



High Altitude Skating Club - Policies & Procedures
amended 8/25/2026
created 10/10/2023

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Prologue:

The By-Laws are removed from the Policies and Procedures Guide and exist as their own document. As well, the Code of Conduct and Conflict Resolution will exist as their own document but be attached to the Policy & Procedure Guide at all times for easy reference. Where discrepancies between the documents exist, the By-Laws document takes precedence over the Policy & Procedure Guide.

YEAR-AT-A-GLANCE

JULY	AUGUST	SEPTEMBER
HASC Members - Off-Ice Meetings 7/1 Start of Membership Year	HASC Members - Off-Ice Meetings - Ice Show Proposals due at August Board Meeting	HASC Members - Weekly Club Ice - HASC Fall Fundraiser
HASC Events 7/4 Freedom Has a Birthday	HASC Events	HASC Events - Fall Kick Off - Spooky Skate Planning Meeting - Winter Ice Show Registration Open - High Altitude Invitational Committee Meeting
HASC Board Members New Board Member Terms Begin	HASC Board Members Quarterly Board Meeting	

OCTOBER	NOVEMBER	DECEMBER
HASC Members Weekly Club Ice	HASC Members Weekly Club Ice	HASC Members Weekly Club Ice
HASC Events - Spooky Family Skate Night - Winter Ice Show Practices Begin - Winter Ice Show Planning Meeting - High Altitude Invitational Registration Open	HASC Events - Winter Ice Show Practices - High Altitude Invitational Volunteers Meeting	HASC Events - Winter Ice Show Practice - Winter Ice Show
	HASC Board Members Quarterly Board Meeting	

JANUARY	FEBRUARY	MARCH
HASC Members Off-Ice Meetings	HASC Members Weekly Club Ice	HASC Members Weekly Club Ice
HASC Events High Altitude Invitational	HASC Events - Elevate Club Clinic - Spring Ice Show Planning Meeting	HASC Events
	HASC Board Members Quarterly Board Meeting	

APRIL	MAY	JUNE
HASC Members - Annual Members Meeting - Off-Ice Meetings	HASC Members Off-Ice Meetings	HASC Members Off-Ice Meetings
HASC Events Spring Ice Show	HASC Events	HASC Events Freedom Has a Birthday Prep
	HASC Board Members Quarterly Board Meeting	

1. BOARD

1.1 Board Rules

- As outlined in the Bylaws, there are 4 or more elected positions on the Board. Each board member is elected for a term of two (2) years, regardless of the position they hold.
- The Policy & Procedure Guide determines roles of the board at large.
- Members of the Board must sign the HASC Board Member Agreement & abide by it (appendix A)
- No member of the Board shall be empowered to make expenditures in excess of \$150.00 without the previous approval of the Board. The exceptions to this rule are normal operating expenses which are paid on a regular calendar schedule and test session ice fees.
- Members of the board will collaborate to establish membership goals and develop programs to meet those goals.

	Member	Start Date	End Date	Term #
President	Amy Iddings	4/1/2023	6/30/2027	2
Vice President	Ashlee Taylor	7/19/2025	6/30/2028	1
Secretary	Kaylen Harrison-Hopkins	7/1/2025	6/30/2027	2
Treasurer	Jennifer Newcomb	4/3/2023	6/30/2028	3
Recruitment Chair	Brandy Ralph-Stossel	7/1/2026	6/30/2028	1
SafeSport Chair	Cathy Fairbanks	7/1/2024	6/30/2028	2
Test Chair	Anya Bowman	7/1/2025	6/30/2027	1

1.2 Roles

1.2a Elected Roles (Officers)

Elected Roles must be filled by a board member.

- 1) **President** - *"The President shall be the Chairman of the Board, shall preside at all meetings of the Board of Directors, and shall perform all other duties incident to the office of the president and chairman"* Duties include:
 - Will supervise the club's affairs and activities and ensure that the club's goals and mission are being supported by the board.
 - Preside at all meetings using modified Robert's Rules of Order.
 - May only vote in the event of a tie.
 - Will chair the Annual Members Meeting event.
 - He/she will make an annual report and submit USFS Ice Usage Form annually.
 - Will notify U.S. Figure Skating of club officer and board changes
 - Must have one-year prior experience as a High Altitude Skating Club officer.
 - Will have secondary access to the financial accounts of the Club, both online and traditional, and serve as backup to the Vice President's primary check of the Treasurer in confirming accurate financial transactions, and the security of all accounts and monies.
 - Will review and recommend needed changes to the Bylaws and Policies and Procedures yearly based on changes to USFS requirements and other information.
 - Will supervise online file sharing via GoogleDrive or other method.
 - Will supervise secure storage for all club passwords, etc. and update all passwords after each annual election or after the departure of a board member.
 - Will work with appropriate elected roles to ensure success
 - Will work with the On Ice Director to ensure program and coach effectiveness
 - Ensure that Chairs for each club event are selected and meetings are held in preparation for each event
 - Manage the event calendar for the club, including club ice and other events. This includes getting all dates approved for ice time, etc.
 - Will serve as the Club's official representative in any formal interaction between the Club and USFS.
 - Will serve as the Club's official representative in any legal proceedings.
 - It shall be the responsibility of the sanctions chair to ensure that events being sponsored by the club are sanctioned, if necessary. This includes competitions and performances.
 - Learn sanction rules

- Will process hard copy and online membership applications, update club roster and register each with USFS within 14 days of receipt. All fees collected by means other than online payment account will be turned over to the Treasurer/SCP account within 14 days of receipt.
- Will oversee required member Edge Points.

2) Vice President - *"The Vice-President or Vice-Presidents shall assist the President and shall perform such duties as may be assigned to them by the Board of Directors of the President. The Vice-President (or if there is more than one, then the Vice- President designated by the Board of Directors, or if there be no such designation, then the Vice- Presidents in order of their election) shall, at the request of the President, or in the President's absence or inability or refusal to act, perform the duties of the President and when so acting shall have all the powers of and be subject to all the restrictions on the President."* Duties include:

- Will preside at meetings and assume the duties of the President in the absence of the latter.
- Will carry out other duties assigned by the President or as requested by the Board.
- Will serve as Secretary at meetings in the absence of the latter.
- Will research and compile a list of graduating High School seniors each year for appropriate recognition.
- Will assist in generating a list of people who are willing to serve on the Board prior to each Annual Meeting. This list will be used on the ballot for the Annual Meeting and Election.
- Will complete the primary check of the Treasurer in confirming accurate financial transactions, and the security of all accounts and monies.
- Will assist the president in ensuring all events and elected and appointed roles develop a task timeline to ensure success in the future.

The Vice President shall oversee the Club's marketing, media, website, and communications efforts, and is responsible for ensuring all related duties are completed either personally or through delegated volunteers, committee members, or appointed representatives. The Vice President shall ensure all individuals responsible for these duties are provided with appropriate access, permissions, and guidance necessary to fulfill their responsibilities.

- Graphics & Promotional Materials
 - Ensure promotional graphics and event flyers are created for Club events and activities in a timely manner.
 - Review and approve, or delegate review and approval of, externally created Club promotional materials to ensure branding, messaging, and event information remain accurate, professional, and consistent.
 - Ensure all public-facing promotional materials align with Club standards and objectives.
- Social Media
 - Oversee the management of the Club's social media platforms, including Facebook, Instagram, and any future platforms adopted by the Club.
 - Maintain a consistent posting schedule (approx 1 post/day), with a general goal of regular ongoing content and increased promotion leading up to Club events and activities.
 - Establish or approve general content plans and ensure content outside of approved plans receives appropriate approval prior to publication.
 - Build and moderate social media communities by responding to comments and keeping members engaged. Alert the President/Vice President to specific content/queries.
- Website
 - Oversee the maintenance and updating of the Club website.
 - Ensure the website contains current and accurate information, including upcoming events, Club results, announcements, registration information, and other Board-requested updates.
 - Ensure routine website updates are completed within seven (7) days of submission unless an urgent request is identified by the Board.

3) Secretary - *"The Secretary shall (i) keep the minutes of the proceedings of the Board of Directors; (ii) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (iii) be custodian of*

the Club records; and (iv) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the President or by the Board of Directors.” Duties Include:

- Will keep an accurate record of all Board and special meeting minutes and publish within 5 days.
- Will conduct the correspondence of the club and keep a copy of letters written and received.
- Will communicate effectively with Club members and the general public regarding general Club announcements. This can/will be done through email, Facebook, BAND, etc.
- Will prepare and issue any notices.
- Will reserve rooms for all meetings of the club and Board of Directors.
- Will send or have delivered other written correspondence or gift such as notes of gratitude, sympathy, well wishes, etc. at the request of the Board. If any item sent costs more than the postage it requires, the Board must approve the expenditure as part of the request (for example, flowers or a donation in lieu of flowers for a funeral).
- Will Post announcements and articles to HASC social media accounts and to the HASC club bulletin board.
- Will fulfill any Technology Specialist jobs in the absence of the latter

4) Treasurer - *“The Treasurer shall (i) be the principal financial officer of the Club and have the care and custody of all its funds, securities, evidences of indebtedness and other personal property and deposit the same in accordance with the instructions of the Board of Directors; (ii) receive and give receipts and acquittances for moneys paid in on account of the Club, and pay out of the funds on hand all bills, payrolls and other just debts of the Club of whatever nature upon maturity; (iii) be the principal accounting officer of the Club and as such prescribe and maintain the methods and systems of accounting to be followed, keep complete books and records of account, prepare and file all local, state and federal tax returns and related documents, prescribe and maintain an adequate system of internal audit, and prepare and furnish to the President and the Board of Directors statements of account showing the financial position of the Club and the results of its operations; (iv) upon request of the Board, make such reports to it as may be required at any time; and (v) perform all other duties incident to the office of treasurer and such other duties as from time to time may be assigned to the Treasurer by the President or the Board of Directors.” Duties Include:*

- Have custody of all Club funds and be responsible for the receipt, management and disbursement of all monies.
- Maintain primary access to all Club financial accounts, including traditional banking institutions and online financial platforms such as PayPal, Venmo, Square, Stripe, and similar services.
- Prepare quarterly and annual financial reports for presentation at each regular Board meeting and the annual Members meeting..
- Will submit all financial statements to the (Vice) President annually for verification.
- Complete and file all required federal, state, and local financial and tax reporting, including IRS filings and any applicable Wyoming annual requirements.
- Assist the Board in developing accurate annual budgets and post-event financial analyses.
- Assist in navigating compensation to coaches (city employee vs club contracted)
- Oversee member fundraising requirements and maintain records of participation and compliance.
- Develop and implement fundraising strategies, including establishing fundraising goals, timelines, and identifying potential funding sources.
- Organize fundraising events and supervise collection of all monies for each event, after which he/she will turn in to the Treasurer or deposit directly to the HASC account within 14 calendar days.
- Encourage participation in fundraising events and keep well informed of the financial position of the Club so as to manage fundraisers accordingly.
- Build and maintain relationships with Club sponsors through regular communication, sponsorship requests, acknowledgements, and donor stewardship.
- Provide updates to donors and sponsors regarding the impact and outcomes of their contributions when appropriate.

1.2b Appointed Roles (Committees)

Appointed roles must be filled by a HASC member, but do not have to be filled by an officer.

1) Recruitment Chair - *"It shall be the responsibility of the recruitment chair to handle all club membership promotion opportunities." Duties include:*

- Distribute information to prospective members
- Will assist members with membership applications and update the membership roster.
- Will ensure that updates to the email list are made within 7 days of request.
- Laramie Ice & Events Center Marketing
 - Plans, creates and updates the club promo spaces at the Laramie Ice & Events Center, currently this includes the bulletin board and glass case in the breezeway. Spaces should be appealing, clean and organized to view. Content must be approved by the Board.
- Will handle the yearly membership drive opportunities by attending or ensuring Club attends at least the following events:
 - Learn-to-Skate Session starts/parent meetings
 - Spooky Family Skate Night
 - High Altitude Invitational
 - Winter & Spring Ice Show
 - Freedom Has a Birthday
 - Back to School Bash

2) SafeSport Chair - *"Ensures the club is compliant with current SafeSport policies and procedures, serves as the club's primary SafeSport contact for U.S. Figure Skating and oversees the implementation of educational programs for all club members, their parents/guardians and coaches. In addition, the SafeSport chair performs other functions as necessary to fulfill U.S. Figure Skating's continuing efforts to foster a safe, healthy and positive environment for its members and all participants." Duties include:*

- Learn requirements set forth by USFS
- Ensures that the club is compliant with current SafeSport policies and procedures
- Serves as the primary SafeSport contact for U.S. Figure Skating
- Oversees the implementation of educational programs for all club members, their parents/guardians and coaches
- Performs other functions as necessary to fulfill U.S. Figure Skating's continuing efforts to foster a safe, healthy and positive environment for its members and all participants.

3) Test Chair – *"It shall be the responsibility of the test chair to organize and manage any testing events as set in place by the board and test chair."*

- Receive and process test applications.
- Submit all fees not paid via electronic means to Treasurer/HASC account within 14 calendar days of receipt.
- Submit test documents and fees to USFS as required.
- Keep a record of all test results, and email to HASC Marketing & Media Specialist and HASC Treasurer.
- Schedule and organize test sessions, book judges, schedule assistants and music player, support HASC judges working toward higher appointments, accommodate trial judges seeking appointments, post and email test schedule to coaches, skaters, bulletin board, Communications/Publicity Chair, Trial Judges Facebook page, and HASC Marketing & Media Specialist. Email test results to Marketing & Media Specialist.
- 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.
- Submit quarterly Test Chair report to the Board via email at least 3 days prior to the regular quarterly Board meeting.
- Maintain Test Session financial records and communicate them to the Treasurer monthly.

1.3 Board Meetings:

Meeting Protocol

OBJECTIVE

To ensure all HASC Board members and appointed committees are provided with an opportunity to place items on the meeting agenda, and to allow HASC Board members and appointed committees the opportunity to adequately prepare for the topics of discussion placed on the meeting agenda.

RESPONSIBILITY

President/Vice President, HASC Board members

PROCEDURE

- All agenda items will be submitted at least three calendar days prior to the regularly scheduled meeting to the President or in his/her absence, the Vice President via email or telephone. Agenda items can be requested by both general club members and by Board members.
- Agenda items shall follow the format below and contain the following information:
 - a. Date and location of meeting
 - b. Attendance
 - c. Call to order
 - d. Review previous minutes
 - e. Reports
 - f. Discussion Items
 - g. Schedule next meeting
 - h. Adjournment
- The prior meeting's minutes, treasurer's report, membership report, and test chair report will be emailed to the board members for review at least 3 calendar days prior to the scheduled board meeting.
- The completed agenda will be published by the Secretary or President, via email to members of the Board at least two calendar days prior to the regularly scheduled meeting. In the absence of the Secretary or President, the Vice President will assume this responsibility.
- Meetings will be conducted according to modified *Robert's Rules of Order*.
- Board members and appointed committees are obligated to prepare for meetings and to participate productively in discussion.
- Lack of preparation on the part of the individual Board member will not impede the remaining members of the Board from proceeding with a discussion, decision and action on any item.
- Time frames will be honored. The chairperson shall inform the meeting five minutes before the end of the time period to determine whether the meeting will
 - a. Extend the discussion on the agenda
 - b. Table the discussion on the agenda item
 - c. Apply Robert's Rules of Order
- Responsibility areas and TIME FRAME shall be determined and shall be recorded by the Secretary prior to moving away from the item.
- The Board is the sole authority over its own agenda.
- Only those issues that are within the Board's chosen area of responsibility will consume Board time.
- Meetings of the Board shall be at the call of the President and shall be posted on bulletin board at least one week in advance, except in emergency situations in which case discretion and common sense shall prevail.
- Board Member and appointed committees attendance at regularly scheduled Board meetings is mandatory, with the exception of prior notice being given to the President.
- The Secretary will ensure that minutes of the meetings of the Board are recorded and published as soon as possible, within 5 days, after the meeting to all members.

1.3a Removal of Board Member or Appointed Committee

- Non-attendance at three consecutive meetings with or without prior notice to the President will be grounds for cessation of term.
- Attendance at less than 60% of all meetings with or without prior notice to the President throughout the year will be considered grounds for cessation of term.

- Breaches of the Code of Conduct can be called into review by the Board and can be considered grounds for cessation of term.
- Upon the decision that the grounds for cessation of Board Membership have been established, a majority vote of the remaining Board members shall decide the motion.

1.3b Board Member or Appointed Committee Resigns

- In the event a HASC Board Member or appointed committee resigns, the current Board Members may appoint a HASC member to fill in the vacant position, or choose to leave the position vacant until the Annual Meeting, where the general membership shall elect new Board Members or appointed committees.
- The Board needs to accept a resignation at the next Board Meeting, if necessary to be timely, a Special Meeting may be called. If resignation is for a Board Member, that member does not need to be notified of a Special Meeting. If accepted, the President will officially respond in writing to the resignation.
- The Vice President, as Chair of the Nominating Committee, will research and suggest possibilities for potential board member or appointed committee appointee selection.

1.3c Board Member or Appointed Committee Term Conclusion Process

In the event that a Board Member or appointed committee comes to the end of their term either due to term expiration, removal or resignation, the following actions will be taken.

- Remove Board Member/appointed committee from current bank account. Bank card will be cancelled immediately unless otherwise decided by the remaining Board Members. Reimbursement requests may be made for any necessary purchased made during the remainder of the Board Members term.
- Remove Board Member/appointed committee from U.S. Figure Skating Board Member role.
- Remove Board Member/appointed committee from any Entryeeze Admin accounts.
- Remove Board Member/appointed committee GoogleDrive access.
- Reset ALL account passwords.
- Update any relevant letterhead, etc.
- Notify members of resignation/vacancy.

1.4 Executive Travel

Travel Expenses

The Board will vote to give permission for an Executive Member(s) to attend an out of town activity that will incur expenses such as mileage, accommodation or meal allowance. If the expenses are to be incurred at an out of town event, an estimate of the intended expenses will be provided at the time of the request. Mileage rates shall be paid at the rate of the current USFS rate.

Hotel expenses shall be reimbursed at cost once receipts are provided. Meals can be paid up to the rate of \$10.00 per day for breakfast, \$15.00 per day for lunch and \$25.00 per day for dinner. Gratuity for private accommodation may be permitted upon request for a total amount not exceeding \$25.00 for the duration of the stay.

2. ON-ICE DIRECTOR

The On-Ice Director will complete the coach hiring process to become a High Altitude Skating Club coach, this includes submission of an application, evaluation of skills and an interview with the Board of Directors.

2.1 On-Ice Director Qualifications

On-Ice Director must meet all qualifications required of a HASC coach as well as have the following:

- Previous supervisory experience, to ensure abilities to manage club coaches.
- Experience teaching in multiple settings (i.e. LTS Program, ASPIRE Program, private lessons, etc.)
- Organizational skills to build schedules, manage coaches, etc

2.2 On-Ice Director Expectations

On-Ice Director should meet the following expectations, as well as all HASC Coach expectations:

- Assist with evaluating coaches and their skills for hire or to advance in coaching levels

- Organize a coaching schedule for Club Ice and Learn-to-Skate Lessons
- Collaborate with the Show Director to Organize and confirm coaching schedule for winter show practice
- Supervise and provide expectations that create consistency among club ice coaches across all levels & skaters - to match LTS expectations
- Assist club members to connect with a private coach
 - Ensure that private coaches match the goals of the skaters (i.e. competitions, skills, ice shows, etc)
- Attend and prepare a status report for Board meetings
 - In advance of the Board meeting, an outline of the status report should be submitted to the board at least 3 days prior to the meeting. Additional details should be provided on any areas of concern and/or items requiring board action. If unable to attend, a detailed written report should be supplied to the board in lieu of attendance.
- Reports directly to the HASC Board

2.3 On-Ice Director Compensation

On-Ice Director wages will be decided when the director is hired to join HASC. Compensation will be given monthly during ice season from September through March. Compensation rate will be agreed upon by the Board of Directors and depends on skater skill level, coaching experience at HASC and elsewhere and other experience relevant to the responsibilities required of the On-Ice director.

Bonuses

HASC may choose to award an On-Ice Director bonus at the end of the ice season, this will be based on how well expectations were met throughout the season.

Scholarships

HASC will consider supporting the On-Ice Director through a scholarship for opportunities that will benefit their director or coaching career, and in turn our skaters. Scholarship requests can be made through a letter submitted to the HASC Board.

3. LEAD COACHES

3.1 SKATER DEVELOPMENT LEAD

The Skater Development Lead will complete the coach hiring process to become a High Altitude Skating Club coach, this includes submission of an application, evaluation of skills and an interview with the Board of Directors.

3.1a Skater Development Lead Qualifications

Skater Development Lead must meet all qualifications required of a HASC coach as well as have the following:

- Strong understanding of skill progression across all levels of skating
- Experience coaching a variety of levels, including group instruction and private lessons
- Ability to assess skater performance and identify areas for improvement
- Organizational skills to plan and implement structured training sessions
- Strong communication skills to provide feedback to skaters, parents, and coaches
- Ability to support consistency among coaches in skill development and expectations

3.1b Skater Development Lead Expectations

Skater Development Lead should meet the following expectations, as well as all HASC Coach expectations:

- Oversee and support the progression of skaters across club ice sessions
- Develop and implement weekly or session-based lesson plans for club ice
- Monitor skater progress and communicate any concerns regarding lack of progression
- Support coaches in maintaining consistent skill expectations and teaching methods
- Assist in creating pathways for skaters to advance within the program
- Prepare a report for or attend Board meetings upon request
- Reports directly to the On-Ice Director

- Skater Development Lead may have 3 excused absences, with at least 10 days notice. Absences used subsequently should have as much notice as possible.

3.1c Skater Development Lead Compensation

Skater Development Lead wages will be that of the coaches agreed upon coaching wages, with additional compensation determined by the Board based on responsibilities and program needs.

3.2 LEARN TO SKATE DIRECTOR

The Learn to Skate Lead will complete the coach hiring process to become a High Altitude Skating Club coach, this includes submission of an application, evaluation of skills and an interview with the Board of Directors.

3.2a Learn to Skate Director Qualifications

Learn to Skate Lead must meet all qualifications required of a HASC coach as well as have the following:

- Experience teaching Learn to Skate or beginner-level skating programs
- Strong understanding of foundational skating skills and progression
- Ability to manage group classes and varying skill levels
- Organizational skills to assist with class structure and coach assignments
- Strong communication skills to engage with skaters, parents, and coaches
- Ability to create a positive and welcoming learning environment

3.2b Learn to Skate Director Expectations

Learn to Skate Lead should meet the following expectations, as well as all HASC Coach expectations:

- Assist in organizing and supporting Learn to Skate class structure and scheduling
- Provide guidance to coaches to ensure consistency across all class levels
- Monitor enrollment and class experience to support retention and progression
- Support skaters and families as they transition into other club programs
- Assist in implementing Learn to Skate curriculum and best practices
- Attend May Board meeting to set in place plans for Learn to Skate of the following year
- Reports directly to the On-Ice Director
- Learn to Skate Director may have 3 excused absences, with at least 10 days notice. Absences used subsequently should have as much notice as possible.

3.2c Learn to Skate Director Compensation

Learn to Skate Lead wages will be that of the coaches agreed upon coaching wages, with additional compensation determined by the Board based on responsibilities and program needs.

3.3 SHOW DIRECTOR

The Show Lead will complete the coach hiring process to become a High Altitude Skating Club coach, this includes submission of an application, evaluation of skills and an interview with the Board of Directors.

3.3a Show Director Qualifications

Show Director must meet all qualifications required of a HASC coach as well as have the following:

- Proven experience directing live performance productions (preferably in ice shows, theater, or live entertainment)
- Strong vision for storytelling, staging, and visual design
- Knowledge of choreography, music, lighting, and costume coordination
- Ability to conceptualize and bring large-scale productions to life
- Organizational skills to build schedules, construct ice shows, etc
- Excellent leadership and communication skills
- Experience leading rehearsals, coaching performers, and providing creative direction

3.3b Show Director Expectations

Show Director should meet the following expectations, as well as all HASC Coach expectations:

- Organize and confirm coaching schedule for winter show practice, with On-Ice Director
- Lead development and execution of club programs for Winter/Spring Ice Show

- Attend August Board meeting to set in place plans for Holiday Ice Show
- Reports directly to the On-Ice Director
- Show Director may have 1 excused absence, with at least 10 days notice.

3.3c Show Director Compensation

Show Director wages will be that of the coaches agreed upon coaching wages plus a bonus relevant to the success of the show.

4. COACHES

All coaches will complete the coach hiring process to become a High Altitude Skating Club coach, this includes submission of an application, evaluation of skills by the On-Ice Director and an interview with the Board of Directors.

4.1 Coaching Qualifications

All coaches who are members of High Altitude Skating Club must be a Registered Coach in Good Standing and published as such by the USFS. Coaches are responsible for seeking out the information and completing all requirements on time, to match the level of skaters they are teaching. 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. HASC is not responsible for notifying coaches.

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

Volunteer Coach

- Entry-level position for individuals interested in assisting with on-ice instruction.
- Must hold a current U.S. Figure Skating or Learn to Skate USA membership.
- Completes SafeSport Training and passes a background check (if age 18+).
- Works under the direct supervision of a Head or Assistant Coach.
- No prior coaching experience required.
- Promotion to Assistant Coach requires an evaluation by the On-Ice Director or a director designated by the On-Ice Director

Assistant Coach

- Developing coach who assists with group lessons and may lead portions of instruction.
- Must hold a current Learn to Skate or U.S. Figure Skating membership.
- Must be Learn to Skate or U.S. Figure Skating Compliant Coach including:
- Completes SafeSport Training and passes a background check (if age 18+).
- Completes Learn to Skate USA Instructor Certification or equivalent training. (Recommended if available for under age 18)
- Demonstrates prior skating experience (minimum Basic Skills 6 or higher, or equivalent hockey/figure skating background).

Head Coach

- Leads program design, curriculum, and instruction for all skaters.
- Must hold a current U.S. Figure Skating membership.
- Must be U.S. Figure Skating Compliant Coach including:
- Completes SafeSport Training, background check, and maintains continuing education requirements.
- Minimum 2 years of coaching experience preferred.
- Mentors and supervises Assistant and Volunteer Coaches.

All coaches must be Registered and "in good standing" with USFS in order to be allowed to instruct/coach at the following sanctioned activities:

- Qualifying and non-qualifying competitions
- Test sessions
- All performances sanctioned by USFS, including ice shows, exhibitions, recitals and carnivals
- Any other sanctioned club activities (including club ice)

Once their qualifications are current, each coach should submit proof to the SafeSport Chair and the Learn to Skate Director. This must be done before the coach gives any instruction to any skater during HASC ice time.

Note: Non-compliant coaches who attempt to coach at a test session or competition are subject to disciplinary action by USFS and/or the PSA and will not be allowed to be with skaters in event areas. Further, a HASC coach's membership may be categorized as "not in good standing" if found to have done so after the fact.

Coaches must abide by USFS Coaches' Code of Ethics, Standards and Conduct at all times as referenced by U.S. Figure Skating at <http://www.usfsa.org/content/safesport%20handbook.pdf>

4.2 Coach Expectations

All club coaches should meet the following expectations:

- Meet club ice expectations providing instruction to all levels & skaters, as given by the On Ice Director.
- Reports to On Ice Director and HASC Board
- Support all skaters on the ice, regardless of their level or private coach status
- Help ALL skaters understand on ice etiquette

Volunteer Coaches work under the direct supervision of a Head or Assistant Coach.

Assistant Coaches are developing coaches who assist with group lessons and may lead portions of instruction.

Head Coaches lead program design, curriculum, and instruction for all skaters, and mentor and supervise Assistant and Volunteer Coaches.

All club coaches should strive for the following:

- Attend a substantial number of club ice or Learn to Skate dates as scheduled by the On-Ice Director
- Participation in other club events is desirable (i.e. Spooky Family Skate Night, Winter Ice Show, High Altitude Invitational, Spring Ice Show)

4.3 Club advertisement/promotion of Coaches

HASC prioritizes compliant coaches who are actively supporting HASC 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.

4.4 Coach Self-Promotion

HASC 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."

HASC 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.

4.5 Coach Compensation

Coach wages will be decided when a coach is hired to join HASC, pay increases may be given throughout the season as appropriate. Compensation rate depends on skater skill level, coaching experience at HASC and elsewhere and on ice responsibilities given by the On-Ice director. Coaches will be responsible for submitting all hours worked for the club, invoices will be made monthly and coaches will be paid upon approval by both the coach and treasurer or president.

Volunteer Coaches may accrue volunteer hours, no other compensation will be given.

Assistant Coaches will be compensated \$15.00/hour for Learn-To-Skate ice.

Head Coaches will be compensated \$36-\$52.00/hour for club ice and holiday ice, \$25.00/hour for Learn-To-Skate ice.

Bonuses

HASC may choose to award coach bonuses at the end of the ice season; these bonuses will be dependent on the financial success of the club and will be based on how well coach expectations were met throughout the season.

Scholarships

HASC will consider supporting coaches through a scholarship for opportunities that will benefit our coaches in their coaching career, and in turn our skaters. Scholarship requests can be made through a letter submitted to the HASC Board. A letter or verbal recommendation from the On-Ice Director is also required.

5. MEMBERSHIP

5.1 Fees and Refunds

The High Altitude Skating Club does not offer membership refunds without meeting the below criteria.

All requests for refunds must be in writing and addressed to the Board. No refunds will be given to skaters leaving of their own accord. All refunds will be at the discretion of the Board and will be pro-rated. The USFS fees and insurance are non-refundable. A \$25.00 administration fee will be charged for any refund or credit.

Refunds in the form of a credit voucher, transferable to family members and usable within a one year period, may be given for major medical conditions or injuries affecting the skater and confirmed by a physician's statement. A cash refund will only be considered for those moving from the region with sufficient documentation.

5.2 Types of Membership

First Time Members

- Learn To Skate Member
- USFS Aspire Member
- Introductory USFS Child Member (under 18) with accompanying Parent/Guardian Membership
- Introductory USFS Adult Individual Member (18 or older)
- Additional Immediate Family Member

Renewing Members

- Learn To Skate Member
- USFS Aspire Member
- Child Member (under 18 years old) with accompanying Parent/Guardian Membership
- Adult Individual Member (18 or older)
- Collegiate Membership (full time student – 4 years)
- Additional Immediate Family Member

5.3 Membership Requirements

High Altitude SC Edge Points

Edges are fundamental skating skills that all skaters use, they are essential and must come before more complex elements. Edge Points serve High Altitude SC in the same way - they are essential and must be completed to support

the foundation of our club. Each club member can decide how to implement the Edge Point system based on what works best for them. Each member:

- Required to earn (Basic = 10, Aspire = 15, Excel = 20, Remote* = 5, PreK* = 5) Edge Points, including the bold task.
 - *Multiple skater household must meet higher level skater requirement and half points for additional skaters*
 - *Remote & PreK Skaters do not have a fundraising requirement.*
- May have family and/or friends volunteer in support of them.
- Needs to earn their Edge Points to ensure consideration eligibility for High Altitude SC annual Awards.
- Will incur a \$100 fine if they do not meet their requirements.
- Members with a surplus may donate up to two (2) points to another member in need.

Collegiate, Guardian or Basic Club members do not have Edge Point Requirements associated with them.

5.3a Fundraising

- **Meet fundraising requirement of \$125 (Second skater requires additional \$75)**
- Participate in ButterBraids Fundraiser
- Secure a Club Sponsor from a Request Letter
- Volunteer at a Fundraising Event (The Lodge, car wash, concessions stand, etc)
- Host a month of an ongoing fundraiser (Papa Murphys, Chipotle, etc or NEW)
- Secure a \$100 'Sponsor of the Month'

In addition to membership fees and club dues, each All-Access Member skater is required to raise a minimum \$125 for HASC through club fundraisers. For families with multiple skaters, the fundraising requirement is capped at \$200 per family. There will be various fundraising opportunities throughout the year. Any unmet fundraising will be added to the dues. Basic Club members do not have any fundraising requirements. Current fundraising options will include the Fall Fundraiser and distributing donation/sponsorship request letters.

If an All-Access member achieves and surpasses their requirement of \$125 by November 1st, then those excess funds may be used to offset that skaters cost for costumes to be used in the group skate numbers of the Holiday Ice Show (up to two costumes). These costumes are chosen by the Winter Ice Show Committee. Any funds beyond the \$125 requirement and the cost of two (2) costumes for group skate numbers, will remain with the club for operating costs.

5.3b Volunteering

Volunteer Edge Points will be calculated at 1 point per hour of volunteering.

- Volunteer at Spooky Skate (October)
- Volunteer at Winter Ice Show (December)
- Volunteer at the High Altitude Invitational + Prep/Volunteer Meeting (2pts) (January)
- Volunteer at Spring Ice Show (March)
- Volunteer at Freedom Has a Birthday (July)
- Volunteer at Back to School Bash (August/September)

5.3c Club Involvement

- Attend Annual Members Meeting (April)
- Attend a Board Meeting (February, May, August, November)
- Assist with a Club Event as a committee member
- Hold an Officer board position (President, Vice President, Treasurer, Secretary)
- Hold an appointed Committees role (Membership Chair, Marketing & Media Specialist, Sanction Chair, SafeSport Chair, Test Chair)
- Become SafeSport Certified (2pts)

6. CLUB ICE

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

6.1 Regular Use of Ice

Anyone who regularly uses HASC ice must be a member of HASC 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 or skaters who choose to travel for additional coaching on a regular basis.

6.2 Guests

Guest skaters and coaches are welcome to skate on HASC sessions, as long as they are current members of USFS or another member club. Coaches must be compliant with current LTS or USFS coaching requirements. Guest skaters and coaches pay the same ice fee as HASC members would for drop-in fees.

6.3 Ice Time Purchases

All ice time purchased by HASC must be open to most (if not all) skaters and compliant coaches. HASC 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, HASC will not purchase ice that excludes the majority of their members, such as a parent wanting to rent ice under the HASC Ice User Agreement for their child's birthday party. This birthday party situation would only be okay if the ice time followed other HASC ice time participation requirements.

7. ICE SHOWS

7.1 Ice Show Proposals

Any individual may submit an ice show proposal. Proposals should outline the theme and music requirements; demonstrate a large enough body of music for at least 30 different age appropriate programs for our skaters; consider costume and prop requirements. The proposal should also include a list of Ice Show Committee members who have agreed to help organize the show with a list of each person's duties. A quorum of Board Members will vote on the theme during the regular quarterly meeting in August.

All current U.S Figure Skating Showcase guidelines surrounding props must be followed.

7.2 Assignments of Solos, Duets, and other skate numbers

Assignment of Solos, Duets, and any groups other than Learn To Skate group numbers

Each show has a deadline to request a solo, duet, or small group number. Fees will apply depending on the show and skate number. Skaters must obtain their own music, costumes, coaching, and practice time.

All programs must be choreographed with a coach. Excel skaters may self-choreograph; however, the program must be reviewed and approved by a coach prior to participation in the show.

If we cannot accommodate all requests, the following criteria is used to decide which requests are granted:

- NOT debut solo performance (Holiday Show Only ie. performed at other competition or previous show)
- Test Level (1st - Skating Skills, 2nd - Singles)
- most difficult consistent jump/ spin
- skating level at a recent competition
- previous ice show participation
- working with a USFS compliant coach
- support HASC programs and/or use HASC ice time
- primary training location and home club

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.

Any skaters that are paired as a duet/trio with the assistance of the Ice Show Committee, will also be assisted with choosing a coaching plan for creating programs to bring to the ice show, if those skaters do not already share the same private coach. The Ice Show Chair, or club President, will assign coaches to pairs/trios and communicate these assignments with skates and coaches.

7.3 Senior Spotlight

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.)*

If the skater elects to participate in the Senior Spotlight, they may be featured with the final solo performance(s) of the show. Friends/family may present the skater with a gift following their performance, and the skater will be highlighted as the Senior Spotlight in the official ice show program.

If multiple seniors are eligible in a single season, the club may utilize a medley-style program to recognize all graduating skaters. Performance order will be determined at the club's discretion; when applicable, test level may be used to establish order, with the highest test level skating last.

Skaters who have been with the club for less than one complete skating season, will be placed at the beginning of the ice show performance schedule.

To further honor graduating seniors:

- Senior banners may be displayed at the rink during the whole season
- A trifold display or similar presentation featuring each skater may be placed in the lobby during the ice show.

To be eligible for a Senior Spotlight, skaters must meet one of the following conditions:

- has passed the Preliminary Singles test
- can consistently perform at least three of the following jumps: salchow, toe loop, loop, flip, lutz, single axel or more difficult jump, and will include it in their program
- has petitioned the HASC 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.
-

8. FINANCES

8.1 Account Structures

The Club Treasurer maintains primary access to the club accounts.

8.2 Account Reviews

The Vice President or designate reviews all bank statements and canceled checks after the accounts have been reconciled by the Treasurer, and initials each statement to indicate review has been completed. The Vice President will also review the yearly tax forms completed by the Treasurer.

8.3 Audit

The Treasurer will have all financial accounts reconciled and reviewed by early April of each fiscal/membership year in order to create financial statements and complete tax forms. Both the President and Treasurer must sign the financial statements and copies will be presented at the Annual Meeting and kept on file for a minimum of 7 years.

9. GIFTS

Miscellaneous gifts may be purchased for club members or non-members upon majority approval by the Board.

10. AWARDS

10.1 Awards Banquet

To be eligible for an award, skaters must be a home club member in good standing with the High Altitude Skating Club. The awards are based upon the participation in the High Altitude Skating Club events and competitions during the ice season at the Laramie Ice & Events Center. All awards may or may not be awarded annually, depending upon eligible members.

10.2 List of Banquet Awards - Skaters

Rising Star Award: Chosen by Club Ice Coaches and approved by the Board, this award is presented to the skater(s) that best exemplify improved abilities, attitude and behaviors from the beginning of the season. On-ice

performance is not necessarily tied to success in competition or level of tests passed, but rather to Club-observed achievements of personal-best performance, significant improvement in skating abilities, and/or competitive performance regardless of placement. Two skaters may be chosen for this award, one that has spent the majority of the season in the Basic levels and a second that has been in the Freeskate/Aspire levels or above.

Sportsmanship Award - Chosen by the coaches, this award is given to a skater who displays tremendous work ethic and good attitude in all aspects of skating. The following are considerations for this award: how well does the skater use practice time, what is the skater's attitude toward coaches and other skaters, does the skater know how to both win and lose graciously, and an inspiring individual who sets a good example for all skaters both on and off the ice.

Excellence in Elements Award - Awarded to a skater who earned the highest point average for his/her placements in the Free Skate Events, Short Programs, Compulsories, Basic Elements and Jump and Spin Events during the competition season. Skaters must attend at least two competitions to be eligible for this award. All levels are eligible. Points are determined using the competition point system defined below.

Points and tie breakers are calculated as follows:

- 1) Average top 2 (Artistry) or 4 (Elements) scores
- 2) Tie Breaker #1 - Total number of Skaters beaten
- 3) Tie Breaker #2 - Higher score of additional entry (3rd for Artistry), (5th for Elements), if none, then it is a zero

Excellence in Artistry Award - Awarded to a skater who earned the highest point average for his/her placements in Showcase Artistic Events (dramatic and/or light) and Interpretive Events during the competition season. Skaters must attend at least two competitions to be eligible for this award. All levels are eligible. Points are determined using the competition point system defined below.

Test Achievement Award - High Altitude SC will honor skaters who have passed a USFS test in any discipline, during the current season.

Skater of the Year: Chosen by the Board and On-Ice Director, this award is presented to the skater who has consistently proven to be exemplary in their involvement with the High Altitude SC and the sport of figure skating. This skater fosters positive relationships with High Altitude SC management and peers and inspires peers to be involved in Club activities by fostering a sense of community. This skater has a strong dedication to the sport, good sportsmanship and integrity with their peers. As a valuable well-rounded member of High Altitude SC, this skater leads by example and demonstrates tenacity in their athletics, academics and citizenship.

10.3 List of Banquet Awards - Coaches

Inspiring Coach Award – Chosen by High Altitude SC members and awarded to a High Altitude SC coach who shares their passion and joy for ice skating on and off the ice and inspires others to do their personal best in all aspects of life.

Excellence in Coaching - Awarded annually to all appropriate High Altitude SC coaches after consideration by the board according to the following criteria:

- Leadership within the Club community through positive interaction and camaraderie with members, coaches and officials.
- Continuous involvement, commitment and promotion of the High Altitude SC's programs and events.
- A commitment to improving their ability as a coach and the ability of the Club's athletes through continuous education through the PSA, U.S. Figure Skating or other acceptable accreditation.
- Good sportsmanship, kindness and loyalty to the High Altitude SC.

10.4 List of Banquet Awards - Members

Volunteer of the Year Award – Chosen by High Altitude SC board, this award is given to the club member who has provided outstanding service and who has gone above and beyond to the club as a volunteer. The recipient of this award, which may or may not be awarded annually, must be an active adult member or guardian who embodies a spirit of selfless volunteerism by generously volunteering at Club events and activities that celebrate and bring our community together, and who inspires other members to also participate in the Club community.

The President's Award - Chosen by the President of High Altitude SC, this award is given to a club member or volunteer who has provided outstanding service and who has gone above and beyond to the club. Recipients of this award must be an active adult member or guardian, this award may or may not be awarded annually.

10.5 Competition Point System

Points are tallied and averaged for each skater, the highest point value will determine the recipient of the award.

- Single Entry Events are omitted

Competition Point System		Place										
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	All Other
Non-Qualifying	Small <2 days	10	8	6	4	2	1	1	1	1	1	1
Non-Qualifying	Large >2 days	12	10	8	6	4	2	1	1	1	1	1
Regionals	Qualifying Round (QR)	6	5	4	3	2	1	1	1	1	1	1
	Championship Round (CR)	15	12	9	6	5	4	3	2	1	1	1
Sectionals		20	16	12	8	7	6	5	4	3	2	2
Nationals	Qualifying Round (QR)	10	9	8	7	6	5	4	3	3	3	3
	Championship Round (CR)	25	20	15	10	9	8	7	6	5	4	3
International		30	24	18	12	11	10	9	8	7	6	4

11. HIGH SCHOOL FIGURE SKATING TEAM

At the start of each season, a Team Commitment Form must be completed. It is the responsibility of the student chair to collect these signatures and return this form to the board along with a student roster. This form defines the following roles: team manager, student chair and High Altitude SC President. See Appendix D for Team Commitment Form. Roles to be defined within the team include student chair, student secretary and any others deemed necessary to accommodate the functions of the team.

All officer positions are filled through an election. Nominations for each role will be open for one (1) day. Following nominations, a voting poll for each officer role will remain open for one (1) week. All members are eligible to vote, and voting will be conducted anonymously.

11.1 Team Membership Requirements

To participate on the High Altitude SC High School Team, skaters must be current High Altitude SC members in good standing, maintain an active Learn to Skate (LTS) or U.S. Figure Skating (USFS) membership, and be enrolled in high school (grades 9–12), including accredited homeschool programs.

11.2 Team Meetings & Events

Club meetings with the team manager(s) should happen at least monthly off-ice and will correspond to club ice, a regular freestyle session or a club event that is convenient for all team members and the team manager. Frequency should be regularly evaluated by the team manager and student chair.

Club meetings/event plans with student members can be developed as the team sees fit, but should be communicated to the team manager(s). All participating skaters MUST have a current LTS or USFS membership. Any planned events/meetings should be communicated to the club email address once plans/dates have been made final. This email should copy the Team Manager and will communicate to the president that the event is ready for public announcement if relevant.

Event Registration Procedure

Registration for any event will follow this process:

1. The Student/Youth Chair presents the request to the Team Manager.
2. Once approved, the Team Manager submits the request to the Treasurer.
3. The Treasurer will complete the registration and issue payment on behalf of the team.

Team members or families should not independently register for team events unless explicitly instructed to do so

11.3 Electronic Communication Policies

Passwords for all online accounts must be kept on file with the High Altitude SC master password list and shared with the team manager(s) so that they have proper access to all accounts and to ensure continuity within the team.

SafeSport Communication Policies

All electronic communication (i.e., texts, emails, group messages) between skaters and adults affiliated with the team (e.g. Team Manager, Coaches, HASC President) should adhere to SafeSport policy. This means that skaters under the age of 18 should copy at least one additional adult (e.g. parent/guardian, additional coach, etc) on all texts/emails/messages sent to adults affiliated with the team.

Email Access and Protocol

The High school team email account LHSFigureSkatingTeam@gmail.com must direct all potential new members to our Membership Application or High Altitude SC email to process their membership before participating in events. (Template Email will be provided)

Any correspondence to Team Manager needs to also copy High Altitude SC email HighAltitudeSkating@gmail.com Once prospective high school team members have a current LTS or USFS membership, they will be referred to the high school team email.

Additional Social Media, etc

Any additional online presences or accounts need to be approved by the Team Manager before being created. Team must define who is responsible for managing these accounts and communicate their promotional intentions with the team manager(s). Privileges may be revoked by the team manager and/or High Altitude SC president if necessary.

11.4 Finances

The \$50 USFS annual registration fee will be covered by High Altitude SC. In exchange, the high school team will be expected to assist with the annual awards banquet in exchange for this fee being paid.

No dues are to be collected during the 2025-2026 season, plans could be made for future years if warranted and a plan is proposed to the board before or at the August board meeting. Each Team event or activity that has a fee should be divided among participating skaters. This may include social events and Team lessons on or off ice, etc.

Each team event or activity that has a fee should be divided among participating skaters unless approved otherwise. These fee will be processed through each members Entryeeze account.

11.5 Winter Ice Show Participation

The high school team will have a group number in the annual winter ice show. The high school team will not be responsible or permitted to select or purchase their own costumes. The Show Committee will accept costume requests from the team until a specified deadline. The Show Committee and choreographing coach will have final approval on all costumes. Every effort will be made to consider team suggestions while balancing cost, availability, and the needs of all skaters, including sizing considerations.

11.6 Board Reports

Regular reports will be expected at the quarterly board meetings. The high school team report will be scheduled early in the meeting so students can be excused if desired. The "Student Chair" should assist with writing/planning the report, but the report may be given by any member of the team. Report content should include; upcoming event info, previous event recaps, competitive member info/plans and any other items relevant.

11.5 High School Lettering

High school team skaters will have the opportunity to earn a varsity letter through the High Altitude SC based on criteria established by the board and Team Manager. Once earned, the club will coordinate with each skater's respective high school to ensure the award is recognized appropriately. See Appendix E for Junior Varsity and Varsity Letter Instructions.

12. COMMUNICATION POLICY

12.1 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 for the purpose of promoting the Club and sharing Club information. A Board member must approve all items before they are posted on the HASC board, website and HASC 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 and HASC social media other than HASC, PSA and USFS without prior approval from a Board member.

12.2 Privacy of Members

Only Board members should have access to skater email addresses and they should be used for club business only. Use discretion and common sense if passing out confidential information. Email correspondence will use blind copies so that club members do not have their email address exposed to other club members.

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.

12.3 Member Communication

Club Communication Protocol

OBJECTIVE

Ensure communication to the Board is received in a timely and legitimate fashion. Affect a communication model that acknowledges that many members of the Board and Professional Coaching Staff have professions and occupations that prohibit instant responses to member queries, complaints and other communication.

RESPONSIBILITY

President, Secretary

PROCEDURE

All formal requests of the Board will be directed in writing to a Board Member, who will forward the request to any Board members who were not copied on the original communication. Members making such requests should not expect a response from the Board until after the next regularly scheduled Board meeting.

Responses to such requests will be provided via email by the Board. Items received after the 5 calendar day deadline for agenda items will be added to the following regularly scheduled Board meeting agenda. If the request is deemed to be urgent by the President, the agenda of the earliest meeting may be amended at the President's discretion.

13. CONTACT INFORMATION

Mail: High Altitude Skating Club
2838 South 18th Street
Laramie, WY 82070

HighAltitudeSkating@gmail.com

14. CODE OF CONDUCT

By applying for membership with the club, members agree to abide by the US Figure Skating Code of Conduct for their role within the club (Skater, Parent/Guardian, and/or Coach). See Appendix C & D for the skater and parent/guardian Code of Conduct Agreements. The Coaches Code of Conduct Agreement can be found at the link referenced in the coaches section (Section 2) of these policies and procedures.

15. CONFLICT RESOLUTION

Upon receipt of a written complaint to the Board, the Board will create a Review Panel of objective, uninvolved people within 7 calendar days. The Panel will initiate its review within 14 calendar days of Panel creation to clarify the conflict, interview the parties involved, identify the potential solutions, select the appropriate solution, and follow through to evaluate the solution and if a resolution was reached. If no resolution can be reached by the Review Panel, the Board will review the Panel's findings to determine if the correct objective people were involved in the resolution process, ask the Review Panel to attempt to work through the process again, seek the advice of the Membership Liaison for the Pacific Northwest region, and as a last resort, consult the USFS Grievance Committee Chair.

The Chair of the Review Panel will maintain review minutes, copies of notes, and documentation received by the parties, and create a written record of the Panel's decision, which will be sent to the President. Records of the review will be kept in the Club's files. Review findings will be kept confidential unless required to be reported to USFS, PSA and/or the authorities.

The President will communicate the findings of the Review Panel to all appropriate parties and serve as the point of contact for any continuing communications regarding the specific conflict.

16. 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, 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 or other entity of the Board's choice as decided at the dissolution meeting noted above. 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 Wyoming figure skating clubs and desires our assets to stay in the state. No individuals shall benefit from the distribution of club assets.

APPENDIX A - Board Member Agreement

High Altitude Skating Club Board Member Agreement

As a board member of the 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 promise that all my decisions will be in the best interest of the club.
2. 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.
3. 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.
4. I have read and accept the bylaws and HASC Policies and Procedures of the organization. I understand that I am morally responsible for the health and wellbeing of this club.
5. 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.
6. I will actively promote the club in a positive manner.
7. I promise to treat my fellow board members and other club members with respect, and when conflict occurs, I promise to work for a compromise that is in the best interest of the club.
8. 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.
9. I will attend all board meetings, be available for phone consultation, and serve on at least one club committee. If I am not able to meet my obligations as a board member, I will offer my resignation.
10. I will abide by the rules of the SkateSafe program and keep the sport safe for all members.
11. I agree to assist with, attend and fully support the High Altitude Invitational, our club's largest event of the year.

In signing this document, I agree to carry out the above agreements to the best of my ability. I understand that severe violation of any part of this agreement may revoke my status as a board member with the High Altitude Skating Club.

Board Member Signature: _____ Date: _____

Printed Name: _____ Board Role: _____

* * * * *

President/Vice-President Approval Signature: _____

President/Vice-President Printed Name: _____ Date: _____

APPENDIX B - Skater Code of Conduct

High Altitude Skating Club Skater Code of Conduct

As a member of our club, all skaters must adhere to this Code of Conduct at all times.

General Guidelines:

High Altitude 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 Skater Code of Conduct has been established to ensure the safety of all members using our ice to ensure quality practice time for all home club, associate, non-members and guests who purchase ice from the club and who participate in all club-related activities.

1. All skaters, regardless of whether they hold home club, associate, non-member or guest status, must follow and uphold the provisions in this Skater Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents/guardians of skaters, U.S. Figure Skating officials and guests.
2. High Altitude Skating Club is committed to promoting a positive and friendly environment for all skaters. Remember "The Golden Rule:" treat other people like you want to be treated — with respect.

Ice Etiquette and Safety:

1. While in lessons or practice, it is the skater's responsibility to always be conscientious and aware of other skaters around them.
2. Skaters must skate with the flow of other skaters and familiarize themselves with the most commonly used areas for jumps and spins.
3. The only time a skater has the SOLE right of way is when they are skating their program to music. When you hear another member's music, please extend that person the courtesy and move out of their path momentarily. This only takes a moment and you will enjoy the same courtesy while you are performing your program.
4. Advanced skaters are expected to exhibit patience toward beginner members of the club. Remember, you were an inexperienced skater once, and it takes time for our future generation to advance to the point where they are completely comfortable skating with all levels of skaters.

Unsafe or discourteous behavior of any kind will not be tolerated.

For more information on Ice Usage and Etiquette Guidelines, refer to the SafeSport webpage.
(www.usfsa.org/content/safesport/)

Skater Signature

Printed name

Date

APPENDIX C - Parent Code of Conduct

High Altitude Skating Club Parent Code of Conduct

High Altitude 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.

By signing below, I hereby agree that:

1. I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches and officials at every practice, competition and test session.
2. I will place the emotional and physical well-being of my child and others ahead of my desire to win.
3. I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
4. I will promptly inform my child's coach of any physical/mental disability or challenge affecting my child that may affect the safety of my child or others.
5. I will teach my child that doing his/her best is more important than winning.
6. I will do my best not to ridicule, bully, blame or yell at my child or other skaters, coaches, officials or volunteers in response to a poor performance or for any other reason.
7. I will do my best to make skating fun at all times and will remember that my child participates in sports for his/her own enjoyment and satisfaction.
8. I will teach my child to treat other skaters, coaches, fans, volunteers, officials and rink staff with respect, regardless of race, creed, color, sexual orientation or ability. I will also take action and report any acts of bullying, harassment or abuse to the appropriate authorities.
9. I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
10. I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
11. I will be a positive role model for my child and others.
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 illegal drug prohibited by applicable federal, state or municipal law.
13. I will not assist or condone any athlete's use of a banned substance as described by the International Olympic Committee, International Skating Union, United States Olympic Committee or U.S. Figure Skating, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.
14. I will expect my child's coach to be compliant with all requirements of U.S. Figure Skating and the Professional Skaters Association, and to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association and other accredited organizations.
15. I will respect my child's coach and refrain from "side line" coaching my child or other skaters.
16. I agree to educate myself regarding the proper procedures to follow when establishing or terminating a coaching relationship.
17. I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.
18. I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, competitions and test sessions.
19. I will become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.
20. I will support and respect all skaters and their right to participate.

Parent/Guardian Signature

Printed name

Date

Parent/Guardian Signature

Printed name

Date

APPENDIX D - High School Team Commitment Form



High Altitude Skating Club Team Commitment Form



Annually, the High Altitude SC High School Team will need to complete this signature form to become active for the current season. A student roster also needs to be submitted with this form, additional members may be added at any time. This agreement is for the U.S. Figure Skating season starting on July 1, 20____ and ending on June 30, 20____. The following individuals agree to support the team according to the High Altitude Skating Club Policies and Procedures.

High School Team "Student Chair"

(Print Name)

(Signature)

High School Team Manager/Coach

(Print Name)

(Signature)

High Altitude SC President

(Print Name)

(Signature)

TEAM ROSTER:

Additional skaters may be added throughout the season.

Effective Date:

APPENDIX E - High School Letter Requirements



High Altitude Skating Club High School Team Junior Varsity/Varsity Letter Instructions



Name: _____ Coach: _____

Address: _____

School: _____ Grade: _____

Email: _____ Phone: _____

School Year Applying for: _____

Check all boxes as they apply. All requirements must be met during the school year listed above.

**denotes mandatory requirement for Varsity letter consideration*

REQUIREMENTS

- ☐ Currently enrolled student in 9th through 12th grade. Home-schooled students are also eligible.
- ☐ Must maintain at least a 3.0 GPA and abide by all school academic and behavioral expectations. Grade checks may be requested to confirm eligibility. NOTE: If skater fails to adhere to any of the school district requirements, the skater forfeits the right to letter for that season. **(Please attach transcript.)**
- ☐ Must be a current Home Club Member of the High Altitude SC and the U.S. Figure Skating – both memberships must be in good standing.
- ☐ Must skate a minimum of 75 hours this year, September 1st - end of ice season. **(Attach details.)**
For the purposes of this program, hours will be counted as follows:
 - 1 hour = 1 hour on or off-ice with a coach, organized event or scheduled practice (i.e. freestyle ice).
 - Ice show rehearsals will count towards ice time and will equal the amount of time you are required to be at the rink. (ex. The first ½ of the show is 1.5 hours and will equal 1.5 hours)
 - Competitions will count as 1 hour per event you compete in; practice ice at the event will also count toward the total required time; minutes purchased = minutes skated.
- ☐ Must train under a coach who has met the U.S Figure Skating coaching compliance requirements.
- ☐ Must attempt at least one USFS level test in any discipline (free skate, skating skills, dance, or pairs).
This testing requirement is waived for any skater who has passed their Senior Free Skate test. **(Attach test sheets.)**
- ☐ *Must achieve or previously have achieved one of the following:
 - Passed the Bronze Free Skate Test Date: _____
 - Passed the Bronze Skating Skills Test Date: _____
 - Passed the Bronze Dance Test Date: _____
 - Passed the Bronze Pairs Test Date: _____
 - Competed at one of the following (mark which event) Date: _____
 - Sectional Singles Finals at Juvenile level or higher
 - Excel National Festival at the Juvenile level or higher

- Synchronized Sectional Championships at the Intermediate or higher level
- National Showcase at the Juvenile level or higher
- Theatre on Ice Nationals at the Junior level or higher

☐ Must participate in at least three USFS sanctioned shows or competitions. **(Please list below)**

1. _____ Date: _____
2. _____ Date: _____
3. _____ Date: _____

☐ Skater has contributed a total of eight (8) community hours to High Altitude SC. At least five (5) of these hours must be volunteer service, with up to three (3) hours allowed as paid contributions. All hours must support the skating club or the broader skating community.

Volunteer Activity/Event	Date	Hours

When the above checklist is complete and all required documents are attached, please sign, have your coach sign and return to High Altitude SC Team Manager/Coach, who will submit to the Board.

Skater Signature

Date

Coach signature

Date

High Altitude SC Team Manager/Coach signature

Date