

Policies and Procedures for the Ozark Figure Skating Club

Table of Contents

Prologue

1. [Roles and Responsibilities](#)
 - 1.1 [Officers](#)
 - 1.2 [Directors](#)
 - 1.3 [Chairs](#)
 - 1.4 [Committee Formation](#)
 - 1.5 [Appointment of Committee Chairs](#)
 - 1.6 [Responsibilities](#)
 - 1.7 [Board Member Agreement](#)
2. [Voting and Elections Process](#)
 - 2.1 [Election Committee](#)
 - 2.2 [Candidate Submission](#)
 - 2.3 [Distribution of Ballots](#)
 - 2.4 [Voting](#)
 - 2.5 [Vote Counting](#)
3. [Finances](#)
 - 3.1 [Account Structure](#)
 - 3.2 [Account Review](#)
 - 3.3 [Audit](#)
 - 3.4 [Transactions](#)
4. [Membership](#)
 - 4.1 [Becoming a Member](#)
 - 4.2 [Termination and Suspension of Membership](#)
 - 4.3 [Dues](#)
 - 4.4 [Regular Meetings](#)
 - 4.5 [Special Meetings](#)
 - 4.6 [Notices](#)
 - 4.7 [Voting Rights](#)
 - 4.8 [Quorum](#)
5. [Communications Policy](#)
 - 5.1 [General Correspondence](#)
 - 5.2 [Privacy of Members](#)
6. [Junior Board](#)
 - 6.1 [Junior Board Rules](#)
 - 6.2 [Junior Board Agreement](#)
 - 6.3 [Junior Board Creed](#)
7. [Conflict of Interest](#)
 - 7.1 [Identification of Conflicts of Interest](#)

- [7.2 Review and Assessment](#)
- [7.3 Management and Mitigation](#)
- [7.4 Documentation and Transparency](#)
- [7.5 Training and Education](#)
- [7.6 Annual Review](#)
- 8. [Conflict Resolution Policy](#)
- 9. [Skater Code of Conduct](#)
- 10. [Parent Code of Conduct](#)
- 11. [Coaches Code of Conduct](#)
 - [11.1 General Principals](#)
 - [11.2 Ethical Standards](#)
 - [11.3 Coaches Code of Conduct](#)
- 12. [Jones Center Ice Etiquette Rules](#)
- 13. [Jones Center Policy](#)
 - [13.1 Compliance with Jones Center Directives:](#)
 - [13.2 Employment Decisions:](#)
 - [13.3 Prohibition of Coaching by Severed Employees and Independent Contractors](#)
 - [13.4 Participation of Former Jones Center Employees and Independent Contractors](#)
- 14. [Document Retention Policy](#)
 - [14.1 Policies and Purposes](#)
 - [14.2 Administration](#)
 - [14.3 Document Retention Schedule](#)
 - [14.4 Correspondence, Internal Memoranda, and Electronic Mail \(Email\)](#)
- 15. [Equipment Checkout Policy and Procedures](#)
 - [15.1 Equipment Checkout](#)
 - [15.2 Storage](#)
 - [15.3 Reimbursement](#)
 - [15.4 Care and Maintenance](#)
 - [15.5 Compliance](#)
- 16. [Club iPad Policies and Procedures](#)
 - [16.1 Access and Security](#)
 - [16.2 Usage Guidelines](#)
 - [16.3 Storage](#)
 - [16.4 Responsibilities](#)
 - [16.5 Compliance](#)
- 17. [Contact Information](#)
- 18. [Logo Policy](#)
 - [18.1 Usage Policy](#)
- 19. [Skatesafe and Safesport](#)
 - [19.1 Skatesafe Statement from OFSC](#)
 - [19.2 Safesport Conduct Violations and Consequences](#)
- 20. [Operational Procedures](#)
- 21. [Website Policies and Procedures](#)

Prologue:

The Bylaws are removed from the Policies and Procedures Guide and exist as their own document. The OFSC Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement, Parental Consent and Indemnification Agreement, and Consent for Medical Attention or Treatment also exist as their own document. Still, they can be easily accessed in the OFSC Membership packet or OFSC website for easy reference. Where discrepancies between the documents exist, the bylaws take precedence over the Policy & Procedure Guide.

1. Roles and Responsibilities

1.1 Officers:

Bylaws Article 3 Section 2: Number of Directors. There shall be a Board of Directors composed of a minimum of 7 (seven) eligible regular members of OFSC. The Board shall consist of 4 (four) Officers and a minimum of 3 (three) Directors in any given year so long as the total number of voting persons on the Board of Directors remains an odd number. The Officers shall be: President, Vice President, Treasurer, and Secretary. If an Officer chooses to resign from the board, they are ineligible to rejoin the board for a term of 2 years to the date, unless otherwise unanimously agreed by votes of the Board of Directors.

President:

- Provides leadership and strategic direction to the club, working closely with the Board to establish and achieve club goals.
- Presides over Board meetings and general membership meetings, ensuring productive discussions and decision-making.
- Represents the club in external affairs, maintaining positive relationships with everyone.
- Collaborates with committee chairs to oversee club operations, initiatives, and events.
- Serves as the primary point of contact for inquiries, concerns, and feedback from club members and the community.

Vice President:

- Supports the President in fulfilling their duties and assumes leadership in their absence.
- Manages specific club functions or projects as assigned by the President or Board.
- Oversees special projects, such as event planning or fundraising initiatives.
- Assists in coordinating club activities, ensuring alignment with club objectives and priorities.

- May handle specific tasks related to sanctions, compliance, or other regulatory matters as needed.

Treasurer:

- Manages the club's finances, including budgeting, accounting, and financial reporting.
- Maintains accurate financial records, tracking income, expenses, and assets.
- Prepares financial reports for the Board and general membership, providing transparent and timely updates on the club's financial status.
- Handles banking transactions, deposits, and payments on behalf of the club.
- Coordinates with external auditors or accountants for annual financial reviews or audits as required.

Secretary:

- Records and maintains minutes of all Board meetings and general membership meetings, ensuring accuracy and completeness.
- Manages club records, documents, and official correspondence, maintaining organized files for easy reference.
- Coordinates communication among Board members, ensuring timely distribution of meeting agendas, minutes, and other relevant materials.
- Assists the President in preparing meeting agendas and facilitating efficient meetings.
- Supports the President and Board in administrative tasks and special projects as needed.

1.2 Directors:

The Directors shall be: Communications, Events, and Membership. Other Director positions as deemed appropriate by the Board of Directors so long as it maintains an odd number of Directors. If a Director chooses to resign from the board, they are ineligible to rejoin the board for a term of 2 years to the date, unless otherwise unanimously agreed by votes of the Board of Directors.

Communications Director:

- Manages the club's communication channels, including website, social media, and email newsletters.
- Creates and distributes content to promote club events, achievements, and updates to members and the public.
- Coordinates with committee chairs to ensure consistent messaging and branding across all communication platforms.
- Monitors feedback and engagement on communication channels, responding to inquiries and fostering community interaction.
- Keeps the Board informed of communication trends, best practices, and opportunities for improvement.

Events Director:

- Plans, organizes, and executes club events, including competitions, exhibitions, social gatherings, and fundraising activities.
- Coordinates with venue partners, vendors, and volunteers to ensure successful event logistics and operations.
- Develops event budgets, monitors expenses, and seeks sponsorship or funding opportunities to support event costs and brings them to the board for approval.
- Collaborates with committee chairs and Board members to integrate events into the club's overall programming and strategic objectives.
- Evaluate event outcomes and solicit feedback from participants to inform future event planning.

Membership Director:

- Manages membership registration, renewal, and database maintenance, ensuring accurate and up-to-date records.
- Responds to inquiries from prospective members and assists current members with membership-related issues or concerns.
- Coordinates with the Treasurer to collect membership dues and fees, track payments and provide financial reports as needed.
- Develops strategies to recruit and retain club members, including promotional campaigns and membership benefits.
- Represents the interests of club members on the Board, advocating for their needs and preferences in club decision-making.

1.3 Chairs:

The Board of Directors shall create committees and appoint committee chairs as the Board deems necessary. Committee chairs are considered members of the Board and are subject to the rules of order during Board meetings. No committee or committee chairs shall have a vote in the business of the board. There are minimal restrictions around who can be a Chair, they must meet baseline eligibility: 18 years old and member in good standing for a minimum of 6 months.

The Board will review club operations and identify areas where committees are necessary to support club activities and initiatives. This assessment may include reviewing current club functions, evaluating upcoming events, and considering long-term goals.

If a Chair chooses to resign from the board, they are ineligible to rejoin the board for a term of 2 years to the date, unless otherwise unanimously agreed by votes of the Board of Directors.

1.4 Committee Formation:

Based on the identified needs, the Board will appoint committees as deemed necessary. These committees may include fundraising, events, membership, communications, safety, and others

as required. Committee formation will be communicated to the membership, highlighting the purpose and objectives of each committee.

1.5 Appointment of Committee Chairs:

Once committees are formed, the Board will appoint a chair for each committee. Chairs will be selected based on their expertise, experience, volunteering to participate, and commitment to the club's mission. Committee chairs will receive guidance and work side by side with the Board Chairs who currently occupy their roles as Hospitality, Volunteer, and Skatesafe, in addition to the head chair regarding their roles and responsibilities and support in effectively fulfilling their duties. If a committee member who serves on the board of directors resigns before the event, they are no longer bound by their commitment to volunteer for the committee's assigned tasks, as a gesture of good faith.

1.6 Responsibilities:

Committee chairs will be responsible for organizing committee meetings, setting agendas, and ensuring tasks are completed in a timely manner. They will report progress to the Board and seek guidance or assistance when necessary. They will also submit meeting minutes to the Board for prompt and accurate record keeping. As well as communicating important and time sensitive information to the Communications Director, for them to effectively communicate with our membership as a whole.

Hospitality Chair:

- Organizes club meetings, social gatherings, and special events, creating welcoming and enjoyable experiences for members and guests.
- Plans and coordinates hospitality services, such as refreshments, accommodations, and volunteer support, for club events and competitions.
- Oversees the Junior Board and encourages their involvement in hospitality-related activities and initiatives.
- Manages volunteer sign-ups and assignments for hospitality roles, ensuring adequate staffing for events.
- Collaborates with the Events Director and Membership Director to integrate hospitality services into overall event planning and execution.

Historian Chair:

- Preserves the history and heritage of the club through documentation, archiving, and storytelling.
- Collects and maintains historical records, photographs, and memorabilia related to club activities, achievements, and milestones.
- Curates and shares historical content with club members, promoting awareness and appreciation of the club's legacy.
- Collaborates with the Communications Director to showcase historical content through club communication channels and social media platforms.

- Provides support and guidance to club members interested in researching or contributing to the club's historical archives.

SkateSafe Chair:

- Ensures compliance with SkateSafe guidelines and promotes a safe skating environment for all club members and participants.

Parent/Volunteer Liaison Chair:

- Facilitates communication and collaboration between parents, volunteers, and the club leadership.
- Organizes parent meetings, forums, or workshops to address questions, concerns, and opportunities for involvement.
- Coordinates volunteer recruitment, training, and recognition programs to ensure a positive and rewarding volunteer experience.
- Serves as a liaison between the Board and parent volunteers, conveying priorities, expectations, and feedback from both parties.
- Advocates for parent and volunteer interests on the Board, contributing insights and perspectives to inform club decision-making.

Test Chair:

- Submit test documents and fees to USFS as required.
- Keep a record of all test results, and email same to Communications and OFSC Treasurer.
- Schedule and organize test sessions, book judges, schedule assistants and music player, support OFSC judges working toward higher appointments, accommodate trial judges seeking appointments, post and email test schedule to coaches, skaters, bulletin board, Communications, and OFSC Website Committee. Email test results to Communications Director.
- Attend (or secure an alternate volunteer) and set up test session hospitality, make required copies of test result papers, and convey test results to skaters.
- Order and distribute patches.
- Submit monthly Test Chair report to the Board via email at least 3 days prior to the regular monthly Board meeting.
- Maintain Test Session financial records and communicate them to the Treasurer monthly.

Jones Center Liaison:

- Maintain a positive and collaborative relationship with the Jones Center.
- Coordinate facility usage and resolve any logistical issues.
- Serve as the main point of contact between OFSC and the facility.
- Facilitate collaboration with the Jones Center Skate School sessions to attract skaters of all levels.

1.7 Board Meetings and Board Communication:

A modified version of Robert's Rules of Order dictates how Regular meetings, Special meetings, and meetings of the Board of Directors are conducted.

1.7a Agenda Format will be as follows:

1. Call meeting to order
 - a. Roll Call
 - b. Review Confidential Feedback & Conflicts (closed to members)

OPEN MEETING UP TO MEMBERS

2. Approve Prior Meeting Minutes
3. Reports (updates/recaps of what has transpired since the last meeting)
 - a. President Report
 - b. Treasurer Report
 - c. Membership Report
 - d. Communications Report
 - e. Events Report
 - f. SkateSafe Report (conflict resolution)
 - g. Active Committee Reports
4. Open Discussion - Members submit proposals/questions/topics at least two days in advance to discuss during this portion of the meeting.
5. New Business
6. Final Comments & Adjournment of Meeting

Important Dates:

1.7b Board Members Communication:

Board members may utilize email, text messaging, or GroupMe as approved communication platforms for discussing board matters. These platforms offer efficient means of communication and collaboration among board members. All communications exchanged between board members via email, text, or GroupMe are considered confidential and shall not be disclosed to non-board members without explicit consent or as required by law.

1.7c Board Member Removal and Resignation:

Policy Statement:

The Ozark Figure Skating Club (OFSC) acknowledges the importance of maintaining a cohesive and effective Board of Directors to fulfill its mission and obligations. This policy outlines the

procedures for the removal and resignation of board members to ensure transparency, fairness, and adherence to the organization's bylaws.

Procedure:

17.c1 Removal of Board Members:

a. Initiation of Removal Process:

- Any member of the Board of Directors may propose the removal of a fellow board member by submitting a written request to the President. The request must specify the reasons for removal and provide supporting evidence.

b. Special Meeting Call:

- Upon receipt of the removal request, the President shall call for a special meeting of the Board of Directors dedicated to discussing the proposed removal. The meeting must be convened within a reasonable time frame, not exceeding 30 days from the receipt of the request.

c. Vote for Removal:

- During the special meeting, the Board of Directors shall vote on the proposed removal. A majority vote of the remaining board members, excluding the member under consideration for removal, is required for the removal to be approved.

d. Notification of Outcome:

- Following the vote, the President shall notify the affected board member of the decision in writing. If the removal is approved, the board member's position shall be declared vacant, and the procedure for filling vacancies (Article III, Section 12) shall be initiated.

1.7c2 Resignation of Board Members:

a. Submission of Resignation:

- A board member wishing to resign from their position must submit a written resignation letter to the OFSC Board of Directors. The resignation letter should include the effective date of resignation and any relevant transition plans.

b. Transition Process:

- Upon receipt of the resignation letter, the resigning board member must collaborate with the Board of Directors to facilitate a smooth transition of responsibilities to their successor. The resigning member shall remain active until their resignation becomes effective.

c. Acknowledgment of Resignation:

- The President or Secretary shall acknowledge receipt of the resignation letter in writing and communicate the resignation to the Board of Directors during the next regular board meeting.

d. Official Resignation Date:

- The resignation shall become effective as of the date specified in the resignation letter, unless an alternate effective date is agreed upon by the Board of Directors.

1.7c3 Vacancies:

a. Filling Vacant Positions:

- Any vacancy resulting from the removal or resignation of a board member shall be filled as per Article III, Section 12 of the OFSC Bylaws. The Board of Directors shall promptly initiate the process to elect a successor to complete the unexpired term.

1.7c4 Documentation:

a. Record Keeping:

- The Secretary shall maintain accurate records of all removal and resignation proceedings, including copies of removal requests, resignation letters, meeting minutes, and correspondence related to the process.

b. Compliance:

- All removal and resignation procedures shall be conducted in accordance with the OFSC Bylaws and applicable policies to ensure legal compliance and procedural fairness.

1.7c5 Communication:

a. Transparency:

- The Board of Directors shall ensure transparency throughout the removal and resignation processes by providing timely updates to members and stakeholders as appropriate.

b. Notification:

- Members of OFSC shall be notified of any changes in the composition of the Board of Directors resulting from removals or resignations through official communication channels.

1.7c6 Review and Amendment:

a. Regular Review:

- The Board of Directors shall periodically review this policy and procedure to ensure its effectiveness and relevance. Any necessary amendments shall be proposed and approved following the procedures outlined in Article XIII of the OFSC Bylaws.

Conclusion:

The Ozark Figure Skating Club is committed to upholding the highest standards of governance and accountability. This policy and procedure provide a framework for addressing the removal

and resignation of board members in a fair, transparent, and orderly manner, consistent with the organization's bylaws and values.

1.8 Board Member Agreement:

OFSC BOARD MEMBER AGREEMENT

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

1. I will act in good faith and in a manner that I believe to be in the best interest of the club.
2. I will learn and make sure that I understand my 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 will fulfill the duties and responsibilities of my position on the board to the best of my ability.
4. 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.
5. I have read and accept the bylaws and operating principles of the club. I understand that I am morally responsible for the health and wellbeing of this club.
6. I will actively engage in fundraising 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.
7. I will actively promote the club in a positive manner.
8. I will fulfill all compliancy requirements as needed by U.S. Figure Skating and as outlined in the OFSC Bylaws including, but not limited to, Safesport and Background Check compliance.
9. 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.
10. If I have a conflict of interest with any potential issue in front of the Board, I will notify the President or another officer and remove myself from the decision-making if I am asked to do so.
11. I will be an active participant in a majority of the board meetings.

12. I will abide by the rules of the SafeSport® program and keep the sport safe for all members.

13. If I am unable to meet my obligations as a board member, I will offer my resignation.

14. An inability to honor this agreement will result in a written warning issued by the board and then a request for my resignation from the board. In signing this document, I agree to carry out the above agreements to the best of my ability. This agreement is effective starting June 1, (new membership year)

Name: _____

Position/Term: _____ Date: _____

1.8a Breaches of Board Member Agreement:

1.8a1 Identification of Breach:

When a breach in the Board Member Agreement is discovered, members of the OFSC board are required to adhere to the following protocol for addressing the breach.

1.8a2 First Offense:

Upon identifying the first offense breach of the board member agreement, convene a meeting of the board to discuss the matter. Provide the board member with a written warning outlining the specific breach(es) of the agreement. Clearly communicate the expectations for rectifying the situation and the consequences of further violations.

1.8a3 Opportunity for Response:

Offer the board member an opportunity to respond to the written warning and present any mitigating factors or explanations. Facilitate a constructive dialogue to address any misunderstandings or concerns related to the breach.

1.8a4 Evaluation and Follow-up:

Assess the board member's response and willingness to rectify the breach and uphold the terms of the agreement. Determine whether the breach was a one-time occurrence or part of a pattern of behavior. Monitor the board member's conduct and performance following the issuance of the written warning.

1.8a5 Resolution and Consequences:

If the board member demonstrates a commitment to rectifying the breach and upholding the agreement, provide support and guidance to ensure compliance. Document the first offense and the actions taken to address it for future reference and accountability purposes.

1.8b Second Offense:

1.8b1 Identification of Breach:

Upon identifying the second offense breach of the board member agreement, convene a meeting of the board to discuss the matter. Provide the board member with a written notification of the repeated breach and the consequences outlined in the board member agreement.

1.8b2 Removal from the Board:

Inform the board member that, as per the board member agreement, a second offense warrants removal from the board. Request the immediate resignation of the board member from their position on the board. Provide a reasonable timeframe for the board member to submit their resignation, typically within a specified number of days.

1.8b3 Transition and Replacement:

Initiate the process of transitioning responsibilities from the resigning board member to other board members or volunteers. Begin the search for a suitable replacement for the vacant board position, following established nomination and election procedures.

1.8b4 Documentation and Reporting:

Maintain thorough documentation of the repeated breach, the actions taken by the board, and the outcome of the process. Report the removal of the board member to the general membership, ensuring transparency and accountability.

By following this detailed plan, the board can effectively address breaches of the board member agreement, uphold the integrity of the organization's governance processes, and maintain trust and confidence among members.

2. Voting and Elections Process

Elections. Officers of OFSC shall be elected by the Board of Directors at any regular board meeting of OFSC. Each Officer shall hold office for the duration of their term and until the Officer's successor shall have been duly elected and shall have qualified, or until the Officer's earlier death, resignation, or removal.

Voting Rights: The Board of Directors shall determine the classes of membership and the criteria for voting membership, and the rights, privileges, preferences, restrictions and conditions applicable to each class of membership. There isn't a requirement that each class of membership have the same rights, privileges, preferences, restrictions and conditions. All members over the age of 18 (eighteen) shall be entitled to voting rights. Members under the age of 18 at the time of voting are not entitled to a vote.

2.1 The Election Process for Officers:

2.1a Nomination Period:

The Board of Directors shall announce the commencement of the nomination period for officer positions at least 30 days prior to the election date. During this period, any member of the Board of Directors may nominate themselves or another eligible member for an officer position.

2.1b Review of Nominations:

The Board of Directors will review all nominations to ensure compliance with eligibility criteria and notify nominees of their candidacy status.

2.1c Election Meeting:

The election for officer positions shall take place at any regular board meeting of OFSC. Each nominee shall have the opportunity to present their qualifications, experience, and vision for the club to the Board of Directors.

2.1d Voting Process:

The Board of Directors shall conduct a vote by secret ballot to elect officers. Each member of the Board of Directors shall cast their vote for each officer position. The candidate receiving the majority of votes for each position shall be declared the winner.

2.1e Term Commencement:

Newly elected officers shall assume their positions immediately following the election meeting. Officers shall serve terms of office of 2 (two) years, as outlined in Section 3 of the bylaws.

2.1f Resignation and Removal:

In the event of a resignation or removal of an officer, as outlined in Sections 6 and 7 of the bylaws, the Board of Directors shall follow the procedures specified therein for filling the vacancy.

2.1g Filling Vacancies:

A vacancy in the positions of Vice President, Treasurer, or Secretary shall be filled by anyone currently serving on the Board of Directors for the unexpired portion of the term, as stated in Section 8 of the bylaws, including Chairs who have been a member of the board for a minimum of 6 months and are over the age of 18. If more than one nomination is made, the Board shall vote, and the nominee receiving the majority of votes will prevail. In the event of a vacancy in the position of President, as outlined in Section 8 of the bylaws, the Vice President will become the successor for the duration of the term, unless ineligible, in which case the Board of Directors will appoint someone to fill the position.

By following this election process, the Ozark Figure Skating Club can ensure a fair, transparent, and efficient method for selecting officers to lead the organization.

2.2 The Election Committee for Directors:

Appointed by the board, the board will announce upcoming elections to the membership at least 30 days in advance. This announcement will include the positions open for election and the nomination process.

2.3 Candidate Submission for Directors:

Members interested in running for Board positions must submit their candidacy to the Election Committee within the designated time frame, typically two weeks before the election date. Candidates may provide a brief statement outlining their qualifications, experience, and vision for the club.

2.4 Voting for Directors:

Members will cast their votes by the specified deadline, either electronically or through designated ballot collection points. The Election Committee will ensure the confidentiality and integrity of the voting process, adhering to the club's bylaws and election guidelines. Voting by proxy will not be allowed to take place by voting members if they cannot be present for physical voting. Voting members may cast their votes electronically.

2.5 Vote Counting for Directors:

The Election Committee will count the votes in the presence of at least two Board members and announce the results to the membership within 48 hours of the election.

3. Finances

3.1 Account Structure:

The club shall maintain an account for operational expenses, event revenues, and any other designated purposes as approved by the Board. Taxes are to be filed yearly by the Treasurer with the help of the President as both are listed on the bank accounts. In addition to taxes, you must file a record of transaction and financial report with the Arkansas Secretary of State.

3.2 Account Reviews:

The Treasurer shall provide regular financial reports to the Board, and accounts shall be subject to periodic review by an appointed committee or independent auditor.

3.3 Audit:

An annual audit of the club's finances shall be conducted by an independent auditor by Board approval to ensure accuracy, transparency, and compliance with financial regulations if needed.

3.4 Transactions:

3.4a Authorization of Expenses:

Board members may incur expenses on behalf of OFSC with prior authorization from the President or Treasurer. Authorized expenses must be directly related to the official business of OFSC and serve the best interests of the organization.

3.4b Documentation and Approval:

Board members are required to submit original receipts or invoices along with a completed reimbursement form to the Treasurer or President for approval. The reimbursement form should include a detailed description of the expense, the purpose of the expenditure, and the amount incurred. Expenses incurred without prior authorization may not be eligible for reimbursement unless deemed necessary and appropriate by the Board.

3.4c Review and Processing:

The Treasurer or President will review all reimbursement requests to ensure compliance with OFSC policies and procedures. Approved reimbursement requests will be processed promptly, and payment will be issued by check made payable to the Board member.

3.4d Accountability and Transparency:

All reimbursed expenses will be recorded in OFSC's financial records for transparency and accountability purposes. Board members are expected to exercise prudence and discretion when incurring expenses on behalf of OFSC to ensure that resources are utilized efficiently and effectively.

3.4e Limitations and Restrictions:

Reimbursement will be limited to reasonable and necessary expenses directly related to OFSC activities. Board members shall not use their position to obtain personal benefits or privileges through reimbursement requests.

3.4f Reporting and Oversight:

The Treasurer will provide regular reports to the Board on the status of reimbursements and overall financial expenditures. Any discrepancies or concerns regarding reimbursement requests will be promptly addressed and investigated by the Board.

3.4g Compliance:

Board members are expected to adhere to this policy and all applicable laws and regulations governing financial transactions. Failure to comply with this policy may result in disciplinary action, including but not limited to reimbursement denial and removal from the Board.

4. Membership

4.1 Becoming a Member:

4.1a Membership Application:

Ozark Figure Skating Club's membership year is June 1 through May 31. Interested individuals must fill out an application form provided by OFSC. The Membership Director is responsible for reviewing all applications to ensure they meet the eligibility criteria set by the organization.

Upon approval of the application, the applicant is required to pay all necessary dues as outlined by OFSC before being considered a member. Regardless of date of application and acceptance, membership with Ozark Figure Skating Club will expire at the end of the membership year.

4.1b Membership Denial Statement:

The mission of Ozark Figure Skating Club is to promote figure skating through U.S. Figure Skating sanctioned events and competitions; to support OFSC skaters and our community; to encourage good sportsmanship and fellowship while setting high standards for achievement. The club grants the privilege of membership to individuals committed to that mission.

Acceptance of membership in the Ozark Figure Skating Club subjects the member to all rules and regulations of the club and requires that each member support the club initiatives and activities. The privilege of membership may be withdrawn or denied at any time when it is determined that a member's conduct is inconsistent with the mission of the organization, the best interest of the sport and those who participate, or is in violation of the clubs rules including, but not limited to, bylaws, policies and procedures, and codes of conduct.

4.1c Membership Benefits:

Basic Membership Benefits:

- Learn to Skate USA Membership
- Learn to Skate USA Magazine subscription, 1 per address
- 1 Parent (Patron) Membership included if under 18
- Skater eligible to compete up through Aspire Levels
- Eligible to participate in OFSC Skating Shows
- Eligible for OFSC Scholarships, club funds permitting
- OFSC quarterly meetings and other social events
- Member Discount for OFSC hosted seminars
- Voting Privileges (Age 18+ Members)
- Eligibility to run for OFSC Board positions (Age 18+)

Full Membership Benefits:

- Full U.S. Figure Skating Membership
- Testing and Competition Privileges
- SKATING Magazine Subscription, 1 per address
- 1 Parent (Patron) Membership included
- Eligible to participate in OFSC Skating Shows
- Eligible for OFSC Scholarships, club funds permitting
- OFSC quarterly meetings and other social events
- Member Discount for OFSC hosted seminars

- Voting Privileges (Age 18+ Members)
- Eligibility to run for OFSC Board positions (Age 18+)

4.1d Types of Memberships:

Basic Membership: Skater can compete up through Aspire Levels; Skater has not tested USFS Pre-Preliminary Skating Skills; Skater will not test before June 30 of U.S. Figure Skating's current membership year.

Full Membership: Full U.S. Figure Skating Membership with Testing and Competition Privileges; Skaters that have tested USFS Pre-Preliminary Skating Skills or will test before June 30 of U.S. Figure Skating's current membership year.

Collegiate Membership: A four-year, reduced rate membership for skaters attending college or university; has Full Membership Benefits; this option may only be used once, for a 4-year consecutive period.

Patron Membership: For non-skaters that are 18+, Has Basic Membership Privileges, Patron Membership for parents/guardians with Basic and Full Under 18 Memberships is included at no cost. All Under 18 Memberships are required to have a Patron Member.

Coaching Memberships: Full Coaches will have Full U.S. Figure Skating Membership with Testing & Competition Privileges; Coaching Associates do not have OFSC designated as their Home Club but do have teaching privileges

4.1e Club Benefit Agreements:

I understand that a competition will be hosted by OFSC only if there are enough skaters interested in competing and judges available.

I understand the availability of scholarships is dependent on club finances and that all policies concerning scholarships will be set by the Board of Directors.

I understand the dues for the membership year have been set to cover the cost of the applicable Learn to Skate USA and USFSA memberships and the club's administrative expenses.

Furthermore, I understand that OFSC will continue to hold fundraisers to fund the club's events and activities and that the offering of and frequency of such events and activities is dependent on the success of these fundraisers.

I understand the policy for participation in the Christmas Show is as follows:

- Only OFSC members will be eligible for solos, duets, trios, and quartets.
- Skaters age 16 and under MUST have a parent help with Christmas Show set up or tear down, and all skaters over age 16 MUST help with set up or tear down of the show.
- To Qualify for a solo, duet, trio, or quartet you must meet the following criteria:|
 1. Be a member of the Ozark Figure Skating Club and have a membership
in good standing
 2. Meet the minimum threshold in club participation and volunteer hours
(Group A=5pts, Group B=2pts)
 3. Fill out a points log with all appropriate signatures

*Anyone who attends Sectionals or above will automatically be awarded a solo the following year. However, you must meet the qualifying criteria listed above including club participation/volunteer points minimum.

4.2 Termination and Suspension of Membership:

The Board of Directors holds the authority to terminate or suspend a member's membership status through a majority vote. Once a decision has been made, the affected member will receive official notification via registered mail within 10 days. Despite termination or suspension, the member remains obligated to fulfill any financial or contractual commitments to the organization. Members have the right to appeal the decision following the guidelines outlined in the US Figure Skating rules and bylaws.

4.3 Dues:

4.3a About Dues:

Membership dues are renewable annually and must be paid by June 15th of each year. The Board of Directors determines the amount and frequency of membership dues, as well as any other assessments. Members are provided with clear instructions on how to pay their dues and any associated fees.

4.3b Billing and Payment Terms:

The OFSC membership year begins June 1 every year. This is when renewals will be opened up to members for the new membership year. If you fail to renew electronically, pay member dues, and return the required paperwork (if applicable) by June 15, your US Figure Skating/Learn to Skate Membership for the previous membership year will expire on June 30.

Skaters must be US Figure Skating/Learn to Skate members and in good standing to skate at USFSA sanctioned competitions. OFSC solely uses EntryEeze's membership platform to process and renew memberships. All membership dues are non-refundable. If you are joining mid membership year, you are taking advantage of the first year/introductory membership that OFSC offers. Upon renewal, you will choose the returning membership category.

4.3c Volunteer Policy:

Throughout the membership year, OFSC expects all of our skating families to volunteer 10 hours per family. Families who volunteer in any capacity during the membership year (June to May) will receive a credit (\$2.50 per hour, up to a maximum of \$25) on their EntryEeze membership account to be applied to the next year's membership dues. If membership isn't renewed during the first or second quarter of the year, the rights to any credits earned in the previous year is forfeited.

Families who volunteer at least 10 hours will receive the full credit on applicable memberships. The Membership Director will review the electronic volunteer sign-ups (Sign-up Genius, etc) and enter those volunteer hours for you.

If you volunteer in some capacity for which there is no electronic sign up, you can report these hours to the Membership Chair. Volunteer hours used for Christmas Show points cannot be counted toward your family's 10 hour commitment. Third and Fourth quarter joiners (Jan-May) who are new members will have no volunteer requirement until the next membership year, other than volunteering at the remaining events for the year in some capacity. For families with young skaters, parents will be expected to fulfill the volunteer commitment.

4.4 Regular Meetings:

OFSC is required to hold at least one annual meeting, typically for the induction of new Directors, Officers, and Chairs. The Board may also schedule quarterly update meetings to keep members informed, although attendance is not compulsory.

4.5 Special Meetings:

Special meetings may be convened at the direction of the President or upon written request from at least 10% of members in good standing. Only agenda items specified in the meeting notice may be discussed during special meetings.

4.5a Initiation of Special Meetings:

Special meetings can be initiated in two primary ways:

- At the direction of the President: The President, as a key figure in the organizational hierarchy, holds the authority to call for a special meeting when deemed necessary.
- Upon written request from at least 10% of members in good standing: This mechanism ensures that a substantial proportion of the organization's membership supports the need for a special meeting. Members must express their request in writing, detailing the reasons for convening the meeting.

4.5b Notification and Agenda:

- Once the decision to hold a special meeting is made, the organizers must ensure proper notification is provided to all members.
- The meeting notice should specify the date, time, and location of the meeting, as well as the agenda items to be discussed.
- Importantly, only agenda items specified in the meeting notice may be addressed during the special meeting. This provision ensures that discussions remain focused on the identified issues, preventing deviation into unrelated matters.

4.5c Scope of Discussion:

- The agenda for a special meeting is crafted based on the urgency and importance of the issues at hand.
- Items for discussion may include critical decisions, emergency resolutions, or matters requiring immediate action.
- Participants are expected to prepare thoroughly for the meeting, familiarizing themselves with the agenda items and any relevant background information to facilitate informed discussions and decision-making.

4.5d Conduct of the Meeting:

- The President or another designated officer typically presides over the special meeting, ensuring orderly proceedings and adherence to the agenda.
- Participants are encouraged to express their viewpoints and contribute constructively to the discussions within the framework of the agenda.
- Decisions reached during special meetings may have significant implications for the organization, necessitating careful deliberation and consideration of all viewpoints before resolutions are adopted.

4.5e Documentation and Follow-Up:

- Minutes of the special meeting are recorded to document the discussions, decisions made, and any actions assigned.
- Follow-up procedures are established to ensure that resolutions passed during the special meeting are implemented promptly and effectively.
- Depending on the nature of the decisions made, additional communication or follow-up meetings may be necessary to address any outstanding issues or monitor the progress of implementation.

4.6 Notices:

Members are given adequate notice of both regular and special meetings, with notices distributed at least 10 days in advance.

Notices may be sent via mail, email, or posted on the OFSC bulletin board, with the Secretary responsible for ensuring all members receive the information.

4.7 Voting Rights:

The Board of Directors establishes different classes of membership, each with its own criteria for voting eligibility. Members aged 18 and older have the right to vote on matters presented to the membership. Voting rights may vary among different membership classes, with certain restrictions and conditions applied accordingly.

4.8 Quorum:

A quorum, constituting 25% of eligible voting members, is required for meetings to proceed. Decisions made during meetings require a majority vote of members present in person. Proxy voting is not permitted, ensuring that decisions are made directly by attending members.

5. Communication Policies

5.1 General Correspondence:

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 of the membership.

The club bulletin board, website, and social media are used to promote the club and share club information. Officers or the Communications Director must approve all items before they are posted on the OFSC board, website, and OFSC social media. Material and advertisements may be removed when outdated or by request. No other club or organization information shall be posted on the Club board, website, or OFSC social media other than USFS-sanctioned events without prior approval from a Board member.

5.2 Privacy of Members:

Only Officers and applicable Directors on the board should have access to skater and parent email addresses, and they should be used for club business only. Email correspondence will use blind copies so that club members do not have their email addresses exposed to other club members. If contact with an under-age 18 minor club member is necessary, such as a coaching or collegiate member, by email or otherwise, the parent/guardian associated with their membership must be included, attached, or copied on any communications occurring.

All Club members' financial and personal information, other than approved email and/or phone number, will be confidential and not shared with anyone. Account and card numbers used in financial transactions will be protected from theft and misuse.

6. Junior Board

6.1 Junior Board Rules:

The Junior Board will consist of no more than 12 members in addition to a maximum of one or two supervising Liaison(s) appointed by the Board. The Liaison acts as an advisor and provides feedback between the Junior Board and the Board. The Junior Board will delegate a chair and co-chair to two members of the Junior Board during each activity or event that is being hosted by the Junior Board.

All applicants must submit a brief application to be considered for appointment to the Junior Board – these will be reviewed by the Liaison(s) and the Board.

Chair positions must be at least 13 years of age, and co-chair position must be at least 13 years of age.

All applicants must be a member of OFSC in good standing.

Any member in good standing from the previous year's Junior Board may continue to serve on the Board the following year. All returning Junior Board members must notify the OFSC Jr. Board Liaison(s) prior to new member application submission so that the actual number of available new positions may be determined.

Junior Board meetings are held on a monthly basis and are also attended by the Board Liaison(s) – to continue to serve on the Junior Board in the upcoming year – members must have attended at least 50% of the previous year's meetings.

Members of the Junior Board must sign the Jr. Board agreement and abide by it.

The Junior Board is responsible for organizing and overseeing the National Skate event with the Junior Coaches and participating in other events held by the club.

6.2 Junior Board Agreement:

As a Junior Board member of the club I am fully committed and dedicated to the mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

1. I promise to be fiscally responsible with other Junior Board members, for this organization. I will make myself aware and knowledgeable regarding our budget and finances and will take an active part in fundraising to meet the goals of our club.
2. I am responsible for knowing and overseeing the implementation of policies and programs. I accept the policies & procedures and operating principles. I understand that I am morally responsible for the health and well-being of this club.
3. I will actively engage in fundraising 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 to raise as much money as I can.
4. I will actively promote the club in a positive manner.
5. I promise to treat my fellow Junior 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.
6. I will attend Junior Board meetings and be available by phone or email consultation. If I am not able to meet my obligations as a Junior Board member, I will offer my resignation.
7. 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 Junior Board member is making a statement of faith about every other Jr. Board member. We trust each other to carry out the above agreements to the best of our abilities.

Jr. Board Member: _____ Date: _____

Jr. Board Liaison: _____ Date: _____

6.3 Jr. Board Creed:

1. I will know and understand the mission of the Ozark Figure Skating Club
2. I will unconditionally support the mission and my fellow Junior Board members.
3. If I disagree, I will do so respectfully and seek consensus on all issues.
4. I will check personal agendas at the door of every Junior Board meeting.
5. I will sign the Junior Board member agreement.
6. I will abstain from voting on issues that present a conflict or even a perceived conflict of interest.
7. I commit to all the duties of my position.
8. I will act in good faith and in a manner that I believe to be in the best interest of the club.
9. Above all, I will remember the focus of all of my efforts, decisions, and time is to make skating a great experience for all involved.

7. Conflict of Interest Policy

Board members and volunteers shall disclose any potential conflicts of interest and refrain from actions that may compromise the integrity or impartiality of their duties. Conflicts of interest shall be managed transparently and ethically.

7.1 Identification of Conflicts of Interest:

Board members are required to disclose any actual or potential conflicts of interest in writing to the President or Secretary of OFSC upon becoming aware of such conflicts. If the President or Secretary has a conflict of interest, they will disclose any conflicts of interest to the Vice President and Treasurer. A conflict of interest may arise when a Board member's personal, financial, or other interests conflict with the interests of OFSC.

7.2 Review and Assessment:

The President or Secretary will review all disclosed conflicts of interest to determine the nature and significance of the conflict. The Board will assess whether the conflict poses a risk to the integrity, impartiality, or effectiveness of OFSC's decision-making processes.

7.3 Management and Mitigation:

If a conflict of interest is deemed significant, the affected Board member shall abstain from participating in any discussions, decisions, or votes related to the matter. The Board may establish ad hoc committees or seek external advice to assess and address conflicts of interest effectively. Board members must act in the best interests of OFSC and prioritize organizational interests over personal interests when making decisions.

7.4 Documentation and Transparency:

All disclosures, assessments, and actions taken to manage conflicts of interest shall be documented in writing and maintained in OFSC's records. Minutes of Board meetings shall include any discussions or resolutions related to conflicts of interest to ensure transparency and accountability.

7.5 Training and Education:

OFSC shall provide training and educational resources to Board members on identifying, disclosing, and managing conflicts of interest. Newly elected or appointed Board members shall receive orientation on the conflict of interest policy and their obligations under it.

7.6 Annual Review:

The board shall review the conflict of interest policy and procedures annually to assess its effectiveness and relevance. Any necessary updates or revisions to the policy shall be proposed and approved by the Board to ensure its alignment with OFSC's objectives and best practices.

8. Conflict Resolution Policy

The board shall have the power to discipline, suspend or terminate membership in the club in accordance with the policies and procedures set forth in the bylaws and/or the membership agreement. 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(s) having complaint(s) against another member(s) or Board of Director(s) for the infraction of any bylaw, rule, policy, procedure, or behavioral misconduct may report in writing as outlined below may report the same, in writing, to the board of Directors.

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.

- (a) Name, contact information, U.S. Figure Skating membership number, and signature of the party/parties filing the complaint.
- (b) Name of the party/parties against whom the complaint is brought.
- (c) The specific bylaw, rule, policy, procedure, or guideline allegedly violated.
- (d) A statement of the facts surrounding the alleged violation. Include all necessary information such as date and time, location, specific facts, witnesses, and testimony.
- (e) Description of actions taken to attempt to resolve this matter informally.
- (f) The desired action or outcome the grieving wishes to be taken to resolve the conflict by the board. Any complaints received will be directed to the President of OFSC, who will appoint a review panel of three (3) unbiased people from within the club board or club membership, not related or involved with the alleged incident/infraction.

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 (3) days of the notification. 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 ten (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 review panel determines otherwise, the review panel will then schedule a meeting with all parties involved within seven days for a full investigation into 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 (7) 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 (7) days of the action by the board. If the complaint is not resolved to the satisfaction of all parties, then and only then will the matter be sent forth to US Figure Skating. If a grievance is filed with US Figure Skating, a filing fee in the amount of \$125 (US) shall be paid to US Figure Skating at the time the grievance is filed. In the event the grievance is not accepted, the filing fee shall be refunded. The Grievant shall be responsible for the \$125 (US) filing fee. All grievances should come first to OFSC's Board of Directors. At no time should a grievance be taken directly to US Figure Skating without prior approval of the President of the Board of Directors of OFSC. If a grievance is filed to US Figure Skating, a statement certifying that attempts to resolve this matter have been made and were unsuccessful. The statement shall include a description of the specific actions the grievant has taken to attempt to resolve the matter under US Figure Skating rules; and the action the grievant wishes taken.

9. Skater Code of Conduct

1. I will encourage good sportsmanship by demonstrating positive support for all skaters, coaches and officials at every practice session, competition and test session.
2. I will place my emotional and physical wellbeing ahead of my personal desire to win.
3. I will take steps, as necessary, to ensure that the skating environment is safe and healthy.
4. I will inform my coach of any physical disability or ailment that may affect my safety or the safety of others.
5. I will strive to maintain the attitude that doing one's best is more important than winning.

6. I will never ridicule or yell at any other participant for making a mistake or blame my teammates for placement in a competition.
7. I will do my best to make skating fun.
8. I will treat other skaters, coaches, fans, and officials with respect, regardless of race, creed, color, sexual orientation or ability.
9. I will applaud a good effort in both victory and defeat emphasizing the positive accomplishments and learning from the mistakes.
10. I will strive to resolve conflicts without resorting to hostility or violence.
11. I will be a positive role model for other skaters.
12. I will demand a figure skating environment that is free of drug or alcohol abuse and agree that I will not use or provide to a third party any drug prescribed by applicable federal, state, or municipal law.
13. I will not assist or condone any athlete's use of a drug banned by the IOC, ISU, United States Olympic Committee, or USFSA, or their refusal to submit to properly conducted drug tests. As an athlete, I will not use a drug banned by the IOC, ISU, United States Olympic Committee, or USFSA and I will submit to properly conducted drug tests.
14. I will not provide alcohol to, or condone the use of alcohol by minors, abuse alcohol in the presence of athlete members, or at U.S. Figure Skating activities. I will not consume alcohol as a minor.
15. I will encourage my coach to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association and other accredited organizations.
16. I will respect my coach and refrain from coaching other skaters during competitions and practices because it may conflict with the coach's plan or strategies.
17. I will respect the decisions of officials and their authority during competitions and test sessions.
18. I will show appreciation and recognize the importance of volunteers and club officials.
19. I will study the rules of the U.S. Figure Skating (usfsa.org) so that I have an understanding and appreciation of the rules of competition and membership.
20. I will support all the opponents in any competition and respect the rights of all skaters to participate

10. Parent Code of Conduct

1. I will encourage good sportsmanship by demonstrating positive support for all skaters, coaches and officials at every practice session, competition and test session.
2. I will place the emotional and physical well-being of my child ahead of my personal desire to win.
3. I will encourage my child to skate in a safe and healthy environment.
4. I will inform my child's coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
5. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the results of a competitive event.
6. I will never ridicule or yell at my child or other participants for making a mistake or blame my child's teammates for placement in a competition.
7. I will do my best to make skating fun and will remember that my child participates in sports for his/her own enjoyment and satisfaction, not mine.
8. I will ask my child to treat other skaters, coaches, fans, and officials with respect, regardless of race, creed, color, sexual orientation or ability.
9. I will applaud a good effort in both victory and defeat emphasizing the positive accomplishments and learning from the mistakes.
10. I will teach my child to resolve conflicts without resorting to hostility or violence.
11. I will be a positive role model for my child and other skaters.
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 drug prescribed by applicable federal, state, or municipal law.
13. I will not assist or condone any athlete's use of a drug banned by the IOC, ISU, United States Olympic Committee, or USFSA, or their refusal to submit to properly conducted drug tests.
14. I will not provide alcohol to, or condone the use of alcohol by minors, abuse alcohol in the presence of athlete members, or at U.S. Figure Skating activities.

15. I will encourage my child's coach to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association and other accredited organizations.

16. I will respect my child's coach and refrain from coaching my child or other skaters during competitions and practices because it may conflict with the coach's plan or strategies.

17. I will respect the decisions of officials and their authority during competitions and test sessions and teach my child to do likewise.

18. I will show appreciation and recognize the importance of volunteers and club officials.

19. I will study the rules of the U.S. Figure Skating (usfsa.org) and teach my child accordingly so that we have an understanding and appreciation of the rules of competition and membership.

20. I will support all the opponents in my child's competition and respect the rights of all skaters to participate.

11. Coaches Code of Conduct

Coaches' Code of Ethics, Standards, and Conduct Purpose:

Ozark 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 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 a 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.

11.1 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.

11.2 Ethical Standards:

- **Compliance with Rule Requirements:** All coaches must complete all annual coaching member requirements set forth by 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 protected by applicable law.
- **Misconduct:** Coaches must not, under any circumstances, engage in any form of misconduct 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.

11.3 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.

- May not be under the effects of alcohol, illegal drugs, or any substance that can affect athlete safety and coaching judgment.
- Must refrain from using any profane or abusive language.
- Must not engage in any type of misconduct with any athlete.
- Must teach and support the athletes fairly and equitably.
- Must never discriminate against any athlete.

I understand that as a U.S. Figure Skating member coach, I have assumed certain responsibilities to prepare, develop, and 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.

Signature

Printed name

Date

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

12. Jones Center Ice Etiquette Rules

I understand that in accordance with Jones Center policy, no romantic public display of affection, lewd, or sexual behavior is allowed anywhere in the ice rink.

1. Skaters must have their own figure skates or be in private lessons to be on a freestyle session.
2. No chewing gum or eating is allowed on the ice.
3. Skaters can only have water in water bottles or sports drinks (Gatorade, etc) on the ice.
4. No talking is allowed during freestyle sessions.
5. Parents are not allowed to talk to the skaters while they are on the ice. Skaters must exit the ice to talk to parents.
6. Videoing is welcome without distraction to the skater being videoed or other skaters on the ice. All videoing should be done from the hockey players' benches. If a skater needs to watch the video, we ask that they step off the ice.
7. Parents are asked to watch practice from the stands or skate counter. Parents are not allowed to sit in the hockey boxes to watch practices.

8. Parents are only allowed in the music box if they are volunteering to play music during the sessions.
9. No repetitive getting on and off the ice.
10. Skaters must have appropriate skating attire on the ice. No blue jeans or street clothes are allowed on freestyle sessions.
11. Skaters are not allowed to wear dangling articles of clothing or jewelry.
12. Skaters' hair must be pulled securely out of their face.
13. Limit standing on the board to no more than 1 minute.
14. Skaters are not allowed to congregate in or in front of the music box.
15. Skaters are not allowed in the music box.
16. Skaters are not allowed to use their cell phones while on the ice. If a skater needs to use their phone, they must step off the ice away from the hockey boxes and ice arena doors.
17. Skaters are not allowed to use their phones for videoing during freestyle sessions. If they need to video, they must ask someone to do it for them off the ice.
18. Skaters should be respectful of all coaches on the ice, talking back is not allowed at any time and will not be tolerated.
19. Skaters must skate by themselves on the ice, unless they are working on a duet.
20. Skaters are allowed to play their music 3 times per session, unless no one else is wanting to play music. Skaters must wear a sash around their waist while skating program with music.
21. Skaters must get up immediately after falling.
22. Skating right of way is as follows: 1) Skaters doing program with music (wearing a sash around their waist); 2) Skaters in lessons and 3) Skaters practicing.
23. No headphones or earbuds are allowed on the ice.
24. No props are allowed on the ice without coach's permission.
25. Skaters agree to adhere to practice patterns on the ice, including, but not limited to, not spinning on the ends of the rink and in the corners unless they are doing their program and spin in choreographed in that area. When practicing, jumps should be done on the ends and corners of the rink while spins should be practiced in the center of the rink.

13. Jones Center Policies

The Ozark Figure Skating Club (OFSC) acknowledges the importance of adhering to the rules, regulations, and decisions set forth by the Jones Center, our esteemed partner in providing skating facilities and services. OFSC is committed to upholding the highest standards of integrity, cooperation, and mutual respect in our relationship with the Jones Center.

13.1 Compliance with Jones Center Directives:

OFSC prioritizes compliance with all directives and decisions made by the Jones Center management. OFSC will adhere to Jones Center rulings, particularly those pertaining to matters of employment, without reservation or hesitation.

13.2 Employment Decisions:

Any decisions made by the Jones Center regarding the employment status of coaches or staff members will be respected and followed by OFSC. OFSC will not engage in any activities that conflict with the employment decisions made by the Jones Center.

13.3 Prohibition of Coaching by Severed Employees and Independent Contractors:

Coaches who have been severed from employment with the Jones Center, either as an employee or as an independent contractor, are prohibited from coaching at Ozark Figure Skating Club events or activities held at the Jones Center facility. This measure ensures consistency with the employment policies of the Jones Center and underscores OFSC's commitment to mutual respect and cooperation.

13.4 Participation of Former Jones Center Employees and Independent Contractors:

Former Jones Center employees and independent contractors who have been terminated from employment are welcome to attend Ozark Figure Skating Club events as spectators. However, former employees and independent contractors are not permitted to coach any skater who is a member in good standing of OFSC during events or activities held at the Jones Center, in accordance with Jones Center guidelines.

14. Ozark Figure Skating Club Document Retention Policy

14.1 Policy and Purposes:

This document represents the policy of the Ozark Figure Skating Club with respect to the retention of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

14.2 Administration:

14.2a Responsibilities of the Administrator:

The President of the Ozark Figure Skating Club will be the administrator (“Administrator”) in charge of the administration of this Policy. The Administrator’s responsibilities will include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator, with consultation and approval of the Board, may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. The Administrator is also authorized to periodically review this Policy and Policy compliance with legal counsel if necessary and to report to the Board of Directors as to compliance. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator’s responsibilities. However, the Administrator retains ultimate responsibility for the administration of this Policy.

14.2b Responsibilities of Constituencies:

This Policy also relates to the responsibilities of board members, club members, volunteers, and outsiders with respect to maintaining and documenting the storage and destruction of the organization’s documents. The Administrator will report to the Board of Directors (the board members acting as a body), which maintains the ultimate direction of management. The organization’s Board and members will be familiar with this Policy, will act in accordance therewith, and will assist the Administrator, as requested, in implementing it. The responsibility of volunteers with respect to this Policy will be to produce specifically identified documents upon request of management, if the volunteer still retains such documents. In that regard, after each project in which a volunteer has been involved, or each term which the volunteer has served, it will be the responsibility of the Administrator to confirm whatever types of documents the volunteer

retained and to request any such documents which the Administrator feels will be necessary for retention by the organization (not by the volunteer). Outsiders may include vendors or other service providers. Depending upon the sensitivity of the documents involved with the particular outsider relationship, the Administrator may share this Policy with the outsider, requesting compliance. In particular instances, the Administrator may require that the contract with the outsider specify the particular responsibilities of the outsider with respect to this Policy.

14.3 Document Retention Schedule

14.3a Schedule:

Category	Document Type	Retention Period
Accounting and Finance	Accounts Payable & Receivable	7 Years
	Annual Financial Statements	Permanent
	Audit Reports	Permanent
	Bank Statements, Reconciliations & Deposit Slips	7 Years
	Capital Stock and Bond Records	Permanent
	Canceled Checks – Routine	7 Years
	Canceled Checks – Special, such as loan repayment	Permanent
	City Contracts	Permanent
	Credit Card Receipts	3 Years
	Entertainment records	10 Years
	Expense Reports/Documents	7 years
	Financial Reports- Year End Statements	Permanent
	General Ledger	Permanent
	Invoices for Purchases of Property or Equipment	Permanent
	Invoices To or From Organization	10 Years
	Sales Records	10 years

Contributions, Gifts, and Grants	Contribution Records	Permanent
	Documents Evidencing Terms of Gifts	Permanent
	Grant Records	7 Years After End of Grant Period
Corporate and Exemption	Articles of Incorporation and Amendments	Permanent
	Bylaws and Amendments	Permanent
	Minutes, including Board & Committee Minutes	Permanent
	Annual Reports to Attorney General & Secretary of State	Permanent
	Other Corporate Filings	Permanent
	IRS Exemption Application (Form 1023 or 1024)	Permanent
	IRS Exemption Determination Letter	Permanent
	State Exemption Application (if applicable)	Permanent
	State Exemption Determination Letter (if applicable)	Permanent
	Licenses and Permits	Permanent
	Employer Identification (EIN) Designation	Permanent
Insurance	Property, D&O, Workers' Compensation and General Liability Insurance Policies	Permanent
	Insurance Claims Records	Permanent
	Contracts, related correspondence and other supporting documentation	10 Yrs After Termination
	Legal Correspondence	Permanent
Management and Misc.	Internal Reports, miscellaneous	3 Years
	Inventories of Products, Materials, and Supplies	10 Years
	Policies and Procedures	Current version with revision history
	Trademarks, Copyrights and Patents	Permanent
	Volunteer Records	3 Years

Membership Records	Code of Conduct Forms	2 Years
	Medical Release Forms	4 Years
	Membership Roster, with Year End Total Numbers	Permanent
Testing Records	Test Entries	1 Year
	Test Agreements	1 Year
	Test Results	1 Year
	Test Videos	1 Year
Tax	Tax Exemption Documents & Correspondence	Permanent
	IRS Rulings	Permanent
	Annual Information Returns – Federal and State	Permanent
	Tax Returns	Permanent

14.4 Correspondence, Internal Memoranda, and Electronic Mail (Email)

14.4a Hard copy correspondence, internal memoranda, and Electronic mail (emails) to or from the organization relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.

14.4b Correspondence, internal memoranda, and emails important to the organization or having lasting significance: Permanent, subject to review.

14.4c Routine hard copy correspondence, internal memoranda, and emails not included in either of the above categories should be kept for two (2) years.

15. Equipment Checkout Policies and Procedures

Introduction:

The following policies and procedures are established to govern the checkout, usage, and storage of equipment purchased by the Ozark Figure Skating Club (OFSC). These guidelines aim to ensure the proper care, utilization, and reimbursement for the equipment purchased by the club for the benefit of its coaches and members.

15.1. Equipment Checkout:

15.1a Coaches are required to check out equipment from the designated equipment storage area prior to its use.

15.1b To check out equipment, coaches must fill out the Equipment Checkout Form (Appendix A) providing details such as date, time, equipment item(s), and expected return date.

15.1c Equipment checkout is subject to availability and on a first-come, first-served basis.

15.1d Coaches must return the equipment promptly after use, as specified in the checkout agreement.

15.2 Storage:

15.2a Equipment must be stored in the designated storage area, which is located under the stairs in the coaches' room.

15.2b Coaches are responsible for ensuring that the equipment is stored securely and neatly to prevent damage or obstruction.

15.2c The storage area must be kept organized, with each item placed in its designated spot to facilitate easy retrieval and inventory management.

15.3 Reimbursement:

15.3a Coaches are required to pay a monthly fee of \$50 to the Ozark Figure Skating Club as reimbursement for the purchase of equipment.

15.3b The total cost of all equipment purchased is \$1550.00.

15.3c Payments made by coaches will be credited towards the total cost of the equipment.

15.3d Once the coaches have paid the total cost of the equipment in full, they will no longer be required to make the \$50 monthly payment.

15.3e Payments are due on the first day of each month and can be made through electronic transfer, cash, or check.

15.3f Failure to make timely payments may result in suspension of equipment checkout privileges until outstanding payments are settled.

15.4 Care and Maintenance:

15.4a Coaches are expected to use the equipment with care and adhere to all safety guidelines and instructions provided by the manufacturer.

15.4b Any damage to the equipment must be reported immediately to the OFSC board for assessment and repair.

15.4c Coaches are responsible for cleaning and maintaining the equipment after each use to ensure its longevity and usability.

15.5 Compliance:

15.5a Failure to comply with the Equipment Checkout Policies and Procedures may result in disciplinary action, including but not limited to suspension of equipment checkout privileges and forfeiture of reimbursement.

15.5b Any disputes or concerns regarding equipment checkout, usage, or reimbursement should be brought to the attention of the OFSC board for resolution.

Conclusion:

These policies and procedures are established to promote the responsible use, storage, and reimbursement of equipment purchased by the Ozark Figure Skating Club. By adhering to these guidelines, coaches contribute to the sustainability and effectiveness of the club's resources for the benefit of its members.

Appendix A: Equipment Checkout Form

Date:

Coach's Name:

Equipment Item(s):

Equipment Sign-in:

Signature:

16. Club iPad Policies and Procedures

Introduction:

The following policies and procedures govern the usage, storage, and access of the Ozark Figure Skating Club (OFSC) iPad. These guidelines aim to facilitate the efficient and appropriate use of the iPad by parents and coaches for the benefit of skaters and the club as a whole.

16.1 Access and Security:

16.1a The access code for the club iPad is 024680.

16.1b The designated email address for the iPad is OFSCipad@icloud.com.

16.1c Parents and coaches are responsible for adhering to the access code and email address provided for the iPad.

16.2 Usage Guidelines:

16.2a The club iPad is primarily intended for playing skaters' music during practice sessions and recording test session videos.

16.2b Parents are permitted to use the iPad for playing a skater's song up to three times within a 30-minute period.

16.2c Coaches may also utilize the iPad for playing skaters' music and recording test session videos as needed for training and evaluation purposes.

16.3 Storage:

16.3a The club iPad is to be stored securely in the coaches' room when private sessions are not in session.

16.3b Coaches are responsible for ensuring that the iPad is safely stored and accessible during practice sessions and test sessions.

16.3c Any coach utilizing the iPad for practice sessions must return it promptly to the coaches' room after the session concludes.

16.4 Responsibilities:

16.4a Coaches are responsible for bringing the iPad to the music box when needed for practice sessions or test sessions.

16.4b Parents are responsible for adhering to the usage guidelines outlined in section 2 and for returning the iPad to its designated storage location after use.

16.4c Any issues or concerns regarding the club iPad should be reported to the OFSC board for resolution.

16.5 Compliance:

16.5a Failure to comply with the Club iPad Policies and Procedures may result in disciplinary action, including but not limited to suspension of iPad privileges.

16.5b Any unauthorized use or access of the iPad may result in immediate suspension of privileges and further investigation by the OFSC board.

Conclusion:

By adhering to these policies and procedures, parents and coaches contribute to the responsible and effective use of the club iPad for the benefit of skaters and the Ozark Figure Skating Club as a whole.

17. Contact Information:

Physical:

Ozark Figure Skating Club
Joel Carver Ice Arena
922 E Emma Ave
Springdale, AR 72764

Mailing:

Ozark Figure Skating Club
PO Box 601
Springdale, AR 72765

Electronically:

ozarkfigureskatingclub@gmail.com

18. Logo Policy:

Club Wear OFSC currently has our club logo on file with Monogram It, located at 2921 S Old Missouri Rd Suite 7, Springdale, AR 72764. Periodically throughout the membership year, we will be placing large orders on behalf of our members and will notify our members through our email newsletter/texting service when these opportunities arise. Otherwise, you may place your order individually through them at any time. Logo Usage Policy and Request Procedures The OFSC Logo may only be used pursuant to the guidelines in this document. Any use that falls outside what is outlined below is strictly prohibited. Questions related to the content of this policy or its interpretation should be directed to the OFSC Board of Directors.

18.1 Usage Policy:

1. The OFSC Logo must be used as provided, and may not be copied, replicated, imitated, redrawn, changed or have the aspect ratio altered in any way.
2. The logo must only appear in a horizontal position.

3. When used on articles of clothing or merchandise, the logo must stand alone, and may not be combined with any other object, including but not limited to other logos, words, graphics, photos, slogans, numbers, design features or symbols. The logo must never be used to represent the word OFSC in text without permission from the OFSC Board.

4. The logo must never appear with any other symbol or icon, contained within a circle, box, or other shape, or combined with any other name, logo or icon used to create a co-branded logo without permission from the OFSC Board.

5. The OFSC Logo may not be used in any manner that would imply that any non-OFSC goods, services or websites are sponsored by, endorsed by, or affiliated with OFSC without express written permission of the OFSC board.

6. The logo may not be used in messaging that communicates in bad faith, in poor taste, or in any way intended to be insulting, disparaging, bullying or sarcastic in nature.

7. The OFSC Logo may only be displayed as a primary or prominent branding feature on merchandise with prior approval by the OFSC Board of Directors based on a request specific to the article of clothing or object on which the logo is to be placed (sewn, printed, embroidered, etc).

8. Approval from the OFSC Board applies exclusively to the items submitted in the request, and at the time of the official request. The approval does not grant the requestor the authority to use the OFSC Logo for any equivalent or similar items procured at a later date. Requests for Logo Usage Approval A request for approval to use the OFSC Logo on articles of clothing or merchandise may be submitted to the OFSC Board of Directors by emailing ozarkfigureskatingclub@gmail.com a picture of the articles/merchandise, along with a description of the size, intended placement of the logo, any color variations requested, and with any other information pertinent to the request. The request will be reviewed by the board at the next scheduled monthly meeting. If approved, the requestor will be notified, and will be informed of next steps (authorized service provider, etc).

19. Skatesafe and Safesport:

19.1 Skatesafe Statement from OFSC:

Ozark 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 and in alignment with the policies and procedures set forth in the US. Figure Skating SkateSafe Handbook.

The SkateSafe Handbook is comprised of best practices and requirements for when Coaches and Adults are in the presence of minors. It is designed to protect minors from harm and prevent the occurrence of a situation that could lead to misconduct.

As a required safety measure, when OFSC hosts events like competitions and the annual Christmas Show, we utilize the help of volunteers to monitor locker rooms and ensure no misconduct takes place and our skaters stay safe. These volunteers, who are SkateSafe Certified, submit to a background check and must pass a yearly SafeSport training where they learn how to prevent, recognize, and respond to abuse and misconduct.

19.2 Safesport Conduct Violations and Consequences:

19.2a Safesport Requirements for Board Members

All OFSC Board members must become Safesport compliant within 14 days of the commencement of their term, regardless of their role as Chair, Director, or Officer. Continual Safesport compliance is mandatory for all board members for the duration of their tenure on the board of directors.

19.2b Safesport Violations and Reprimands:

Violations of any tenets will be addressed at the time they occur by any OFSC board of directors following the procedures outlined in the conflict resolution process.

First offense:

Club members will be addressed verbally (in private) regarding the violation.

Second offense:

If there is a second violation, the member will be removed from the activity and given a written warning. A face-to-face meeting with the member may be in order.

Repeated offenses:

If the member continually violates any tenet of the code of conduct, repeat offenses will be taken very seriously by the club board of directors. Discipline may include loss of club privileges for extended periods and/or revocation of club membership.

20. Operational Procedures

20.1 Board of Directors Insurance

The President or designated representative of the Board shall contact American Fidelity Insurance, the USFS recommended insurance company, to inquire about obtaining or renewing the Directors and Officers (D&O) insurance policy. The representative shall provide necessary information regarding the club's size, activities, and coverage requirements to American Fidelity Insurance.

20.1a Obtain Quotes:

American Fidelity Insurance shall provide the Board with quotes for the D&O insurance policy covering officers and directors for a \$1,000,000.00 coverage limit. The Board shall review the quotes provided and compare them with the club's budget and insurance needs.

20.1b Decision Making:

Based on the quotes received and the club's financial situation, the Board shall decide whether to proceed with purchasing or renewing the D&O insurance policy through American Fidelity Insurance. If the decision is to proceed, the Board shall authorize the purchase or renewal of the insurance policy.

20.1c Complete Application and Documentation:

The designated representative of the Board shall work with American Fidelity Insurance to complete the necessary application forms and provide any additional documentation required for the insurance policy. The representative shall ensure all information provided is accurate and up-to-date to avoid any delays in the policy issuance.

20.1d Payment:

Upon acceptance of the application by American Fidelity Insurance, the Board shall arrange for payment of the insurance premium. The Treasurer or designated individual shall handle the payment process and ensure timely remittance to American Fidelity Insurance.

20.1d Confirmation of Coverage:

Once the payment is processed, American Fidelity Insurance shall issue a certificate of insurance confirming coverage for the club's officers and directors. The certificate shall be reviewed by the President or designated individual to verify that the coverage details align with the agreed-upon terms.

20.1e Policy Review and Renewal:

Throughout the policy period, the Board shall periodically review the insurance coverage to ensure it remains adequate and meets the club's needs. Prior to the expiration of the policy, the Board shall initiate the renewal process following the same procedure outlined above.

20.1f Record Keeping:

The Secretary or designated individual shall maintain records of the insurance policy, including the certificate of insurance, premium payment receipts, and any correspondence with American Fidelity Insurance. These records shall be kept in a secure and easily accessible location for future reference.

20.1g Communication:

The Board shall communicate the details of the insurance coverage to all officers and directors, ensuring they are aware of their protection under the policy. Any changes or updates to the insurance coverage shall be promptly communicated to the relevant parties.

Conclusion:

By following this procedure, the Ozark Figure Skating Club's Board of Directors can ensure the continued protection of its officers and directors through the D&O insurance policy provided by American Fidelity Insurance. This proactive approach to insurance management helps safeguard the club's interests and mitigate potential risks associated with governance and decision-making.

20.2 Bylaws submittal to USFS

Purpose:

To ensure compliance with USFS regulations, the President of Ozark Figure Skating Club is responsible for uploading new or revised club bylaws to www.usfsonline.org.

Procedure:

20.2a Documentation Preparation:

President ensures accurate documentation of new or revised bylaws in electronic format.

20.2b Upload to USFS Website:

President or designate accesses www.usfsonline.org, navigates to bylaws section, uploads documents, verifies information, submits for review, and maintains records.

Compliance:

President adheres to this policy for USFS compliance and governance integrity.

Conclusion:

This policy ensures efficient and compliant upload of club bylaws to the USFS website, maintaining transparency and governance standards for Ozark Figure Skating Club.

20.3 Board Member Assignment to USFS Club Contacts

20.3a. Access USFS Online Website:

Open a web browser and navigate to www.usfsonline.org. Log in to the website using the credentials provided for the President's account.

20.3b. Navigate to Club Management:

After logging in, locate and click on the "Clubs" tab or option. This will typically be found in the main navigation menu.

20.3c Access Club Contact Information:

Within the Clubs section, find and select the "Club Contact" or similar option. This will allow you to manage the contact details associated with your club.

20.3d. Use Contact Lookup Feature:

Look for the option labeled "Contact Lookup" or something similar. This feature allows you to search for existing contacts within the USFS database.

20.3e Search for Board Members:

Enter the USFS number or the first and last name of the board member you wish to assign in the search fields provided. Click on the "Search" button to initiate the search process.

20.3f Select Contact:

Review the search results to find the correct board member. Once you've located the appropriate contact, click on their name to select them.

20.3g Assign Contact:

After selecting the board member, look for an option labeled "Assign Contact" or similar. This option allows you to assign the selected contact as a board member for your club.

20.3h Confirm Assignment:

Follow the prompts to confirm the assignment of the selected board member to your club. You may need to confirm or provide additional information about their role or position within the club.

20.3i Review and Save Changes:

Review the updated club contact information to ensure the assignment was successful. If everything looks correct, save your changes to finalize the assignment of the board member.

20.3j Repeat as Necessary:

If you have multiple board members to assign, repeat the above steps for each individual.

20.3k Log Out:

Once you've finished assigning board members, log out of your USFS Online account to secure your information.

Conclusion:

By following these steps, you can efficiently assign board members to your club's profile on the USFS Online website, ensuring accurate representation of your club's leadership team.

21. Website Policies and Procedures

The Ozark Figure Skating Club's website, hosted on Wix, serves as a vital platform for communicating with club members, participants, and the public. This document outlines the policies and procedures for maintaining and updating the website to ensure accurate and timely information dissemination.

21.1 Website Management:

21.1a The responsibility for managing the Ozark Figure Skating Club website falls under the jurisdiction of the Website Committee.

21.1b The Website Committee operates under the direction of the Communications Director.

21.1c The Communications Director oversees the Website Committee's activities and ensures alignment with the club's communication strategies.

21.2 Content Updates:

21.2a Updates to the website must be made promptly following any changes or announcements by the Board of Directors or relevant committees.

21.2b Updates include but are not limited to:

- Upcoming Competitions
- Events such as Parent Town Halls, Hospitality Events, Testing Events, Annual Banquet, Annual Christmas Show
- Board Members
- Board Meeting Minutes
- Special Meetings
- Educational Information about the Club and Ice Skating

21.3 Formatting and Design:

21.3a The website design shall maintain consistency with the Ozark Figure Skating Club's branding guidelines.

21.3b Specific type fonts, including Intro Rust and Town 10 Display, shall be utilized consistently across the website for a cohesive aesthetic.

21.3c The club's logo shall be prominently displayed on the website's homepage and other relevant pages.

21.4 Procedures for Updates:

21.4a The Website Committee, under the direction of the Communications Director, shall manage website updates.

21.4b The Webmaster shall log in to the Wix platform using authorized credentials.

21.4c Upon receiving updates from the Communications Director or Board of Directors, the Webmaster shall:

- i. Navigate to the appropriate sections of the website.
- ii. Update the content with accurate and relevant information.
- iii. Ensure proper formatting and alignment of text, images, and other media.
- iv. Publish the changes to the live website.

21.5 Review and Maintenance:

21.5a Regular review of the website shall be conducted to identify outdated information or potential areas for improvement.

21.5b The Communications Director shall lead periodic meetings of the Website Committee to discuss website performance and any necessary updates.

21.5c Technical maintenance, including updates to plugins or software, shall be conducted to ensure the website's functionality and security.

21.6 Compliance:

21.6a The Webmaster and Website Committee shall adhere to all relevant laws and regulations, including data protection and privacy laws.

21.6b Any sensitive information shared on the website, such as meeting minutes or member data, shall be handled securely and in accordance with the club's privacy policy.

Conclusion:

The Ozark Figure Skating Club's website serves as a vital tool for communication and engagement with its members and the broader community. By following these policies and procedures, we aim to maintain an informative, visually appealing, and user-friendly online presence that reflects the club's values and activities accurately.

OFSC Bylaws

[OFSC Bylaws can be found by clicking here*](#)

Ending Summary

The policies and procedures outlined herein are designed to align with the mission, values, and objectives of the Ozark Figure Skating Club (OFSC), aiming to safeguard the well-being and enhance the success of its members and activities. Amendments to these policies may be enacted as required, subject to review and approval by the Board, especially when new items are introduced to the club. Modifications to these policies and procedures are not subject to alteration by the membership as a whole through quorum or majority vote.