

## Cascade Valley FSC

2017-2018 Membership Application Handbook

April 2017

Please note the Membership Application Handbook is your resource guide for this year's information. There are several changes and new programs that will affect your membership. **You are responsible for knowing the requirements of membership, including the conduct codes, SafeSport and the NEW VOLUNTEER POLICY & PROCEDURES!**

Membership renewals and applications are required to be completed online through EntryEeze. Please select either "Renewing member" or "New Member" to begin the process. Please refer to procedures posted on the club website for detailed instructions.

CVFSC EntryEeze Membership Portal link will be activated after our Annual Meeting on Friday, May 5, 2017:

<http://comp.entryeeze.com/Membership/Welcome.aspx?cid=192>

**Deadline: June 15, 2017**

**AFTER JUNE 30th: There will be a late fee of \$25.00 for renewing membership applications submitted after June 30, 2017.**

### **ATTENTION: NEW THIS YEAR**

Each renewing and new member is required to electronically sign the waivers and acknowledgement. Three family members renewing? That would be three forms; one per person!

**Your membership will not be renewed or processed with USFSA until we receive the electronic signatures!**

27 April 2017

Club Mission: "To promote and foster the sport of figure skating in an enjoyable and respectful manner for all levels of the sport,"

## President's Report

Thank you for renewing your membership and Welcome new members of the Cascade Valley Figure Skating Club!

Sustainability continues to be the goal for our Board of Directors, and this year was focused on making sure that our governing policies and procedures were up to date and compliant with Washington State codes as well as USFSA By-Laws. We are in the final stages of updating our By-Laws, which have not been reviewed or updated since the club first submitted them with the original Articles of Incorporation in application to become a 501 (c) 3 in 2003. We are grateful to Jamie Johnson of Perkins Coie, who is our pro bono legal support in this revision of our By-Laws and Articles of Incorporation. She was assigned to us through the non-profit WayFind. We will post the new By-Laws on our website when we receive our final copy.

Our test session and membership application are now electronically accessible, which eliminates paper and increases the responsiveness of our executive team and test chairs. The test sessions are now fully supported as a result of adding the volunteer requirements. This year we are adding electronic signature capabilities, which will eliminate even more paper and speedup processing of memberships even more!

Decisions made within the Board of Directors effect all members of the CVFSC, and we encourage our skating families to participate in the monthly board meetings so you can be part of that decision making process. We encourage you to come, speak up and add your efforts to the running of the club. Meetings are generally the third Saturday of each month, 8:00 ~ 9:30am. Our "Junior Board" has been renamed the "Athlete Committee" and serves as an opportunity to bring our skater's voices into the Board of Directors. You can come and see how the process works and even fill out an application for a member-at-large board position and really lead the future of the club.

With my oldest now coaching and my youngest graduating from HS this Spring, I will pass the baton on to the next generation of skaters and leaders. It has been a wonderful 12 years filled with great memories, enduring friendships and only a few regrets.

Best Regards,

*Molly Jensen*  
President

## Notes and Explanations 2017-18 Membership Year:

### 1. Membership Structure:

#### ○ Voting Members:

- Introductory Skater: Skaters who have never been a full member or individual member of the Cascade Valley FSC or other recognized USFSA Club. They may have been a Basic Skills member through SnoKing Renton or another facility. They receive a special discounted membership rate for their first year only, and will be accorded all the benefits and privileges of full club membership. No person can be an introductory member for more than one year, even if his or her membership lapses. ~ USFSA Governing Council 2010. **Only skater age 18 and above has voting rights and can serve on the Board of Directors.**
- Primary Skater: First skater in the family including skaters transferring from other clubs. **Only skater age 18 and above has voting rights and can serve on the Board of Directors.**
- Subsequent Skater: Any additional skaters in the family. **Only skater age 18 and above has voting rights and can serve on the Board of Directors.**
- Non-Skating Parent: A parent is required to join the club if any of the skater in the family is under age 18. Parent is eligible to vote for the family and can serve on the Board of Directors.
- Professional: Eligible to vote and can serve on the Board of Directors.
- Colligate: *Skater who is double gold medalist and currently enrolled in college.* . **Only skater age 18 and above has voting rights and can serve on the Board of Directors.**

- **Associate Members**: A skater with a primary membership in another recognized USFSA club (must prove this by a letter from the primary club). An Associate member can participate in CVFSC events at membership pricing and volunteer, but does not have voting rights and cannot serve on the Board of Directors.

### 2. Proration Policy

- It is the Club's policy to require full membership fees for all joining memberships. (E.g., No proration of fees.) This avoids administrative headaches and helps assure that the Club is able to offer testing and other services year around. Late fee for ALL applications that arrive after June 30, 2017 will be subject to a \$25.00 late fee.

### 3. Club Communication:

- Cascade Valley FSC uses your contact information ONLY to inform you of club events and announcements. Please expect emails from [CascadeValleyFSC@yahoo.com](mailto:CascadeValleyFSC@yahoo.com), EntryEeze, Volunteer Spot, and Mail Chimp. You may also be contacted by phone prior to events for the purpose of informing you of these events and to ask for assistance. The club will use Volunteer Spot and/or EntryEeze to request volunteer assistance. All volunteer hours will be recorded by the club and tracked on EntryEeze. The Club also uses our website as a reference and to provide information, contacts and forms for events such as testing and dress swap. ([www.cascadevalleyskating.com](http://www.cascadevalleyskating.com)). Please remember that this is an ALL VOLUNTEER organization and this information may not always be up to date. We will try our best to make appropriate changes as soon as possible.
- All contacts with minor skaters will also be cc'd to their parents per SafeSport requirements.

### 4. Waivers, Policies and Procedures

- Please note that these are the current Policies and Procedures that have been adopted by the CVFSC. Many of these are for your athlete's protection as well as guidelines for appropriate use of social media, skater relationships and expected sportsmanship behaviors. **When you sign that you agree, you are also acknowledging that you have READ and are FAMILIAR with the content of these waivers, policies and procedures.** There will be copies of these in the front office at the rink and on our club website. IF YOU HAVE ANY QUESTIONS, please join us at our monthly Board of Directors meetings. They are held the third Saturday of each month at 8:00am at the rink unless noted on the club website.

## Rules & Releases

**Skater's Name:** \_\_\_\_\_

**USFSA Number if known:** \_\_\_\_\_

**Non-Skating Parent Member's Name** if under age 18 (otherwise, put NA): \_\_\_\_\_

### 1. Waiver Release Of Liability Agreement

In consideration of participating in Cascade Valley Figure Skating Club activities, I represent that I understand the nature of figure skating activities and that I am qualified, in good health and in proper physical condition to participate in such "activity". I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the "activity".

I fully understand that this "activity" involves risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions, or inactions, those of others participating in the "activity", the conditions in which the "activity" takes place, or the negligence of the "releasees" named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the "activity".

I hereby release, discharge, and covenant not to sue the Cascade Valley Figure Skating Club, United States Figure Skating, it's directors, officers, administrators, sponsors, volunteers, agents, employees, staff, instructors, trainers, other participants and if applicable, owners and lessors of premises on which the "activity" takes place (each considered one of the "Releasees" herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to caused in whole or in part by the negligence of the "releasees" or otherwise, including negligent rescue operations; and I further agree that if, despite this release, waiver of liability, and assumption of risk, I, or anyone on my behalf, makes a claim against any of the Releasees, I will indemnify, save, and hold harmless each of the releasees from any loss, liability, damage, or cost which any may incur as the result of such claim.

The Cascade Valley Figure Skating Club has the right, but not the obligation, to provide rules, regulations and/or ice monitors for Club Ice. We hereby acknowledge that the Cascade Valley Figure Skating Club shall not be responsible for the supervision of the members at Club Ice.

I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

*I acknowledge that I accept and release the Waiver/Release of Liability Agreement above.*

CVFSC Member or Guardian if under age 18: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Agreement to Submit Proof of Domicile for Purposes of US Figure Skating Rule of Sport for qualifying competitions.**

CVFSC is responsible for verifying that its membership is maintained in accordance to US Figure Skating Rules. Rules 2410, 2411, and 2412 (Page 117 in the US Figure Skating 2017 Rule Book) concerns the residence and domicile of competitive skaters of particular levels. The Board has determined the best way to meet our responsibility is to have members agree to produce the required documentation when requested by the Board. The Board will make a request for proof of domicile at its discretion. Members who have concerns that the rule is not being followed should submit a request to the Board to consider requiring a member to provide proof of domicile in accordance with Rules 2410, 2411 and 2412. Failure to produce documents, or other proof, when requested by the Board is grounds for dismissal from the Club. By signing this notice you agree to abide by this standard.

*I acknowledge I accept the Rules of Sport 2410, 2411 and 2412 included in the US Figure Skating Rule Book and aware that this information can be found in the USFSA Rulebook online.*

CVFSC Member or Guardian if under age 18: \_\_\_\_\_ Date: \_\_\_\_\_

**3. SAFESPORT PROGRAM**

U.S. Figure Skating strives to provide a safe environment for its members that are free of abuse and harassment. The association will not tolerate or condone any form of harassment or abuse of any of its members including athletes, coaches, officials, directors, employees, parents, volunteers or any other persons while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating. All forms of abuse and harassment are unacceptable and in direct conflict with U.S. Figure Skating rules.

The U.S. Figure Skating SafeSport Program addresses the following types of abuse, harassment and misconduct:

- Sexual abuse and misconduct
- Physical abuse and misconduct
- Emotional abuse and misconduct
- Bullying, threats and harassment
- Hazing
- Willfully tolerating misconduct

To find CVFSC SafeSport Policies: <http://www.cascadevalleyskating.com>  
For USFSA SafeSport Information: <http://www.usfsa.org/shell.asp?sid=49066>  
SafeSport Parent Training\*\* (online): <http://training.teamusa.org/store/details/8>

**\*\*If you complete the online training and send the CEU certificate to the club email, you will receive 1.5 hours of volunteer credit.**

*CVFSC Member above age 18: I acknowledge that I am familiar with the SafeSport information on our club and USFSA's web pages. I also acknowledge, accept and will abide by the Cascade Valley FSC's Athlete Protection, Locker Room, Social Media and Travel Policies.*

*Guardian for CVFSC Member under age 18: I acknowledge that my minor CVFSC member and I are familiar with the SafeSport information on our club and USFSA's web pages. I also acknowledge, accept and we will abide by the Cascade Valley FSC's Athlete Protection, Locker Room, Social Media and Travel Policies.*

CVFSC Member or Guardian if under age 18: \_\_\_\_\_ Date: \_\_\_\_\_

#### 4. Skater Code of Conduct

**By signing the Skater Code of Conduct Agreement section, I hereby agree to adhere to this Code of Conduct at all times:**

Cascade Valley FSC 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 tenets 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 of skaters, U.S. Figure Skating officials and guests.
2. Our 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 lesson 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:*

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

CVFSC Member above age 18: I hereby agree to adhere to the CVFSC Skater Code of Conduct at all times.

Guardian for CVFSC Member under age 18: I acknowledge that I have read through the code of conduct with the CVFSC member who agrees to adhere to the CVFSC Skater Code of Conduct at all time.

CVFSC Member or Guardian if under age 18: \_\_\_\_\_ Date: \_\_\_\_\_

## **6. Parent Code of Conduct**

Cascade Valley FSC 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.

Preamble: The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: respect, responsibility, fairness, caring, trustworthiness and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character" (Arizona Sports Summit Accord).

**By signing the Parent Code of Conduct Agreement section 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 in compliance with all requirements of U.S. Figure Skating and the Professional Skaters Association, 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.

*I hereby agree to adhere to the CVFSC Parent Code of Conduct at all times.*

Parent/Guardian if under age 18: \_\_\_\_\_ Date: \_\_\_\_\_

## 7. Volunteer Requirements for 2017-2018

*"We are sorry that we have been put into the position of not only requiring volunteer hours, but also creating a policy that enforces the participation of these activities. We are here for the support all of our skaters and to uphold the mission of the club. Without member participation, we are unable to sustain the business responsibilities that allow us to serve our skaters. Thank you for your understanding and support."*

There is a MINIMUM of Six hours of required volunteer time per family/household, per year.

- Two (2) of those hours are **required** for the Cascade Ice Classic, held in April (3rd or 4th weekend), regardless if your skater is competing or not. It is your responsibility to be available the weekend of the competition or to contact the president of the Figure Skating Club to arrange for other volunteer hours. This is a club event and is quite labor intensive in planning and executing. You may choose two of the following to fulfill your obligation:
  - Monetary Donation: \$1.00/minute, maximum of \$60.00 for 60 minutes (limited available spots)
  - Time: Serving as Runner, Ice Monitor, Awards Assistant, Registration, Music Runner, Set-up and Clean-up, etc. Minimum of 60 minutes.
  - Committee Chair: Volunteer Coordinator, Hospitality, Awards, Judges, Facilities, Goody Bags, etc. These require excellent organizational, networking and people skills. Varying time commitment from 10 to 25 hours over the course of 2 to 7 months.
  - Local Organizing Committee: Requires excellent communication, organizational and networking skills. Begins with monthly meetings in November. Overall time commitment is approximately 20-40 hours over 6 months.
  
- One (1) hour minimum required for Test Sessions. It is your responsibility to volunteer at sessions at which your skater is testing. If you do not have a skater testing during the year, it is your responsibility to contact the president of the club to arrange for other volunteer hours. You may sign up for your preferred time when checking test session schedule, or the test chair will assign you a time 1 day prior to the event.
  
- Three (3) hours can be acquired by:
  - completing the online SafeSport Parent Training (link on the club website) and sending copy of completion certificate to the club Board of Directors, **AND**
  - attending the Annual Meeting in May.
  
- Board of Directors and Subcommittee Chairs: The BOD makes decisions regarding governances and events. It meets monthly for 1.5 hours, 10-11 months of the year (generally takes July off). BOD makes sure the club is compliant with USFSA policies and procedures, communicates about events to the membership and oversees subcommittees.
  - The BOD consists of: President, President Elect, Treasurer, Secretary, four Members-at-Large, Junior Board Rep(s), Coach Representative and SnoKing Renton Staff Representative (Skating Director).
  - The Subcommittees includes, but not limited to: Test Co-Chairs (2), Membership, SafeSport, LOC (Local Organizing Committee), and various event chairs.



- Volunteer hours can also be acquired by:
  - Attending the monthly Board of Director meetings, usually held the third Saturday of each month at 8:00 to 9:30am at the rink. Please check the club website and/or electronic newsletters for specific dates and meeting agendas.
  - Assist in planning and hosting the annual Dress Swap. Varying assistance needed from planning to running event. Time commitment of 1 -6 hours over 2-3 months.
  - Assist in planning and hosting club ice and exhibition events: We have four events that count as Club Ice; Regional Send-Off (September), Monster Mash (October), Dress Swap Ice (March) and Membership Meeting Ice (May).
  - Assist in planning and hosting our *Annual Banquet*: Planned by our Junior Board with oversight from the Executive Directors. This event usually occurs in the Fall after Regionals in October-November.
  - *Assist at the annual Holiday/Inspirations on Ice Show*: Fundraising and assistance with traffic flow.
  - *Annual Membership Meeting*: Occurs in May. Assistance needed to plan and run event, hospitality and club education.
- Failure to comply with the required Volunteer Hours will result in fees of \$45/hour (maximum fee of up to \$270 per membership year) AND potential loss of "Member in Good Standing" status

*I acknowledge that I have read and understand the requirement of 6 (six) volunteer hours per family annually and the consequence of not completing required hours*

CVFSC Member or Guardian if under age 18: \_\_\_\_\_ Date: \_\_\_\_\_

**CASCADE VALLEY**  
 FIGURE SKATING CLUB

## **8. Media Release**

There may be times when CVFSC events are videotaped and/or photographed. Videotapes and pictures provide an audio-visual record of CVFSC's activities and provide important examples for future members. Additionally, CVFSC may wish to use examples of various sorts of media in promotional videos, on the web or in printed materials. CVFSC carefully adheres to all federal, state and local laws that govern the use of digital media featuring minors, both to ensure our compliance and to protect your family's rights, privacy, and safety. Before publishing any pictures or video, we will ask for your permission to do so.

### **Video/Media Permission:**

- By signing YES, I DO give my permission and release to permit my child to appear in any and all media (video, print, audio, etc.) and in advertising by CVFSC. Further, I do give my permission for my child to be included in any videotaped events/activities.
- By signing NO, I DO NOT give my permission and release to permit my child to appear in any and all media (video, print, audio, etc.) and in advertising by CVFSC. Further, I do not give my permission for my child to be included in any videotaped events/activities.

### **Internet Photo-Use Permission:**

- By signing YES, I DO give my permission for photos of my child to be posted on the Internet through CVFSC's web pages. These photos will be put on web pages designed to show club and member activities. If a member's name is used, we will post first names only.
- By signing NO, I DO NOT give my permission for photos of my child to be posted on the Internet through CVFSC's web pages.

**Video/Media Permission (Type in Yes/No)** \_\_\_\_\_

**Internet Photo-Use Permission (Type in Yes/No)** \_\_\_\_\_

Additionally, *I understand that I shall not receive compensation*, now or at any later date, for use of the images and video recorded of my child.

CVFSC Member or Guardian if under age 18: \_\_\_\_\_ Date: \_\_\_\_\_

**CASCADE VALLEY**  
**FIGURE SKATING CLUB**