

KNOXVILLE FIGURE SKATING CLUB

INFORMATION HANDBOOK



Member:



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Welcome to the Knoxville Figure Skating Club

Introduction

The Knoxville Figure Skating Club (KFSC) is a non-profit organization formed in 2003, serving skaters in the greater Knoxville, Tennessee, area. The primary rink for the KFSC is Cool Sports, Home of the Icearium, in Knoxville, Tennessee.

Mission Statement

The Knoxville Figure Skating Club (KFSC) is a not-for-profit, family oriented skating club welcoming skaters, coaches, and interested individuals from all economic, ethnic, religious, and national backgrounds. The Club, serving the greater Knoxville area, is a community committed to skaters of all ages and abilities. It is the Mission of the KFSC to promote, foster, and encourage full participation in the growth and development of the sport of figure skating; to provide the programs and encouragement that will foster each individual to achieve his or her own athletic potential in a safe and healthy environment; to help in character development of youth through participation in a competitive sport; to contribute value to the community by promoting an environment for health and wellness through physical activity; and to carry out the general policies and objectives of the United States Figure Skating Association.

KFSC's Vision

KFSC recognizes and envisions that our club will:

- Encourage and assist amateur figure skating and participation in local, national, and international competitions
- Educate and inform members and the public of all aspects of the benefits to be derived from figure skating
- Provide educational activities and programs that promote safe and injury free skating and healthy lifestyles
- Assist in the development of good sportsmanship and ethical behavior in competitive situations
- Enable members to develop earning potential using their skating skills to help fund their education and skating activities
- Provide outreach activities to involve disadvantaged youth and adults in skating
- Provide life-long recreational & competitive skating opportunities for skaters of all ages

U.S. Figure Skating

United States Figure Skating (USFS) is the governing body for amateur skating in the United States. All members of KFSC are also members of U.S. Figure Skating.

U.S. Figure Skating Rule Book

KFSC recommends that each skating family have a Rule Book from U.S. Figure Skating. It is the responsibility of the parents and the skaters to know at what levels they are skating, and what elements should be in programs and test levels. Parents and skaters should also be familiar with the general rules of skating set down in the U.S. Figure Skating Rule Book. U.S. Figure Skating Rule Books are available as a free download at the USFS website (usfigureskating.org) or for a fee in a print version at the on-line store at the USFS website.

KFSC Website

The Knoxville Figure Skating Club maintains a website at www.knoxskating.org. The website includes Membership and Test Applications, as well as a calendar of events and other information regarding the Knoxville Figure Skating Club.

Board of Directors

Director Positions

The Board of Directors (BOD) of KFSC consists of the four officers and up to five Directors-at-Large. The officers are the President, Vice President, Treasurer, and Secretary.

Officers Job Descriptions

The President of KFSC will preside at all meetings of the Club and the Board of Directors, and has the power to call special meetings of the Club and the Board of Directors. The President will have the supervision and management of the Club and its property pending the action of the Board of Directors. The President also has the power to sign all agreements and contracts made by the Club pending the approval of the Board of Directors.

The Vice President of KFSC will assist the President in his/her duties. The Vice President will also assume the duties of the President in the absence of the President.

The Treasurer of KFSC will have control of the funds of the Club and maintain records of all receipts and disbursements. The Treasurer will provide a financial report at each Board of Directors meeting. The Treasurer will also prepare a yearly financial report and budget for presentation at the annual meeting.

The Secretary of KFSC will keep the minutes of the Board of Directors meeting. The Secretary will also supervise the reports and documents related to the business of KFSC. The Secretary issues notices of Club and Board of Directors meetings.

Board Terms

The members of the Board of Directors each serve a three year term and three positions are cycled off each year. Elections of new Board of Directors members occur at the spring General Membership meeting.

Eligibility for the Board of Directors

KFSC members 18 years or older in the membership categories of Full, Basic, Parent / Guardian, Collegiate, Coaching & Professional Memberships are eligible to serve on the Board of Directors and to be Club Officers.

KFSC Board Member Responsibilities

Duty of Loyalty: The best interest of KFSC takes precedence over any personal interests. A position on the Board should not be used as a means for personal profit, gain, or other advantage. Board members must treat all matters relating to the KFSC as confidential until such time as the information is determined to be available to the general membership. The presumption of confidentiality applies to all current information concerning the Board and its activities.

Duty of Care: Board members must exercise reasonable care, such as the care that an ordinarily prudent person would exercise in a like position and under similar circumstances, when making decisions. Board members are expected to make informed decisions based on common sense and practical wisdom.

Duty of Obedience: Board members must be faithful to the KFSC Mission Statement and act in a way that is consistent with the central goals of the KFSC. Board members must ensure that the Club is following all laws and regulations that apply to non-profits.

Duty of Attention: Board members have a responsibility to actively participate in directing the Club's activities by attending meetings and reviewing the information provided them regarding issues to be discussed at such meetings.

Meeting Minutes

Minutes from the Board of Directors meetings are available to members of the Knoxville Figure Skating Club. Minutes are emailed to all KFSC members after the approval of the minutes at the monthly Board meeting.

Membership

KFSC Code of Conduct

Members and parents of members are required to review, discuss, and accept KFSC Handbook, Parent Code of Conduct, Coach Code of Conduct, Skater Code of Conduct & KFSC Code of Conduct when applying for yearly membership with the Knoxville Figure

Skating Club. It is the responsibility of the coach, the skater, or the skater's representative to read & understand all Codes of Conduct as they relate to each individual's role within the Club. The Club wishes to create a safe skating environment and will benefit from having a uniform standard of behavior.

GENERAL

All KFSC members must conduct themselves in a manner respectful of all policies and property at Cool Sports as well as any other facility. Any violation of facility policy may result in disciplinary action from the Club. This Code of Conduct is also in effect when the Club is being represented at their home rink, club affiliated events or at out of town events / activities. Please exhibit a model of behavior that will provide a good example to the community and encourage pride in our Club.

- Members are expected to display proper respect and sportsmanship towards their fellow skaters, coaches, officials, parents, and the general public.
- Members are expected to follow the direction of Cool Sports staff and KFSC members acting as rink attendants.
- Any act performed by a Club member that a rink attendant, Club member, or a coach sees and deems unsafe or inappropriate may be brought to the KFSC Board of Directors' attention for potential disciplinary action necessary.
- Persons appearing to be under the influence of alcohol or mood-altering drugs will not be allowed to participate in Club events and may be asked to vacate the premises.
- The Ice Monitor may place restrictions on routines or elements that he/she deems unsafe or dangerous to other skaters on any Club Ice session.

SPECIFIC CLASSES OF INFRACTIONS

CLASS I

- Spitting, littering, tossing objects/snowballs
- Intentionally leaving objects on the ice
- Chewing gum, eating, or drinking on the ice (exception for water/sports drink at the boards)
- Discourteous unsportsmanlike, unkind behavior in an attempt to intimidate or taunt another skater

CLASS II

- Abusive or obscene language, profanity, or any gesture of profanity
- Insubordination towards any official, parent, or coach
- Displaying or promoting unsafe actions on the ice or elsewhere in the facility
- Deliberately skating in a manner that interferes with another skater's safety
- Any destruction or defacement of property including the ice surface

CLASS III

- Any intentional physical contact, bodily or by throwing objects, which would be considered aggressive in nature by a responsible, prudent person

- Threatening or harassing of other skaters or persons
- Possession or use of any illegal substance on the premises
- Theft

CONSEQUENCES FOR INFRACTIONS

CLASS I

1st offense:

- verbal warning

2nd offense:

- verbal warning of upgrade upon next offense

3rd offense:

- upgrade to Class II - 1st offense

CLASS II

1st offense:

- Immediate removal from the ice and loss of privileges for the following session
- Written apology to offended party
- Letter of reprimand with warning of upgrade upon next offense

2nd offense:

- Upgrade to Class III
- Meeting of all parties concerned for disposition

CLASS III

A class III infraction will require a meeting of the Board of Directors, skater, and parents if the skater is a minor.

1st offense:

- Removal from Club Ice and Club activities for a length of time to be determined by the Board of Directors
- Written letter of apology to offended party
- If the skater is a minor, upon return to ice, parent must accompany skater for a period of time to be determined by the Board of Directors

2nd offense:

- Permanent Club suspension
- Notification to U.S. Figure Skating headquarters of conduct violation and Club suspension

ICE ETIQUETTE

The following right-of-way order is to ensure safety for all skaters on the ice and is in effect during all Club sessions.

- 1st priority: Skater wearing a safety vest skating his/her program
- 2nd priority: Skater in a lesson
- 3rd priority: Skater in a spin or jump entrance
- 4th priority: Skater in the harness

It is common etiquette to make extra effort to stay out of the way of priority skaters; however, you do **not** have to stop skating and stand at the boards.

It is important to be aware, cautious, and considerate of other skaters. Be especially aware that there are **low** and **high** level skaters sharing the ice and that neither is more important than the other.

KEEP MOVING If you feel the need to stop and talk to another skater, you must move next to the boards.

LOOK WHERE YOU ARE GOING AT ALL TIMES Skaters are responsible for looking in the direction they are skating - forward **or** backward.

SPIN IN THE CENTER Spins should be practiced in the center of the rink.

DO NOT LINGER IN JUMPING LANES Most jumping is done at the ends of the rink. Skaters will use the sides of the rink to gain speed for their jumps.

Membership Categories

There are a variety of skating and non-skating memberships available for the Knoxville Figure Skating Club. All KFSC memberships (except Supporting Members) include membership in U.S. Figure Skating, as well as a subscription to *SKATING* magazine (one per household) for the current membership year. Membership fees **do not include testing fees**. KFSC memberships run concurrently with U.S. Figure Skating memberships from July 1 through June 30. Annual registrations need to be performed through EntryEeze, and check or credit card payments must accompany each registration. A link for annual membership can be found on the KFSC website at www.knoxskating.org

FULL SKATING MEMBER: Full skating members are entitled to all club benefits, including: KFSC testing privileges through all levels of testing, participation in KFSC Club Ice, and participation in all KFSC-sponsored competitions, exhibitions, special events, and social functions. This membership includes 1 complimentary ticket to the KFSC annual awards banquet and preferential rates for other special events and social functions. Members receive a subscription to SKATING magazine and coverage under USFS's sports accident insurance policy. Includes voting privileges (parent representative for skaters under 18*). Club jackets are available for purchase with this membership.

**Free membership for one (1) non-testing, non-competing parent/guardian for skaters under 18 years. These members are entitled to the voting privileges of the Full Skating Member and will be entitled to participate in KFSC social events, including the KFSC annual awards banquet, at a preferential rate.*

ADDITIONAL FAMILY SKATING MEMBER: Additional skating family members are invited to join KFSC at a discounted rate, and will receive the membership benefits of a Full Skating Membership. This option is only available in conjunction with the purchase of a Full Skating Membership. If a parent/guardian/spouse competes and/or tests, the parent/guardian/spouse must register as an Additional Family Skating Member.

BASIC SKATING MEMBER: Basic Skating Members are entitled to testing privileges at the levels of PrePreliminary MIF & Freeskate; Adult PreBronze MIF & Freeskate; and Preliminary Dance. These members are also entitled to participation in all KFSC-sponsored competitions, exhibitions, special events and social functions. Members receive a subscription to SKATING magazine and coverage under USFS's sports accident insurance policy. Includes voting privileges (parent representative for skaters under 18*) and available purchase of a Club jacket. This membership does not include participation in Club Ice. One KFSC annual awards banquet ticket is available at a preferential rate.
**Free membership for one (1) non-testing, non-competing parent/guardian for skaters under 18 years. These members are entitled to the voting privileges of the Basic Skating Member and will be entitled to participate in KFSC social events at a preferential rate.*

ASSOCIATE SKATING MEMBER: This membership is available to all current members of U.S. Figure Skating whose home club is other than the KFSC. Membership includes testing privileges at all levels of testing. Associate members are entitled to participation in special events and social activities at a preferential rate. Membership is not entitled to voting rights, Club Ice opportunities & KFSC jacket purchases.

COLLEGIATE SKATING MEMBER: This is a Full Skating Membership valid for 4 years at the one-time fee. Available to full-time college students under age 26 who are permanent legal residents of the state of Tennessee. Proof of full-time college/university attendance is required. Collegiate members must designate the KFSC as their home club. Includes all full testing privileges, social participation at preferential rate, and available purchase of a Club jacket.

COACHING MEMBERSHIP: This membership is open to non-competing, U.S. Figure Skating coaches for whom the KFSC home rink is their primary business location. Lessons must be taught at least once-per-month, to include Basic Skills, freestyle and/or Club Ice sessions. Coach must provide liability insurance certificate naming KFSC as additionally insured, complete SafeSport training and abide by USFS Coach Code of Conduct. Benefits include voting privileges and KFSC BOD eligibility (if 18 years of age or older), testing privileges through all levels of testing, Club Ice privileges, and participation in KFSC special events and social activities at a preferential rate.
***Coach memberships shall represent a "Full Membership" when additional family members are being registered.*

ASSOCIATE COACHING MEMBERSHIP: This membership is open to non-competing, U.S. Figure Skating coaches for whom KFSC's home rink is not their primary location of business. This membership does not include Club ice privileges, KFSC BOD eligibility, but includes participation in social activities at a preferential rate.

PROFESSIONAL MEMBERSHIP: This membership is open to non-competing, U.S. Figure Skating professionals over the age of 18. Includes SKATING magazine, coverage under USFS's sports accident insurance policy, and voting privileges.

PARENT/GUARDIAN: Non-skating, non-testing Club membership for adult representatives of skaters 18 years and under. This membership must be purchased in conjunction with a skating membership. Social participation at preferential rate.

Additional testing and other privileges are available by upgrading Full Membership anytime during the membership year by contacting the Membership Chair and paying the applicable fees. Testing fees are **not** included in KFSC membership fees.

A Professional Membership fee for judges who designate KFSC as their Home Club will be waived.

Membership fees are non-refundable.

Pro-rating Membership Fees

Fees for Full Memberships are pro-rated after January 1 for **first time** KFSC members only. No other memberships are pro-rated.

Sanctions

The following information is from "A Sanctions Primer" from U.S. Figure Skating:

"If you are a registered member of U.S. Figure Skating [all members of KFSC are also members of U.S. Figure Skating], your appearance in exhibitions is governed by a set of rules that protect your eligibility for competitions, tests, and other U.S. Figure Skating governed activities. These are called Sanctions Rules. They are spelled out in great detail in the U.S. Figure Skating rulebook [Part One – Governance and Administration, Section SR 3.03]...

With few exceptions, all carnivals, exhibitions, appearances, or entertainment of any kind where U.S. Figure Skating eligible skaters participate must be sanctioned. Sanctions are required when any of the following conditions apply:

1. Admission is charged or admission is contingent upon a donation.
2. The sponsor or promoter is a recipient of some pecuniary benefit.
3. Skaters, other than those who are members of the host club, have been invited to participate.
4. Ineligible persons in skating have been invited to participate.

5. The performance is held at a location other than the principal skating headquarters of the host club.
6. The event is advertised or the public is invited to attend.
7. Skaters or synchronized skating teams exhibit at hockey games.”

All forms and advertising for the event must state that the event is sanctioned by U.S. Figure Skating.

The Knoxville Figure Skating Club has a Sanctions Officer available to help with obtaining sanctions and answering questions regarding sanctions.

Directory

A Directory of KFSC members is available to members of the Knoxville Figure Skating Club each membership year. The directory contains the names, addresses and phone numbers of KFSC members for the current membership year.

Memorials

If the parent or guardian of a minor (under 18 years of age) skating member of KFSC dies, the Knoxville Figure Skating Club will donate \$125 to a memorial fund set up for that member for the purpose of defraying the costs of skating.

Competition Assistance Fund

KFSC will establish and fund an account for the purposes of assisting member skaters with the expense of competing at championship competitions. This account will be separate from the KFSC operating accounts and will be funded once per year by the Club. The Club’s intent is to fund this account with \$500 at the beginning of each membership year; however, the Board may choose to increase or decrease this amount based on the financial status of the Club. A Club fundraiser will be designated each year to additionally contribute to the Competition Assistance Fund. Any competitor that wishes to benefit from this fund is strongly encouraged to participate in the designated fundraiser.

Yearly Disbursement Cap for Regionals

The Competition Assistance Fund is intended to support competition participation in events in addition to Regional Championships. The Board wants to ensure that money is reserved in the Fund to provide adequate assistance to skaters who qualify for Sectional, National or International Championships. Prior to Regionals each year, the Board will vote on the amount of money to be allocated toward assistance for Regionals. This amount will be dependent upon the account balance, fundraising efforts for the Fund during the previous year, and an estimate of skaters who will be attending Regionals. This vote will establish a cap for Regionals assistance for that season and may limit the amount each skater will receive if funds are not available to provide full assistance.

Regional Championships

- Non-qualifying skaters (Preliminary, PreJuvenile, and higher-level test-track events) will receive \$25 for participating in the Regional Championships.
- Qualifying skaters (Juvenile and above) will receive assistance based upon the entry fee they pay to compete in Regional Championships, limited to a maximum of \$150. This amount may be reduced in a given year if the cap voted upon by the board does not allow reimbursement at this level. Available funds will be divided equally among all participating skaters; however, the Board reserves the right to provide assistance disproportionately if needed to reward skaters who have made exceptional contributions toward fundraising efforts.

Assistance for Other Championships

- Skaters will receive up to \$200 for participating in USFS Sectional Championships.
- Skaters will receive up to \$250 for participating in USFS National Championships.
- Skater may also receive assistance for Adult Nationals (up to \$150) and National Showcase (up to \$75).
- Other competitions may also be eligible for assistance. Please submit a request to the Board.

PLEASE NOTE: ALL QUOTED AMOUNTS FOR ANY COMPETITION MAY BE REDUCED OR ELIMINATED IN ANY GIVEN YEAR IF THE BALANCE AVAILABLE IN THE COMPETITION ASSISTANCE FUND IS NOT SUFFICIENT TO SUPPORT REQUESTS.

Requirements for Receiving Competition Assistance

In order to receive competition assistance, the following requirements must be met:

1. Each skater requesting assistance must submit the Competition Assistance Request form 30 days prior to the event. The Board will review each request, and the skater will be notified of approval or concerns prior to the event.
2. Within one week after the event, the skater should submit a receipt for the entry fee and a copy of their results sheet.
3. The skater will receive a check for the authorized amount within 30 days of receipt of the required documentation.

Reimbursement for KFSC Expenses

KFSC members who purchase items for KFSC activities such as competitions, test sessions, and other events, may be reimbursed for their expenses **with prior approval** by the Board of Directors. Copies of receipts for all items are required for reimbursement.

Volunteer Hours

KFSC is a non-profit organization, which relies 100% on volunteers to operate. To that end, during each membership year, each member family will be required to select one

of the following volunteer options:

*Complete 6 hours of volunteer work in support of club events. At least 1 of these should be completed by the skating member.

*Pay \$60 upfront, which will go to pay for the member benefits.

There will be a volunteer log in the slot of the KFSC dropbox. You are responsible for logging your volunteer hours once you have completed them. If you do not log your hours, they will not be counted.

If you are delinquent in your volunteer hours, you will be considered a member not in good standing with the club and will not be able to renew your membership for the following year and lose privileges such as testing and competing until you have paid the \$90 volunteer fee.

Periodic emails will alert you to volunteer opportunities. Also, be sure to check the KFSC board at the rink for sign-ups. Please consider volunteering more than the required amount. Volunteering for the club not only helps us offer the members more benefits but also is a good way to get to know other club members off the ice!

Club Events

Club Ice

KFSC Club Ice sessions will be scheduled throughout the year as ice time and finances are available. During Club Ice times, the rules stated in the KFSC Code of Conduct must be followed at all times. Only KFSC member skaters with Club Ice privileges may skate on Club Ice. KFSC may charge a fee for skating on Club Ice time. Only KFSC Coaching members may teach on Club Ice. KFSC Coaching members will not be charged a commission for lessons taught on KFSC Club Ice, and they will not be charged a skating fee while teaching. If a Coaching member takes part in Club Ice without providing lessons (for example, practicing their own MIF, FS, or Dance), then they will pay the same entrance fee for Club Ice as other skaters. Skaters and Coaches must check in with the Ice Monitor before entering the ice.

General Membership Meetings

Fall Banquet

KFSC's Fall Banquet takes place following the end of the competition season, generally after the Regionals competition in October. At the banquet, U.S. Figure Skating

Certificates for testing as well as the KFSC awards are presented. A Silent Auction at the Banquet serves as a KFSC fundraiser. KFSC holds the first General Membership Meeting during the Fall Banquet.

Spring Picnic / Pool Party

KFSC's Spring Picnic / Pool Party takes place in May. The Spring General Membership Meeting includes financial reports, elections and by-law, membership & handbook changes.

** KFSC may have additional general membership meetings as the need arises.*

Social Activities

The Knoxville Figure Skating Club will periodically plan events for KFSC members and their families outside the skating facility. These events include parties at the park or other locations. Please check the calendar on the website for upcoming events.

Newsletter

KFSC offers a seasonal newsletter. News, articles, and photographs of KFSC members and events are welcome. The KFSC Newsletter will be sent to the membership via e-mail and will also be posted on the KFSC website and the KFSC bulletin board at Cool Sports. Please contact the Newsletter Publisher for more information.

Skate Sale

KFSC typically hosts a Fall & Spring Skate Sale which offers skaters an opportunity to sell some of their used equipment, as well as the chance to purchase items at a discounted price. The consignment sale occurs one or two times per year, and KFSC receives 20% of the sale proceeds.

Workshops and Seminars

The KFSC will offer workshops and seminars for skaters, parents, and coaches as opportunity and facility availability permits.

Volunteer Opportunities

The Knoxville Figure Skating Club is run by volunteers. Without your help, none of the KFSC activities would be possible. Please help by volunteering your time and talents.

Committees and Volunteer Positions

Committee Chair positions can be held by any adult KFSC member. Chairs do not have to be members of the Board of Directors. Committees may be made up of one or more KFSC members.

Committees and Volunteer Positions

Awards Committee	Board of Directors	Communications • Publicity
Fall Banquet	Fundraising • Silent Auction • Skate Sale	Membership
Sanctions Officer	Spring Picnic	Social Activities
Test Sessions • Hospitality	Volunteer Coordinator	

Volunteer Position Descriptions:

Board of Directors is responsible for: meeting on a monthly basis; making decisions regarding KFSC rules, membership, finances, and events.

Awards Committee is responsible for: selecting the awards recipients to be presented at the Fall Awards Banquet; having plaques engraved with award recipients' names; purchasing the awards or trophies to be presented at the Banquet.

Communications Committee is responsible for: collecting articles, photographs, and KFSC news for the following:

- **Bulletin Board:** maintaining and updating the KFSC bulletin board.
- **Newsletter:** collecting articles, photographs, and KFSC news to publish in a seasonal newsletter for KFSC members.
- **Publicity:** publicizing KFSC events and skaters; contacting local print and television media; submitting articles and photographs regarding KFSC skaters' accomplishments.
- **Website:** maintaining and updating the KFSC website.

Fall Banquet Committee is responsible for: selecting the date, time, location, and caterer for the Fall Awards Banquet; obtaining volunteers for set up, clean up, decorating, and serving food; printing and selling tickets; printing programs.

Fundraising Committee is responsible for: researching and conducting various KFSC fundraising activities throughout the year including:

- **Silent Auction:** obtaining donations of items for the Silent Auction at the Fall Awards Banquet; setting up the items for bid at the Banquet; providing bid forms and pencils; getting a list of donors and items to the Fall Awards Banquet Committee to include in the Banquet program.
- **Skate Sale:** organizing and scheduling a KFSC skate swap one or two times per year; securing volunteers to help; assisting members with paperwork for the sale.

Membership Chair is responsible for: maintaining and updating Membership information, based on KFSC Board of Directors decisions; notifying KFSC membership when new membership applications are due; notifying the KFSC Board of Directors of changes in U.S. Figure Skating membership fees; suggesting changes in KFSC membership to the KFSC Board of Directors; entering KFSC memberships at the U.S. Figure Skating website; compiling an annual Directory of KFSC members and providing the Directory to the membership; maintaining a current roster of KFSC members.

Sanctions Officer is responsible for: obtaining U.S. Figure Skating sanctions for KFSC events; helping KFSC members in determining when a sanction is necessary.

Spring Picnic Committee is responsible for: setting a date, time, and location for the Spring Picnic and General Meeting for early May; reserving a location for picnic; arranging for food to be provided by volunteers or outside caterer (with Board of Directors approval); arranging for volunteers to set up and clean up.

Social Activities Committee is responsible for: researching opportunities for social gatherings for KFSC members at or away from the ice rink; getting Board of Directors approval for the activities; making all arrangements including scheduling, notifying members, collecting fees and paperwork.

Test Sessions Committee is responsible for: selecting dates for Test Sessions; verifying the availability of ice with facility; posting the notice and application of upcoming Test Sessions; collecting applications and fees; entering data on-line with U.S. Figure Skating; securing judges necessary for the test levels; controlling all paperwork; setting the schedule for the Test Session; entering test results at U.S. Figure Skating website; providing Hospitality Room for judges.

- **Hospitality:** posting sign-up sheet for volunteers to bring food and drinks; securing volunteers to help in the Hospitality Rooms; arranging and setting up the Hospitality Rooms; keeping the Hospitality Rooms clean during KFSC events; monitoring the rooms for items needed and replenish food; cleaning up after the event.

Volunteer Coordinator is responsible for: determining the volunteer needs for KFSC events and securing and coordinating schedules of those volunteers.

Sponsorship

The Knoxville Figure Skating Club is a non-profit organization, exempt under Section 501(c)(3) of the Internal Revenue Code. KFSC welcomes private individual and corporate donations. KFSC appreciates any gift amount to assist in furthering the Mission of KFSC through the following:

- Buying ice time
- Training for KFSC Coaches, parents, and skaters
- Governing Council for KFSC Delegates
- Training on IJS system
- Regional Competition expenses

Individual and corporate sponsors will be recognized on the KFSC website and in the programs of KFSC events.

Coaching

Selecting a Coach

When selecting a coach for yourself or your child, please consider the following:

Personality of the skater and the coach – Will you get along over the long term? This may take a while to determine, but you or your child may be able to determine ahead of time if there are coaches who would definitely not be a good fit for you or your child.

Goals of the skater – If the skater is interested in participating in a lot of competitions, coaching decisions will possibly be different from a skater who is interested only in recreational skating.

Qualifications of a coach – If the skater wishes to advance to higher levels of skating, consider a coach who is qualified or has experience with the more advanced levels of skating. Similarly, if the skater wishes to participate in a discipline such as pairs or ice dancing, consider a coach who has experience in those disciplines.

Cost – Coaching costs vary, so select a coach whose fees are within your budget. Along with lesson costs, coaches should also provide information of various fees such as travel expenses for competitions, how these expenses are split among skaters, and fees for putting skater on the ice for both test sessions and competitions.

Availability of coach – Select a coach whose available lesson times coincide with the availability of the skater.

Be sure to check with potential coaches to see if they offer trial lessons. Actually having a lesson with a coach will help determine whether the union of coach / skater / parent is a good fit for successful results.

If the coaching selection is for your child, please allow your child's input in the decision-making process.

If the skater is currently taking private figure skating lessons and decides to add a new discipline to his/her skating repertoire (for example, a singles figure skater wants to add pairs or ice dancing lessons), please contact the current coach prior to contacting the new coach. The current coach may have suggestions as to which coach may work best for the skater.

Changing Coaches

If you are considering changing coaches, it is suggested to follow these steps:

Contact your current coach and discuss any problems you may be having regarding lessons, and see if a solution is possible. If the issue with your current coach cannot be resolved, then you need to inform your that you are interested in making a coaching change and determine when the last lesson will take place. At this point you may contact any potential coaches and begin the new selection process.

When / if a skater wishes to make a coach change, they need to notify their current coach of the desire to stop lessons, complete any agreed upon lesson schedules, and pay all outstanding bills before initiating lessons with a new coach. The newly hired coach will not be able to begin working with a skater until everything has been completed with the previous coach. The previous coach will be given 48 hours to present a final bill to the skater / parent once the desire to change coaches has been made.

**Solicitation is heavily frowned upon whether it comes from a coach, a skater or a parent.*

If you are the parent of a skater, be certain your child understands the changes being made with the new coach and be certain your child is comfortable with the change.

The Role of a Parent

The parents of KFSC skating members can help KFSC and their children in the following ways:

1. be supportive of your child's efforts
2. get your child to the rink in time to prepare and be on the ice and ready for their lesson **ON TIME**
3. allow the coach to coach
4. pay all of your rink and coaching fees in a timely manner
5. meet with your child's coach regularly to discuss goals, concerns, and needs
6. read the U.S. Figure Skating Rule Book

Testing

Test Sessions

KFSC offers at least two Test Sessions per membership year. Test applications are available on-line at the KFSC website and at the Cool Sports ice rink. Test applications are due 21 days prior to the testing date. Contact your coach to determine when you are ready for testing.

If you wish to test at an off-site location (a test session sponsored by another USFS club other than KFSC), you must have a "Permission to Test" form signed by the KFSC Test

Chair or one of the four KFSC Club Officers, and send it with your application to test. KFSC has reciprocal agreements for testing fees with several other USFS clubs in the region. Check the KFSC website or test application for the list of clubs.

Test Fees

Testing fees are listed on the KFSC Test Application which is available on the KFSC website and at the Cool Sports ice rink. An additional Judges' Fee is required for any tests taken during a KFSC Test Session and is listed on the Test Application. The Judges' Fee covers the expenses KFSC must pay for judges' travel and accommodations for the Test Sessions.

Coaches usually charge a fee for putting skaters on the ice during Tests, so contact your coach for these additional fees. These fees would be paid directly to your coach, not to KFSC.

Testing fees are **not** included in KFSC Membership fees.

Testing Levels

The level of testing available at KFSC Test Sessions will be determined by the availability of judges for the date of the Test Session. Every effort will be made to ensure appropriate level judges are engaged for the testing levels.

Test Session Checklist

Check with your coach to determine what you need to do to be ready on the day of a Test Session. The following checklist of items may be helpful on the day of the test:

- Clean polished skates with new or washed laces (do not put laces in the dryer)
- Skate guards
- Music – If you are testing a program with music, you must bring your music CD with you to the Test Session. The skater or parent is responsible for turning in music at a test session. CD should be clearly labeled with skater name, level, and Knoxville FSC marked on it. The coach should carry a back-up. Be sure to collect your music at the end of the Test Session.
- Extra pair of tights with no holes
- Testing dress or outfit
- Back-up dress or outfit (can be kept in the car)
- Gloves and warm-up jacket or sweater
- Water bottle
- Warm-up mat or towel (for sitting and stretching)
- Warm-up shoes
- Packet of tissues
- Safety pins
- Mini sewing kit

- Band-aids
- Spare laces (in skate bag)
- Healthy Snack – banana, power bar, etc.
- Make-up
- Hair accessories – spray, bobby pins, matching scrunchy, brush, etc.
- Camera and/or video camera for pictures after testing

Be at the rink one hour prior to your testing time. When you arrive, check in with the Test Chair to see if the Test Session is running on time. Have skates on and be ready for your event prior to your warm-up time.

Patches, Pins, and Medals

USFS patches will be purchased by KFSC (free of charge to skaters) and presented along with official USFS Certificates of Achievement to skaters at the Fall Banquet and Spring Picnic / Pool Party. Skaters testing Dance will receive their patch once all dances at a level are passed. Pins must be purchased by the skater.

KFSC will purchase (free of charge to skaters) and provide Gold and Senior level medals for KFSC Home Club members who pass these test levels in Moves in the Field, Free Skate, and Ice Dance. The medals will be presented at the annual KFSC Fall Banquet and / or Spring Picnic/ Pool Party.

Competitions

Preparing for a Competition

The competitive skating season generally runs from February through October. Check with your coach and at the KFSC website in late winter or early spring to determine which competitions you might want to enter. Skaters and parents should check with their coach to determine when or if they should enter a competition. The coach will guide you in determining in which events you should compete. Your coach will also help put together a program for you and prepare you for the competition.

Check with your coach for all fees associated with competitions, such as traveling expenses, practice ice, and putting a skater on the ice for the competition.

Cool Sports, KFSC's home rink, hosts several USFS approved competitions. To compete at a competition not sponsored by KFSC, you must have your competition entry form approved by your coach (to make sure you have entered the appropriate events), and

then you must have it approved by the KFSC Membership Chair or by one of the four KFSC Club Officers (to verify you are a member in good standing) prior to sending in your entry form. Most competition registrations take place on-line via EntryEeze now and your coach & Club affiliates will be emailed directly regarding your status.

Competition Checklist

Skaters should check with their coach to determine what they need to do to be ready on the day of the competition. The following checklist of items may be helpful in preparing for the day of the competition.

- Clean polished skates with new or washed laces (do not put laces in the dryer)
- Skate guards
- Music – You must turn in your music at the Registration Desk when you check in for the competition. The skater or parent is responsible for turning in music at a competition. The music CD should be clearly labeled with skater name, level, and Knoxville FSC marked on it. The Coach should carry a back-up. Be certain to collect your music before you leave for the day.
- Competition tights (no holes), spare new tights in skate bag
- Competition dress(es) or outfits
- Back-up dress (keep in the rink or car)
- Gloves and warm-up jacket or sweater
- Water bottle
- Warm-up mat or towel (for sitting and stretching)
- Warm-up shoes
- Packet of tissues
- Safety pins
- Mini sewing kit
- Band-aids
- Spare laces
- Healthy Snack – banana, power bar, etc.
- Make-up
- Hair accessories – spray, bobby pins, matching scrunchy, brush, etc.
- Camera and/or video camera for pictures of your events

Check in at Registration Desk at least one hour prior to your event time. Have skates on and be ready for your event prior to your warm-up time. Check with the Registration Desk to make sure the competition is running on time. You will need to check in with the Ice Monitor before your warm-up session.

KFSC Annual Awards

Each year at the annual Fall Banquet, KFSC presents the following awards to its skating members:

Adult Skater
Junior Skater
President's Award
Rising Star
Senior Skater
Showmanship Award
Spirit Award
Sportsmanship Award
Volunteer Award

Point sheets will be collected and used to assist the Awards Committee when selecting award recipients. KFSC reserves the right to award multiple recipients for each award, and also reserves the right to not select a recipient for an award.

Certificates of Testing Achievement

At the annual Fall Banquet, KFSC will present Certificates of Achievement from U.S. Figure Skating for each test passed in the preceding year.

Patches, Pins, and Medals

KFSC will present Gold and Senior level medals at the annual KFSC Fall Banquet to KFSC Home Club members who pass these test levels in Moves in the Field, Free Skate, and Ice Dance.

KFSC By-Laws

The By-laws of the Knoxville Figure Skating Club are reviewed each year and any changes to the KFSC By-laws are voted upon by the KFSC General Membership at the Spring General Membership Meeting. The current KFSC By-laws follow:

Knoxville Figure Skating Club Bylaws

Constitution of the Knoxville Figure Skating Club, adopted November 16th 2002.

Article I Name and Corporation

Section 1. Name. The organization shall be known as Knoxville Figure Skating Club.

Section 2. Incorporation. The Club was incorporated under the laws of the state of Tennessee on September 3, 2003.

Section 3. Officers of incorporation. The four officers of the Club shall be the four officers of Incorporation.

Section 4. Corporate Seal. The corporate seal shall be No seal .

Section 5. This Club shall have its headquarters at Cool Sports, Home of the Icearium, 110 South Watt Road in Farragut, Tennessee, 37934.

Article II Purpose

The Knoxville Figure Skating Club (KFSC) is a family-oriented club welcoming skaters, coaches, and interested individuals from all economic, ethnic, religious, and national backgrounds. The Club, serving the Greater Knoxville Area, is a community committed to skaters of all ages and abilities. It is the mission of KFSC to promote, foster and encourage full participation in the growth and development of figure skating; to provide the programs and encouragement that will foster each individual in achieving his or her own athletic potential in a safe and healthy environment; to help in character development of youth through participation in a competitive sport; to contribute value to the community by promoting an environment for health and wellness through physical activity; and to carry out the general policies and objectives of United States Figure Skating.

Article III Officers

Section 1. Titles. The officers shall be the President, Vice-President, Secretary, and Treasurer. All officers must be registered members of USFS who have designated the corporation as their home club.

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

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

Section 4. Duties of the Treasurer. The Treasurer shall have charge of the funds of the Club and shall keep a record of all receipts and disbursements and shall render a written report at each Board meeting. Disbursements over \$200 shall be made only upon vouchers approved by the Board of Directors. The Board of Directors has the power, whenever they deem it necessary, to appoint an acting Treasurer. Funds shall be deposited in the name of the Club in a bank approved by the Board of Directors, or in securities approved by the Board of Directors. All disbursements by check shall be signed either by the Treasurer or another designated officer or member of the Board of Directors. The Treasurer shall prepare a yearly financial report and budget for presentation at the Annual Meeting and make an annual financial report to the accountant for preparation of all year-end filings for all government agencies, where required.

Section 5. Duties of the Secretary. It shall be the duty of the secretary to keep the "minutes of the meeting" of the Club and of the Board of Directors, to supervise all reports and documents connected with the business of the Club, and to issue notices of all meetings of the Club and Directors.

Section 6. Vacancies. If any of the foregoing offices become vacant by reason of death, resignation, removal or otherwise, the Board of Directors shall elect a successor who shall hold office for the unexpired term.

Section 7. Removal. Any officer or Director may be removed from office by a unanimous vote of the Directors voting at a special meeting called for this purpose, except the Director under consideration shall not vote.

Article IV Board of Directors

Section 1. Qualification. Directors must be voting members of the corporation who have designated the corporation as their Home Club under the applicable rules of United States Figure Skating.

Section 2. Number of Members. There shall be a Board of Directors composed of no less than seven and no more than nine regular members of the club.

Section 3. Term of Office. One third of the board shall be elected each year at the regular meeting of the membership, and they shall serve for a period of three years. No member shall serve more than three consecutive terms. Only one member of a family may serve on the board at the same time.

Section 4. Vacancies. In the event of a vacancy on the Board of Directors, it shall be filled by vote of the remaining directors by an adult member in good standing. Such appointed Director shall complete the term.

Section 5. Quorum. Two thirds of the Board shall constitute a quorum.

Section 6. Meetings. The Board of Directors shall meet at least once every month during the skating season, with no less than nine meetings during the calendar year. The date of such meetings shall be stated by the President or, in her/his absence, by the Vice-President. Any four members of the Board may call a Board meeting upon written notice to all the members of the Board of Directors at least seven days prior to the meeting. The notice shall state the day the meeting is to be held, the purpose for which the meeting is called, and the names of the four members requesting the meeting.

Section 7. Authority. The Board shall have the entire authority in the management of affairs and finances of the Club and shall have general control of all its property. All rights and powers connected therein shall be vested in them. The Board shall make such rules as they deem proper respecting the use of the Club's property; prescribe rules for the admission of new members; fix penalties for offenses against the rules; and make rules for their own government and for the government of the committees appointed by them. The Board shall appoint a Membership Chair, a Test Chair, and other committee chairs as the Board may choose to create from time to time.

Section 8. Financial Duties. All appropriations from the funds of the Club shall be made by the Board of Directors. The Board of Directors shall audit records of the Secretary, Treasurer, and other committees. They shall prepare and submit to the stated annual meeting a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet same. The Board shall be responsible for filing federal and state income tax returns yearly and perform any other duties deemed necessary by the Board. The Board shall have the power to limit the indebtedness of a member of the club.

Section 9. Board Member Limitation. The office of a Board member shall be ipso facto vacated:

- a) If he/she is found to be mentally incapacitated.
- b) If he/she is convicted of a felony.
- c) If by notice in writing to the Club he/she resigns his/her office.

Section 10. USFS Delegates. The Board shall appoint from among its eligible registered members a number of delegates in proportion to the total number of registered members of such member Club during the preceding fiscal year as specified in the USFS bylaws, Article XV. The delegate(s) shall be representative(s) between the Club and the Association and shall attend the USFS Governing Council meeting, either in person or by

proxy. Said club shall file a certificate of such appointment with the Association and the certificate shall be provided by the Association.

Article V Elections

Section 1. Time. Elections shall be held at least one month before the beginning of the fiscal year for which such officers and directors are chosen.

Section 2. Nominating Committee. Each year a nominating committee shall be appointed by the Board of Directors at least sixty days in advance of the annual election. This committee shall consist of three members of the Board. The names of the candidates selected by the nominating committee shall be announced within four weeks prior to the annual meeting. The nominating committee shall nominate Board of Director candidates.

Section 3. Voting. Members may cast their ballots in person at a meeting held for the purpose of counting the ballots. This meeting shall be open to all members, though the actual counting of the ballots shall be conducted under the supervision of the Secretary or such other person as the Board of Directors may designate.

Section 4. Records. The Secretary shall preserve the records of an election for at least one year.

Article VI Membership

Section 1. Candidates for membership shall be individuals interested in the objects of the Club who conform to the definition of eligible or ineligible skater as specified in the rules and constitution of United States Figure Skating.

Section 2. Classes of Membership.

Full Membership

Basic Membership

Additional Family Member

Parent / Guardian Membership

Coaching Membership

Associate Skater Membership

Associate Coaching Membership

Collegiate Membership

Professional Membership

Supporting Membership

Section 3. Application for Membership. Applications for admission, with appropriate fees, shall be submitted via on-line registration prior to July 1st, and within the time frame allowed by the Club. No person shall be elected a member of the Club if three or more members of the Board of Directors object to the election of such person. Rejection may not be discriminatory as to race, age, nationality, or religious preference. Each new member shall be notified by the Membership Chair.

Section 4. Termination and Suspension of Membership. The Board of Directors shall have the power to suspend, continue to suspend, or terminate a member for violations of these Bylaws or the Knoxville Figure Skating Club "Codes of Conduct." Termination and/or suspension of membership does not relieve the terminated or suspended member from any obligations for charges incurred, services or benefits rendered, dues, assessments, or fees arising from contract or otherwise.

Section 5. 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 is no requirement that each class of membership have the same rights, privileges, preferences, restrictions and conditions.

Article VII Club Meetings

Section 1. Time. There shall be at least one annual stated Club membership meeting each year.

Section 2. Special Meetings. The Secretary shall call special meetings at the direction of the President, or upon the written request of ten percent of the Club members in good standing.

Section 3. Quorum. Thirty percent of all members who are entitled to vote and are in good standing shall constitute a quorum for the transaction of business.

Section 4. Notices. Notices of stated and special meetings shall be mailed by the Secretary to every member at least ten days in advance thereof, and/or shall be posted by the Secretary for the same length of time on the Club bulletin board.

Section 5. Special meeting Limitation. No business shall be transacted at a special meeting except that of which special notice was given.

Article VIII Conflict Resolution

Section 1. Complaints. Any member (the Grievant) having complaint against another member for the infraction of any law or rule, or for conduct injurious to the Club, may file a "Grievance Statement" with the Board of Directors. The Grievance Statement shall set forth the facts of the case, together with the names of witnesses, if any. The Secretary will notify the member being complained of (the Respondent) by sending a copy of the Grievance Statement.

a) Respondent's Reply. The Respondent will have thirty (30) days from the receipt of the Grievance Statement by any expeditious delivery system that provides reasonable evidence of delivery to the addressee in which to send a written "Response" to the Secretary.

b) Failure to Respond. If the Respondent fails to file a Response within the time specified, it will be deemed an admission of the allegations made by the Grievant and shall constitute a waiver of the Respondent's right to a hearing.

c) Hearing. A hearing date shall be set within fourteen (14) days of receipt of a timely Response.

Article IX Discipline

Disciplinary Action. The Board of Directors shall determine disciplinary action(s) on a case-to-case basis.

Article IX Fees, Dues, and Assessments

Section 1. Fees. The annual dues payable to the corporation shall be in such amount as determined from time to time by the Board of Directors.

Section 2. Refunds. The Club will not refund dues except in extraordinary circumstances and upon the approval of the Board of Directors.

Article XI Fiscal Year

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

Article XII Membership in the USFS

The Club shall maintain its membership in USFS and conduct its affairs in a manner consistent with the bylaws of that association. Members shall conduct themselves in a manner consistent with the codes and ethics as stated by USFS and the United States Olympic Committee.

Article XIII Amendments to Bylaws

These bylaws may be amended by a two thirds vote of the Club membership, provided a thirty day notice of the general nature of the proposed amendment(s) has been mailed to all voting members. Proxies may be used for voting purposes.

Article XIV Conflicts of Interest

Section 1. Definition. As used in Section 2, “conflicting interest transactions” means a contract transaction of a fiduciary relationship between the Club, a Director, Officer, member of the Club, spouse or descendant of a sibling, an estate or trust in which the Director, Officer, or member or party related to a Director, Officer, or member of the Club has a beneficial interest or an entity in which a party related to a Director, Officer, or member of the Club has a fiduciary interest or an entity whereby a Director, Officer, or member of the Club would enjoin a beneficial interest.

Section 2. Procedure; Action; Disclosure. No conflicting interest transaction shall be void or voidable or be enjoined, set aside, or give rise to an award of damages or other sanctions in a proceeding by a member or by or in the right of the Club, solely because the conflicting interest transaction involves a Director of the Club or party related to a Director or an entity in which a Director of the Club is a Director or Officer or has a financial interest or solely because the Director is present at or participates in the meeting of the Club’s Board of Directors or of a committee of the Board of Directors that authorizes, approves or ratifies the conflicting interest transaction or solely because the Director’s vote is counted for such purpose if (1) the material facts as to the Director’s relationship or interest and as to the conflicting interest transaction are disclosed or are known to the Board of Directors or the committee, and the Board of Directors or committee in good faith authorizes, approves or ratifies the conflicting interest transaction by the affirmative vote of a majority of the disinterested Directors, even though the disinterested Directors are less than a quorum; or (2) the material facts as to the Director’s relationship or interest and as to the conflicting interest transaction are disclosed or are known to the members entitled to vote thereon, and the conflicting interest transaction is specifically authorized, approved, or ratified in good faith by a vote of the members entitled to vote thereon; or (3) the conflicting interest transaction is fair as to the Club. Common or interested Directors may be counted in determining

the presence of a quorum at a meeting of the Board of Directors or of a committee, which authorizes, approves, or ratifies the conflicting interest transaction.

Section 3. Loans. The Club shall make no loans to its Directors or Officers. Any Director or Officer who assents to or participates in the making of such loan shall be liable to the Club for the amount of such loan until the repayment thereof.