

Expectations of U.S. Figure Skating Member Clubs

1. Follow the mission set forth by U.S. Figure Skating

- We create and cultivate opportunities for participation and achievement in figure skating.
- We commit to doing our part in making U.S. Figure Skating more diverse, equitable and inclusive.

2. Operate like a small business

- Comply with all state and federal regulations
- Update yearly business plan
- Establish marketing/promotional campaigns
- Continuous board development
- Follow risk management best practices
- Have governance procedures and policies in place
- Build revenue streams
- Provide financial oversight
- Create and follow annual budget
- Participate in U.S. Figure Skating's governance opportunities
- Strive to always look through an equitable and inclusive lens when choosing content and making club decisions
- Get to know your members by gathering club data; methods can include a membership identification question, survey and/or a comment box
- Research emerging and diverse new customers

3. Maintain a safe environment for all members

- Enforce annual coaching requirements
- Abide by all U.S. Figure Skating rules and policies, including its SkateSafe® policies
- Implement codes of conduct for skaters, coaches, parents, volunteers and board members
- Establish and enforce ice usage and etiquette rules
- Abide by all SkateSafe policies
- Make a clear commitment in thought and action to fostering a sense of belonging for all established and new members
- Create policies that offer clear direction, accountability and guidelines for all club members
- Establish a process to "file a complaint" and resolve disputes

4. Offer programs and events for the development of figure skating

- Create a strong connection with the local feeder program(s)
- Offer programs/opportunities for skater development (i.e., performances, competitions, camps and seminars)
- Administer testing sessions for skater advancement
- Make programs enjoyable and fun
- Develop or seek out educational programming for your club members particularly related to diversity, equity and inclusion

5. Foster healthy relationships

- Display professionalism and courteous behavior toward club members, user groups, facility staff and surrounding clubs, and display positive attitude, emotional maturity and exemplary conduct
- Be transparent in all business transactions
- Encourage collaboration with other community nonprofits, programs and surrounding member clubs
- Be a good tenant in your principal skating headquarters and surrounding facilities
- Have a presence within the community
- Foster strong relationships with officials

- Solicit and secure sponsorship opportunities
- Have a conflict resolution/grievance procedure in place for handling complaints expediently
- Establish an open forum for feedback to intentionally foster inclusivity

6. Membership development, retention and education

- Recruit, retain and recognize all membership categories and disciplines of figure skating
- Have a multi-faceted communication strategy both internally and externally
- Create a volunteer recruitment plan
- Recognize members' accomplishments
- Retain and promote opportunities for developing future officials
- Encourage coach development
- Provide parent education
- Utilize all U.S. Figure Skating membership categories, varied fee structures and benefits of membership
- Determine which viewpoints are not represented within your club and encourage participation
- Highlight members of diverse identities and disciplines who are representative of your community on your club website and social media platforms
- Implement a clear pathway for diversifying leadership