



POLICIES AND PROCEDURES

1. MCFSC FINANCES & ACCOUNTS

Effective August 10, 2020

1.1 Skaters must be registered for MCFSC ice time (Advanced Ice or Learn to Skate classes) through Entryeze prior to the first day of the session. If a skater is not registered, they will be billed the walk-on ice fee for the ice time they used. For Advanced Ice sessions, members will have the option to pay for the session in installments. Installments will be due on the first of each month throughout the session. If the member fails to pay their installment on the first of the month, they will be auto-charged for their installment on the third of the month.

Effective August 10, 2020

1.2 MCFSC shall not allow the skaters of the delinquent accounts to skate/participate in off-ice training/testing/competition/performance in an ice show/or representation of the MCFSC in any on-ice event (including events hosted by other clubs) until payments are current on that account. There shall be no catch-up payment plans; accounts will be considered delinquent and that family's skater(s) will not be allowed to participate as described above.

The MCFSC Board of Directors requires all family accounts be current before skater(s) is allowed to participate as a part of the MCFSC. Current accounts are defined as follows:

- Basic Skills skaters and/or Advanced Skills skaters shall be paid in-full for the entire session or month before being allowed to skate on Basic Skills ice and/or Advanced Skills ice. In addition, all previous sessions shall be paid in-full.
- The Synchro program shall be pre-paid for the entire season or paid on a monthly basis. A delinquent account for this program would be defined as accounts that are thirty (30) days past due. The office manager or MCFSC Treasurer will report status of delinquent accounts to the MCFSC Board President.
- All other miscellaneous charges owed to MCFSC shall be paid at the time of purchase. A delinquent account for these fees would be defined as accounts that are thirty (30) days past due.
- Payments made to an account that owes to multiple MCFSC programs shall have the payment credited to the specific program that has the oldest charges first. The policy shall be enforced by the MCFSC Treasurer, MCFSC Program Director, and MCFSC President. These three shall adhere to the utmost integrity and respect for confidentiality during the process. The three (individually or collectively) shall have the authority to remove a skater that has a delinquent account from club ice sessions, events, etc.

Effective August 10, 2020

1.3 The MCFSC Board of Directors ensures (oversight) that monthly payments are being made by skating families to auxiliary programs (ex: Synchro) by participating families and not at the end of the session/season. Balloon payment at the end of the season/session shall not be allowed by MCFSC.

Effective August 10, 2020

1.4 Prorating payments for individual skating day sessions shall **NOT** be allowed.

Effective August 10, 2020

1.5 Prorating payments for an overall session shall **NOT** be allowed. For example, if a skater is going to be moving away halfway through a session, then the reasonable option for that skater is to pay walk-on fee for the ice that will be utilized for that session.

Effective August 10, 2020

1.6 Ice time credit for individual sessions missed (Basic or Advanced Skills) will be allowed on limited basis. Skater injury and illness with a signed doctor's note will be REQUIRED. Prior approval through the Program Director must be received for ice time credit to be granted. There shall be no financial credits received toward accounts; only ice time credit.

Effective August 10, 2020

1.7 The notification of delinquent accounts shall be two parts. First, the delinquent account family shall receive an email notification from the Treasurer through MCFSC billing (with delivery and read receipt); the MCFSC President shall be cc'd on the email. Second, the delinquent account family shall be mailed an invoice via certified mail one week after the email notification was sent if the account has not been made current. As soon as the email notification goes out, that skater(s) is not allowed on club ice or to represent MCFSC as stated in section 2.1 of the MCFSC policy.

Effective August 10, 2020

1.8 A family that is delinquent on MCFSC accounts is a "member not in good standing" with MCFSC. The consequences of a member not in good standing are a separate issue from not letting skaters skate/participate in off-ice training/testing/competing/performing in an ice show/or representing the MCFSC in any on-ice event (including events hosted by other clubs) for MCFSC because parent(s) are delinquent on their MCFSC account. "Members not in good standing" shall not be allowed to hold Board of Director positions, vote, or hold chair positions on subcommittees. These members will immediately be removed from the above-mentioned positions, and their position will remain open until the next election at the annual meeting. If this incident happens to make the number of board members fall below seven (7), then an immediate emergency meeting will be called for the membership to vote new members to fill the board to capacity. The members selected need to be "members in good standing" at the time the incident happened to create the shortfall of Board of Director numbers below seven (7).

Voting Members must be "members in good standing" with MCFSC, defined as follows:

Arrears for Fees: Any member in arrears for fees or other indebtedness to the Club shall be notified via email (with delivery and read receipt) and certified mail by the MCFSC Treasurer or Office Manager at their last known address. If the amount in arrears is not paid within two weeks thereafter, the name of the delinquent member shall be reported to the Board of Directors at their next meeting. The Board of Directors may automatically suspend the delinquent member, who shall be reinstated upon payment in-full of the delinquent amount. Suspension shall not relieve the suspended member from the obligation to pay any fees or other amounts due the Club.

The name of the delinquent member shall be reported by the MCFSC Treasurer to the USFSA in accordance with MR 8.07: 'Member clubs must submit to U.S. Figure Skating Headquarters any time during the current registration year a list of those members not in good standing with said club. Such members will be flagged in the U.S. Figure Skating database until such financial matter has been resolved. Outstanding financial obligation is the only valid reason for submitting a member on this list.'

Effective August 10, 2020

1.9 Requests for reimbursement for eligible expenses by MCFSC members need to be submitted within one month from date of expense, or the MCFSC Board of Directors reserves the right to deny reimbursement.

Effective August 10, 2020

1.10 Credits in skater accounts that have not been utilized for over one year shall be zeroed out and claimed by MCFSC. This shall be examined in June of every year.

2. MCFSC COMMUNICATION – TELEPHONE, WEBSITE, EMAILS & SOCIAL MEDIA USE

Effective March 8, 2015

2.1 All board meetings will be closed to any skaters under the age 18 unless pre-approved by the board.

3. MCFSC COACH/STAFF EDUCATION EXPENSES

Effective April 14, 2015

3.1 The following coach/staff education/certifications/conference fees/training can be reimbursed by MCFSC at a 50/50 match:

- On-line trainings/exam
- PSA Conference fees
- USFSA Membership

Other training/certifications not listed in 3.1 or 3.2 will be reviewed by the Board of Directors on a case-by-case basis.

All travel costs associated with section 3.1 are the responsibility of the coach/staff and not MCFSC.

Effective April 14, 2015

3.2 The following coach/staff testing can be reimbursed by MCFSC at a 100% rate:

- PSA Ratings Exam

All travel costs associated with section 3.2 are the responsibility of the coach/staff and not MCFSC.

Effective April 14, 2015

3.3 All reimbursement request(s) in section 3.1 and 3.2 shall show proof of passing the exam or attending the entire training/conference. Therefore, reimbursements by MCFSC will not be made until after the actual exam, training, conference, etc. has been passed and/or attended. The Board of Directors reserves the right to request a short presentation from the coach/staff member presenting what they learned at the training/exam and how it can be used for the benefit of the MCFSC.

Effective April 14, 2015

3.4 A "payback" policy is set up to protect the financial investments that MCFSC is making towards the training/education of current MCFSC coach/staff. For a MCFSC coach/staff to request reimbursement, they need to have worked for/with MCFSC for a minimum of six (6) months. Once the reimbursement of the eligible coach/staff fees/expense is made, the coach/staff is required to work for the MCFSC an additional six (6) months from the day the exam/conference was completed, and in the case of memberships, when those expire. If the coach/staff member (salary position or private lesson coach on MCFSC ice) is no longer employed by MCFSC directly or indirectly (voluntarily left/resigned or termination) and the time frame is with the six (6) months as described above, then the coach/staff member will be required to pay back all reimbursed expenses that MCFSC covered.

Effective April 14, 2015

3.5 A separate line item shall be set up in the MCFSC budget to track coach/staff member education expenses as described in sections 3.1 to 3.4. This line item shall be a benchmark for the Board of Directors to decide whether to approve the request for reimbursement or not. The goal is to communicate this ahead of time to the coach/staff member that is considering upcoming training or exams

Effective April 14, 2015

3.6 Requests for reimbursement for eligible expenses by MCFSC members need to be submitted within one month from date of expense or the MCFSC Board of Directors reserves the right to deny reimbursement.

4. SEMINAR & GUEST COACHES

Effective May 5, 2015

4.1 Prior approval is needed by the MCFSC Board of Directors with enough advance notice before guest coaches are brought in so that proper advertising and schedule planning can take place.

5. ACTUAL P/L BREAK-EVEN (OR HIGHER) REQUIREMENT FOR AUXILIARY PROGRAMS

Effective July 1, 2015

5.1 The overall P/L account for auxiliary programs (e.g.: Synchro) shall maintain a positive balance for their respective accounts in the overall MCFSC budget. Their actual P/L for that particular fiscal year can be in the negative; however, there needs to be enough in reserve to maintain an overall positive balance.

Effective July 1, 2015

5.2 If there is not a particular auxiliary program in a certain fiscal year, MCFSC shall maintain the account for that year. If there is not an auxiliary program for a second consecutive year, then MCFSC shall zero out the line item accounts and the leftover funds shall be absorbed into the MCFSC general account.

6. MCFSC COACHES' OFFICE POLICIES

- Only MCFSC-approved private lesson coaches are permitted to keep skates and personal belongs in the office.
- Coaches must be issued or request a key from the MCFSC office manager to use the office.
- No children.
- Belongings must be neatly stowed in a tote or bag underneath a chair.
- Food containers must be thrown in the garbage outside of the office.
- Learn to Skate coaches over the age of 18 will be permitted to put their skates on in the office, but may not leave skates or any personal belongings in the office.
- Door must be locked when leaving the arena.