

Twin City Figure Skating Association

Policies Handbook

Updated
10/04/10

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Twin City Figure Skating Association
Membership Policies
(Revised 9/11/06)

Most membership policies are outlined in Bylaws. Specifically:

1. TCFSA Members need not be metro-area clubs but must demonstrate sincere interest in supporting the sport of eligible figure skating in Minnesota. (1986 Revision of Bylaws)
2. Members-At-Large need not chair a specific committee. A Member-At-Large is a member who is in an ongoing role promoting the sport of figure skating to TCFSA, their member clubs, and the community.
3. TCFSA member club delegates must be a member of USFSA. All members-at-large must also be USFSA members.
4. Members must hold eligible status.

Twin City Figure Skating Association
Membership Committee Policy
(Adopted 12/8/97)
(Revised 9/11/06)

Since Twin City Figure Skating Association was originally founded in 1973, times have changed significantly. These significant changes include, but are not limited to, the increased number of events sponsored by TCFSA, the size of the events, and increased costs to run the organization. Because of these significant changes, a Membership Committee was formed to review membership in the organization. Set forth below are recommendations we make to TCFSA which we believe will meet TCFSA's needs and stated purpose on a going-forward basis.

1. Recommendations

The Bylaws of the Twin City Figure Skating Association state that the purpose of the Association is to foster, promote, improve, and encourage the sport of figure skating in the State of Minnesota, to promote cooperation between the member clubs and to encourage and facilitate participation in regional, sectional, national, and international figure skating competitions. In accordance with the Bylaws and the stated purpose of TCFSA, the Membership Committee proposes that there be basic expectations of member clubs and TCFSA delegates as outlined below:

1. **Delegates are responsible for all information received at the monthly TCFSA meetings to be presented back to their respective clubs.**
2. It is suggested delegates serve a three-year term. Terms should be staggered between the two delegates.
3. Clubs provide volunteers to help implement the many programs that TCFSA sponsors.
4. A club should send delegates or proxies to the yearly U.S. Figure Skating Governing Council meetings.
5. TCFSA delegates are responsible for their club following through with Governing Council responsibilities; such as selecting your delegates to send to Governing Council, seeing that appropriate forms are submitted to U.S. Figure Skating by the required deadline.
6. It is the responsibility of each club to submit proof of advertising to the TCFSA Treasurer for ~~the \$500.00~~ payment of the ad stipend. This is due no later than June 1 of the current fiscal year.
7. Stipend request(s) for skaters must come from the club president in writing to the TCFSA treasurer after event qualified for has been skated. For singles, pairs, and dance the deadline is February 1 of the current year. The club president should make synchronized skating requests after Synchronized Nationals have been completed.

8. Each club is expected to coordinate their test sessions through the TCFSA test calendar coordinator.
9. Clubs holding a test session are assessed \$3.00 per test per skater: (9/11/06)
 - a. Moves in the Field
 - b. Freestyle
 - c. Pairs
 - d. Figures

Dance tests are assessed at \$2.00 per dance. (9/11/06)

The host club is responsible to send in the test fees to TCFSA Treasurer within 30 days of the test date.

This fee helps defray the cost of the Annual Officials' Dinner.

10. A fee is assessed to each club for the officials' hospitality at Minnesota State Figure Skating Championships as of June 30 each year and will be charged as set forth under the Minnesota State Policy Statement, Item 12.

The Committee further recommends that in May of each year, a form will be provided to the club delegates to be returned to the TCFSA ~~President~~ Treasurer by ~~September~~ July 1 of that year signed by the Club President stating whether the club wishes to continue to be a member club of Twin City the next year. This stated commitment is in accordance with Article III, Section 1 of the Bylaws of the Twin City Figure Skating Association which provides that "member clubs shall reaffirm their desire to be a member at each annual meeting."

The form will also include the identity of the TCFSA activities and TCFSA committees the club would like to be involved in for the next year and who the club's TCFSA delegates will be for the next year.

2. Probationary Year.

The Membership Committee proposes that a club seeking membership in TCFSA will be a probationary club for a minimum of one year, irrespective of the club's status with the USFSA. To assist probationary clubs, the Membership Committee recommends that a TCFSA officer or member-at-large attend a probationary club's board meeting to discuss what TCFSA is and how the probationary club can participate. At the end of that year, TCFSA will decide whether a probationary club will become a full member club, subject to the probationary club's expressed interest, the probationary club's fulfillment of TCFSA Bylaw, membership requirements, and the probationary club's participation in TCFSA activities during the probationary period. The Membership Committee will assess the probationary club's participation in TCFSA activities while on a probationary status. Clubs on probationary status do not pay fees or receive stipends until they become full members of TCFSA.

3. Club Delegates - Member Clubs.

Currently, each member club has two delegates. The Membership Committee recommends that new member clubs have two delegates, with one delegate being a voting delegate for the first three years. At the end of three years, TCFSA will determine whether the member club should have a second voting delegate, which decision will be based on the level of the club's participation in TCFSA activities during that three-year period.

- Effective August 11, 2008, at least one delegate from the member club must attend 7 of the regularly scheduled meetings to qualify for the \$500 ad stipend. A member club is allowed to give one proxy per year to another club's delegate if no one can attend the meeting. The member club must notify the proxy and the TCFSA club secretary by 5:00 on the day of the meeting. (8/11/08)

4. Members-at-Large (added 6/8/98)

1. The TCFSA Bylaws should be amended to add the following:

The total number of Members-at-Large shall never exceed the total number of club delegates.

2. Expectations of Members-at-Large.

- A Member-at-Large is expected to attend at least 2/3 of the regularly scheduled monthly TCFSA meetings.
- Members-at-Large are expected to serve on a TCFSA committee during the year or undertake a project during the year on behalf of TCFSA.

3. In the event a vote is required on a matter which will benefit one member club over another member club, only club delegates will vote on the matter.

Membership Committee (2005-2006)

Marlys Larson

Nancy Kaufmann

Pat St. Peter

Twin City Figure Skating Association
Test Fee Policy
(9/11/06)

Test fees to support the annual Officials Dinner are as follows:

\$3 per moves, freestyle, pairs and figure test effective 10/1/06

\$2 per dance test effective 10/1/06

A club pays fees for each test hosted by the club (TCFSA Consolidated Testing and TCFSA Dance Testing are excluded.)

Test fees are due within 30 days of the test session along with a copy of the test report.

Twin City Figure Skating Association
Stipends Policy
(9/11/06)

1. Purpose of Stipend Policy was established to help defray cost of competition. Its purpose is not a reward for the placement. (12/11/89)
2. International stipends added to Stipend Policy. (2/11/94) \$750 established as guideline, but has to be within budgetary guidelines of stipend policy.
3. International Stipends should be 1.5x that of a Domestic Stipend.(10/14/96).
4. For State tax compliance. TCFSA may not directly support skaters over the age of 18 years. (amended 3/12/01)
5. Synchronized Skating Lines' Stipend Policy amended to add: "with exception of adult line." (12/9/91)
6. Policy of sending stipend directly to club instead of individual skaters established. (12/9/91) (This is a revision of money going directly to skater which was in effect since 5/13/85.)
7. ~~Judging stipends intended to reimburse continuing education, not pay for actual trial judging. (2/8/82). (Deleted 10/4/10)~~
8. To receive a stipend a skater must participate in the TCFSA events, including Minnesota State Championships and/or the annual Celebration of Champions. If a skater does not participate in these events the Executive Committee must approve the stipend. As in the past, the skater's club must request stipends after the event skated. Pursuant to the above paragraph, stipends will not be issued until February. This would become effective for the 2002 skating season. (9/10/01)
9. Current Stipend Policy is on separate page.

Twin City Figure Skating Association Stipends Policy

Approved-May 1993

Amended: May 1994, November 1995

Purpose

The TCFSA Mission Statement states, "The purpose of this Association is to foster, promote, improve and encourage the sport of amateur figure skating in the state of Minnesota." A "Stipend" is defined as a "fixed or regular payment, an allowance" Our intent in giving stipends to skaters is the help defray some of their upcoming competition expenses. A Midwestern stipend is given in order to defray Midwestern expenses, a National stipend is given in order to defray National expenses and an International stipend is given in order to defray International expenses.

A request for a stipend must be submitted by the President of the skater's club on club stationery to the TCFSA treasurer on or before February 1 of the current skating season.

Clubs will be responsible for verifying the following eligibility criteria for single skaters, dance, pair and precision teams.

Skater Guidelines

The skater must be:

1. A home club member of a TCFSA member club for at least one year.
2. Training 90% (47 weeks) of the year in Minnesota. (~~Deletion approved in 11/95~~)*
3. Coached principally by a coach who is based at a Minnesota Rink.
4. Eligible to compete at Midwesterns or Nationals by:
 - a. Finishing in the top four at Uppers or Midwesterns.
 - b. Being the Alternate if one of the top four cannot compete.
 - c. Receiving a "bye" through either Uppers or Midwesterns because no event was held.
 - d. Receiving a "bye" from the USFSA through either Uppers or Midwesterns because of participation in an International competition.

Note: Skaters receiving medical "byes" or filling vacancies at Midwesterns or Nationals that are due to lack of participants in other regions are not eligible for TCFSA Stipends.

Guidelines for Determining Stipend Amount

1. The National stipend shall be at least twice the amount of the Midwestern stipend.
2. Each member of dance and pair teams will be considered an individual skater and stipend accordingly.
- 2a. Precedent set 11/95: When competition is held locally (within metro area), stipend policy for pairs and dance teams may be to stipend them as a team rather than individuals if stipend amount covers entry fee only.
3. A skater qualifying in more than one event will be stipended as follows:
 - 100% for first event, 50% for second and 25% for subsequent events
4. The actual dollar amount can be determined by either using a set amount or by using percentages. TCFSA approved a compromise of the two methods based on this historical data.

(1/97)

Twin City Figure Skating Association
Stipend Schedule

	<u>Singles</u>	<u>Pairs/Dance</u>	<u>Synchronized Skating</u>
Sectional	\$250	\$250	N/A
National	\$500	\$500	\$750
Junior Nationals	\$500	\$500	N/A
International	\$750	\$750	\$1,000

Twin City Figure Skating Association
Minnesota State Policy
(9/11/06)

1. A Minnesota State Champion at one level may compete at the same level at subsequent Minnesota State Competitions. (12/11/95)
2. Profits, if any, resulting from Minnesota State Championships should not be shared with hosting club. Philosophy of this competition is to bring all TCFSA clubs together to conduct this competition.
3. It is suggested that TCFSA Member Clubs contact Minnesota State Championships chair with names of their clubs' contacts for volunteer purposes. (9/11/06)
4. Bids for hosting Minnesota State Championships must be in writing and should contain the following information: (10/8/90)
 - Venue Name and Address
 - Number of rinks and dimensions of rink
 - Ice cost/hour or estimated total ice costs
 - Venue facilities -- locker rooms, concessions, hospitality rooms, area for vendors. etc.
 - Dates available.
 - Community features -- hotels, restaurants, etc.
5. Minnesota State Championships should be held at the same venue and hosted by the same club for two consecutive years. (10/8/90)
6. Preliminary trophy added 10/10/94.
7. TCFSA recognizes the time and effort that go into the Minnesota State Championship. TCFSA will give a stipend to the host club beginning with the year 1999 (MN State Champ. 2000) The Amount will be \$1,500 each year and is to be given on the August preceding the Championships. (11/10/08)
8. Senior Men's Trophy added in 2001.
9. Adult Trophies added in 2003 as per October 2002 TCFSA meeting minutes.
10. Henry Hout Trophy retired in 2003.
11. Juvenile Dance Trophy added in 2005.

12. Pre-Preliminary Trophy added in 2009 (7/22/09.)
13. A fee is assessed to each club for the officials' hospitality at Minnesota State Figure Skating Championships. This fee is based on the number of club members as of June 30 of the current year and is charged as follows:

a.	Less than 50 members	\$ 50.00
b.	50 to 99 members	\$ 75.00
c.	100 to 149 members	\$100.00
d.	150 to 199 members	\$125.00
e.	Over 200 members	\$150.00

A letter will be sent with the TCFSA commitment form in May requesting payment of the fee due by ~~August~~ July 1 of the current year. (10/4/10)

14. There are currently opportunities for scholastic and skating awards available to Minnesota State competitors who meet certain criteria. A copy of the notice sent to competitors is attached. (7/22/09)

The Bette Snuggerud Scholastic and Skating Award The James Disbrow Scholastic and Skating Award

July 12, 2010

Dear Minnesota State Competitor:

The Bette Snuggerud Scholastic and Skating Award and The James Disbrow Scholastic and Skating Award will be awarded based on a combination of the total of the judges marks received and the GPA of the candidate's previous school year. If you meet all of the requirements listed below, we encourage you to become a candidate. If you are chosen, you will be notified within two days of the close of the competition. You and a guest will then be invited by the Twin City Figure Skating Association to the Official's Dinner on September 12, 2010 to receive your award.

Requirements for the Snuggerud and Disbrow Awards:

*Candidate must be a Senior level lady (Snuggerud Award) or any level male skater (Disbrow Award) who is currently a 10th, 11th, or 12th grade full time high school or a full time college student enrolled in a fully accredited school, attending classes and carrying the minimum number credit hours necessary to be a full-time student.

*In year previous to competition, candidate must have been a full-time high school (9th-12th grade) or a full-time college student enrolled in a fully accredited school, attending classes and carrying the minimum number of credit hours necessary to be a full-time student.

*Must provide the Chief Accountant with a sealed, official, certified copy of your transcript from your high school or college which includes all grades from the previous school year.

*Transcript must be either postmarked no later than August 15 or brought to the Accounting Room during the competition. (Note: Only the Chief Accountant and the Chief Referee will review transcripts)

Mail transcript to:

Lexie Kastner, P.O. Box 296, Deerwood, MN 56444

Twin City Figure Skating Association
Officials Appreciation Dinner Policy
(9/11/06)

1. Officials Dinner host clubs are selected to host for two years. (Historical tracking of clubs hosting.)
- 2.. Children may attend, but not at a reduced price. (9/9/96)
3. Officials, TCFSA Trophy Finalists. Minnesota State Champions and one guest of their choice receive invitations to attend at no cost. (Historical tracking of minutes.)
4. Officials Dinner committee is to purchase roses for all officials ~~(to be presented by individual clubs' to their home club officials.)~~ (10/4/10)
5. TCFSA will present a silver tray at the official's appreciation dinner for 25, 40 or 50 years of service as an official.
6. All retired Officials will be invited.

Twin City Figure Skating Association
“The Champion For Skating Award”
Approved 6/13/05

I. Mission statement for Twin City Figure Skating Association

To encourage and facilitate participation in sectional, regional, national and international figure skating competitions. (Stated in Part III, Item 3 of TCFSA BYLAWS)

(Implied)...To promote, support, encourage and foster the sport of figure skating (singles, pairs, dance, precision) among all Twin Cities Area Clubs and throughout the Twin Cities area.

II. General selection criteria for volunteer of the year award.

(Be specific enough to give direction and general guidelines, but not so constrained and specific to not allow flexibility later on. The criteria should allow for necessary subjectivity inherent in such an award.)

- A. Person with Amateur Status.
- 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.

III. Specific criteria for “The Champion For Skating 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.

IV. Selection Process

- A. Open nominations to all TCFSA-member club members although nominated person need not be from same club as the nominator

(It is necessary to make the process “participatory” so it will be more valued to both recipient and bestowers.)

- B. Nomination form will contain much of the information included on this form. The form will be given to TCFSA delegates to distribute to their club members.
- C. Forms will be distributed at April meeting and will be due to Selection Committee by August 1 of the same year.

D. Selection Committee will be made up of the following: (Approved June, 2005)

1. The previous year's "The Champion For Skating Award" recipient will serve as the chair of the Selection Committee.
2. TCFSA President.
3. Two TCFSA delegates or members at large shall be appointed by the TCFSA Executive Committee.
4. A coach selected as follows: Each club nominates one coach. All coaches' names are put in hat and then one name is drawn. Once a club has been drawn that club is not put back into the hat until all other clubs have had a chance to name a professional to the selection committee.
5. The "The Champion for Skating Award" recipients for the past five years.

V. Award

- A. All nominees will be named and advised they are nominees via letter.
- B. Form: Traveling Plaque with room for nameplates – like Minnesota State Trophies.
- ~~C. Top four finishers will be invited to Judges Appreciation Dinner after Minnesota State Competition. Presentation of trophy winner will occur at this dinner. (10/4/10)~~
- D. Award Name: The Champion For Skating Award.

Twin City Figure Skating Association
Consolidated Testing Policy
MIF/FS/Figures/Dance
(Revised 9/11/06)

1. Skaters of TCFSA member clubs receive priority to test.
2. Skaters from non-member clubs will be charged an additional \$10 fee for Figures, MIF, Free skate and \$5 per dance test effective October 1, 2006.
3. TCFSA will strive to hold Consolidated Test Sessions on a semi-annual basis.
4. TCFSA will strive to hold Consolidated Test Sessions on a neutral ice surface so as to not give advantage to one skater over another.
5. TCFSA Member Club Test Chairs will be asked to sign test application form.

Twin City Figure Skating Association
Advertising Policies
(9/11/06)

1. TCFSA will sponsor ads for various purposes.
2. Advertising policy and creative development will be established during 1997-98 and will begin running in 1998-99.

Ad Reimbursement Procedures

1. Each TCFSA club may use the ad for their show program and/or competition between July 1 and June 30. If you choose to do both, you will only be paid once.
2. Please print the ad using a Laser Jet Printer on pure white paper for best reproduction, If you don't have access to a Laser Jet Printer, please contact the TCFSA webmaster for a copy of the ad. **The ad can change periodically. Check the TCFSA website for a current copy.**
3. After publication of the ad, you will need to send an original copy of the entire program to the TCFSA treasurer.
4. The program and request for payment **must** be received by June 1 for ads run during the prior 12 months. Checks will be cut and sent after July 1.
5. Please include contact information with your payment request.
6. Contact the TCFSA president for more information.
7. In addition to publishing the ad, to qualify for the stipend at least one delegate from the member club must attend 7 of the regularly scheduled meetings.

Twin City Figure Skating Association
RINK LINK Policy
(9/11/06)

1. RINK LINK Mailing List is Proprietary. (9/9/85)
2. RINK LINK Mailing List is developed from a list provided by the USFSA. (9/11/06)
3. RINK LINK Masthead should be consistent from issue to issue. (3/10/97)
4. RINK LINK should include TCFSA "Statement of Purpose" in every issue. (3/10/97)
5. RINK LINK subscription price for non-TCFSA members: \$10.00/year. (9/11/95)

Twin City Figure Skating Association 1998 Worlds' Designated Charities

Moved, seconded and approved on March 11, 1997 to designate the following as TCFSA's charities which will benefit from TCFSA's share of the net revenue of the 1998 World Figure Skating Championships:

1. A contribution to Minnesota Skating Scholarship to be made annually in each of the ten years following the event;
2. The establishment of an academic skating scholarship in the name of Twin City Figure Skating Association to be given to TCFSA through Minnesota Skating Scholarship annually in each of the ten years following the event; (Discontinued 10/4/10.)
3. ~~Fund a basic skills skating program for inner-city children to be managed by Minnesota Amateur Sports Commission. (7/15/08)~~

2008 Nationals' Designated Charities (7/15/08)

4. A contribution to Minnesota Skating Scholarship to be made annually with review by the TCFSA Finance Committee.
5. The establishment of an academic skating scholarship in the name of Twin City Figure Skating Association to be given to a TCFSA member club skater through Minnesota Skating Scholarship annually with review by the TCSFA Finance Committee. (Discontinued 10/4/10.)

Twin City Figure Skating Association Storage Shed Policy

1. TCFSA will rent for one year storage space for TCFSA-owned costumes, props, etc. plus costumes and props owned by TCFSA member clubs.

Return date and condition to be determined by Storage Committee.

All rental requests must be in written form. (2/14/94)

2. Shed location changed to 11001 Excelsior Blvd., Hopkins, MN 952-935-2194. (8/1/09)
3. Continuing rent of storage shed is handled on a yearly basis. (12/9/96)

Twin City Figure Skating Association
Jobs List
(7/15/08)

1. President
2. First Vice President
3. Second Vice President
4. Treasurer
5. Secretary
6. Assistant Secretary/Treasurer
7. RINK LINK Editor/Coordinator
8. Minnesota State Championships, Chair
9. Officials Appreciation Dinner, Chair
10. Consolidated Testing chair
11. Consolidated Dance Test Chair
12. Membership Committee
13. Storage Shed Chair
14. Storage Shed Committee
15. TCFSA **The Champion for Skating Award** Selection Committee
16. Nominating Committee
17. TCFSA Calendar Coordinator
18. Finance Committee
19. TCFSA Technical Accountant for IJS System
20. Internet Committee

Twin City Figure Skating Association
Synergy Synchronized Team Skating Policies
Adopted June 2002
(9/11/06)

Historically, in an effort to promote the sport of synchronized team skating in the Twin Cities area, the Twin City Figure Skating Association has agreed to sponsor a senior synchronized skating team.

1. TCFSA has agreed to provide financial support over a period of three years. This support will include 50% of the team budget the first year, 33 1/3% the second year and 16% the third year. The remaining cost will be pro rated among the skaters. The team will seek corporate sponsorship and other fundraising means to replace TCFSA financial support.
2. The team will represent TCFSA at skating competitions and events. If a separate club affiliation is required, the skater will join Starlight Ice Dance Club as an associate or home club member.
3. The team will be managed by the TCFSA under the auspices of a Twin City Synergy Board. Said board will consist of seven members who are interested adults and two coaches. One of the members of this Board will serve as a liaison to TCFSA. The Board will be the team's leadership, will market the team to eligible skaters, will make and enforce rules, and handle all financial matters.
4. Two coaches (a head coach and an assistant coach) will be retained by the Board as independent contractors.
5. Skaters will be selected for the team via a try-out process. The eventual goal is to field the team with high-test skaters of college age. All team members must be eligible skaters and members of the USFSA and may only skate with the Twin City Synergy Team.
6. The team will be under the jurisdiction of the USFSA and will follow its rules and skating standards.

The team transferred to the University of Minnesota as a club sport in September 2004. It is no longer under the direction of TCFSA. (9/11/06)

Twin City Figure Skating Association Investment Policy

The board of directors of the Twin City Figure Skating Association hereby establishes an investment policy to insure that the clubs funds are invested in a prudent manner and consistent with established policies as follows:

- 1.) INVESTMENTS STRATEGY; to maximize income with limited exposure to fluctuations in principal value.
- 2.) INVESTMENT PARAMETERS; funds will be invested in fixed income investments including but not limited to obligations of the; U.S. Government, Minnesota municipalities, corporations and financial institutions domiciled in the United States. The minimum rating for these investments will be AA by Moody's or Standard & Poors.
- 3.) SAFEKEEPING OF SECURITIES; securities will be safe kept at the principal office of Smith Barney Harris Upham or at a bank or brokerage firm with minimum capital of 100 million dollars.
- 4.) INVESTMENT AUTHORITY; an officer of the association will be appointed by the board to transact purchases and sales of securities. All transactions will be reviewed at regular board meetings along with the review of monthly statements.
- 5.) POLICY REVIEW; the investment policy will be reviewed at the annual meeting of the board of directors and any changes will be approved at this time.

Twin City Figure Skating Association Miscellaneous Policies

1. ~~Costs of conducting any ISU tests by a TCFSA member club member shall be underwritten by TCFSA. (4/7/80)~~ (Deleted 10/4/10.)
2. Minutes of TCFSA meeting minutes shall be sent to TCFSA member clubs' presidents. (6/13/88)
3. STATEMENT OF PURPOSE changed to comply with IRS requirements. Word "amateur" (later, eligible) in defining skating activities supported and promoted. (10/12/87)
4. Slate of officers must be proposed by a Nominating Committee. (1/13/86)
5. Executive Committee defined and added to By-Laws. (President, First Vice President, Second Vice President, Secretary, Treasurer, Assistant Secretary/Treasurer, and immediate Past-President.) (9/11/06)
6. Closed balloting may be used on sensitive issues, at the President's discretion. (12/11/95)
7. When TCFSA is awarded a qualifying competition or wishes to conduct a seminar/event, it is customary for the President of TCFSA to write a letter to the TCFSA member club on whose home ice the event will be held, asking permission to conduct the event on that ice. (11/9/87)
8. Club Ice Shows are not typically included on the official TCFSA calendar. These should be publicized in the RINK LINK. (4/10/95)
9. TCFSA Tax Exempt Status received on 6/30/84.
10. Policy to invite TCFSA clubs presidents' to attend one TCFSA meeting per year established on 9/16/91.
11. Policy of hosting an annual meeting to discuss issues before the year's Governing Council established 4/96.
12. Policy of hosting an annual meeting of TCFSA member clubs test chairs to discuss testing issues established 4/96.
13. An audit will be conducted routinely upon a change in Treasurer or as requested by the Executive Committee.
14. The Minnesota State Figure Skating Championship fee will not include official practice ice. (11//10/08)

Twin City Figure Skating Association
Celebration of Champions
(9/11/06)

1. TCFSA will host a Celebration of Champions.
2. The following skaters will be invited to participate in the Celebration of Champions:
 - a. Minnesota State Champions
 - b. Upper Great Lakes skaters moving on to Midwesterns, Nationals and/or Junior Nationals (Medalists 1 through 4)
 - c. The James Disbrow Award Winner
 - d. The Bette Snuggerud Award Winner
 - e. The Marlys Larson Award Winner
 - f. ~~Skaters who qualify must have skated at a Minnesota club for a minimum of one year. (6/13/05)~~
3. Other skaters may be invited to skate at the discretion of the TCFSA Board. (10/4/10)

Twin City Figure Skating Association
IJS Mini Policy
1/14/2008
Revised 3/25/09

1. TCFSA will only rent to Minnesota clubs unless specifically authorized by the Executive Committee of TCFSA. The club must have a qualified mini system Specialist (TA) coming to their competition. A qualified mini specialist is one who has had either extensive experience working with the mini system out in the field or has received formally mini system specialist training and certification from US Figure Skating on the mini system. (7/22/09)

2. Fees

Member Clubs:

- a. Member Clubs pay a user fee of \$ 250.00 per competition and have first priority for using the system.
- b. Each club will need to present a security deposit Of \$ 500.00 which will be returned when system is returned in good condition. Name of qualified mini specialist (TA) must accompany deposit.
- c. IJS system will only be transported by motorized vehicle and by a person approved by the Executive Committee of TCFSA.
- d. Expenses of driver and mileage are extra if not transported by a working official (a listed official of US Figure Skating) of the stated Competition.
- e. User will be charged \$60.00 for the cost of a toner cartridge. Only toner cartridges that are supplied by TCFSA may be used. An additional new toner cartridge will be provided.

Non-Member Clubs:

- a. A user fee of \$1500.00 per competition. (Revised 10/4/10.)
- b. A security deposit of \$ 500.00 which will be returned when system is returned in good condition. Name of qualified mini specialist (TA) must accompany deposit.
- c. IJS system will only be transported by motorized vehicle and by a person approved by the Executive Committee of TCFSA.
- d. Expenses of driver and mileage are extra if not

- transported by a working official (a listed official of US Figure Skating) of the stated Competition.
- e. User will be charged \$60.00 for the cost of a toner cartridge. Only toner cartridges that are supplied by TCFSA may be used. An additional new toner cartridge will be provided.

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 and from competition and while at the competition.

Storage

The IJS System will be stored at a place approved by the Executive Committee of TCFSA.

Request IJS Rental Agreement Form

The IJS Rental Agreement Request is on page three or it can be found at www.TCFSA.org web site or by contacting TCSFA Treasurer, Nancy Kaufmann at www.nancy@icesnice.com for more information or by cell 612-860-7760.

IJS Rental Agreement Request

The (club) _____ FSC

would like to request the use of the IJS Mini System for the following

Competition: _____,

to be held from _____ to _____ at the following

Location _____.

The approved US Figure Skating Technician who will set up, take down and operate the Equipment for the duration of the competition will be:

_____ Phone # _____.

Person requesting Equipment: _____

Title: _____

Address: _____

City: _____ State _____ Zip Code _____

Phone # _____ Cell # _____

Fax # _____ Email _____

Return Request to: TCFSA
c/o Nancy Kaufmann
430 Peavey Lane
Wayzata, MN 55391
Email: Questions only Nancy@icesnice.com
612-860-7760

Office Use: Approved _____ Declined _____ Date _____