

**TWIN CITY FIGURE SKATING ASSOCIATION**  
**POLICY HANDBOOK**

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## **Twin City Figure Skating Association Annual Recognition Event Policy**

- Clubs who are selected to host the TCFSA Annual Recognition Event must commit to hosting for two consecutive years.
  
- USFSA Officials (both active and retired), TCFSA Trophy/Award Winners, TCFSA Board officers , and Minnesota State Champions receive an invitation to attend the event free of charge. The invitees may also bring one guest of their choice free of charge.
  
- TCFSA will recognize officials at the event for 25, 40, 50, 60 and 70 years of service as a USFS official.

# **Twin City Figure Skating Association Budget Development Policy**

## **Purpose**

The purpose of a budget is to establish a work plan (objectives) for the upcoming fiscal year; to set spending priorities; and to manage and control resources in such a manner as to ensure the most effective and efficient use is made of the resources available.

## **Budget Process and Implementation**

The Twin City Figure Skating Association (TCFSA) board of directors shall approve the annual budget for each fiscal year. The budget will project expenses and will provide for programs and services as outlined in the work plan for the year. The board will approve the annual budget prior to the start of the fiscal year.

## **Financial Planning**

Budgeting for the year shall not deviate from the mission, goals, and strategies of TCFSA; risk fiscal jeopardy; nor fail to show a generally acceptable level of foresight. Accordingly, the treasurer shall develop a budget that plans the expenditure in any fiscal year of no more funds than are available based on recommendations from the Finance Committee. The budget must maintain current assets, at no less than 100% of current liabilities and may not deviate materially from board-stated priorities and board-approved budgets.

## **Budget Process and Review**

The budget process is designed to provide:

- a means by which spending limits are set based on 5% of total average assets at June 30 over a three-year period
- a means for setting program priorities and allocating resources to those priorities
- a means for comparison of actual financial results to budgeted amounts and analysis of differences from actual to budget

## **Preparation of Budget**

In March the TCFSA treasurer will submit a proposed budget to the budget committee. The budget committee consists of the TCFSA president, vice president, and the finance committee vice chair. Included with the budget proposal will be a review of the financial activity for each of the prior two fiscal years. The review shall include actual results in terms of goals set, mission of the organization, and any other relevant information deemed appropriate.

## **Approval of Budget**

After preparation of the budget for the next fiscal year is complete, copies of the budget, proposals for cost reductions or increases (if needed), shall be sent to all board members.

At the May Executive Board meeting, the Board shall discuss and approve or reject the budget. If the budget is rejected, the budget committee shall amend the budget for any requested changes.

**Review of Budget**

Once the budget has been set for the fiscal year, a comparison of actual quarterly results to budget will be prepared. The financial statements and budget variances shall be reviewed by the Board and the Finance Committee. When deemed necessary, the board shall revise the budget to fund additional programs or services or to make allowance for other unbudgeted expenses. Any National or International events for which TCFSa plans to submit a bid requires a review by the Finance Committee for their input and recommendations.

## Twin City Figure Skating Association Club Stipend Policy

To be eligible for a stipend member clubs must complete the following:

- At least one delegate from the club must have attended all regularly scheduled meetings between July 1 and June 30.
- **Each member club is required to provide a minimum of 12 hours of volunteer service to TCFSA.** This requirement can be met by: a) a club member serving on the Board Executive Committee; b) a club hosting the annual recognition event; c) a club hosting the TCFSA state competition; d) a club member serving on a TCFSA committee, ie Finance Committee, Education Committee, or Website Committee; and e) club members volunteering at special events including qualifying competitions, workshops, seminars, and other educational events. This requirement must be met in order to be eligible to receive the annual club stipend. There will be no exceptions.
- Each club must use the TCFSA ad for their show program and/or competition between July 1 and June 30 or place the ad on the landing page of their website. If they choose to place the ad in a program and on their website, they will only receive one stipend.
- If a club places the ad in a show or competition program, the club will need to send an original hard or electronic copy of the entire program to the TCFSA treasurer. If a hard copy has been submitted previously to another Board member who is in attendance at the club's competition or ice show an original hard copy need not be sent.
- The program **must** be received by June 30 for ads run during the prior 12 months. Annual club stipend payments will be sent to the club president listed on the TCFSA membership form.
- Additional Note: Photos used for the TCFSA ad rotate each year using a 4-year rotation schedule (See Appendix A). Photos will be determined by a random draw when needed.

# **Twin City Figure Skating Association Code of Ethics & Conflict of Interest Policy**

## **Code of Ethics**

It shall be the responsibility of all Twin City Figure Skating Association (hereafter referred to as TCFSA) board and committee members and members-at-large to be thoroughly familiar with the bylaws and policies of TCFSA and to comply with them in full and to exemplify the highest standards of fairness and ethical behavior in any of their relations with others. Those who serve TCSFA must do so without personal gain, must avoid any organizational loss or embarrassment and must behave in a way that enhances trust and public confidence in TCFSA.

## **Conflicts of Interest**

All persons associated with TCFSA are expected to abide by high ethical standards in all dealings relating to the business and affairs of TCFSA. All board and committee members and members-at-large should understand that conflicts of interest diminish the integrity and quality of decision-making required by TCFSA and may jeopardize its reputation and public support.

In order to avoid harm to the goodwill and public image of TCFSA and to better ensure high ethical standards in all dealings, if any person who is a board member, committee member, member-at-large or other representative of TCFSA (each of these persons shall be referred to as a “representative”) is about to enter into any business transactions directly or indirectly with any representative, any member of a representative’s family, or any entity in which a representative has any legal, equitable or fiduciary interest or position, or if a representative is aware that TCFSA is about to enter into any business transaction in which a representative may be directly or indirectly financially interested or otherwise derive a material personal benefit, the representative shall:

1. Immediately inform, in writing, the president of such representative’s involvement, position, interest or benefit with respect thereto;
2. Aid the persons charged with making the decision by disclosing all material facts within such representative’s knowledge that bear on the advisability of such transaction or action from the standpoint of TCFSA;
3. Make such other disclosures as are necessary to insure that TCFSA has received full and fair information regarding the transaction or action and such representative’s involvement, position, interest or benefit with respect thereto; and
4. Abstain from voting or influencing the decision to enter into such transactions to the extent the disclosing representative may have an actual or apparent conflict of interest in this matter.

A conflict of interest may exist in any instance where a member's actions on behalf of or affecting TCFSA:

- a. involve obtaining an improper gain or advantage or
- b. involve a conflicting or potentially adverse effect on the interest of TCFSA or
- c. involve an activity that is not in the best interests of TCFSA, including instances where the member's actions are influenced by another person or organization in a manner adverse to the interests of TCFSA.

**Private Inurement**

It is the policy of TCFSA that none of its assets or income may inure to the benefit of any person or organization in satisfaction of a personal or private interest.

**Acknowledgement**

Prior to becoming a member of the Board of Directors, a member of any Board committee such as the Finance Committee, or a member-at-large, the member must sign an acknowledgement that they have received a copy of and will abide by the TCFSA Code of Conduct & Conflict of Interest Policy.

## **Twin City Figure Skating Association Fixed Asset Capitalization and Depreciation Policy**

### **Purpose**

Fixed Assets must be capitalized and depreciated for financial statement purposes. This accounting policy establishes the minimum cost that shall be used to determine the capital assets that are to be recorded and the method of depreciation to be used for Twin City Figure Skating Association's (TCFSA) financial statements.

### **Fixed Capital Asset Definition**

A Fixed Capital Asset is defined as a unit of property that (a) has an economic useful life of at least 36 months and (b) was acquired or produced at a cost of \$2,500 or more.

### **Capitalization method and procedure**

All fixed capital assets are recorded at historical cost as of the date acquired. An asset's cost includes all payments required to place the asset in its intended state of operation. Tangible assets costing less than \$2,500 are recorded as an expense in TCFSA's financial statements. Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost.

### **Recordkeeping**

Invoices substantiating the acquisition cost of each unit of property shall be retained for a period of 5 years.

### **Depreciation**

TCFSA will use the straight-line method of depreciation with an assumed salvage value of zero. Straight-line depreciation is calculated by dividing total asset cost by estimated useful life.

The estimated useful life of a depreciable capital asset is the period over which services are expected to be rendered by the asset. The estimated useful life for computer hardware and software is 36 months. The estimated useful life for IJS system hardware is 60 months. When equipment is placed into service during the fiscal year, depreciation is computed using the mid-quarter convention.

## **Twin City Figure Skating Association Funeral Donation Policy**

### **Purpose**

This policy establishes the criteria for making a donation in recognition and/or memory of a U.S. Figure Skating official.

### **General**

Rather than sending expensive flower arrangements TCFSA has determined they would rather donate money in the memory of the deceased to something that will make a positive impact. As such, making a donation to a charitable organization in memory of the deceased is a good alternative.

The organization receiving the donation will depend largely on the deceased. One choice may be if they supported a local charity like a food bank or pet shelter. If the deceased died of an illness, donations to a research-based nonprofit organization looking for a cure might be a good choice. Donations may also be made to places the deceased had a personal connection to such as the U.S. Figure Skating Memorial Fund. Also giving to a scholarship fund at the deceased's alma mater may be another option.

### **Eligible Qualified Recipients and Donation Amounts**

A general rule of thumb is that donations should be in line with the cost of a bouquet of funeral flowers. The following lists those who are eligible recipients and the amount of donation.

- Retired and current USFS officials \$100.00
- Spouse of a retired or current USFS official \$ 75.00
- Minor child/step-child of a retired or current USFS official \$ 50.00

## **Twin City Figure Skating Association IJS Mini System Policy**

TCFSA will only rent to clubs who have a qualified Technical Accountant (TA2 or TA3) setting up and running the equipment during their competition. In general TCFSA Technical Accountants must be at least one of the TAs present at each competition.

### **Fees**

#### Member Clubs:

- Member Clubs pay a system rental fee per competition and have first priority for renting the system.
- Rental fees are as follows: \$500 for the first competition day, an additional \$150 for the second day and additional \$100 for each day thereafter.
- At the discretion of the TCFSA treasurer a club may need to submit a security deposit of \$500.00 which will be returned when the system is certified to have been returned in good condition. The name of the TCFSA Technical Accountant officiating at the competition must accompany the request form and deposit.
- The IJS system will NOT be shipped by common carrier and must be transported by a person approved by the Executive Committee of TCFSA.
- Expenses of driver and mileage are extra if not transported by a working USFS official of the named competition.

#### Non-Member Clubs:

- Must pay a rental fee of \$1,400 per competition.
- A security deposit of \$500.00 will need to be submitted and will be returned when the system is certified to have been returned in good condition. The name of the TCFSA Technical Accountant officiating at the competition must accompany the request form and deposit.
- The IJS system will NOT be shipped by common carrier and must be transported by a person approved by the Executive Committee of TCFSA.
- A fee of \$250.00 will be charged for transportation of the equipment.

### **Insurance**

TCFSA will carry all insurance necessary on the IJS System. Insurance will cover all parts of the equipment, storage, coverage while in route to, from and while at a competition.

### **Storage**

The IJS System will be stored at a place approved by the TCFSA Board.

The **IJS Rental Agreement Request** form can be found at [www.TCFSA.org](http://www.TCFSA.org) web site or by contacting the TCFSA Treasurer for more information.

## **Twin City Figure Skating Association Investment Policy**

This investment policy has been established to set forth a description of the investment policy guidelines and objectives of the Twin City Figure Skating Association (the “TCFSA”) investment accounts.

The Board of Directors of the TCFSA has the ultimate responsibility for the investment of funds entrusted to it regardless of whether the activity has been delegated. The TCFSA is not, however, an insurer of the funds.

The primary investment objective of the investment accounts is to provide a real rate of return over inflation sufficient to support in perpetuity the goals of the TCFSA. It is particularly important to grow the assets in real terms to enable the TCFSA to maintain the purchasing power of the spending without eroding the real value of the principal corpus of the endowment funds.

The TCFSA’s assets will therefore be invested to achieve growth of capital through appreciation of securities held and, as much as possible, through the accumulation and reinvestment of dividend and interest income. The Investment Committee has adopted a “total return” (income plus market appreciation) investment approach. Current income is considered a secondary consideration. The intent of the investment policy is to maximize the prudent return on the investments. TCFSA will also strive to be a socially responsible investor.

The investment assets of TCFSA shall be diversified in order to balance risk and reward. The recommended Asset Allocation is:

Equities	55 – 65%
Fixed Income	30 – 40 %
Cash & Cash Equivalents	0 – 5%

For further details regarding TCFSA investments, contact the TCFSA Finance Chair.

## **Twin City Figure Skating Association Member Club Grant Policy**

**Purpose:** To provide financial assistance to individual TCFSA member clubs for mission related activities that benefit club members and/or help to promote figure skating in the seven-county metro area. These grants are in addition to annual club and skater/team stipends.

- Grant applications will be sent out annually in April to all TCFSA club presidents.
- The completed grant application, including documents that support the grant request, must be submitted to the TCSFA Treasurer by the 3<sup>rd</sup> Monday in June. They must explain how the requested grant aligns with the mission of TCFSA as noted below:

*The purpose of this association is to foster, promote, improve, and encourage the amateur sport of figure skating in the State of Minnesota, to promote cooperation between member clubs and to encourage and facilitate participation in qualifying, sectional, national, and international figure champions. The TCFSA does not discriminate based on race, color, religion, sex, age, gender, sexual orientation, or national origin.*
- The grant application must be signed by the club's president and be submitted by an officer of the club's board. The person(s) submitting the grant application will be notified if any additional documentation is needed prior to approval. The board officer who submitted the application and the club's president will be notified whether its grant request is approved and the amount of the grant award. These notifications will be sent out by the 3<sup>rd</sup> Monday in July.
- Grant applications are for the TCFSA fiscal year which is July 1<sup>st</sup> – June 30<sup>th</sup>.
- Total dollars allocated for these grants will be included in the TCFSA annual budget which is approved by the Board and subject to review by the TCFSA Finance Committee.
- Any additional requested documentation must be provided within 30 days of the grant approval notification.

## **Twin City Figure Skating Association Membership Policy**

The purpose of the Membership Policy is to define the basic expectations of member clubs and their TCFSA delegates in accordance with the bylaws and mission of the Twin City Figure Skating Association (TCFSA).

1. **Delegates are responsible for ensuring that all information received at TCFSA meetings is reported back to their respective clubs.**
2. Member Clubs provide volunteers to help implement the many programs that TCFSA sponsors. **Each member club is required to provide a minimum of 12 hours of volunteer service to TCFSA.** This requirement must be met in order to be eligible to receive the annual club stipend. There will be no exceptions.
3. TCFSA delegates are responsible for their club following through with Governing Council responsibilities such as selecting Governing Council delegates and seeing that appropriate forms are submitted to U.S. Figure Skating by the required deadline. Clubs may either send their own delegates or give their proxies to other delegates who will be attending.
4. If a member club wishes to be eligible for the annual member club stipend, they must submit proof that the TCFSA ad was placed in their competition OR ice show program OR placed on the landing page of the club's website. In addition, at least one delegate from the club must attend all regularly scheduled meetings.
5. At-Large Members are expected to attend all regularly scheduled TCFSA meetings. In the event a vote is required on a matter which will benefit one member club over another member club, only member club delegates will vote on the matter.

In May of each year, an electronic form will be provided to the club and must be completed no later than July 1 of that same year. The form must state whether the club wishes to continue as a member club of TCFSA. The form will also request that the club identify their TCFSA delegates, president, secretary, and test chair for the upcoming year. Updates to any member club information must be done by officially submitting a new form.

### Probationary Year

A club seeking membership in TCFSA will be a probationary club for a minimum of one year, irrespective of the club's status with USFSA. To assist probationary clubs a TCFSA officer or member-at-large will attend a probationary club's board meeting to discuss TCFSA's mission and activities and how the club can

participate. At the end of the probationary year, TCFSA will decide whether a probationary club is eligible to become a full member club, subject to the probationary club's expressed interest, the probationary club's fulfillment of TCFSA Bylaws, membership requirements, and participation in TCFSA activities during the probationary period. Clubs on probationary status do not pay fees or receive stipends until they become full members of TCFSA.

## **Twin City Figure Skating Association Minnesota L'etoile du Nord Challenge**

The Minnesota L'etoile du Nord Challenge is the annual competition held to determine the Minnesota State champions for that year. The competition will be held the third weekend in August and must be hosted by a member club.

Clubs must apply to host the competition by February 1<sup>st</sup> for the following year. The hosting club will be responsible for all regular LOC duties including recruiting officials and volunteers, arranging for ice, hospitality, hotels, videographer, etc.

All revenue and expenses will be run through TCFSA. TCFSA will take care of the IJS equipment rental and will provide the md

The Minnesota State Champion title will be awarded to the 1<sup>st</sup> place winner of the stand-alone Free Skate events and the Combined SP/FS events. The Juvenile thru Senior, Adult Bronze thru Adult Gold, and Masters Nov/Int thru Masters Jr/Sr winners must also have a passing free skate test credit score to be named the Minnesota State Champion.

A skater can be the state champion only once at any level except for Senior and Masters Jr/Sr where they can be the state champion twice.

Medals will be awarded for 1<sup>st</sup> – 4<sup>th</sup> places.

A TCFSA Team Trophy is also awarded at this competition. Only TCFSA member clubs are eligible to win the TCFSA Team Trophy. Team points are awarded for the free skate events only. Points are not awarded for qualifying rounds or the Short Program segment of a combined Championship event.

Skaters earn points for their team as follows:

1 <sup>st</sup> Place	5 points
2 <sup>nd</sup> Place	4 points
3 <sup>rd</sup> Place	3 points
4 <sup>th</sup> Place	2 points
All others	1 point

## **Twin City Figure Skating Association Skater Athletes/Teams Stipend Policy**

### **Purpose**

As part of the TCFSA mission to foster, promote, improve and encourage the sport of amateur figure skating in the state of Minnesota, stipends are provided to skater athletes and teams to help defray some of their National and/or International competition expenses. Stipends will also be provided to skater athletes who qualify for the High Performance Development Team (HPDT) to help defray their expenses for attendance at the HPDT camp. This policy defines the requirements for receiving a stipend from TCFSA.

### **General Requirements**

#### Singles:

- Skater athletes who compete at the Midwestern Sectional Singles and qualify for advancement to the US Figure Skating Championships at the Junior or Senior level are eligible for a National stipend.
- Skater athletes (Juvenile thru Novice) who compete at the Midwestern Sectional Singles and qualify for the High Performance Development Team (HPDT) Camp are eligible for a HPDT stipend.
- Skater athletes who are chosen to compete at an International event are eligible for an International stipend.
- Skater athletes receiving stipends must have participated in all sanctioned TCFSA events held during the current skating season including the most recent Minnesota L'etoile du Nord Challenge. .

#### Pairs/Ice Dance Teams:

- Junior and Senior Teams who compete at the U.S. Pairs Final or the U.S. Ice Dance Final and qualify for advancement to the US Figure Skating Championships are eligible for a Pairs/Ice Dance team National stipend.
- Teams (Juvenile – Novice) who compete at the U.S. Pairs Final or at the U.S. Ice Dance Final and qualify for the High Performance Development Camp (HPDT) are eligible for a HPDT stipend.
- Teams receiving stipends must have participated in all sanctioned TCFSA events held during the current skating season which included their event.

### Synchronized Skating:

- Teams who compete at Midwestern Synchro Sectionals and qualify for advancement to the US Synchronized Skating Championships are eligible for a National stipend.
- Teams who are chosen by USFS to compete at an International event are eligible for an International stipend. A maximum of two stipends will be given in any one year. The first stipend will be at the full amount as set by the USFS Board and the second stipend will be at 50% of the full amount.

NOTE: Skater athletes receiving medical byes or filling vacancies at the US Figure Skating Championships that are due to a lack of participants in other sections are not eligible for TCFSA stipends.

### **Guidelines for Determining Stipend Amount**

- Each member of ice dance and pair teams will be considered an individual skater athlete and each will receive the singles stipend amount. When the qualifying competition is held locally (within the Metro area) one singles stipend will be given to the team rather than to each individual.
- A skater athlete qualifying in multiple disciplines (singles, pairs, and ice dance) will receive only one stipend.
- Stipend amounts for the following qualifying skating season will be announced at the June TCFSA meeting prior to the start of the season. Example: Stipend amounts for the 2025 qualifying season will be announced at the June 2024 TCFSA meeting.

### **Stipend Request**

Clubs will be responsible for verifying the following eligibility criteria for skater athletes/teams:

- Must be a home club member, in good standing, of a TCFSA member club for at least one year. The club must be in good standing with TCFSA.
- Train 90% (47 weeks) of the year in Minnesota
- Primary coach must be based at a Minnesota rink.

A request for a stipend must be submitted by the President of the skater's/team's home club on club stationery to the TCFSA treasurer on or before February 1st of the current skating season. The request must include date skater athlete/team became a member of the club, # of weeks skater athlete/team trained in Minnesota, and the name of the primary coach(es) including length of time the skater athlete/team has been with these coach(es), and the qualifying stipend events.

## **Twin City Figure Skating Association Social Media Policy**

This policy governs the publication of and commentary on social media by Twin City Figure Skating Association (TCFSA) member clubs, club delegates and Board officers. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, social networking sites such as Facebook, Instagram, Twitter, Flickr, and YouTube. While this policy is specifically focused on communication through social media it should be considered in conjunction with other conduct standards for officials, coaches, and skater athletes, and the U.S. Figure Skating SafeSport program.

- Social media communications are regarded as public at all times, even if created with private intentions. If you are going to use social media in any form, recognize that your communications might be read by anyone at any time and that postings on the internet may be permanent. Use caution when sharing personal information, including photos.
- Do not blog anonymously, using pseudonyms, or false screen names. We believe in transparency and honesty. Use your real name, be clear who you are, and identify that you are affiliated with TCFSA. Do not say anything that is dishonest, untrue, or misleading. Protect yourself and your privacy.
- If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so.
- The same ethical restrictions that apply to any form of speech also apply to social media. It is inappropriate to communicate specifics about officials, skaters, coaches, parents of skaters, member club representatives, TCFSA officers, or volunteers. It is important to be thoroughly familiar with this policy as well as the SafeSport Handbook.
- Do not engage in negative or critical commentary on how a competition or test session was run, how a competition or test session was officiated, or any negative or critical comments regarding any specific official or group of officials at such an event.

As members of TCFSA we represent not only our organization but also U.S. Figure Skating. Both TCFSA and USFS should be promoted in a positive light and with a general feeling of pride and professionalism.

**Twin City Figure Skating Association**  
**“The Champion for Skating Winter Olympiad Award”**

The purpose of this award is to recognize the efforts of those volunteers who share their time and talents with the sport of figure skating on a local, regional, and/or national level. These volunteers

specifically help to promote, support, encourage and foster the sport of figure skating among all Twin Cities clubs and throughout the Twin Cities area. This award will be presented each Winter Olympic year beginning with 2022 and every four (4) years thereafter.

- I. General selection criteria for volunteer of the year award.
  - A. Volunteer.
  - B. Directly or indirectly involved with own club, Twin City Figure Skating Association or any other figure-skating associated activity for a *minimum* of five years.
  - C. Resident of Minnesota.
  
- II. Specific criteria for “The Champion for Skating Winter Olympiad Award”
  - A. Both "high visibility" involvement and sustained "low profile" support of figure skating will be considered in selection.
  - B. Specific volunteer characteristics to be considered are:
    1. Time devoted.
    2. Talents contributed.
    3. Demonstrated leadership.
    4. Spirit of cooperation fostered.
  
- III. Selection Process
  - A. Nominations are open to all TCFSA-member club members although the nominated person need not be from same club as the nominator.
  - B. The nomination form will be given to TCFSA delegates to distribute to their club members.
  - C. Forms will be distributed at the April meeting and will be due to the Selection Committee by August 1 of the same year.
  - D. Selection Committee will be made up of the TCFSA Executive Board. The Vice President will be chair of the committee.

## **Twin City Figure Skating Association The Outstanding Club Volunteer Award**

The purpose of this award is to recognize the efforts of those club volunteers who share their time and talents with the sport of figure skating on a local level. These volunteers specifically help to promote, support, encourage and foster the sport of figure skating not only within their own club but among all Twin Cities clubs and throughout the Twin Cities area. This award will be presented beginning in 2022 and 2024 and then every four (4) years thereafter.

- IV. General selection criteria for volunteer of the year award.
  - A. Volunteer.
  - B. Directly or indirectly involved with own club, Twin City Figure Skating Association or any other figure-skating associated activity for a *minimum* of five years.
  - C. Resident of Minnesota.
  
- V. Specific criteria for “The Champion for Skating Winter Olympiad Award”
  - A. Both "high visibility" involvement and sustained "low profile" support of figure skating will be considered in selection.
  - B. Specific volunteer characteristics to be considered are:
    - 1. Time devoted.
    - 2. Talents contributed.
    - 3. Demonstrated leadership.
    - 4. Spirit of cooperation fostered.
  
- VI. Selection Process
  - A. Nominations are open to all TCFSA-member club members although the nominated person need not be from same club as the nominator.
  - B. The nomination form will be given to TCFSA delegates to distribute to their club members.
  - C. Forms will be distributed at the April meeting and will be due to the Selection Committee by August 1 of the same year.
  - D. Selection Committee will be made up of the TCFSA Executive Board. The Vice President will be chair of the committee.

**Twin City Figure Skating Association  
Appendix A  
Ad Photo Rotation Schedule**

	Photo One	Photo Two	Photo Three
Year One	Minnesota State Champion Pre- Preliminary – Senior*	Highest point totals in each level of the TCFSA Compete USA Series	US Synchro National Champions – Any level**
Year Two	Minnesota State Champion Pre- Preliminary – Senior*	Highest point totals in each level of the TCFSA Compete USA Series	Minnesota State Adult Champion*
Year Three	Minnesota State Male Competitor*	Highest point totals in each level of the TCFSA Compete USA Series	US National Champions in any event at Theatre on Ice or Showcase**
Year Four	Minnesota State Champion Pre- Preliminary – Senior*	Highest point totals in each level of the TCFSA Compete USA Series	Top placement at US Nationals in Pairs or Ice Dance**

\* Home club must be a TCFSA member club

\*\*At least one member of the team must be a member of a TCFSA member club