

U.S. Figure Skating Club Board Annual Calendar

The following is a reference guide and calendar of annual/monthly events and activities designed to assist member clubs and board members in the endeavor of planning for the future. Many of the events and activities listed below are general in nature, so please consult calendars or event listings for more specific dates. Not all clubs participate in everything listed – this is just meant as a guide. This document is based on the U.S. Figure Skating membership year of July 1-June 30.



JUNE

- U.S. Figure Skating/club membership renewal time
- Update Club Profile: Tax status, club officers, principal headquarters, bylaws
- Renew directors and officers insurance
- Send Coach Compliance reminder
- National Theatre on Ice

JULY

- Membership renewal time
- Prep tax information based on fiscal year
- Renew synchronized teams and create main rosters
- Synchronized skating training camps begin
- Vice President calls begin for the season
- Have at least three board members complete SafeSport training

AUGUST

- Scholarships –Athlete Funding page
- Last test sessions before regionals
- Host a board retreat – create or update a club strategic plan and set goals for the year
- National Showcase
- U.S. Collegiate Championships event
- Order logo wear

SEPTEMBER

- Regional championships entry deadline (September 1)
- Order National Skating Month kits
- National Solo Dance Final
- Host regional send-off exhibitions
- Host Parent Education seminar
- Scholastic Honors Team application
- Graduating Seniors application

OCTOBER

- Regional championships begin
- Applications open to be a designated Solo Dance Series Competition
- Begin plans for National Skating Month
- U.S. synchronized sectional championships entry deadline (October 1)
- Icemen Programs information and registration available online

NOVEMBER

- Sectional championships begin
- National Solo Dance applications due
- Review club bylaws and upload to club profile
- Deadline to order National Skating Month kits

DECEMBER

- Holiday exhibitions
- Host club parties
- Publicize/market National Skating Month events
- Register all Learn to Skate USA skaters from fall and winter sessions

JANUARY

- Celebrate National Skating Month
- Governing Council notice is sent out
- U.S. Championships begin
- Host a Parent Education seminar
- Synchronized sectional championships begin
- Technical Panel Officials School and Ice Dance Judges School

FEBRUARY

- U.S. Adult Championships and Adult sectional championships entry deadline
- Host Valentine's Day parties
- Prepare for club elections – name nominating committee
- U.S. Figure Skating bylaw changes due by February 15
- U.S. Synchronized Skating Championships

MARCH

- Adult sectional championships
- Community Development Grant application is open
- Delegate registration for Governing Council – if none, give proxies to another club
- National Technical Panel seminar
- Prepare membership renewals to be sent in April

APRIL

- Program Components Camp
- U.S. Adult Championships
- Club elections
- Host a Club Annual Banquet and include volunteer appreciation award
- Make a Memorial Fund tax deductible donation

MAY

- Governing Council
- Host an ice show for club and Learn to Skate USA skaters
- Year-end and review of club activities, budget projections to actual expenses
- NARCE
- PSA conference
- Send out membership renewals
- Recognize your volunteers

ANNUAL OCCURRENCES FOR CLUB TO FILL IN:

- Test sessions
- Verifying coach compliance
- Learn to Skate
USA renewals
Board meetings
Update websites
- Bid package information for
qualifying
- Competitions
- Fundraisers
- Club ice contracts
- Monthly Webinars and VP
conference calls
- Recruiting judges for test
sessions, competitions and
critiques
- Volunteer recruitment and
training

990

Starting in 2010, every tax-exempt organization with \$200,000 gross receipts or \$500,000 total assets have to file Form 990 annually.

Organizations with gross revenue more than \$50,000 and less than \$200,000 can file a shorter version, Form 990-EZ.

Small organizations with revenues less than \$50,000 can file Form 990-N, an e-postcard.

Form 990-PF is designed for private foundations.

The filing must take place by the fifteenth day of the fifth month after the fiscal year is over. For example, if the fiscal year ends on December 31, file the 990 by May 15. Make sure that every board member receives a copy of the form and is familiar with it.

990-T

If a tax-exempt organization engages in unrelated business activities, it must file Form 990-T and possibly pay unrelated business income tax. Check the IRS website for what constitutes unrelated business income. (See www.irs.gov/publications/p598/ch03.html.)

CONFLICT OF INTEREST POLICY

Each board member needs to review his or her conflict of interest disclosure form and update it. This allows the chair to keep track of board members' affiliations and how they might affect members' objectivity in decision making.

ANNUAL AUDIT – IF NECESSARY

One of the best ways to ensure accountability and financial integrity is to have an annual independent audit. A practical time to arrange this is as soon as possible in the beginning of the calendar year if your fiscal year ends in December (while allowing the staff to get the books ready and finish the accounting procedures). Set aside time for the board to study the report before its meeting and review it with the auditor.

BUDGET APPROVAL

Toward the end of the fiscal year, it is time for the board to review and approve the budget for the coming year. The staff prepares the budget and the board votes to approve the final document.

ANNUAL RETREAT (LISTED IN AUGUST)

Most boards can benefit from an annual retreat to strengthen relationships and to focus on future challenges. Suitable topics include strategic planning, team building or refreshing board members' understanding of their responsibilities.

OTHER ACTIVITIES: (RESOURCES FOUND IN CLUBS SECTION)

• REVIEW BYLAWS

Bylaws are a living document. Boards need to evolve and outside demands on a board may change. It is important to regularly review this legal document to make sure it continues to abide by the laws, is still relevant and reflects the present board culture. The board should also assess the status of other general policies.

• SELF-ASSESSMENT – CHECKLIST FOR SUCCESS

To be able to maintain high standards, it is necessary to periodically evaluate the board's performance. Self-assessment does not need to be annual. Unless special circumstances warrant it, going through the process every three or so years provides adequate feedback.

• REFERENCE TO STRATEGIC PLAN AND MISSION STATEMENT

To verify that the board and staff are on the right track, it is useful to review the strategic plan on a regular basis. It is easy to veer off course, even to misinterpret the mission at times. A board should devote the majority of its meeting time to strategic issues.