

**GREAT FALLS FIGURE SKATING CLUB  
OPERATIONAL AND ADMINISTRATIVE  
POLICIES AND PROCEDURES**

Adopted and in effect: August 4th 2025

Bylaw Article X section 3: Operational and administrative policies and procedures may be amended any time during the year by a quorum. These operational and administrative policies and procedures do not supersede the Great Falls Figure Skating Club's Bylaws.

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## I. ANNUAL CALENDAR

<b>June</b>	<ul style="list-style-type: none"> <li>· Monthly meeting</li> <li>· Great Falls Ice Plex: Confirm dates for following season</li> <li>· Update bank signatories, if needed</li> <li>· Set ice fees for following season: LTS and club ice</li> <li>· Finalize LTS session dates for the coming season</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>· Monthly meeting</li> <li>· Secure ice schedule with GF Ice Plex, specifically ice show(s), competition, club ice and LTS.</li> <li>· July 1<sup>st</sup>- start of membership year (date set by USFSA)</li> <li>· July 1<sup>st</sup>- coaching credentials due for returning staff (date set by USFSA)</li> <li>· New board members take over</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>· Monthly meeting</li> <li>· Learn to Skate instructor meeting</li> <li>· Arrange for LTS fliers to go out to schools</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>· Monthly meeting</li> <li>· Due Date; 990-N file taxes</li> <li>· Community Day (date determined by Ice Plex)</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>· Monthly meeting</li> <li>· Order National Skating Month goodies from USFSA (if wanted)</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>· Monthly meeting</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>· Monthly meeting</li> <li>· Possible Holiday exhibition</li> <li>· Apply for Sanction for show and competition (USFS, LTS and Skate Canada)</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>· USFSA National Skating Month</li> <li>· Nominating committee (new board members)</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>· Monthly meeting</li> </ul>



<b>March</b>	<ul style="list-style-type: none"> <li>• Monthly meeting</li> <li>• Nominating committee presents candidates to board</li> <li>• Great Falls Open Figure Skating Competition</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Monthly meeting</li> <li>• Annual ice Show</li> <li>• Set membership fees for following season</li> <li>• Annual Iceplex Board Meeting: elections meeting (1 spot on the board)</li> <li>• Ice closes for the summer</li> <li>• File annual reports</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Annual meeting- elect new board members to positions</li> <li>• Monthly meeting- elect new members to board positions</li> </ul>

## 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].

Board Position	Name	Start Date	Term Date
<b>President</b>	Jennifer Rowell	June 2016	May 2019
	Jennifer Rowell	June 2019	March 2021
	Stephanie Kazior	June 2021	May 2024
<b>Vice President</b>	Michal Gondiero	June 2017	May 2021
	Michal Gondiero	June 2021	May 2024
	Michal Gondiero	June 2024	May 2027
<b>Treasurer</b>	Avery Bandel	May 2016	Dec 2022
	Toni Hendershot	Jan 2019	May 2023
	Hannah Maynard	June 2023	May 2025
	Mary Bowe	June 2025	May 2028
<b>Secretary</b>	Angela Semenza	May 2015	May 2018
	Ginger Murphy	June 2019	May 2023
	Deborah Lajara-Nanson	June 2023	May 2025
	Jill Ahlbrecht	June 2025	May 2028
<b>Board Member</b>	Kathy Weaver	June 2023	May 2026
<b>Board Member</b>			
<b>Appointments</b>			
<b>501c3</b>	Michal Gondiero	Appointed May 2016	
<b>Competition Chair</b>	Jill Ahlbrecht	Appointed March 2022	
<b>Test chair</b>	Jill Ahlbrecht	Appointed March 2022	
<b>Skating Director (Not a GFFSC Board Position)</b>	Stephanie Kazior	Appointed June 2021	

### **III. OFFICER DESCRIPTION AND DUTIES AND APPOINTMENTS**

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 Safe Skate policies set by USFSA.

A. See GFFSC Bylaws for the description and duties for each board position.

B. Skating Director

- Manage, hire, and compensate assistants, LTS instructors and GFFSC staff coaches.
- Verify LTS membership with class registrations
- Input testing/class completion data into LTS/Entry Eeze
- Plan participation in Spring Show: music, costumes, theme and delegate other needs
- Run the competition: delegate others to assist such as the competition chair
- Verify icetime payment from members
- Operate online registration system: Entry Eeze
- Operate website

C. Learn to Skate Director: If the GFFSC has a qualified applicant for the Learn to Skate Director position, the Skating Director may appoint and outline the duties for the position under the direction of the Skating Director

D. Test Chair: setup and run GFFSC test session(s). Input data into USFS.

E. Competition Chair: facilitate and organize the Great Falls Open Figure Skating Competition

F.501c3: file the 990-N and annual Montana Secretary of State Annual Report

### **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 current 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/classes, 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 as an individual member or another member club, subject to skating director approval. Coaches must be compliant with current USFS coaching requirements. Guest skaters and guest coaches pay \$5.00 (each participant) 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.

<sup>10</sup> See, for example, the discussion of the 'right to be forgotten' in the European Union's General Data Protection Regulation (GDPR), Article 17(1).

1. *On the 1st of January, 1863, the slaves of the United States were freed.* This was done by the *Emancipation Proclamation* of Abraham Lincoln, President of the United States.

3. The *U.S. Fish Commission* is to be the authority to regulate the fisheries of the United States.

## VI. ICE SHOWS

The annual ice show is directed by the Skating Director, unless this position is appointed by the Skating 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.
  - b. Skaters must obtain their own costumes, coaching, and ice time.
  - c. If we cannot accommodate all requests, the following criteria in no specific order 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
  - d. Maximum time limits for solos are the same as competition requirements for their current test level for either freeskate or showcase
  - e. There is no minimum time limit. National Showcase time limits apply to duets, trio and any small groups National Showcase guidelines apply.
- 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 for high school graduation and once for post-secondary graduation. Should they fail to graduate as planned, they are not eligible for another Senior Spotlight in subsequent seasons).
  - b. Senior Spotlight section in the show program if there is one printed for that show.
  - c. To be eligible for a Senior Spotlight, skaters must meet two of the following conditions:
    - i. Has petitioned the GFFSC board and has been approved.
    - ii. Skaters have demonstrated that they have been a valuable asset to the club, a positive role model to other skaters, have been a dedicated skater for several seasons, etc.
    - iii. Meets the USFS Graduating Senior Award criteria.
    - iv. Been a full member of the GFFSC for a minimum of 3 seasons.

## 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 Skating Director by July 1st to be eligible to coach for that season.

Coach, instructor and assistant compensation is set by the GFFSC board during the annual meeting in May.

### 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 USFS and ISI Coaching Standards of Professionalism. Failure to adhere to these Coaching Standards of Professionalism may result in disciplinary action including, but not limited to, the suspension or revocation of privilege to coach on GFFSC ice time. Further, such coaches may be reported to US Figure 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

1. Instructors 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 instructor is responsible for their own compliance.

- a. Instructors 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.

2. LTS assistants are at least 16 years old and not yet 18 years old or 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. Assistants must complete the application process and be approved by the Skating Director. Assistants 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 the 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.

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[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 must also be LTS Instructors. Current Club Members of GFFSC.

**IOC Affiliated Skating Organization:** Skate Canada, British Ice Skating are examples

**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 Assistant:** An instructor between the ages of 16 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)**

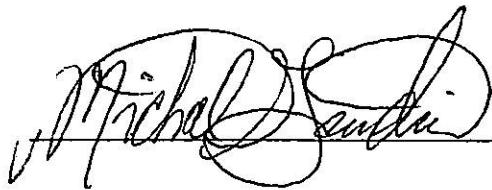
**USFSA:** United States Figure Skating Association

We, the Great Falls Figure Skating Club board, a Montana non-profit 501c3, do hereby assent to and adopt the forgoing as the operational and administrative policies and procedures of this organization.

In witness thereof, we hereto subscribe our names this 4th day of August 2025. (Quorum of GFFSC board signatures required).



Stephanie Kazior (president)



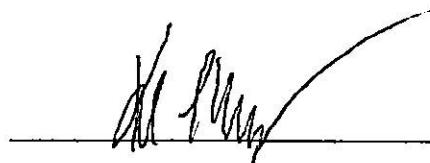
Michal Gondiero (vice president)



Jill Ahlbrecht (secretary)



Mary Bowe (treasurer)



Kathy Weaver (board member)