

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, judges, technical specialists (or in training to be one of these). 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.

Revised: 8/17/15

2.2 Gifting Committee

In order to assist the board of directors in managing the Gifting Program, the board establishes 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) All members of the BSC who train on a regular basis will be eligible to receive a minimum gift regardless of level of skating. The only qualification for this gift is to be a member in good standing for a minimum of one year and a gifting application must be submitted.
- (c) Additional gifting to recipients will be based upon meeting the requirements set out in Section III (Requirements to Receive Gifting).
- (d) With the exception of the minimum gift provided for in Section 2.3 (b), 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 1st). 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.*

- (e) After subtracting a total minimum amount to be gifted to all member skaters under Section 2.3 (b), the Gifting Committee shall determine the percentage of the remaining amount to be gifted to each gifting level. These percentages must total 100%.
- (f) 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.
- (g) 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.
- (h) The percentage of gifting amount to be applied to each Skating Level and each Volunteer Hours level will be determined yearly by the Gifting Committee based on the number of skaters in each category.

A sample calculation of gifting is shown in the chart in Appendix A.

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 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 July 1 through June 30.

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 Requirements to Receive Basic Gifting

In order to receive a gift from the BSC, a member must be:

- (a) A primary [excludes associate and non-home club members] member of the Broadmoor Skating Club for a minimum of one year.
- (b) A member in good financial standing with the club (no outstanding debts owed to the club).
- (c) Be a competitive skater, judge or technical specialist (or be in training to one of these).
- (d) Submit a Volunteer Hours and Gifting Application. (Appendix B)

3.4 Minimum Requirements to Receive Additional Gifting

In order to receive gifting above the basic gifting, recipients must volunteer to provide 40 (or more) hours for club activities. Hours volunteered during the one year probationary period will count toward gifting as long as the member completes the one year probationary period by the end of the membership/gifting period.

3.5 Additional Volunteer Hours

Additional gifting may be received for providing above the minimum 40 volunteer hour requirement. Additional volunteer hours are divided into the five category levels below:

- (a) Between 41 and 55 hours
- (b) Between 56 and 70 hours
- (c) Between 71 and 85 hours
- (d) Between 85 and 100 hours
- (e) Greater than 100 hours

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

3.6 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 may volunteer and have their hours donated to a skating member of their family. Volunteer hours may not be donated to non family members.
- (b) Volunteer hours earned in a given Volunteer Year will be applied to gifting for the following year. Because an increased number of volunteer hours can result in increased gifting, volunteer hours may not be carried over from year to year.
- (c) In order to provide incentive to volunteers to consider working during “off” hours, volunteer hours achieved prior to 7 AM and after 8 PM will be double the normal 1:1 ratio of granted volunteer hours.

3.7 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.

4.1 Extraordinary Circumstances

Because of an extraordinary circumstance, a skater and/or the skater's family may have been unable to contribute volunteer hours in the manner and amount they had earned in the preceding year. At the sole discretion of the Board of Directors, a gift eligible skater can be given a gifting award in the amount that they earned in the preceding year.

4.2 Awards for Club Delegates to the Governing Council Meetings

Financial circumstances permitting, the Board will award a minimum of \$500 to each delegate to the Governing Council Meeting held in a location other than Colorado Springs. In establishing the grant, consideration will be given to the estimated expense for attending the meeting.

4.3 Awards to Club Judges and Technical Accountants

Financial circumstances permitting, Club Judges and Technical Officials, who are Club members, and/or families who have volunteered for BSC activities, including judging and trial judging, in excess of 100 hours for the applicable year will be reimbursed for expenses for attending a Judge's School, up to a maximum of \$500, upon submission of a US Figure Skating Expense Report. Judging and trial judging for non BSC sessions will not qualify for volunteer hours for the purpose of an award. Volunteer hours will be documented by submission of the Volunteer Hours Form. Club Judges and Technical Officials are required to attend Colorado based schools, whenever feasible, to be eligible for gifting.

APPENDIX A

BSC Yearly Net Income

Income from Competitions

Broadmoor Open	\$18,000
State Games	\$9,000
SW Regionals	\$14,000
Pikes Peak Classic	(\$1,000)
Income from Investments	\$5,000
Contribution to Investment Acct.	5% (\$2,250)

Distributable Net Income (DNI) \$42,750

BSC Gifting Program

Year's Total Gifting Amount **\$42,000**

	Amt.	No.	
Club Skaters (Basic Gifting)	\$25	135	<u>\$3,375</u>
			\$38,625
Club Skaters reaching 40 volunteer hrs	\$100	125	<u>\$12,500</u>
Amount available for Levels gifting			\$26,125

Volunteer hour levels & sample gifting percent

		41 - 55	56 - 70	71-85	86-100	101+	
		31%	26%	19%	11%	13%	
<u>Level I (Non-Qual. Adult & add'l skaters)</u>							
Level gifting percent	30%	\$7,838	\$2,430	\$2,038	\$1,489	\$862	\$1,019
No. of Skaters		<u>20</u>	<u>15</u>	<u>10</u>	<u>4</u>	<u>3</u>	
Add'l gifting amount		\$121	\$136	\$149	\$216	\$340	
<u>Level II (Lower Level Qualifying)</u>							
Level gifting percent	25%	\$6,531	\$2,025	\$1,698	\$1,241	\$718	\$849
No. of Skaters		<u>9</u>	<u>7</u>	<u>5</u>	<u>2</u>	<u>2</u>	
Add'l gifting amount		\$225	\$243	\$248	\$359	\$425	
<u>Level III (Upper Level Qualifying)</u>							
Level gifting percent	27%	\$7,054	\$2,187	\$1,834	\$1,340	\$776	\$917
No. of Skaters		<u>18</u>	<u>5</u>	<u>4</u>	<u>2</u>	<u>2</u>	
Add'l gifting amount		\$121	\$367	\$335	\$388	\$458	
<u>Level IV (USFS Team envelopes)</u>							
Level gifting percent	18%	\$4,703	\$1,458	\$1,223	\$893	\$517	\$611
No. of Skaters		<u>8</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>1</u>	
Add'l gifting amount		\$182	\$408	\$447	\$517	\$611	
	100%						Totals
Total add'l gifts		\$8,099	\$6,793	\$4,964	\$2,874	\$3,396	\$26,125
Total No. of skaters in vol. hr bracket		<u>55</u>	<u>30</u>	<u>21</u>	<u>9</u>	<u>8</u>	<u>123</u>
Avg. add'l gift		\$147	\$226	\$236	\$319	\$425	\$212
% of Club skaters		40.7%	22.2%	15.6%	6.7%	5.9%	91.1%

NOTES

- 1 Figures in boxes indicate numbers to be proposed by the Gifting Committee each year.
- 2 Numbers used in this example are for demonstration purposes only

APPENDIX B
Broadmoor Skating Club
Volunteer Hours Tracking Form and Gifting Application
 (For Membership Year July 1 thru June 30)

Skater's Name: _____ **Date:** _____

Check the block for the level of gifting you are applying for:

Skating Level (Freestyle or Dance Test)	Basic Gift	40 hr minimum	Level 1 (41 – 70 hrs)	Level 2 (71-100 hrs)	Level 3 (101+ hrs)
Level I – Basic Skills, Pre-pre through Pre-Juvenile, Open Juvenile, Preliminary through Pre-Bronze dance, Adult skaters and skaters not in Levels II, III or IV.					
Level II – Juvenile and Intermediate, Bronze and Pre-Silver dance level skaters					
Level III – Novice through Senior, Silver through Gold dance level skaters					
Level IV – USFS Team Envelope (those named to A, B, C or Reserve Teams)					

Note 1: In order to receive gifting for Levels, II, III and IV, a skater must compete at qualifying events.

Note 2: Skating Level will be verified through US Figure Skating.

Volunteer Hours Verification:

Volunteer Name	Job Description	Event	Date	# of Hours	Chair Signature

Total Hours

Club Verification (The Gifting Committee works with the Membership Chair and Volunteer Committee Chairs to verify eligibility and proposed gifting levels)

Gifting Committee	Gifting Amount	Approved or Denied by Board
		<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Treasurer	Check No.	Date

APPENDIX C
VOLUNTEER HOURS

CONDITION	EXAMPLE	REQUIREMENTS	VOLUNTEER HRS APPROVED	AUTHORITY
Physical Labor (non-leadership position)	Runners, monitors, F&I music	One hour worked	One volunteer hr for each hour worked	Board of Directors
Physical Labor - Leadership position (competition)	Chairs for: music, runners, advertising, etc.	One hour worked	One volunteer hr for each hour worked	Board of Directors
Physical Labor - Leadership position (non-competition)	Chair for F&I, Volunteers, Critiques, etc.	One hour worked	One volunteer hr for each hour worked	Board of Directors
Food Providers	Meals for competitions	One hour worked	One volunteer hr for each hour worked	Board of Directors
Fund Raisers	Advertisements for competitions, general club sponsorship, etc.	One hour worked	One volunteer hr for each hour worked	Board of Directors
Director	Board member	One hour worked	One volunteer hr for each hour worked	Board of Directors