

## Standard Operating Procedure

Document No: SOP-0100 Rev: 001

Date: January 13, 2010

Title: SLFS Skater Recognition Program

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### 1. Purpose

- 1.1. The purpose is to ensure equitable, fair and consistent methodology in providing financial recognition to our skaters.

### 2. Scope

- 2.1. This procedure applies to all Skater Recognition Program applications submitted to the SLFS Board of Directors.

### 3. Related Documents

- 3.1. FM-0010, SLFS Skater Recognition Program Application
- 3.2. FM-0011, SLFS Volunteer Activity Record

### 4. Definitions

- 4.1. *Aggregate Budget Cap* – The maximum amount of total grant funding available for all approved grant applicants for an individual grant year.
- 4.2. *Alternate* – A finisher in a qualifying competition which places in the group immediately following the group that moves on. The alternate is prepared to advance in the event of a withdrawal.
- 4.3. *Bye* – The preferential status of a skater that is exempted from a lower level competition who automatically advances to the next or higher level.
- 4.4. *Club Participation Event* – Any of the following annual club events:
  - 4.4.1. IceStravaganza
  - 4.4.2. Spring General Meeting
  - 4.4.3. Skate Salt Lake
  - 4.4.4. Fall General meeting
  - 4.4.5. Club Education Seminar
- 4.5. *Full Member* – A member who tests and/or competes under the Club name and holds one of the following levels of membership.
  - 4.5.1. Full Member
  - 4.5.2. Additional Family Member

- 4.6. *SLFS Skater Recognition Program* - A financial benefit awarded by SLFS to offset the costs of training and/or travel.
- 4.7. *Skater Recognition Year* – November 1<sup>st</sup> through October 31<sup>st</sup>.
- 4.8. *Parent Partner* – A Parent Partner is mandatory for all skaters under 16 years of age and eligible to vote on any club business on behalf of the young skater.
- 4.9. *SLFS* – Acronym for Salt Lake Figure Skating
- 4.10. *SRP* – Acronym for Skater Recognition Program

## 5. Responsibility

- 5.1. The Full Member or Parent Partner is responsible for completing the appropriate SRP qualification documentation and submitting this to the Board of Directors.
- 5.2. The Full Member or Parent Partner is responsible for tracking, maintaining and updating their individual, *FM-0011, Volunteer Activity Record*.
- 5.3. The Board of Directors is responsible for maintaining a documented and defined SRP process which is accessible to all Club members.
- 5.4. The Board of Directors is responsible to:
  - 5.4.1. Review all SRP qualification documentation.
  - 5.4.2. Verify compliance to the qualifications
  - 5.4.3. Approve or disapprove a SRP request and notify the applicant.

## 6. Policy

### 6.1. Overview

- 6.1.1. It is the intent of SLFS to provide financial support to encourage skaters to participate as competitors at Central Pacific Regional Championships.
- 6.1.2. It is the intent of SLFS to provide financial support to those skaters advancing to and representing the club at higher competitive levels.
- 6.1.3. The SRP is specifically designed to:
  - 6.1.3.1. Offset the cost of testing for non-qualifying level skaters
  - 6.1.3.2. Offset the costs for skaters competing at Regional Championships.
    - 1. Non-Qualifying
    - 2. Qualifying
  - 6.1.3.3. Offset the costs of travel and training associated with advanced competitions.

## 6.2. Funding

- 6.2.1. The Board of Directors shall determine the aggregate budget cap for annual disbursement based on funds available and with careful consideration of their fiduciary responsibility to SLFS.
- 6.2.2. The aggregate budget cap will be determined at the monthly Board of Directors Meeting following Central Pacific Regionals.
- 6.2.3. If the aggregate budget cap is less than the cumulative value of approved grants, the Board of Directors shall allocate funding accordingly.
  - 6.2.3.1. For example, if the aggregate budget cap is \$10,000 and the cumulative value of approved grants is \$12,000. The Board of Directors shall modify the grants proportionally by reducing the target funding for each individual grant by 20%.
- 6.2.4. If the cumulative approved SRP disbursements are less than the aggregate budget cap, the surplus will remain in the Skater Fund.
- 6.2.5. The Skater's Fund account shall be used for all disbursements.

## 6.3. Eligibility

- 6.3.1. The applicant must be a Full Member of the Club in good standing.
- 6.3.2. The applicant must be a Full Member of the Club for one full year.
  - 6.3.2.1. The applicant must meet the Qualification Verification requirements referenced on the current revision of *FM-0010, SLFS Skater Recognition Program Application*.
  - 6.3.2.2. Club Participation
  - 6.3.2.3. Volunteer Participation

## 6.4. Skater Recognition Program

- 6.4.1. Applications may be submitted for the following:
  - 6.4.1.1. Applicant has passed the freestyle test at the following levels:
    - 1. Pre-Preliminary
    - 2. Preliminary
    - 3. Pre-Juvenile
  - 6.4.1.2. Applicant has skated in a Non-Qualifying event at Regional Championships.
  - 6.4.1.3. Applicant has skated in a Qualifying event at Central Pacific Regional Championships.
  - 6.4.1.4. Applicant has advanced to Pacific Coast Sectional.
  - 6.4.1.5. Applicant has been assigned by USFS to an international competition.

- 6.4.1.6. Applicant has advanced to Junior Championships.
- 6.4.1.7. Applicant has advanced to US Figure Skating Championships.

### 6.5. Byes and Alternates

- 6.5.1. If a skater receives a bye directly to a higher qualifying event and the skater has met all qualification verification requirements, the skater is eligible for the Skater Recognition Program.
- 6.5.2. If a skater, who is a designated Alternate advances to a higher qualifying event and the skater, has met all qualification verification requirements, the skater is eligible for the Skater Recognition Program.

### 6.6. Pairs and Dance Teams

- 6.6.1. These events are no longer offered at Central Pacific Regional Championships.
- 6.6.2. Pairs and Dance Teams competing in the Pacific Coast Sectional will be eligible for USFS entry fee reimbursement only.

### 6.7. Waivers and Proxy

- 6.7.1. Waiver requests will be accepted for the following circumstances:
  - 6.7.1.1. Club participation event dates conflict with USFS assigned international competitions.
  - 6.7.1.2. A skater withdraws from a club participation event due to injury or illness.
- 6.7.2. All waiver requests should briefly describe the situation with appropriate back-up documentation if applicable.
- 6.7.3. All waiver requests should be submitted to the Board of Directors in writing or via e-mail in timely manner.
- 6.7.4. A proxy or donor *FM-0011, SLFS Volunteer Activity Record* may be accepted for a SRP applicant if warranted, due to adverse personal circumstances.
  - 6.7.4.1. The Board of Directors must be notified 30 days in advance of the SRP application deadline with specific details and justification.
- 6.7.5. The Board of Directors will approve or disapprove all waiver and proxy requests no later than the next scheduled Board of Directors Meeting after receipt and notify the skater.

6.8. Process

6.8.1. Applicants must submit the following SRP application documentation no later than October 31<sup>st</sup>.

6.8.1.1. FM-0010, SLFS Skater Recognition Program Application

6.8.1.2. FM-0011, SLFS Volunteer Activity Record

6.8.2. The grant application documentation can be submitted by the following methods.

6.8.2.1. SLFS Club Box

- 1. Salt Lake City Sports Complex  
645 Guardsman Way  
Salt Lake City, UT

6.8.2.2. By mail

- 1. Salt Lake Figure Skating  
PO Box 58801  
Salt Lake City, UT 84158

6.8.2.3. Scanned and attached to e-mail

- 1. president@SaltLakeFigureSkating.com

6.8.3. The Board of Directors will verify qualification requirements and inform the skater of their application status after the November Board of Directors Meeting.

6.8.4. Skaters advancing to and applying for Sectional grants shall be as deemed as also applying for US Figure Skating Championship.

6.8.5. Names of the approved applicants will be documented by the Secretary in the minutes for the November Board of Directors Meeting.

6.8.6. All Test, Regional, Sectional, Junior Championship and International assignment funds will be disbursed at, or shortly after the November Board of Directors Meeting.

6.8.7. Disbursement of funds to those advancing to US Figure Skating Championships will occur shortly after Pacific Coast Sectional.

6.8.8. All applications and associated documentation will be filed by the Treasurer and held for a minimum of two years.

APPROVALS:

SOP-0100, SLFS Skater Recognition Program, Revision 001

President

Bob Weston

Date 1/13/2010

Vice-president

W. McClenery

Date 1/13/2010

Treasurer

W. Giallombardo

Date 2/10/2010

Secretary

Marcia J. Breeding

Date 1/13/2010