

# **BROADMOOR SKATING CLUB**

## **VOLUNTEER HOURS AND GIFTING PROGRAM**

### **I. Introduction**

Among the specific purposes for which the Broadmoor Skating Club (BSC) was incorporated were:

- (a) To encourage and promote the education of youths and adults in the Colorado Springs area ... in the benefits of figure skating;
- (b) The sponsorship of national (and international) figure skating exhibitions and competitions, and;
- (c) To provide assistance to skaters to assist them in regional, national and international figure skating competitions;

While the concept of providing assistance may take many forms such as sponsoring critiques, testing opportunities and other educational programs such as “Fire and Ice”, over time the concept of providing assistance to skaters has primarily come to mean providing financial assistance. This assistance has been accomplished through the BSC Gifting Program. There have been traditional requirements for receiving a gift from the club.

The goal of the BSC Volunteer Hours and Gifting Policy is to provide a set of guidelines that:

- (a) Are flexible enough to reflect the make up of the varying skating levels within the club;
- (b) Reward recipients for the volunteer hours they donate to the club;
- (c) Reflect the fiduciary responsibility of the board to maintain the financial health of the club;
- (d) Provide a repeatable method by which gifts are calculated from year to year;
- (e) Include all club members who are eligible for gifting

The intent of this document is to formalize the gifting program with specific approved policies. The policies cannot be changed without specific approval of the board of directors.

### **II. Gifting**

#### **2.1 Discussion**

The primary purpose of the Broadmoor Skating Club has been to educate, promote and assist figure skaters of all developmental levels in Colorado Springs. The Club interprets this to mean providing assistance to members of the BSC.

Gifting will be limited to club members who are competitive skaters. Gifting will not be extended to those members who are compensated for their professional services.

There is no minimum or maximum skating level required to participate in the gifting program. There are however, increasing educational, testing and competing requirements as skaters advance in their skating careers.

While the purpose of the club is to promote figure skating by providing assistance to member skaters, the club is an ongoing organization and is responsible to maintain a sound financial basis. Gifting is made at the discretion of the board of directors and there is no mandatory requirement that gifts be made in any given year.

## **2.2 Gifting Committee**

In order to assist the board of directors in managing the Gifting Program, the board, at its discretion, may establish the Gifting Committee. The committee should generally consist of 3-5 adult club members. Ideally, the members of the committee should represent varying levels and disciplines within figure skating. The committee shall have a chairman appointed by the board to act as representative to the board. The primary purposes of the Gifting Committee are:

- (a) Review the gifting policy periodically and make recommended changes to the board of directors;
- (b) Provide yearly financial gifting recommendations to the board;
- (c) Review individual gifting requests and make recommendations to the board as necessary;
- (d) Other duties as assigned by the board from time to time.

## **2.3 Gifting Formula**

In the past, gifting has been cost based (i.e. costs of travel, competition entry fees, etc.). Due to the varying locations of events, this practice has led to wide and often unpredictable swings in gifting amounts. In addition, international competitors were usually not included in gifting.

In order to provide a more equitable and predictable level of financial assistance, gifting will be based upon a formula which will be repeatable from year to year. Temporary exceptions to the formula may be approved by the board on the recommendation of the Gifting Committee or board members. Specific amounts of gifting to recipients will vary from year to year (increase or decrease) depending on such variables as club income and number of members eligible to receive gifts in a given year.

The gifting formula will include the following:

- (a) Except in unusual circumstances gifting should not exceed the yearly income of the club. While the club maintains financial assets in investment accounts, the primary purpose of those assets should be to generate income to be used for daily operations of the club and to provide funds for gifting. In addition, the committee and board should consider adding some funds back into the investments accounts in order to continue to build the club's financial base in order to provide increased funding for gifts in future years. The BSC Treasurer shall provide the Gifting Committee with the club's net income from the previous fiscal year.

- (b) Additional gifting to recipients will be based upon meeting the requirements set out in Section III (Requirements to Receive Gifting).
- (c) Gifting will be based upon the level of skating achievement as represented by a member's USFS skating level. The gifting level for which a member may apply will be determined by the highest USFS Freeskate level that member has achieved as of the start of the competitive season (September 1<sup>st</sup>). In the case of dance discipline, gifting level will be determined by level of compulsory dance test passed. Specific levels of skating will be grouped together. The gifting levels are as follows:
- (1) Gifting Level I – Basic Skills skaters, Pre-pre through Pre-Juvenile level skaters, Open Juvenile, skaters having passed Preliminary or Pre-Bronze dance tests, Adult skaters, all skaters not qualifying for Skating Levels II, III or IV gifting.
  - (2) Gifting Level II – Juvenile and Intermediate level skaters, skaters having passed Bronze or Pre-Silver dance tests \*
  - (3) Gifting Level III – Novice through Senior level skaters, skaters having passed Silver, Pre-Gold or Gold dance tests\*
  - (4) Gifting Level IV – USFS Team Envelope (those named to A, B, C or Reserve Teams) \*

*\* Note: In order to receive gifting for these levels, a skater must compete at qualifying events.*

- (d) The amount of volunteer hours above the minimum required hours (set out in Section III) shall be taken into account in calculating the amount gifted to individual skaters within each skating level. The Gifting Committee shall establish Volunteer Hour Levels to determine the amount available to be gifted to individual skaters.
- (e) The amount calculated to be available for each category (Skating Level + Volunteer Hour Level) shall be divided by the number of skaters who fall into that category.
- (f) The percentage of gifting amount to be applied to each Skating Level and each Volunteer Hours level will be determined yearly by the Board based on the number of skaters in each category.

Gifting is not based upon the cost of attending specific competitions and therefore will be made only once per year.

#### **2.4 Gifting Schedule**

After determining the appropriate gifting amounts, gifts will be made via one check or other funds transfer method to be distributed within a reasonable time after the completion of Sectional Competitions.

### **III. Volunteer Hours and Requirements to Receive Gifting**

#### **3.1 Discussion**

While the club's Articles of Incorporation address the promotion of figure skating in the Colorado Springs area, limited assets and the needs of the club dictate that requirements be established to be eligible to receive a gift from the club. This document establishes the minimum requirements to receive a gift from the club at the various levels set forth in Section 2.3 (Gifting Formula) above. In addition, the gifting program is intended to provide an incentive to go above the minimum requirements to receive gifting.

Meeting the minimum requirements for a gifting level does not guarantee the receipt of a gift if the board determines that gifts will not be made in a given year.

The Volunteer year runs from January 1 through December 31 (Calendar year)

#### **3.2 Volunteer Coordinator**

The Board of Directors shall appoint a club member as Volunteer Coordinator. The duties of this position include:

- (a) Assisting competition chairs in recruiting volunteers to fill various jobs at specific competitions.
- (b) Collect and validate volunteer hour forms.
- (c) Provide volunteer hour data to the Gifting Committee as needed to facilitate gifting recommendations.
- (d) Other duties as assigned by the Board of Directors

#### **3.3 Minimum Requirements to Receive Volunteer Gifting**

In order to receive gifting, recipients must volunteer to provide 10 (or more) hours for club activities.

#### **3.4 Volunteer Hours**

Volunteer hours are divided into the three (3) category levels below:

- (a) Between 10 and 25 hours
- (b) Between 26 and 40 hours
- (c) Greater than 40 hours

As members increase the number of hours they volunteer, the level of gifting they are eligible to receive increases.

#### **3.5 Guidelines for Achieving Volunteer Hours**

Generally, unless otherwise authorized by the board of directors, each volunteer hour will be approved based upon one hour of volunteer work. The board of directors is responsible for establishing and modifying volunteer hours. Volunteer hours will be recorded in ½ hour

increments. The final volunteer hour count will be rounded up to the next highest full hour if necessary. Unless otherwise authorized by the board of directors, specific rules for achieving volunteer hours are outlined in Appendix C.

(a) Family members and friends may volunteer and have their hours donated to a skating member. Volunteer hours provided by non-family members are limited to an equal (i.e. match) number of hours provided by family members.

(b) Volunteer hours earned in a given Volunteer Year will be applied to gifting for the current Membership Year. Recipient must be a current BSC member to receive the Volunteer Gifting. Because an increased number of volunteer hours can result in increased gifting, volunteer hours may not be carried over from year to year.

### **3.6 Requirement to Return Gifts**

If a member receives a gift under this program at Skating Level II, III or IV, but does not compete at a qualifying or international competition in the competitive year the gift was made, the gifted amount must be returned to the Broadmoor Skating Club within a reasonable time, as the member will not have fulfilled the requirements to receive a gift. Following rules established by United States Figure Skating (USFS), medical reasons for not competing at a qualifying or international competition will generally not be considered when determining a skater's eligibility for gifting. In rare cases the Board of Directors may consider exceptions to this rule should extraordinary circumstances apply.

### **4.0 Awards To Skaters Based on Skating Achievement**

Financial circumstance permitting, the Board of Directors may award Achievement Gifting based upon placement at Qualifying Competitions and other National Skating Events.

Eligibility: Skater must be a Broadmoor Skating Club member for one year to be eligible for the Achievement Gifting Award.