona, Minnesota



## Music Monitor Responsibilities:

1. Dress appropriately – it is cold in the rink and the monitor should not be leaving the music unattended for any reason – except in an emergency.
2. Make sure the mp3 player is in working order – talk to the designated board member if not. All cords/supplies need to remain in the music bag.
3. Place colored skating sashes at the edge of the rink.
4. Take attendance of the registered skaters (if rink monitor not available)
  - a. Sign and Date punch cards that are being used. Must “punch” for the entire session.
  - b. Write down the names of those who are punch carding or using “walk on” ice. This is very important for our book keeping records. If there is/are skaters who are on the ice and are not registered – ask them for their punch cards or “walk on” ice money. If there are skaters who asking to continually skate without a punch card – please talk to the designated board member.
5. Make a list of the order of skaters to have their music played.
6. Play music for the skaters. Each skater may skate to music 3 times during a session (this includes music played during a lesson). IF the session is light and there are not any skaters “in line” a skater may have their music played again. This is especially important when skaters are preparing for a competition.
7. As a general rule: The coaches may request, once per lesson to have music played. If the session is not busy, music may be played more.
8. Pay attention to the skaters, who is skating, who is next – notifying the skater next in line.
9. The music monitor is expected to be attentive to the skaters and music – surfing the web and other inattentive behavior will not be allowed. You may read a book and/or do homework – however, your first priority is to the music monitor.

## Duties for the show:

Play music for the practices – there is a designated person to play during the dress rehearsal and shows.

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# Coaches Agreement

Coach Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_

Primary Email \_\_\_\_\_

Alt Phone \_\_\_\_\_

Alt Email \_\_\_\_\_

Proof of Insurance On File with WFSC    Yes                      No

CER Category (Circle All that Apply)    A                      B                      C

Basic Skills Base Rate of Pay \_\_\_\_\_

PSA Member (add \$1) \_\_\_\_\_

Ice Show Coach \_\_\_\_\_

Synchro Coach \_\_\_\_\_

Basic Skills Coordinator \_\_\_\_\_

Ice Show Coordinator \_\_\_\_\_

Synchro Coordinator \_\_\_\_\_

I understand all payments from WFSC will be reported by 1099 as a private contract coach and I agree the information above is correct for the 20\_\_ - 20\_\_ Skating year.

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Basic Skills Director Signature

\_\_\_\_\_  
Date

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# Club Information

Winona Figure Skating has many opportunities for skaters and their families.

In this Section:

- ❖ Apparel Order Form
- ❖ Records Retention
- ❖ Website Notes (Board Members Only)

<b>Winona Figure Skating</b>	
<b>HELPFUL CLUB INFORMATION</b>	
<b>CLUB EVENTS</b>	The Winona Figure Skating Club will offer the following events each year as allowed by ice availability and budget: Annual Ice Show, Basic Skills Competition, Exhibition Skate, Family Skate, Test Session and Placement Skate.
<b>VOLUNTEER POLICY</b>	<p>The Winona Figure Skating Club has continued to be successful due to the hard work of its volunteers. Volunteer opportunities are available through the following venues: acting board members, sub-committee participation, ice show planning, program and competition development, and many more.</p> <p>The annual ice show however requires volunteerism for all participating families. A volunteer schedule will be presented to all families in the ice show packet.</p>
<b>MEETING POLICY</b>	<p>A meeting is held every spring for skaters and their families. Skaters are recognized for the tests they have passed. Coaches and new club members are also recognized. Graduating seniors are honored as well.</p> <p>The Winona Figure Skating Board meets on a monthly basis and all meetings are open to the public.</p>
<b>SKATING APPAREL</b>	<p>Skaters can wear skating dresses, skating pants, close fitting shorts, tights, skating skirts, leggings, vests, mittens, gloves, close fitting sweaters or jackets. No jeans or hooded sweatshirts. Clothing should allow for ease of movement. Club apparel is available for purchase at select times of the year.</p> <p>WFSC also offers apparel wear at times. Apparel can be embroidered on black, jackets, pants, hats, shirts, gloves, skate bags. No logo near the buttocks of pants or shorts will be allowed.</p>

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# Records Retention Policy

## 1. Retention Schedule

File Category	<i>Item</i>	Retention Period
<b>Corporate Records</b>	<i>Bylaws and Articles of Incorporation</i>	Permanent
	<i>Corporate resolutions</i>	Permanent
	<i>Board and committee meeting agendas and minutes</i>	Permanent
	<i>Conflict-of-interest disclosure forms</i>	4 years
<b>Finance and Administration</b>	<i>Financial statements (audited)</i>	Permanent
	<i>Auditor management letters</i>	7 years
	<i>Payroll records</i>	7 years
	<i>Check register and checks</i>	7 years
	<i>Bank deposits and statements</i>	7 years
	<i>Chart of accounts</i>	7 years
	<i>General ledgers and journals (includes bank reconciliations)</i>	7 years
	<i>Investment performance reports</i>	7 years
	<i>Equipment files and maintenance records</i>	7 years after disposition
	<i>Contracts and agreements</i>	7 years after all obligations end
<i>Correspondence — general</i>	3 years	
<b>Insurance Records</b>	<i>Policies — occurrence type</i>	Permanent
	<i>Policies — claims-made type</i>	Permanent
	<i>Accident reports</i>	7 years
	<i>Safety (OSHA) reports</i>	7 years
	<i>Claims (after settlement)</i>	7 years
	<i>Group disability records</i>	7 years after end of benefits
<b>Real Estate</b>	<i>Deeds</i>	Permanent
	<i>Leases (expired)</i>	7 years after all obligations end

	<i>Mortgages, security agreements</i>	7 years after all obligations end
<b>Tax</b>	<i>IRS exemption determination and related correspondence</i>	Permanent
	<i>IRS Form 990s</i>	Permanent
	<i>IRS Form 1023 (Application for Tax Exemption)</i>	Permanent
	<i>IRS Form 5768 (“501H Election”)</i>	Permanent
	<i>Charitable Organizations Registration Statements (filed with Minnesota Attorney General)</i>	7 years
<b>Human Resources</b>	<i>Employee / Contractor personnel files</i>	7 years after employment ends
	<i>Employee handbooks</i>	Permanent
	<i>Employee orientation and training materials</i>	7 years after use ends
	<i>Employment applications</i>	3 years
	<i>Withholding tax statements</i>	7 years
	<i>Timecards</i>	3 years
<b>Technology</b>	<i>Software licenses and support agreements</i>	7 years after all obligations end

## 2. Electronic Documents and Records.

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

## 3. Emergency Planning.

Winona Figure Skating Club’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to Winona Figure Skating Club’s operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

## 4. Document Destruction.

The executive committee is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. The organization will review its documents on file once per year, in the first

quarter of the year, and will destroy records and documents that have surpassed their retention period.

Document destruction will be suspended immediately, upon any indication of an official government investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the official government investigation or the resolution of the imminent or filed lawsuit.

## **5. Compliance.**

Failure on the part of employees and or volunteers to follow this policy can result in possible civil and criminal sanctions against Winona Figure Skating Club and its employees and or contractors and possible disciplinary action against responsible individuals. The executive committee will periodically review these procedures with Winona Figure Skating Club's certified public accountant to ensure that they are in compliance with new or revised regulations.