



RIVER LAKES FIGURE SKATING CLUB (RLFSC)
HANDBOOK

RLFSC Handbook

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RIVER LAKES FIGURE SKATING CLUB MISSION STATEMENT AND OBJECTIVES

The River Lakes Figure Skating Club's mission is to provide a safe, fun experience to instill a lifelong love of skating.

The objectives of the Club are adopted from Learn to Skate USA and are as follows:

1. To teach children the fundamentals of ice skating while building confidence and skills through each lesson.
2. Provide a progressive curriculum that ensures success from the first steps on the ice to the mastery of advanced skills.
3. Promote the health and fitness benefits of ice skating.
4. Equip each participant with the foundation necessary to reach their goal, be it recreational or competitive in nature

RIVER LAKES FIGURE SKATING CLUB BY-LAWS

ARTICLE I NAME AND CORPORATION

Section 1. Name: The organization shall be known as River Lakes Figure Skating Club (RLFSC).

Section 2. Incorporation. The Club was incorporated under the Laws of the State of Minnesota on January 20, 1999, as a non-profit corporation.

Section 3. Offices. This Club shall have its headquarters in the ice arena at 319 Central Avenue South, Richmond, Minnesota 56368.

ARTICLE II PURPOSE

Section 1. The purposes of the Club are: to encourage in the instruction, practice, and advancement of the members in any or all of the disciplines of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; and to carry out the general policies and objectives of the United States Figure Skating Association, Learn to Skate USA.

Section 2. RLFSC is organized exclusively for educational purposes as described under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code.

Section 3. The RLFSC purposes does not expressly empower us to engage, other than as an insubstantial part of our activities that do no further one or more of those purposes.

Section 4. The RLFSC purpose does not empower us to directly or indirectly participate in or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE III OFFICERS

Section 1. Titles. The officers shall be the President, Vice President, Secretary, Public Relations, and Treasurer. The Club shall hire a Director and Coaching Chair. All officers must be members of Learn to Skate USA and have designated the corporation as their home club.

Section 2. Duties of the President. It shall be the duty of the President to take charge of the Club; to preside at all meetings of the Club and the Board of Directors. The President shall have the entire supervision and management of the Club and it's property, pending the action of the Board of Directors; the power to suspend any member for violating the by-laws or regulations of the Club, pending the approval of the Board; to call special meetings and Club meetings. The President, together with the Secretary, shall sign all agreements and contracts made by the Club upon the approval of the Board of Directors.

Section 3. Duties of the Vice President. It shall be the duty of the Vice President, if any, to assist the President in the discharge of his/her duties and in the absence of the President, to assume the duties and officiate in his/her stead.

Section 4. Duties of the Treasurer. The Treasurer shall have charge of the funds of the Club and shall keep a record of all receipts and disbursements and shall render a verbal report at each Board meeting and written report as requested. Disbursements shall be made only upon vouchers approved by the Board of Directors. The Board of Directors has the power, whenever, they deem it necessary, to appoint an acting treasurer. The Funds shall be deposited in the name of the Club in a bank approved by the Board of Directors, or in securities approved by the Board of Directors. All disbursements by check shall be approved by the Board of Directors and signed by the Treasurer or the President or another designated officer or member of the Board of Directors. The Treasurer shall not withdraw from the Club savings account, or other investment, any funds earned in a prior year except upon the vote of majority of Directors. The Treasurer shall prepare a yearly financial report. The annual financial report will be given to an accountant for preparation of all year-end filings for all government agencies, where required.

Section 5. Duties of the Secretary. It shall be the duty of the Secretary to keep the minutes of the meeting of the Club and the Board of Directors, to supervise all reports and documents connected with the business of the Club, and issue notices of all meetings of the Club and Directors. The Secretary will be responsible for providing meeting minutes to members.

Section 6. Duties of the Public Relations. It shall be the duty of the Public Relations to supervise all correspondence on advertising and promotion of the Club. The Board of Directors shall approve all publications and announcements.

Section 7. Duties of the Coaching Chair. It shall be the duty of the Coaching Chair to be a liaison between the coaches and the parents and to work to advance the quality of skaters. The Coaching Chair will oversee the coaching staff.

Section 8. Duties of the Director. The purpose of the club Director is to oversee the club's membership operations and assure that the club members are in compliance with the requirements of Learn to Skate U.S.A.

Section 9. Vacancies. If any of the foregoing offices become vacant by reason of death, resignation, removal or otherwise, the Board of Directors shall elect a successor who shall hold office for the unexpired term.

Section 10. Removal. Any officer, Director, or Coaching Chair may be removed from office by the unanimous vote of the Directors voting at a special meeting called for this purpose. The person under consideration for removal shall not vote.

ARTICLE IV BOARD OF DIRECTORS

Section 1. Qualification. Directors must be voting members of the corporation who have designated the corporation as their Home club under the applicable rules of the United States Figure Skating Association and Learn to Skate USA.

Section 2. Number and Term of Directors. There shall be a Board of Directors composed of at least three (3) regular members of the Club. A maximum of one (1) ineligible or restricted member may be on the Board of Directors. Each director shall hold office for the term of which he or she is elected or until his or her successor is elected and qualified.

Section 3. Vacancies. In the event of a vacancy on the Board of Directors, it shall be filled by vote of the remaining Directors by a senior member in good standing who has been a Club member for at least one year. Such appointed Director shall fill unexpired term of the vacated Director position or complete the year.

Section 4. Quorum. A majority of the Directors shall constitute a quorum.

Section 5. Action by Unanimous Written Consent. If and when the Directors shall severally or collectively consent in writing to any action to be taken by the corporation, the action shall be a valid corporate action as though it had been authorized at a meeting of the Board of Directors.

Section 6. Power to Make Bylaws. The Board of Directors shall have power to make and alter any Bylaws including fixing the number of Directors, provided that the Board shall not make or alter any Bylaws fixing the qualifications, classifications or term of office of any member of the then existing Board.

Section 7. Power to Elect Officers. The Board of Directors shall select a President, a Vice-President, a Secretary, Public Relations, and a Treasurer.

Section 8. Power to Appoint Other Officers and Agents. The Board of Directors shall have power to appoint such other officers and agents as the Board may deem necessary for transaction of business of the cooperation.

Section 9. Removal of Officers and Agents. Any officer or agent may be removed by the Board of Directors whenever, in the judgement of the Board, the business interests of the corporation will be served by this action.

Section 10. Power to Fill Vacancies. The Board shall have power to fill any vacancy in any office occurring from any cause.

Section 11. Delegation of Powers. For any reason deemed sufficient by the Board, whether occasioned by absence or otherwise, the Board may delegate all or any of the powers and duties of any officer to any other officer or Director, but no Officer or Director shall execute, acknowledge or verify any instrument in more than one capacity.

Section 12. Compensation. The compensation of Directors may be fixed by the Board.

Section 13. Authority. The Board shall have the entire authority in the management of affairs and finances of the Club and shall have general control of all its property. All rights and powers connected therein shall be vested in them. The Board shall make such rules as they deem proper respecting the use of the Club's property; prescribe rules for admission of strangers; fix penalties for offenses against the rules; and make rules for their own government and for the government of committees appointed by

them. The Board may appoint a Membership Chair, a Test Chair, and other committee chairs as the Board may choose to create from time to time.

Section 14. Financial Duties. The Board of Directors shall make all appropriations from the funds of the Club. The Board of Directors shall audit records of the Secretary, Treasurer, and other committees. They shall prepare and submit to the stated annual meeting a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet it. The Board shall be responsible for filing federal and state income tax returns yearly and perform any other duties deemed necessary by the Board. The Board shall have the power to limit the indebtedness of a member of the Club.

Section 15. USFSA Delegates. The Board shall appoint from among its registered members a number of delegates in proportion to the total number of registered members of such member Club during the preceding fiscal year as specified in the USFSA Bylaws, Article XV. The delegates shall be representative(s) between the Club and the Association and shall attend the USFSA Governing Council meeting, either in person or by proxy. Said Club shall file a certificate of such appointment with the Association and the Association shall provide the certificate.

ARTICLE V MEMBERSHIP

Section 1. Candidates for membership shall be individuals interested in the objects of the Club who conform to the definition of eligible or ineligible skater as specified in the rules and constitution of the United States Figure Skating Association, Learn to Skate USA. A benefit offered to our club members is participation in the RLFSC Annual Spring Show. In order for a skater to be eligible to participate in our show, the skater must designate RLFSC as their club affiliation in the Learn to Skate USA system, and the skater MAY NOT represent any other club at any skating competition, skating exhibition, or skating show.

Section 2. Application for Membership. Applications for admission, with appropriate fees, shall be submitted to the Board or Membership chairman and the Membership Chairman shall submit all applications to the Board of Directors for their approval.

Section 3. Termination and Suspension of Membership. Any member's membership may be terminated by the majority vote of the Board of Directors. Notice shall be given to the said member by registered mail at his or her address as it appears on the Club records within ten (10) days of the termination. Termination and/or suspension of membership does not relieve the terminated or suspended member from any obligation for charges incurred, services or benefits actually rendered, dues, assessments, or fees arising from contract or otherwise. Appeal rights shall be governed by the USFSA rules and by laws.

Section 4. Voting Rights. Members of the Club shall have voting rights, one vote per each parent or legal guardian.

Section 5. Quorum. Thirty present members who are entitled to vote and are in good standing shall constitute a quorum for the transition of business.

ARTICLE VI MEETINGS

Section 1. Time. There shall be at least one annual stated Club membership meeting each year. A stated meeting shall be held within one month after the skating season opens in the fall, or within one month after the skating season closes in the spring.

Section 2. Special meetings by Members. The Secretary shall call special meetings at the direction of the President, upon the written request of ten (10%) percent of the Club members in good standing, or by majority of the Board of Directors. No business shall be transacted at a special meeting except that of which notice was given.

Section 3. Notices of meetings of Members. Notices of stated and special meetings shall be mailed by the Secretary to every member at least to ten (10) days in advance thereof, and/or shall be posted by the Secretary for the same length of time on the Club bulletin board.

Section 4. Regular meetings of the Board. Regular meetings of the Board of Directors shall be held no less frequently than once each calendar quarter. At such time and place as the Board of Directors shall from time to time determine. No notice of regular meetings of the Board shall be required.

Section 5. Special meetings of the Board. Special meetings of the Board of Directors may be called by the President or a majority of the Board of Directors at any time by means of written notice by mail or electronic communication of the time, place, and purpose of the meeting to each Director, but action taken at any such meeting shall not be invalidated for want of notice if the notice shall be waived as provided below.

Section 6. Waiver of Notice. Notice of time, place, and purpose of any meeting of the members or of the Board of Directors may be waived by fax, electronic mail or other writing either before or after the meeting has been held.

ARTICLE VII DISCIPLINE

Any member or members having complaint against another member for the infraction of any law or rule, or for conduct injurious to the Club, may report the same, in writing, to the Board of Directors. Such complaints shall set forth the facts of the case, together with the names of witnesses, if any. After receiving such a complaint, a meeting of the Board of Directors shall be held as soon as practicable to investigate the same. The complaint (s) and the member complained against shall be given copies of any written statements regarding the complaint and shall be notified at least seven (7) days prior to a hearing date.

ARTICLE VIII FEES, DUES, and ASSESSMENTS

The annual dues payable to the corporation shall be in such amount as determined from time to time by the Board of Directors.

**ARTICLE IX
FISCAL YEAR**

The fiscal year shall run from July 1st through June 30th, until such time as the Board of Directors adopts a different fiscal year.

**ARTICLE X
MEMBERSHIP IN THE USFSA**

The Club shall maintain its membership in the USFSA and conduct its affairs in a manner consistent with the bylaws of the association. Members shall conduct themselves in a manner consistent with the codes and ethics as stated by the USFSA and the United States Olympic Committee. The Club shall follow the provisions of the U.S. Internal Revenue Code, Sec. 501(c) (3).

STATEMENT ON NON-DISCRIMINATION OR ANTI-HARRASSMENT

It is the policy of RLFSC to maintain an environment that is free from offensive conduct, harassment, and violence based on race, national origin, gender, religion, disability, age, marital status, status with regard to public assistance, sexual orientation or disability discrimination, harassment, and violence.

It shall be a violation of this policy for any employee of RLFSC to engage in offensive or harassing verbal or physical conduct of a sexual nature or regarding race, national origin, gender, religion, disability, and age, status with regard to public assistance, marital status, or sexual orientation towards any RLFSC employee, officer, agent, or member of the public.

It shall be a violation of this policy for any RLFSC employee to inflict, threaten to inflict, or attempt to inflict sexual violence or violence based on religion, race, gender, marital status, status with regard to public assistance, sexual orientation, age, national origin, or disability, upon any agent, employee, officer, or member of the public seeking services or accommodation from RLFSC.

RLFSC Board of Directors will act to investigate all complaints, either formal or informal, verbal or written, of offensive, harassing, or violent conduct of a sexual nature or based upon religion, national origin, race, gender, sexual orientation, marital status, status with regard to public assistance, age, or disability, and to discipline or take appropriate action against any employee, agent, officer, commissioner, or other elected official who is found to have violated this policy.

This is applicable between a supervisor and an employee, between co-workers or peers, between an employee or member of the public, between a board member or another appointed official or member of the public.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at RLFS, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual orientation, age, national origin, disability, marital status, status with regard to public assistance or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

RLFS Board of Directors has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the appointed Employment liaison of the RLFS.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.

River Lakes Figure Skating Club
Position Title: PRESIDENT
Length of term: 2 year

Purpose of the position: To ensure that all business pertaining to the Club is in order; and that the Club operates within the rules established by the Bylaws, Learn to Skate USA, RLFSC handbook and all other rules and laws pertaining to a non-profit organization.

Responsibilities and duties include but are not limited to:

1. It shall be the duty of the President to take charge of the club.
2. To preside at all board meetings of the club and other meetings as assigned.
3. The President shall be responsible for the entire supervision and management of the club and its property.
4. The President will have the power to suspend any member for violating the bylaws or regulations of the club, pending the approval of the Board.
5. The President may call special meetings and club meetings.
6. The President will conduct officer elections in the spring of each year.
7. Reviews and coordinates grievance statements.
8. Other duties as assigned.

River Lakes Figure Skating Club
Position Title: VICE-PRESIDENT
Length of term: 2 year and then serve as President of the Club

Purpose of this position: To ensure that all business pertaining to the Club is in order; and that the Club operates within the rules established by the Bylaws, U.S. Figure Skating, RLFSC handbook and all other rules and laws pertaining to a non-profit organization

Responsibilities and duties include but not limited to:

1. It shall be the duty of the Vice President to assist the President in the discharge of his/her duties and in the president's absence to assume his/her duties and officiate in his/her absence.
2. The Vice-President shall assist the President and shall perform such duties as may be assigned to them by the Board of Directors of the President.
3. To preside at all meetings of the Board of Directors.
4. Serve as an Employment liaison as directed.
5. Other duties as assigned.

River Lakes Figure Skating Club
Position Title: TREASURER
Length of term: 2 year

Purpose of this position: To be the sole individual responsible for financial actions and financial recordings of the Club. The Treasurer shall have charge of the funds of the club and shall keep a record of all receipts and disbursements and shall render a written report when requested by the President or Board of Directors.

Responsibilities and duties include but not limited to:

1. Be responsible for payroll for paid board members and coaching staff as well as payroll taxes and mandated payroll reporting in accordance with Federal and State recording guidelines.
2. Pay out reimbursements and pay bills incurred by the Club in a timely fashion.
3. Keep a register of the Club checkbook.
4. Keep track of all club members' tuition payments to include collection for regular season fees, show season fees and keep members regularly informed when payments are due and balances owed.
5. Report to the President and Board of Directors a financial report.
6. Provide start up cash to chair organizers for fundraising events.
7. Be responsible for handling tax issues of Club or for finding a resource to handle these issues.
8. Help in the budgeting process for the Club.
9. Help provide a checks and balance system for the Club's finances.
10. Make bank deposits and render all bank dealings.
11. Attend board meetings and report monthly financial reports.
12. Must pass a background check.
13. Receives a weekly administrative wage as determined by the RLFSC Board annually.
14. Other duties as assigned.

River Lakes Figure Skating Club

Position Title: SECRETARY

Length of term: 2 year term

Purpose of this position: To be the sole individual responsible for delivering and recording all communications of the Club. It shall be the duty of the Secretary to keep the minutes of the meeting of the Club and of the Board of Directors and to supervise all reports.

Responsibilities and duties include but not limited to:

1. Supervise correspondence of the Club.
2. Prepare and issue notices deemed or directed by the Board.
3. Responsible for maintaining the Club's website and social media posts.
4. Responsible for Club handbook updates.
5. Record minutes at each of the Board of Director meetings and distribute to board members.
6. Prepare agenda prior to Board of Director meetings.
7. The Secretary will work with the Public Relations Director to ensure that all forms that are used regularly by the Club (including the membership form, waiver form, coach information form, etc.) are available for viewing and printing from the Club website.
8. Other duties as assigned.

River Lakes Figure Skating Club
Position Title: PUBLIC RELATIONS
Length of term: 2 year term

Purpose of this position: To promote the Club through various forms of media, printed and on-line.

Responsibilities and duties include but not limited to:

1. Public Relations shall work with local newspapers, events calendar, and community education to promote activities of the club.
2. Reserve rooms for all meetings of the Club and Board of Directors.
3. Promote the club through Social Media.
4. Promote enrollment at the beginning of the season and advertise as necessary to encourage enrollment.
5. Submit advertisements for the annual show.
6. Participate in and/or lead a committee to generate income for the annual show programs. advertisements.
7. Serve as an Employee liaison as directed.
8. Other duties as assigned.

River Lakes Figure Skating Club
Position Title: DIRECTOR
Length of term: Contracted yearly

Purpose of this position: The purpose of this position is to oversee the Club's membership operations and assure that the Club members are in compliance with Learn to Skate U.S.A.

Responsibilities and duties include but not limited to:

1. Handle the yearly membership drive and update membership documents.
2. Respond to questions related to membership issues and work to resolve those issues.
3. Develop programs to provide growth in membership.
4. To work with the Treasurer to develop and organize fundraising activities for the Club.
5. To organize and provide hospitality services at functions the Club holds.
6. To provide a safe environment for its members and to protect the opportunity of its members to participate in the sport in an atmosphere that is free of harassment and abusive practices.
7. Responsible for assuring that members of the Club are current with Learn to Skate U.S.A. memberships.
8. Maintain Club member list and contact information.
9. Responsible for external skating events and competitions, informing the members of events.
10. The Board of Directors oversees the Director and provides feedback on performance.
11. Receives an administered wage as determined by the RLFSC Board annually.
12. Must pass a background check.
13. Work with the Coaching Chair to contract Fall/Winter ice with River Lakes Arena; contract summer ice when/where available.
14. To be considered a candidate for a Director position the candidate must have served on the Board of Directors, hired as a coach or have been a member of the RLFSC for a minimum of 2 years.
15. Annually the Board of Directors will review performance and determine if the contract is renewed.
16. Other duties as assigned.

Hours of Work: Approximately 2-5 hours/week during the skating season (October-March) but could vary dependent on special event or performance needs.

Compensation: The Director will receive an administrative wage of \$25/week from October through March (RLFSC meeting minutes 2019). This wage is subject to change and will be reviewed annually.

River Lakes Figure Skating Club
Position Title: COACHING CHAIR
Length of term: Contracted yearly

Purpose of this position: The purpose of this position is to be a liaison between the coaches and the parents and to work to advance the quality of skaters. The Coaching Chair will oversee the coaching staff. In addition, the Coaching Chair will also comply with the Skating Instructor job description.

Responsibilities and duties include but not limited to:

1. Hire and supervise coaches.
2. Conduct regular coach meetings.
3. Responsible for yearly coach performance review.
4. Organizes group lessons and assigns coaches to lessons.
5. Prepares the weekly group lesson schedule and the schedule of practice ice for the Club's show.
6. Manages a list of paid, private lesson instructors.
7. Collects the necessary employment information from coaches so that they can be paid through the Club's financial accounts.
8. Prepares and submits the necessary paperwork for the Club to operate and allow access to the rink.
9. Promote ethical and professional conduct within all coaches and parents, as well as demonstrate appropriate and professional behaviors when coaching and communicating to skaters and members of the Club.
10. Report to the Board of Directors to which they will provide feedback on performance as necessary.
11. Serves as a representative to promote skating competitions.
12. Oversee skater evaluations and update skater list(s) after evaluations.
13. Work with the Director to contract Fall/Winter ice with River Lakes Arena; contract summer ice when/where available.
14. Keep track of badge inventory.
15. To be considered a candidate for a Coaching Chair position the candidate must have been hired a coach with the RLFSC for a minimum of 2 years. This is subject to change depending upon the qualifications of the applicants.
16. Annually the Board of Directors will review performance and determine if the contract is renewed.
17. Other duties as assigned.

Hours of Work: Approximately 2-5 hours/week during the skating season (October-March) but could vary dependent on special event or performance needs.

Compensation: Coaching Chair will receive an administrative wage of \$25/week from October through March (RLFSC meeting minutes 2019). This wage is subject to change and will be reviewed annually.

River Lakes Figure Skating Club
Position Title: SKATING COACH/INSTRUCTOR
Length of term: Contracted yearly

Purpose of this position: Responsible for the teaching of the basic fundamentals of skating. Demonstrate proper use of equipment, techniques and methods of proper movements to achieve proficiency in activity. Instruction must follow the United States Figure Skating Associations Basic Skills program format and any specific Club direction. Explains and enforces safety, rules, and regulations. Keeps records and helps coordinate events. The Instructor is also responsible for keeping the Coaching Chair, parent(s) or guardian(s) informed of activities and problems.

Responsibilities and duties include but not limited to:

1. Provide skating instruction to youth according to Learn to Skate, USA.
2. Evaluate skaters and advanced skaters when skills are mastered.
3. Attend regular coach meetings.
4. Encourage appropriate behavior of skaters.
5. Assist in the development of student and volunteer coaching staff.
6. May be required to select music and choreograph a program for the annual show.
7. Role model appropriate behavior by maintaining the dignity and integrity of the RLFSC.
8. Respect facilities, participants, and staff.
9. Use appropriate language.
10. Promote ethical and professional conduct of all coaches and parents.
11. Notify the Coaching Chair regarding absences.
12. Other duties as assigned.

Qualifications:

1. Must be at least 18 years of age.
2. Must be a member of USFSA Learn to Skate.
3. Must like working with children, have effective communication skills and display maturity.
4. Must be a member of the RLFSC.
5. Previous coaching experience is preferred.
6. Must have the ability to engage and motivate young children and adolescents.
7. Must work as a member of a team.
8. Must maintain continuing education credits.
9. Must have a Safe Sports Compliance Certificate.

Hours of Work: Approximately 2-5 hours/week during the skating season (October-March) but could vary dependent on special event or performance needs.

Compensation: Instructors will be hired at minimum wage or above based on qualifications and experience.

River Lakes Figure Skating Club
Position Title: JUNIOR SKATING INSTRUCTOR
Length of term: Contracted yearly

Purpose of this position: Responsible for the teaching of the basic fundamentals of skating. Demonstrate proper use of equipment, techniques and methods of proper movements to achieve proficiency in activity. Instruction must follow the United States Figure Skating Associations Basic Skills program format and any specific Club direction. Explains and enforces safety, rules, and regulations. Keeps records and helps coordinate events. The Instructor is also responsible for keeping the Coaching Chair and parent(s) or guardian informed of activities and problems.

Responsibilities and duties include but not limited to:

1. Provide skating instruction to youth according to Learn to Skate.
2. Attend regular coach meetings.
3. Encourage appropriate behavior of skaters.
4. May be required to select music and choreograph a program for the annual show.
5. Role model appropriate behavior by maintaining the dignity and integrity of the RLFSC.
6. Respect facilities, participants and staff.
7. Use appropriate language.
8. Promote ethical and professional conduct of all coaches and parents.
9. Notify the Coaching Chair regarding absences.
10. Other duties as assigned.

Qualifications:

1. Must be at least 16 years of age.
2. Must be a member of USFSA Learn to Skate.
3. Must like working with children, have effective communication skills and display maturity.
4. Must be a member of the RLFSC.
5. Previous coaching experience as a volunteer coach for one season is required.
6. Must have the ability to engage and motivate young children and adolescents.
7. Must work as a member of a team.

Hours of Work: Approximately 2-5 hours/week during the skating season (October-March) but could vary dependent on special event or performance needs.

Compensation: Instructors will be hired at minimum wage or above based on qualifications and experience.

River Lakes Figure Skating Club
Position Title: VOLUNTEER ASSISTANT SKATING INSTRUCTOR
Length of term: Contracted yearly

Purpose of this position: Responsible for the teaching of the basic fundamentals of skating. Demonstrate proper use of equipment, techniques and methods of proper movements to achieve proficiency in activity. Instruction must follow the United States Figure Skating Associations Basic Skills program format and any specific Club direction. Explains and enforces safety, rules, and regulations. Keeps records and helps coordinate events. The Instructor is also responsible for keeping the Coaching Chair and parent(s) or guardian informed of activities and problems.

Responsibilities and duties include but not limited to:

1. Provide skating instruction to youth according to the Learn to Skate.
2. Attend regular coach meetings.
3. Encourage appropriate behavior of skaters.
4. May be required to select music and choreograph a program for the annual show.
5. Role model appropriate behavior by maintaining the dignity and integrity of the RLFSC.
6. Respect facilities, participants and staff.
7. Use appropriate language.
8. Promote ethical and professional conduct of all coaches and parents.
9. Notify the Coaching Chair regarding absences.
10. Other duties as assigned.

Qualifications:

1. Must be at least 15 years of age, before October of the current season.
2. Must be a member of USFSA Learn to Skate.
3. Must like working with children, have effective communication skills and display maturity.
4. Must be a member of the RLFSC.
5. Must have the ability to engage and motivate young children and adolescents.
6. Must work as a member of a team.

Hours of Work: Approximately 2-5 hours/week during the skating season (October-March) but could vary dependent on special event or performance needs.

Compensation: No compensation for this position.

ELECTION AND HIRING PROCESS

Election Process:

1. Members who are interested in being on the Board of Directors will submit a note of interest to the Board. Current board members may desire to be reelected.
2. The Board will review each candidate and determine if the candidate meets criteria.
3. If more than one candidate is interested in a position then an election will be held.
4. The Board will determine how the election process will take place, such as paper and pencil or electronic submission.
5. The candidate with the most votes will become the new member of the Board.
6. If no one is interested in a position then the current board member has the option of staying on for another term.

Hiring Process:

1. The Director of the RLFSC is an application process. Interested members in this position must have served on the RLFSC Board, hired as a coach or been a member of the RLFSC for a minimum of two years.
2. Each year the Board of Directors will review the job description and determine if the candidate has met the objectives of the job. If the Board of Directors feels that the candidate has met the job objectives they will be offered to remain in the position for another year. If the Board of Directors feels the candidate has not met the objectives of the job then the candidate will be given recommendations to improve upon for the next year. If the candidate does not meet these objectives or the Board feels the candidate has violated a policy, procedure, bylaw or has not met expectations then the candidate will not have their contract renewed.
3. The Coaching Chair of the RLFSC is an application process. Interested members in this position must have coached with the RLFSC Club for a minimum of two years. External candidates may be considered upon review and with special circumstances.
4. Each year the Board of Directors will review the job description and determine if the candidate has met the objectives of the job. If the Board of Directors feels that the candidate has met the job objectives they will be offered to remain in the position for another year. If the Board of Directors feels the candidate has not met the objectives of the job then the candidate will be given recommendations to improve upon for the next year. If the candidate does not meet these objectives or the Board feels the candidate has violated a policy, procedure, bylaw or has not met expectations then the candidate will not have their contract renewed. If there is no appropriate internal candidate an external candidate may be considered pending Board review.
7. The Coaching Chair will seek applications for skating coaches. The Coaching Chair and one other member of the Board will interview each candidate and determine which candidate should be hired. The Coaching Chair will present each candidate to the Board and the Board will make the final determination of which candidate should be offered the position.
8. Coaching staff, Treasurer, and Director are subject to passing a background check.

FINANCIAL

1. RLFSC Treasurer is responsible for the finances of the club.
2. The cost of lessons are determined by the Board of Directors and will be reviewed annually.
3. If a club member or coach purchases supplies on behalf of the Club, they need to obtain approval from the Board. If the member purchases supplies prior to approval from the Board, they may not get approval of reimbursement. The member shall complete the Club reimbursement form found on the website and submit to the Board for approval. The materials that are reimbursed will belong to the Club.
4. The Coaching Chair's fees associated with renewing his/her membership in order to be eligible to yield testing sessions for Club members will be reimbursed by the Club. This may include but is not limited to, the fees for background check, liability insurance, full membership cost, and continuing education credits. This will not include any late fees associated with completing the above.
5. Reimbursement, partial or full, to any other coaching staff will be at the discretion of the Board and voted on by the Board upon request by the coach that will be requesting membership for the USFS testing requirements.
6. Coaches may be reimbursed on the understanding that they will work with Club members that are intending to test with the USFSA.
7. Coaching Chair and Director will receive an administrative wage of \$25/week from October through March (RLFSC meeting minutes 2019). This wage is subject to change and will be reviewed annually.
8. Treasurer receives an administrative wage of \$25/week from October through April (RLFSC meeting minutes 2019). This wage is subject to change and will be reviewed annually.
9. Senior skaters receive a gift from the RLFSC that typically consists of a senior banner and flower bouquet. This is subject to change each year and the cost covered by the RLFSC is determined by the board annually.
10. Attendance of time is recorded by each employee and submitted by the first of each month as prescribed by current standards. Employee time records are RLFSC records, and care must be exercised in recording the hours worked. Each employee is responsible for his/her own recordkeeping. Employees are not to submit hours for other employees.
11. All financial decisions are reviewed and approved by the Board of Directors.
12. If a member of the club desires reimbursement for supplies they must complete the reimbursement form. All supplies will then become the property of RLFSC.

GRIEVANCE POLICY AND DISCIPLINARY ACTION

1. First incident: A verbal statement of infraction will be given by the Coaching Chair.
2. Second incident: Written documentation of the infraction, improvement plan, and possible probation will be discussed. This meeting will be attended by the employee or volunteer assistant, at least one Skating Director aka Employment Liaison and/or Board President. A parent may be asked to attend if the employee or volunteer assistant is less than 16 years of age.
3. No Improvement: Termination will be at the discretion of Coaching Chair, Employment Liaison and/or Board President.
4. Some conduct may be so severe that disciplinary action steps will only prolong the inevitable demotion or termination, or an investigation may be needed to determine the extent of possible wrongdoing. Any employee may be terminated immediately for gross misconduct at the discretion of Coaching Chair, Director and/or Board President.
5. The employee may appeal the termination decision at a closed meeting with the RLFSC Board of Directors. The Coaching Chair will present background information. If a request for a hearing is submitted, the dismissal shall be stayed until the hearing is completed and the Board renders its decision. Any period following the recommended date of dismissal shall be without pay.

GROUP LESSONS

1. Skaters are expected to show up on time for their lesson, be ready to skate and be dressed appropriately.
2. Skaters and parent(s) or guardian(s) are expected to communicate with the Coaching Chair or skating instructor if they will not be at their lesson.
3. All new skaters may opt to sign up for just the month of October to see if they like to skate before committing to the entire season.
4. New skaters that continue to skate after the month of October will be committed into the entire season and required to pay for the remainder of the season.
5. All returning skaters that register for the season will be committed into the entire regular (non-show) season.
6. No skater may be on the ice unless it is their scheduled lesson time or there is open practice ice (determined by the Board).
7. No skater may be on the ice unless they have completed a Member application form and are current with membership dues or have permission from the Board.
 - a. “Kick-off to Skating” and “National Skating Month” are special circumstances and any skater not a member of the RLFSC must sign a waiver to skate.
8. Skaters will receive feedback from their coach on their strengths and areas of improvement.
9. Skaters are assigned a coach for group lessons.

PRIVATE LESSONS

1. Skaters are expected to show up on time for their lesson, be ready to skate and be dressed appropriately.
2. Skaters and parent(s) or guardian are expected to communicate with the Coaching Chair or skating instructor if they will not be at their lesson. A fee may be applied depending upon the designated coach’s written policy.
3. Private lessons are offered through RLFSC for a 15, 20, or 30 minute one-on-one session with a coach and skater. Prices and times vary with each coach.
4. Private lessons will need to pay for ice time. Price for ice time will be determined by the Board of Directors annually.
5. If a skater plans to enter any competition or prepare for USFSA testing sessions, they must enroll in private lessons.
6. Skaters have the option of choosing their private skating coach.
7. Skaters, coaches, and parents will determine what the skater would want to work on for each lesson.

8. Coaches will provide each private skater and parent or guardian a list of fees that include hourly (or minute increment) charges per session, competition fees, mileage and other reimbursement charges prior to starting lessons.

SKATER POLICY

1. All skaters must sign a Code of Conduct form.
2. All Skaters must be current with Learn to Skate, USA membership.
3. All Skaters 10 years and under must have a designated adult present in the arena while they are on the ice.
 - a. Skaters who have parent(s) that coach must have a designated person supervising their children when the child is not skating and the parent is coaching.
4. Skaters must wear appropriate clothing, no jeans, hair pulled back, appropriate skates.

PARENT OR GUARDIAN POLICY

1. All parents must sign a code of conduct form.
2. Parents will refrain from inappropriate comments or behavior.
3. Parents will support their skater and encourage the skater to discuss concerns with their skating instructor.

EMPLOYEE POLICY

1. All employees or members of the RLFSC payroll must sign the Code of Conduct Policy and Acknowledgement of the RLFSC handbook.
2. Instructors must have a lesson plan ready each week; be set up with equipment on the ice at the designated starting time for each class and get started immediately. Assistants can be requested to take on this responsibility.
3. All instructors and assistants are required to use their skating instructor manual to ensure teaching of correct terminology and elements.
4. Display an attentive attitude toward your students. Use confident body language to gain students' respect and attention. Use positive feedback as much as possible and clear instructions when teaching.
5. Avoid standing around; standing in one spot as you teach is not acceptable, however, observing and evaluating the skaters in the center of a circular pattern is acceptable.
6. Utilize appropriate games for teaching that are reasonable in time and do not use the entire instruction time.
7. Instructors should guide assistants as needed.
8. Swearing, vulgar or obscene language will not be tolerated during RLFSC practices and events. Control your tone of voice, even if upset or angry.
9. Assistants are expected to assist the instructor with teaching, escort young skaters from the ice, help set up and move cones, and put teaching materials away.

10. If the instructor must remove a student from class due to behavioral issues, the parents will monitor the student until the end of class. At that time, the instructor and Coaching Chair will meet with the student's parents.

ANNUAL SHOW

Each year the RLFSC will host an annual show.

1. Each skater will have the option of participating in the annual show. Our annual show is a benefit to our club members. Club members who participate in our show, must designate RLFSC as their club and the skater MAY NOT represent any other club at any skating competition, skating exhibition, or skating show.
2. The Board of Directors will establish the fee for participation in the annual show at the start of each season.
3. Each family will be required to volunteer for the show; the number of hours needed by each family will be determined by the Board of Directors annually.
4. Show Groups.
 - a. Show groups are determined by the coaching staff and are decided upon their current level and skating ability. Show groups are determined by December so that show costumes will be obtained in a timely fashion.
 - b. Show groups are coached by a member of the coaching staff.
 - i. The "intro" show group is usually coached by either the highest level skater who in the into group, who is also be a paid coach, or a designated member of our coaching staff.
 - ii. Input for the choreography from all members are encouraged.
 - c. Snowplow Sam skaters will be in one number.
 - d. Basic 1 -3 will be in one or two songs but will only be required to purchase one costumes.
 - e. Basic 4 and above will be in two songs and have two different costumes.
 - f. Each group is decided by the skaters current level and skating ability and not by height or age.
 - g. Duets: Skaters must have passed Freestyle 4 or must have passed their Pre-Preliminary Freestyle test with the USFSA.
 - h. Features: Skaters must have passed Freestyle 6 or must have passed their Pre-Juvenile Freestyle test with the USFSA.
 - i. Solos: Skater must have passed their Juvenile Freestyle test with the USFSA.
 - j. Seniors will be allowed to perform a solo, duet, or feature (whichever they choose) for the annual show regardless of their level.
 - k. Any skater doing something "special" in the show must also skate with their level in a group song.
5. Show Costumes.
 - a. Only skaters performing a solo will have input into their costume. All other skaters will purchase approved costumes.
 - b. The Board of Directors have the option of modifying these guidelines.
 - c. The Board of Directors will approve the costume for the parent number. Often the parents wear the annual show shirts.

TESTING

1. Once your child has mastered each element of their current level a minimum of 8 out of 10 times, they will be evaluated by their coach minimally once a month.
2. There may be times that skaters pass levels faster and other levels may take a while for skaters to pass (sometimes a year). Parents and skaters are encouraged to communicate with the coach as to the skater's progress in each level. A coach may ask for input from another member of the coaching staff on a skater's progress or provide suggestions.
3. The skater will receive a badge for each level that they pass.

CONFLICT RESOLUTION POLICY

Process of Conflict Resolution for RLFSC

The Board shall have the power to discipline, suspend or terminate membership in the Club in accordance with policies and procedures set forth in the bylaws and/or club policy handbook. It is the expectation that the Board will make every effort to resolve any conflict or dispute occurring between members. All conflicts brought to the Board will be handled in a timely and confidential manner using due process.

Any member or members having a complaint against another member for an infraction of any bylaw, rule, policy, procedure, or behavioral misconduct may report in writing as outlined below. The complaint must be filed within 15 days of the incident, infraction, or discovery of the alleged violation.

All complaints will be submitted in writing to the Club President and will contain the following information. If the Club President has a conflict of interest in the matter, the complaint will be submitted to another club officer.

1. Name, contact information, U.S. Figure Skating membership number, and signature of the party/parties filing the complaint.
2. Name of the party/parties against whom the complaint is brought.
3. The specific bylaw, rule, policy, procedure or guideline allegedly violated.
4. A statement of the facts surrounding the alleged violation. Include all necessary information such as date and time, location, specific facts, witness and testimony.
5. Description of actions taken to attempt to resolve this matter informally.
6. The desired action or outcome the grievant wishes to be taken to resolve the conflict by the Board.

The club President or officer who has received the complaint will appoint a review panel of three unbiased people from within the Club Board or club membership, not related to or involved with the alleged incident/infraction. The President or officer will name one of the members of the review panel as chair of the review panel. The review panel will evaluate the complaint and determine what, if any, further action is necessary.

If accepted, a copy of the complaint will be sent to the person against whom the complaint has been filed. The parties to the matter will be notified in writing of the names of the members of the review panel. In the event any party believes that a member of the review panel has a conflict of interest, an objection to that member shall be submitted in writing to the Club President or officer within three days of the notification in writing. The objection will indicate with specificity what is the basis of the conflict of interest. The Club President or officer shall determine if the review panel member will be replaced. The decision of the Club President or officer is final. The respondent will have 10 days to respond to the complaint in writing. The review panel will send a copy of the response to the person filing the complaint.

Unless the chair of the review panel determines otherwise, the chair of the review panel will then schedule a meeting with all parties involved within seven days for a full investigation in the matter and come to a decision to resolve the complaint.

The review panel will report the findings and recommendations to the Club Board within seven days of the last meeting scheduled in the matter. The decision will be presented to the Board who may adopt the recommendation, modify the recommendation, or return the matter to the review panel with directions for further investigation and or for further recommendations by the review panel. Once the decision is adopted or modified by the Board the outcome is considered final and will be communicated in writing to both parties within seven days of the action by the Board.

**River Lakes Figure Skating Club
Process of Conflict Resolution**

Any member or members having a complaint against another member for an infraction of any bylaw, rule, policy, procedure, or behavioral misconduct may report in writing as outlined below. The complaint must be filed within 15 days of the incident, infraction, or discovery of the alleged violation.

All complaints will be submitted in writing to the club president. If the club president has a conflict of interest in the matter, the complaint will be submitted to another club officer.

<p>Name _____ (no anonymous forms are accepted)</p> <p>Contact Information _____</p> <p>Learn to Skate Membership Number _____</p> <p>Summary nature of the event or situation that occurred (specify the basis of the grievance, dates involved, past practices or policy involved):</p> <p>Specific bylaw, rule, policy, procedure or guideline allegedly violated:</p> <p>Description of actions taken to attempt to resolve this matter informally.</p> <p>Desired action or outcome the grievant wishes to be taken to resolve the conflict by the board.</p>

Signature of person or party filing the complaint _____ Date _____

ASSESSMENT

1. The RLFC Board will perform regular assessments of the program that may include a satisfaction survey of members.
2. Regular feedback from parents and coaches are encouraged throughout the year.

VOLUNTEER

1. Volunteering is an important part of the Club. Volunteer opportunities during the Annual Show, summer fundraising, and with various other activities throughout the season is expected for each club family.
2. Each year the Board of Directors will review the amount of volunteer hours needed by each family. Each family is required to participate in fundraising opportunities or they will be charged a predetermined fee as set by the Board of Directors.

MARKETING AND PROMOTION

1. Club logo is approved by the Board of Directors and is used effectively to promote the Club identity in advertising and logo wear. This logo is featured on the first page of this handbook.
2. Club will utilize social media to promote club events.
3. Skaters are encouraged to appear in any parades that the RLFSC organizes.
4. Skaters will receive a discount as determined by the Board of Directors for recruiting members.

DISSOLUTION OF RLFSC

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501c3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Dissolution:

The River Lakes Figure Skating Club (RLFSC) shall be dissolved only upon a motion made by a member of the Board of Directors, such motion to be made, considered, and voted upon at the next scheduled meeting. The motion shall not pass unless two-thirds of the Board of Directors vote in favor of the motion.

Upon the passing of the dissolution motion, RLFSC will pay or make provisions for the payment of all liabilities of the Club.

The RLFSC shall, after paying or making provisions for the payment of all liabilities of the RLFSC, dispose of all assets of the RLFSC exclusively for the purpose of the Club in such manner or to such organization, or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organization under 501c3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of by a receiver elected by a majority vote of the Board of Directors of the RLFSC. In disposing of assets, the receiver shall act in a manner consistent with the by-laws of the RLFSC, and any applicable state and/or federal statutes or regulations. In the event no proposed receiver can be elected because no proposed receiver receives a majority of votes of the Board of Directors, the RLFSC will apply to the District Court of Stearns County, Minnesota for the appointment of a Receiver to dispose of the remaining assets.

RLFSC HANDBOOK ACKNOWLEDGEMENT FORM-EMPLOYEE

I acknowledge that I have received, read, and understand the policies outlined in the RLFSC Handbook. I agree to conform to the rules and regulations of RLFSC as described in the handbook, which is intended as a guide to human resource policies and procedures. I understand that the organization has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book, and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in these materials does not constitute an employment contract between RLFSC and me, and that either I or RLFSC may terminate our employment relationship at any time, with or without cause. I understand that no representative of RLFSC, other than the Skating Director, Board President and/or appointed Board Employment Liaison of the organization, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Signature _____

Date _____

Print Name

RLFSC HANDBOOK ACKNOWLEDGEMENT FORM-PARENT

I acknowledge that I have received, read, and understand the policies outlined in the RLFSC Handbook. I agree to conform to the rules and regulations of RLFSC as described in the handbook, which is intended as a guide to human resource policies and procedures. I understand that the organization has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book, and that employees will be notified of such changes through normal communication channels.

Signature _____

Date _____

Print Name

WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

In consideration of my participation in any Learn to Skate, USA related activity, I acknowledge that I understand the nature of the activity and that I, and/or my minor child, am qualified, in good health, and in proper physical condition to participate in such activity. I acknowledge that if conditions are unsafe, I, and/or my minor child, will immediately discontinue participation in the activity.

I fully understand that skating involves risks of serious bodily injury, including permanent disability, paralysis, and death, and that these and other risks may be caused by my own actions, or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the Releases Named Below; and that there maybe other risks either not known to me or not foreseen at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the activity.

I hereby release, discharge, and covenant not to sue Learn to Skate USA, its Member Clubs and Programs, their respective administrators, directors, agents, officers, volunteers, and employees, and any sponsors and advertisers of any-sanctioned event in which I participate (each considered one of the Releases herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the Releases. This release waiver of liability and express assumption of risk agreement does not apply to any liability, claims, demands, losses, or damages arising out of the gross negligence of, or intentional, willful or wanton misconduct of Releases. If I, or anyone on my and/or my minor child's behalf, makes a claim, I agree I will indemnify, defend, save, and hold harmless each of the Releases from any loss, liability, damage, or cost which any may incur as the result of such claim.

I acknowledge that I have read this release, waiver of liability and express assumption of risk agreement and fully understand it. Please enter all participants' names below and have the parent/guardian sign for all minors under the age of 18 years old.

Participant's Name

Date _____

Parent or Guardian signature

Date _____



River Lakes Figure Skating Club
FUND REQUEST FORM

(All requests for funds must be approved by the RLFSC Board of Directors before funds will be disbursed.)

Name _____

Committee (if applicable) _____

Amount of Money Requested _____

Description of what the funds will be used for: _____

BOARD DECISION:

Date _____

Amount approved _____

Check No. _____

Board Member Approval (minimum of 2 signatures for approval)

1. _____

2. _____