

# **GENERAL OPERATING PROCEDURES OF THE SILVER BLADES FIGURE SKATING CLUB OF GREATER KANSAS CITY**

Established 5/18/2022  
Updated 5/14/2024

General Operating Procedures will act as a supplement to the club by-laws and will be available for viewing on the club website and will be presented at the annual Spring Membership meeting.

## **Board of Directors and Officers:**

- All board members are required to sign and submit a Board member agreement at the start of each term
- Transition to incoming club officers should occur during the June meeting.
- All legal, organizational and renewal documents/records including a copy of financial statements will be kept in the possession of the Secretary and passed to the newly elected Secretary.
- All financial records, including tax returns will be kept in the possession of the treasurer and be passed to the newly elected treasurer.
- Electronic copies of all documents will also be stored on the Silver Blades Dropbox account.

## **Membership:**

- Membership is open for all USFSA members and as outlined in the By-laws.
- Current Honorary memberships include:
  - Jaime Wolfe
  - Lorrie Parker- lifetime
- Other membership categories include:
  - Family Membership, with an Additional Skater, and Additional Parent options- full membership privileges for skaters and all privileges other than ice time to parents
  - Associate Membership- allows club ice access and limited additional privileges as determined by the board only
  - Individual Adult Membership- full privileges in addition to voting
  - Patron Membership- shall be 18 years or older, by July 1<sup>st</sup> that year. They may vote, serve on the Board of Governors, but shall not hold an Officer position, and shall be registered with the United States Figure Skating Association. Patron members will not have ice privileges.

## **Committees:**

The following committees currently operate within the guidelines listed

- **Membership** – Current Vice President will maintain enroll new members, maintain membership records, and welcome new members.
- **Sunshine Committee** – Provides community outreach and will send cards and flowers according to the current need. Any perceived new benefit or expenditure can be brought to the board for approval as needed. Any need or concern may be kept private and confidential.
  - Cards will be sent for short term illness, other non-emergency event
  - Flowers and card attached will be sent for overnight or longer hospital stay, birth, death in the immediate family, long term illness or medical treatment.
- **Junior Board** – Current junior board membership will reflect the membership population and now consists of any interested members who are middle school aged and above. The junior board will function under the leadership of at least two members 18 years or over and SafeSport certified. They are currently provided a discretionary budget of no more than \$50 per month to accomplish service projects and for meeting expenses.
- **Community Service and Social** – Acts in conjunction with the junior board. No age restriction.
- **SkateSafe/SafeSport** – Chairperson as listed with the USFSA website and will update board as necessary on changes to policy and help maintain compliance for all members, board members and general membership.
- **Midwest Figure Skating Council** – Three representatives will attend meetings as directors on the board of the Midwest Figure skating council, a group of area clubs dedicated to the promotion of figure skating and cooperation between member clubs. The committee chairperson will be responsible for communicating between the club and the MWFSC board. Currently there is a website for promoting testing opportunities and announcing members club competitions and other opportunities.
- **Skater and Parent Education** – Currently cooperates with the KCIC ASPIRE program to provide general information in a parent seminar. Also plans and executes opportunities for events to help educate our skaters and parents
- **Heart of America** – Committee assigned yearly to plan and host the Heart of America Competition according to current USFSA policies and guidelines. The committee will operate within guidelines and budget set by Board of Directors annually.
- **Club Ice** – Cooperates with Kansas City Figure Skating Club and KCIC to plan and run the club ice program that exist as a separate entity. Brings information from the Club Ice Committee to the Board of Directors for approval.
- **Banquet Committee** – Plans June banquet according to budget and guidelines set by Board of Directors. Coordinates awards decided on by Board of Directors annually.
- **Communications** – Sends email newsletter and coordinates printing of fliers and other promotions for the club. Operates and maintains club website.

- **Fundraising/Promotional Items** – As the opportunity arises a committee chair will coordinate selling club merchandise or cooperate with a local business to raise funds for general use. At this time club merchandise is being offered to promote the club and advance club spirit.

### Special Events:

- **Skater Demonstrations** – Opportunities for skaters such as demonstrations held by the KCIC rink management will be offered to all qualified skaters on a first come first served basis or a random drawing. Guidelines will be specified in advance as time permits. Currently skaters are allowed to participate in LTS demonstrations at KCIC at the Learn to Skate Pre-Free Skate and above. Skaters will be chosen from alternating levels between lower and more advanced groups for equal opportunity as much as possible.
  - All other skating demonstrations and opportunities will be organized in a similar manner with every effort made to offer equal opportunity to skaters.
- **KCIC Spring Show** – Coordinate with KCFSC for a cake to be shared by all participants.
- **Coaches Lunch/Gift** – Cooperate to provide a coaches thank you lunch or similar recognition each year.
- **Senior Recognition** – Arranges photography for and produces a banner to be displayed at KCIC according to schedule established through rink management. Provides senior flowers for KCIC Spring Show, facilitates showcase of seniors on social media. Communicates opportunities for senior skaters, awards, scholarships, etc.

### Communication:

- The [contact@silverblades.org](mailto:contact@silverblades.org) email acts as the primary communication for all club business. Committees will communicate with the main email address as necessary, however the committee is allowed to use personal email for the majority of planning and executing activities.
- Newsletters and communication to the entire membership or coaching members will be accomplished through [contact@silverblades.org](mailto:contact@silverblades.org)
- Heart of America and other event communications will be communicated through [events@silverblades.org](mailto:events@silverblades.org)
- A master list of passwords will be established and maintained within the document storage system for the club. Access to accounts will be available to the Officers and as needed to committee chairpersons. Passwords will be changed as new Officers begin their terms as part of the transition period.
- Documents of record are stored through a shared Dropbox account and maintained by current elected officers.
- A club website ([www.silverblades.org](http://www.silverblades.org)) is currently hosted by BlueHost (renewed every 3 years), Domain name purchased through Network Solutions (renewed every 2 years), and will provide information for upcoming events, testing and

membership applications, and also provide access to the by-laws, and General Operating Procedures.

- The club currently operates an Instagram and a Facebook page as well as a club website for the purpose of communication with all members and coaches. Privacy for skaters who are minors is protected by listing the first name last initial only.
- Membership applications and testing registration will be handled through an EntryEeze portal.

### **Miscellaneous:**

- A club storage facility is maintained at Public Storage in Olathe, KS
- All banking is handled through: Commerce Bank
- QuickBooks is maintained for the budget and all bill paying and reimbursements
- A PayPal account is maintained by the treasurer as an alternate method of paying dues, fees, and providing reimbursements. Account name - Silver Blades Figure Skating Club of Greater Kansas City
- Reimbursements of more than 3 separate expenses must include an itemized form provided by the treasurer. Any reimbursements request below that dollar amount may be emailed to the current treasurer and may be paid at the treasurer's discretion. All reimbursements must be included in the budget or approved by the board. All must include proper receipts and documentation.
- The fiscal year is established as July 1<sup>st</sup> to June 30<sup>th</sup> each year.
- A post office box is maintained for all tax and legal purposes at 22052 W. 66<sup>th</sup> Street, #197, Shawnee, KS 66226
- If a board member or general member wishes to host a club event or activity, it must be brought to the board for discussion and approval. An evaluation will include assigning funds from the appropriate budget category. If the evaluation is deemed positive then a projected budget must be created by a committee selected by the Board. The Event or Activity must then be approved by the majority vote of the Board. Any application or paperwork needed to host the event will be completed by the President and Secretary or as agreed upon by the board.
- **Nana's Fund Scholarship** – Each year, Silver Blades honors the life of Jan Fenton by offering a memorial skating scholarship. The scholarship will award two one-year Silver Blades family memberships along with a personalized crystal award. Skaters must submit an essay on the skating topic of their choice or a topic specified by the Fenton family. To qualify for the scholarship, skaters must be 18 or under. The scholarship is divided into two groups: skaters currently in 6th grade or below and skaters in 7th grade and above.
  - Administrator of Scholarship – Fenton Family
  - Recipient of the entries – an objective third party determined by the board, who will forward to a designated member of the Fenton family
  - Set Scholarship Deadline for at least 2 weeks before Banquet
  - Award value set at under \$50, from Absolute Awards 8250 West 151<sup>st</sup>,

Overland Park, KS 66223, 913-685-0944 or similar business

- One week before Banquet: Have Fenton family relative call Absolute Awards with winner names
- Week of Banquet: Pick up awards, leave wrapped
- Banquet: The Fenton family will bring the Signed Skate and the Fenton family will present the awards.
- **Gold Medals** – Medals will be purchased by the club and presented at the annual banquet to all skaters passing their Gold tests in all disciplines. Skaters must have been a-full and active member in good standing of the Silver Blades Figure Skating Club at the time of testing.