

GREAT FALLS FIGURE SKATING CLUB
POLICIES AND PROCEDURES
ADOPTED:

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I. ANNUAL CALENDAR

May	· Annual meeting- elect new board members to positions · Monthly meeting- elect new members to board positions
June	· Monthly meeting · Great Falls Ice Plex: Confirm dates for following season · Update bank signatories, if needed · Set ice fees for following season · Finalize LTS session dates for the coming season
July	· Monthly meeting · Secure ice schedule with ice arena, specifically ice shows and special events. · July 1st- start of membership year (date set by USFSA) · July 1st- coaching credentials due for returning coaches (date set by USFSA) · New board members take over
August	· Monthly meeting · Learn to Skate coaches meeting · Arrange for LTS fliers to go out to schools
September	· Monthly meeting · Ice begins · Community Day (date determined by Iceplex)
October	· Monthly meeting · Order National Skating Month goodies from USFSA (if wanted) -Womens Expo -Raffle
November	· Monthly meeting

December	· Monthly meeting -Possible Holiday exhibition -Apply for Sanction for show and competition
January	· USFSA National Skating Month · Nominating committee (new board members) · File tax forms online
February	· Monthly meeting
March	· Monthly meeting · Nominating committee presents candidates to board · Great Falls Open Figure Skating Competition
April	· Monthly meeting · Set membership fees for following season · Annual Iceplex Board Meeting: elections meeting (1 spot on the board) · Ice closes for the summer

II. BOARD POSITION AND TERMS

Each board member is elected for a term of three (3) years, regardless of the position they hold. Board members may serve two consecutive terms (6 years total). After their second consecutive term, they must take one season off before they are eligible to serve on the board again.

They can, however, still serve on committees and volunteer during this mandatory break. Should a director serve two consecutive 3-year terms and no other eligible replacements are nominated or nominations accepted, the previous director may serve subsequent 3-year terms until a qualified replacement is voted on as outlined in the GFFSC By-laws [MOU1].

Position	Current Member	End of Term	Eligible for 2nd Term
President	Stephanie Kazior	2024	yes
Vice President	Michal Gondeiro	2024	yes
Treasurer	Hannah Maynard	2026	Yes
Secretary	Deborah Lajara-Nanson	2026	Yes
501c3	Michal Gondeiro	2023	Yes
Board Member	Kathy Weaver	2023	Yes
Board Member			
Competition Chair	Jill Ahlbrecht	2025	Yes
Test chair	Jill Ahlbrecht	2025	Yes
Learn To Skate Director (Not a GFFSC Board Position)	Stephanie Kazior	Appointed	--

III. OFFICER DESCRIPTION AND DUTIES

All board members must be full members of GFFSC. In the first season of any non-consecutive term, the board member must submit membership payment to the club in the same manner as any other member. All board members must comply with current SafeSport policies set by USFSA.

A. Duties of the President

- Call and run board meetings
- Oversee the events calendar, fundraising, banquet planning, and communication with the LTS director
- Keep a physical copy of by-laws, contracts, sponsorship agreements, etc. in the GFFSC/LTS office
- Only votes in the event of a tie

B. Duties of the Vice President

- Assist the President
- Run board meetings if President is absent

C. Duties of the Treasurer

- Keep records of all monetary receipts and disbursements
- Provide a written report at board meetings
- Fiscal year runs with the membership year (July 1-June 30)

D. Duties of the Secretary

- Keep meeting minutes
- Provide, as requested, all reports and documents concerning club including by-laws, contracts, sponsorship agreements, etc.

E. Learn to Skate Director

- Set up LTS rosters, coaching agreements, registration, testing
- Manage/hire coaching staff LTS and private coaches
- Plan participation in Spring Show: music, costumes, theme and delegate other needs
- Run the competition: delegate others to assist such as the competition chair

IV. MEMBERSHIP

Membership is limited to individuals residing and training within our USFS Region (or USFS Section for adult skaters). Special exceptions can be made for individuals who do not intend to compete at qualifying competitions. GFFSC does not support out of region skaters. As of the 2024-2025 season, the Northwest Pacific Region includes Alaska, Idaho, Montana, Oregon, Washington, and Wyoming.

GFFSC follows procedures outlined by MR 12.00 in the USFS rulebook states, “Member clubs must submit to U.S. Figure Skating headquarters any time during the current registration year, a list of those members not in good standing with said club. Such members will be flagged in the U.S. Figure Skating database until such financial matter has been resolved. Outstanding financial obligation is the only valid reason for submitting a member on this list.” If a skater has outstanding financial obligations (to the club, the ice arena, or a coach), GFFSC has the right to disallow the skater from using any and all ice time purchased by the club. This ice time may include, but is not limited to, club freestyle sessions, Learn to Skate lessons, ice shows, and competitions.

V. CLUB ICE

The following policies are meant to encourage local skaters to support their local club.

Anyone who regularly uses GFFSC club ice must be a member of GFFSC club, this includes skaters and coaches. “Regularly” is defined as more than once per month for two or more months in any given season. Notable exceptions to this rule are special events like competitions or ice shows that include Learn to Skate members and members of other clubs. Board members may grant exceptions to this rule on a case by case basis, such as for college students whose parents live in the area or skaters who split time between parents living in different cities.

Guest skaters and coaches are welcome to skate on GFFSC sessions, as long as they are current members of USFS or another member club. Coaches must be compliant with current USFS coaching requirements. Guest skaters and guest coaches pay \$5.00 more per session than GFFSC members.

All club ice time purchased by GFFSC must be open to most (if not all) skaters and compliant coaches. GFFSC can choose to limit participants to just club members, or club members plus Learn to Skate members, or ‘High Test’ and ‘Low Test’ sessions. However, GFFSC will not purchase club ice that excludes the majority of their members, such as a parent wanting to rent ice under the GFFSC Ice User Agreement for their child’s birthday party. This birthday party situation would only be okay if the ice time followed other GFFSC ice time participation requirements.

VI. ICE SHOWS

The annual ice show is directed by the LTS director, unless this position is appointed by the LTS director to another member of the coaching staff.

- A. Assignment of Solos, Duets, and any small group numbers other than Learn To Skate group numbers.
 - a. Each show has a deadline to request a solo, duet, or small group number. Skaters must obtain their own costumes, coaching, and ice time. If we cannot accommodate all requests, the following criteria is used to decide which requests are granted:
 - i. Test Level
 - ii. Primary Training Location and home club
 - iii. Most difficult consistent jump and/or spin
 - iv. Skating level at recent competition
 - v. Previous ice show participation
 - vi. Working with a USFS Compliant coach
 - vii. Support of GFFSC Programs and/or use of GFFSC ice time
 - b. Maximum time limits for solos are the same as competition requirements for their current test level. There is no minimum time limit. National Showcase time limits apply to duets and small groups.
- B. Senior Spotlight
 - a. Graduating high school seniors can choose to have special recognition during the ice show. (Note: This recognition is only available to a skater once. Should they fail to graduate as planned, they are not eligible for another Senior Spotlight in subsequent seasons).
 - b. If the skater would like the recognition, they can have the last solo(s) in the show, friends/family can present the skater with a gift after they finish their performance, and they will be featured on the Senior Spotlight page if a program is printed for that show.
 - c. To be eligible for a Senior Spotlight, skaters must meet one of the following conditions:
 - i. Has petitioned the GFFSC board and been approved. Skaters should demonstrate that they have been a valuable asset to the club, a positive role model to other skaters, have been dedicated skaters for several seasons, etc.

VII. COACHES

A. Coach Qualifications

Coaches must maintain appropriate credentials for the level of skaters they are teaching. These qualifications are set by USFS. Coaches are responsible for seeking out the information and completing all requirements on time. GFFSC is not responsible for notifying coaches of any changes to the requirements or their qualifications.

Once their qualifications are current, each coach must submit proof of qualification to the Learn to Skate Director. This must be done before the coach gives any instruction to any skater during GFFSC club ice time.

B. Club advertisement/promotion of Coaches

GFFSC prioritizes compliant coaches who are actively supporting GFFSC ice time, programs such as Learn to Skate, ice shows, competitions, etc. Other coaches who may be compliant, but who are not actively working to support the club will not necessarily receive recognition from the club. Recognition may include things like being listed on the coaches section of a website.

C. Coach Self-Promotion

GFFSC supports the Professional Skaters Association Code of Ethics, specifically the following statement, “In order to protect the safety and development of students, no member shall engage in any in person solicitation of a student while the student is actively engaged in a lesson or while ‘performing.’ ‘Performing’ means skating or preparing to skate in an event at an arena in a test, competition, or exhibition, and includes meeting with coaches, locker room time, practice skating, and warmup skating.”

GFFSC encourages skaters to continue to perfect their skills through private lessons. Coaches can absolutely talk to skaters (or their parents) off the ice at a time when skaters are not usually engaged with other coaches. For example, speaking to parents of a skater in an attempt to solicit lessons while the skater is on the ice participating in a Learn to Skate group lesson goes against the Code of Ethics.

D. Learn to Skate Instructors

1. Coaches who only teach Learn to Skate group lessons generally have less requirements to fulfill than coaches who teach private lessons. These requirements are set by USFS and Learn to Skate USA. Each coach is responsible for their own compliance.

2. Coaches for our program should have completed some USFS (or other IOC affiliated skating organization) testing and should demonstrate a basic knowledge of figure skating techniques. GFFSC can grant exceptions in the case of instructors with a hockey background.

3. Junior Instructors are instructors who are at least 16 years old and not yet 18 years old. Skaters wishing to become junior instructors must have completed at least two USFS (or other IOC affiliated skating organization) skating tests. GFFSC can grant exceptions for skaters with a hockey background. Junior Instructors must complete the application process and be approved by all current active Learn to Skate Instructors. They should attend the Instructors meeting with the other Learn to Skate Instructors at the beginning of the season.

VIII. Voluntary Dissolution

Voluntary dissolution of the club requires a two-thirds vote of all club members at a special meeting held with the sole purpose of dissolving the club. Any club assets shall be distributed to the organization acting as the club's successor in Great Falls, MT, provided the successor is able to obtain non-profit 501(c)(3) status in a reasonable amount of time. If no successor exists, assets should go to the closest active figure skating club with non-profit status. The goal of asset distribution is to support a figure skating organization where current club members could most easily continue to skate. The club strives to support other Montana figure skating clubs and desires our assets to stay in the state. No individuals shall benefit from the distribution of club assets. As of **date the policies are adopted**, the closest active figure skating club where skaters could most easily continue to skate was determined to be Helena Figure Skating Club.

[MOU1]This wording was added to protect the club when it is small, like we are.

IX. DEFINITIONS

GFFSC: Great Falls Figure Skating Club

GFCIF: Great Falls Community Ice Foundation. This board governs the running of the rink and is composed of representatives of all user groups. GFFSC has one position on this board.

GFFSC Coach: A coach that is compliant with all USFSA curricula and can coach on club ice. GFFSC Coaches may also be LTS Instructors.

IOC Affiliated Skating Organization

LTS: Learn to Skate

LTS Instructor: An instructor over the age of 18 that is compliant with the Learn to Skate instructor curriculum and is currently coaching in an approved Learn to Skate program. Instructors cannot coach on Club Ice unless they fall under the requirements of a GFFSC Coach

LTS Junior Instructor: An instructor between the ages of 12 and 18 that is compliant with the Learn to Skate instructor curriculum and is currently coaching in an approved Learn to Skate program. Instructors cannot coach on Club Ice unless they fall under the requirements of a GFFSC Coach.

Member of GFFSC (Membership Requirements)

USFSA: United States Figure Skating Association