

Cody Figure Skating Club Policies & Procedures

The Cody Figure Skating Club thrives on the dedication and support of its volunteers, who, besides handling administrative responsibilities, coordinate practical matters and facilitate events. We expect a cooperative attitude from our members to periodically contribute to the collective interest of the club.

Code of Conduct

By applying for membership with the club, members agree to abide by the US Figure Skating Code of Conduct for their role within the club (Skater, Parent/Guardian, and/or Coach). All can be found on the U.S. Figure Skating website.

Grievance Policy

The grievance/conflict resolution policy is a separate document labeled CFSC Conflict Resolution Policy that can be found on our website.

Board Rules

The Policy & Procedure Guide determines the roles of the board at large. Members of the Board must sign the USFS SafeSport Club Board Member agreement and abide by it. The Bylaws are removed from the Policies and Procedures Guide and exist as their own document. Board members must be registered US Figure Skating members and adhere to the US Figure Skating Code of Conduct and SafeSport guidelines. Learn to Skate and USFS fees and background checks for non-coaches are paid by board members. Board members, whether skaters, parents, or coaches, should take into consideration that they represent all skill levels enrolled in club programming. In cases of discrepancies between documents, the Bylaws document takes precedence over the Policy & Procedure Guide.

Board Meetings

Ensure all CFSC Board members are provided with an opportunity to place items on the agenda. All agenda items will be submitted at least three calendar days prior to the regular scheduled meeting to the President or, in his/her absence, the Vice President via the band app or email. Agenda items can be requested by both general club members and by Board members. The Board is the sole authority over its own agenda. Only those issues that are within the board's chosen area of responsibility will consume board time. Any member in good standing of the CFSC may attend meetings of the Board. If a Board member is unable to attend, the member reports to the secretary or to the President and is responsible for providing any needed updates to the board ahead of the meeting.

Agenda items shall follow the format below and contain the following information:

- Date and location of meeting
- Attendance
- Call to Order
- Review previous minutes
- Reports
- Discussion items
- Schedule next meeting
- Adjournment

The prior meeting's minutes, treasurer's report, will be posted to the board members for review at least 3 calendar days prior to the scheduled board meeting.

The completed agenda will be published by the secretary or the president, electronically, to members of the board at least two calendar days prior to the regularly scheduled meeting. In the absence of the secretary or the president, the vice president will assume this responsibility. The meeting will be conducted according to the modified Roberts' rules of order. Board members are obligated to prepare for the meeting to participate productively in the discussion.

Lack of preparation on the part of the individual Board Member will not impede the remaining members of the board from proceeding with a discussion, decision, and action on any item. Time frames will be honored. The chairperson shall inform the meeting five minutes before the end of the time period to determine whether the meeting will extend the discussion on the agenda, or table the discussion on the agenda item. Responsibility areas and time frames shall be determined and shall be recorded by the secretary prior to moving away from the item.

Meetings of the board shall be at the call of the president and shall be posted on the Band app at least one week in advance, except in emergency situations, in which case discretion and common sense shall prevail. Board member attendance at regularly scheduled board meetings is mandatory, except for prior notice being given to the President. The secretary will ensure that minutes of the meetings of the board are recorded and published as soon as possible after the meeting to all members.

All formal requests of the board will be directed in writing to a board member, who will forward the request to any board members who were not copied on the original communication. Members making such requests should not expect a response from the board until after the next regularly scheduled board meeting. Responses to such requests will be provided via email by the board. Items received after the 5-day calendar deadline for agenda items will be added to the following regularly scheduled board meeting agenda. If the request is deemed to be urgent by the president, the agenda of the earliest meeting may be amended at the president's discretion.

Board Members

Board members will not receive any paid fees for their service on the board. However, individuals who receive payment for their roles as coaches or skate directors may also serve as board members. The division of paid duties for such individuals is clearly outlined in their respective contracts.

Removal of Board member

Non-attendance at three consecutive meetings with or without prior notice to the president throughout the year will be considered grounds for cessation of term. Breaches of the code of conduct can be called into review by the board and can be considered grounds for cessation of term. Upon the decision that the grounds for cessation of Board Membership have been established, a majority vote of the remaining board members shall decide the motion. Board members will be responsible for reimbursing their onboarding expenses (membership and background check) for the current membership year.

Board Member Resigns

In the event a CFSC Board member resigns, the current Board members may appoint a CFSC member to fill in the vacant board position or choose to leave the position vacant until the annual meeting, where the general membership shall elect new board members. The Vice President, as Chair of the nominating committee, will research and suggest possibilities for potential board member appointees. Board members resigning for reasons not including medical or relocation will be responsible for reimbursing their onboarding expenses (membership and background check) for the current membership year.

Committees

The Creation or dissolution of any committee, along with its composition, duties, powers, and procedures, will be decided in consultation with the Board. Committees appointed by the Board do not possess decision-making authority and remain accountable to the Board. A committee can be formed/dissolved at any time to take the lead on CFSC Board projects. Not limited to fundraising, special events, competition test sessions, workshops, and clinics.

Committee Chairs:

Committee chairs will be board members. Members will volunteer for chair positions or be appointed by the President. Committee chairs will ask for volunteers after board elections and appoint their respective committee members, reporting their names to the board by the end of September. Board members can hold more than one chair position and be involved in other committees. It is at the discretion of the board to form committees as needed.

Travel expenses

The board will vote to give permission for Executive member(s) to attend an out-of-town activity that will incur expenses such as mileage, accommodation, or meal allowance. If the expenses are to be incurred at an out-of-town event, an estimate of the intended expenses will be provided at the time of the request. Mileage rates shall be paid at the rate of the current US Federal rate.

Hotel expenses shall be reimbursed at cost once receipts are provided. Meals can be paid up to the rate of \$10.00 per day for breakfast, \$15.00 per day for lunch, and \$25.00 per day for dinner. Gratuity for private accommodations may be permitted upon request for a total amount not exceeding \$25.00 for the duration of the stay.

Gifts

Miscellaneous gifts may be purchased for club members or non—members upon majority approval by the board.

Coaches

All coaches/instructors who are members of CFSC must be registered coaches in good standing and published as such by the US Figure Skating. Coaches will submit written or emailed proof of current liability insurance to the club upon request.

Note: Non-compliant coaches who attempt to coach at a test session or competition are subject to disciplinary action by USFS and/or the organization and will not be allowed to be with skaters in event areas. Further, a CFSC coach's membership may be categorized as "not in good standing" if found to have done so after the fact. Coaches must abide by the USFS Coaches 'Code of Ethics, Standards, and always conduct, as referenced by US Figure Skating.

Payments

All payments for services to coaches, guest coaches, and the skate director are private contractors and can be renewed or discontinued as per their individual contracts at the discretion of the board.

Communication

The club communicates group announcements through the BAND app, as it is all-inclusive with calendars, reminders, and other features. The club email will remain active and maintained as a way for board members to communicate with other clubs, judges, and as a way for skaters to reach out with sensitive inquiries and registration purposes. The board may deviate from this if other means of communication are considered more effective in the future.

The CFSC website is used for general affairs and promotional purposes. The association also uses Instagram and Facebook for the same purposes. Sensitive information that includes coaches, staff, or named skaters should be discussed in a closed session where minutes are retained but not distributed for review by the membership. The Club bulletin board, website, and social media are for the purpose of promoting the Club and sharing Club information.

Board members must approve all items before they are posted on the Riley Arena bulletin board and website. Material and advertisements may be removed when outdated or by request. No other club or organization information shall be posted on the Club bulletin board or website other than CSFS without prior approval from a Board member.

Privacy of Members

For the privacy of club members, only Board members should have access to skater email addresses and additional contact information, and they should be used for club business only. Use discretion and common sense with confidential information. All Club members' personal information needed for US Figure Skating memberships (other than approved email and/or phone number for club business) will be confidential and not shared with any other board member. Account and card numbers used in financial transactions will be protected from theft and misuse.

Logo Use

The Cody Figure Skating Club (CFSC) logos have been created by professional graphic artists using CFSC funds. All logo styles have been voted on by the CFSC board and are available for club use and not intended for personal use. The CFSC board recognizes the need for the use of the logo for personal use under special circumstances, but written permission from the CFSC board must be obtained each time before any personal use of the logo. In addition, logos can only be used by individuals for personal purposes and not for items for sale, gift, or profit.

For personal use, the logos cannot be changed in any way from their original appearance (colors, fonts, designs). If expanded, the logos must be kept in the original ratios of width and length. Stretching that can distort the logo/s is not permitted. After receiving the initial approval from CFSC, an individual must provide proof of the logo they intend to use to the CFSC board for approval.

The CFSC board recommends that Club skaters wear club-sponsored logo items when representing the club at competitions, club ice, and club events, as these show club pride and promote camaraderie among skaters. If a coach is conducting business as their own clinic or workshop, or private lessons not in conjunction with the club or another U.S. Figure Skating club (i.e.: attendees are not a current member of a US Figure Skating/Learn to Skate), we ask the coach not to wear the club logo at such events where they do not directly represent the club or the club's skaters. Wearing other club logos while representing CFSC is considered in poor taste and will not be tolerated.