



Standard Operating Procedure

Document No: SOP-0100 **Rev:** 009

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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

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. Ice Show and/or Recital
 - 4.4.2. Annual Membership Meeting
 - 4.4.3. Skate Salt Lake
- 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* – July 1st through June 30th.

- 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 signing up for volunteer times on www.signupgenius.com , where hours will be tracked.
- 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. Reviewing all SRP qualification documentation.
 - 5.4.2. Verifying compliance to the qualifications
 - 5.4.3. Approving or rejecting a SRP request and notifying 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 U.S. Figure Skating Qualifying Events, including Central Pacific Regional, Sectional and National 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.
 - 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 Pacific Coast Sectionals.
- 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.
- 6.2.4. If the cumulative approved disbursements are less than the aggregate budget cap, the surplus will remain in the SLFS Cash Reserve.

6.3. Eligibility

- 6.3.1. The applicant must be a Full Member of the Club in good standing.
- 6.3.2. The applicant's primary coach must be a Coach Member of the Club in good standing.
 - 6.3.2.1. Does not apply to applicants who were members prior to January 1, 2015 and have maintained continuous annual membership since.
- 6.3.3. The applicant must be a Full Member of the Club during the previous year.
 - 6.3.3.1. The applicant must meet the Qualification Verification requirements referenced on the current revision of *FM-0010, SLFS Skater Recognition Program Application*.
 - 6.3.3.2. Volunteer Participation

6.4. Skater Recognition Program

- 6.4.1. Applications may be submitted for the following:
 - 6.4.1.1. Applicant has passed MITF and Freestyle tests in the following levels:
 - 1. Pre-Preliminary
 - 2. Preliminary
 - 3. Pre-Juvenile
 - 6.4.1.2. Applicant has skated at a Regional Championship.
 - 6.4.1.3. Applicant has advanced to Pacific Coast Sectional Championships.
 - 6.4.1.4. Applicant has been assigned by USFS to an international competition.
 - 6.4.1.5. Applicant has advanced to US Figure Skating Championships.

6.5. Byes and Alternates

- 6.5.1. A skater who receives a bye and has met all requirements is eligible for the Skater Recognition Program at all event levels. A skater, who is a designated Alternate and advances to a higher qualifying event and if the skater, has met all requirements, that 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 U.S. Figure Skating 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's volunteer hours may be accepted for a SRP applicant if warranted, due to adverse personal circumstances.
 - 6.7.4.1. The proxy or donor must contact the President of Salt Lake Figure Skating regarding this request.
- 6.7.5. The Board of Directors will approve or reject 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 November 30th.
 - 6.8.1.1. *FM-0010, SLFS Skater Recognition Program Application*
- 6.8.2. The grant application documentation can be submitted by the following methods.
 - 6.8.2.1. By mail
 - 1. Salt Lake Figure Skating
PO Box 58801
Salt Lake City, UT 84158
 - 6.8.2.2. Scanned and attached to e-mail
president@SaltLakeFigureSkating.com
- 6.8.3. The Board of Directors will verify qualification requirements and inform the skater of their application status after the December Board of Directors Meeting.
- 6.8.4. Names of the approved applicants will be documented by the Secretary in the minutes for the November Board of Directors Meeting.
- 6.8.5. All Test, Regional, Sectional, National Championship and International assignment funds will be disbursed at, or shortly after the December Board of Directors Meeting.

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