

## **GUIDELINES FOR OAKS SKATING CLUB (Rev. Sept. 2016)**

**The Oaks Skating Club** offers an advanced (regular) club and a Junior Club for beginners. The Club offers skaters two fields of skating: Artistic Skating, (comprised of Dance, Figures, and Freestyle) and/or Speed Skating. Our skaters compete on a State, Regional and National level. To compete at Nationals, a skater must qualify at the Regional Meet in his/her competitive division (division is decided by age and/or experience level). All members of this club must actively participate in lessons, competition, &/or proficiency test skating.

Oaks Skating Club is an inclusive organization. All members are welcomed regardless of age, gender (or sexual preference), religion, race, creed, or ethnicity. No discrimination of any type will be tolerated. Nor, will derogatory comments be tolerated. Anyone engaging in such actions will be asked to leave the building immediately and may face expulsion from the Club.

**Proficiency tests** provide a testing ground to develop the skater's ability. When taking a test, a skater must demonstrate competency in completing the required items before a panel of judges. If the test is passed successfully, the skater receives a test award from the National Office of RSROA. Test skaters do not compete against other people. A skater may, of course, participate in both test and competitive skating since one is beneficial to the other. Testing may be required to compete in the B or C artistic events.

**Oaks Booster Club** is an open membership club for the purpose of promoting the skating club. This group encourages all parents and adult (18 years or older) skaters to participate. The Booster club is responsible for fund raising projects that build the skating club's activities fund. In addition, group social gatherings are promoted throughout the year.

**Judges Panel:** The judges panel is comprised of persons, 12 years of age or older, who study for and pass examinations qualifying them to judge roller skating tests and competition. Judges panels (training) can be held when there is interest from several people in taking the class and an instructor is available. The class fee for Oaks members and non-members will be determined at the time of the class. Oaks members who are selected as non-compensated judges or non-compensated alternate judges for Nationals are eligible for travel funds if they participate in fundraisers with the skating club.

**Tabulating:** The tabulating class is comprised of persons, 15 years of age or older, who study for and pass examinations qualifying them to tabulate at skating meets. Tabulating classes (training) can be held when there is interest from several people in taking the class and an instructor is available. The class fee for Oaks members and non-members will be determined at the time of the class.

**Oaks Staff** is comprised of rink employees, management and the teaching staff.

**Club Management Representative:** George Kolibaba is the Oaks Skating Club representative in all USARS matters. All things pertaining to the club are subject to his approval.

**Club Advisor:** George Kolibaba is the Club Advisor and acts as the liaison between the Management and the Club. He meets with and assists the Booster and Skating Clubs. The Rink Management considers the Club Advisor as the person responsible for the overall operation of the Club.

**Judges Panel Advisor:** Sue Richardson is the Judges Panel Advisor.

**Panel Chairman:** This person must plan and organize the judge's panel as well as help train old and new judges. This is done under the direction of the Panel Advisor. This position is not filled at this time.

**Officers:** The skate club and booster club officers (listed below) shall not include more than one person from a given family or extended family (Grandparents, parents, children, etc.)

**Skating Club President:** is elected by the skating club members at the beginning of each skating season. This person must be a responsible person, 18 years of age or older. The duties of the President are to organize club functions and work closely with the Booster Club.

**Skating Club Vice Presidents (Speed & Artistic):** are elected by the club members. A Vice President should be 16 years of age or older and is the primary assistant to the Club President. The Vice

Presidents act as the Social Activities Chairpersons, and are responsible for updating the achievement test board (or delegating this duty). There will be a Speed and an Artistic Vice President elected.

**Skating Club Secretary/Treasurer** is an office appointed by the club advisor and the rink management. The Secretary/Treasurer should be highly competent and 18 years of age or older. The Secretary/Treasurer is responsible for the dues books and works closely with the Booster Club Secretary-Treasurer to keep all club financial records current and accurate. Included in this person's duties is sending out cards and/or flowers when needed. Due to the financial responsibility that must be consistent with State and Federal laws this must be someone who has the trust and confidence of the advisor and management.

**The Club Advisor and the rink management appoint the Club Web Master.** The Web Master is responsible for all information that is to be posted on the club website.

**The Booster Club members elect Booster Club President.** The President is responsible for organizing fund raising functions for the club and will work closely with the Skating Club President and the Club Advisor.

**The Booster Club members elect Booster Club Vice President.** The Vice President assists the Booster Club President and organizes the social activities for the Booster Club.

**The club advisor and the rink management appoint the Booster Club Secretary/Treasurer.** The Secretary/Treasurer is responsible for the financial activities and money handling of the fund raising activities. The Booster Club Secretary/Treasurer is also responsible for keeping all the club financial accounts and records current and accurate. This person will work closely with the Skating Club Secretary/Treasurer. Included in this person's duties is sending out cards and/or flowers when needed. Due to the financial responsibility that must be consistent with State and Federal laws this must be someone who has the trust and confidence of the advisor and management.

#### **Skater's Club Dues** (See Detailed Attachment) and funds

1. Annual dues can be paid annually, in halves (Oct, & Feb.), or in 8 monthly payments (Oct-May), or a combination that maintains dues in a paid-up pattern through the year. Dues must be paid at the first of each month, and if paid after the 10<sup>th</sup> of the month there will be a \$5 late fee assessed. If, for any reason, dues cannot be paid on time, see George Kolibaba or Mary Warren or Kathy Reed. The annual dues should be paid between Oct. and May; once paid, skaters are allowed to skate through September. If skaters take one or more months off and become inactive (do not pay dues for part of the year), they forfeit skating privileges, and the reactivation fee must be paid when they resume skating. See Inactive Status.

**NOTE: You will receive a warning-if dues become 2 months behind without arrangements. If arrangements are not made to catch up the dues within a week, you will be dropped, and not allowed to practice during club practice times. To be reinstated you will have to pay the re-activation fee and catch up owed dues. The coaching staff and the club officers will enforce this.**

2. There is an initiation fee of **\$25.00 for standard skaters and \$15 for junior club skaters.** It is required from each new family when they join. Junior club is for skaters new to the sport of roller skating who have not previously been a member of a skating club.
3. **A re-activation fee of \$25** is required from any member/family (standard or junior) who becomes inactive (leaves the club, doesn't pay dues for a month or more and was not on an approved leave) and wishes to rejoin the club.
4. If you need a leave of absence from the club, please contact the Club Advisor, George Kolibaba, or the secretary treasurers, Kathy Reed, or Mary Warren, and they will give you more information.
5. Dues are paid to the Secretary/Treasurer. There are envelopes and a slot to deposit your dues if the Secretary/Treasurer is not around. Indicate amount and what the fee is for. No envelope is required for checks—please indicate "Month, dues, etc." on the memo line.
6. Dues must be paid in monthly increments (1 month or more months paid at a time.) Dues may be paid in any monthly increment that works for the skater—including the entire season (8 payments) at one time.

7. The food table sales at events are cash only. (Effective for 2015-2016 there will be no "tabs;" please plan ahead).

The number of skaters in the family and the status of the skater(s)-- Standard or Junior, determine dues Amounts. (See Attachment) Dues assist in the following:

1. Rink practice time
2. Fees to the professional staff
3. Club expenses.

**Non-Member Practice:** If a local non-member skater is interested in joining the club he/she may try out the club (with Club Advisor approval) for a period of up to three (3) weeks. Practice fees are \$5 per visit.

**Out of region** guests may skate during club times (with approval by the Club Advisor) for \$5 per visit.

**In region** guests may occasionally skate during non-peak club practice times (with approval by Club Advisor). There is a \$5 per visit fee

#### **Oaks Skating Club Membership Integrity:**

The integrity and continued success and growth of our club are a major thrust of the management and coaching staff. Our beliefs and rules to skate for this club are as follows.

- Skater must be engaged in lessons, testing, or competitive skating toward improving artistic or speed skating skills as per his/her discipline as defined by USARS.
- All skaters (competitive or not) must hold a current USARS amateur card. All coaches must hold a current USARS coaches' card. The only exception is that Tiny Tot skaters are not required to have an Amateur Card unless they are competing in a sanctioned event.
- The coach of the skater must be of the Oaks staff (registered out of the Oaks club).
- If a skater from the Oaks Club wishes to take a class at another club or facility, that is between the skater and his/her Oaks coach.
- As always, a split club affiliation is possible for a team. That means a skater from this club can skate with a partner from another club. However the Oaks skater must maintain lessons and if not competing in another event for the Oaks Club, the team must actively be taking lessons and be competing for an Oaks coach, unless otherwise authorized by the Oaks Skating Club advisor.
- A skater may not compete in one solo event for an Oaks coach and for a non-Oaks coach in another solo event. (Figures at Oaks and Singles elsewhere). Amateur cards are assigned to one club only. So, in turn, skaters may not take Figure lessons here and Singles or Solo Dance at some other club.
- Each Oaks coach has the latitude to allow for periodic lessons from coaches other than Oaks coaches. The primary coach in solo events will be of the Oaks staff.
- Skaters taking lessons from another coach at another facility without his or her coach knowing can cause a lot of hard feelings and hurt the relationship of the clubs and teachers involved. You are not captive and have the right to pursue your skating at any facility. If you should decide to change we will not restrict you. We will ask that lessons and dues are current.
- Oaks skating club members who compete or represent Oaks S. C. at a competition must be current with dues and entry payments.

**Fund Raising Activities:** Due to the expenses incurred in traveling to Nationals each year, as well as other club needs, we hold fund raising activities throughout the year. These are productive for money purposes but also bring about a good feeling of unity among the members who participate. We need the participation of **ALL members**, and we will try to schedule activities that are fun as well as profitable.

Some of our usual annual events are:

- Park Assistance - The Skating Club is given several opportunities to help with large park functions, such as 4<sup>th</sup> of July, & Oktoberfest. We work the gate & other assignments and the park pays the travel fund for time worked by the club.
- Paper Drive - there is a paper box in the parking lot for collection purposes (when the paper price warrants collecting; it will be suspended if the price drops too low).
- Pavilion Snack Bar - Occasionally we are given the opportunity to have the snack bar at dances, etc., in the pavilion. This requires a few people for an evening.
- Activities (flower deliveries, etc.) New ideas/activities are welcome & considered.
- Regionals - there are many activities occurring during Regionals that require many hours of preparation and work prior to, as well as during the contest. In 2016 Speed Regionals will be held at the Oaks in May and Figure Regionals will be held at the Oaks in June.

## **NATIONAL TRAVEL FUND DISBURSEMENT:**

**Effective with the 2013-2014 skating season, skaters must have a minimum of five (5) hours participation to be eligible for National or International travel funds.**

- 1] Amount of money available for travel fund disbursement is determined.
- 2] Number of skaters, coaches & non-paid invited officials planning to go to Nationals is determined.
- 3] Amount of money available is then divided by number going to determine a base amount.  
i.e.: if there were \$20,000 available and 50 people are going, the base amount would be \$400.
- 4] All participation points earned for the year by the entire club are then totaled and divided by the number of members with points to determine an average.
- 5] Generally, everyone who is within approximately 25% of the average number of points earned for the year will receive the base amount.

### Other Considerations:

- *Those who chose not to participate in fundraisers or service projects also chose not to receive any travel fund money.*
- Those whose participation is very minimal will receive less than the base amount relative to their level of participation. There is a 5-hour minimum participation required to qualify for National/International travel funds
- Those whose participation exceeds the average will receive more than the base amount relative to their level of participation (for first family member only - additional family members will get base or less).
- If dues are not paid for a full eight-month skating year (either not a full year member, on leave, or whatever) the amount to be received will be prorated based on the number of months for which dues are paid.
  - i.e.: If you are within the average, and (based on the above example) you would be receiving \$400, but you paid dues for only 4 months of the year, you would receive \$200.
- For a family in which 3 or more have qualified for the national championships, no more than 2 full disbursements will be allotted. There will be a 10% prorate for each family member, starting with the 3<sup>rd</sup> disbursement.
  - i.e.. If the family is within the average (based on same example), and four family members qualified, two would receive \$400, the third would receive \$360 (90% of amount) and the fourth would receive \$320 (80% of amount).
- The option is in place to prorate the amount of travel funds disbursed based on travel distance to Nationals. For example, a National contest held on the West Coast would generally be much less expensive to a skater than the Midwest or East Coast locations, and therefore the amount a skater would receive may be reduced by a percentage deemed appropriate.
  - If a skater is going for just a few days, those funds may be reduced. The idea of the travel fund is to help offset expenses to the Nationals, not to make a profit.

**NOTE:** *There will be **one** National travel fund disbursement per member, regardless of how many federations (figure or speed) for which the member has qualified.*

## **International Travel Funds**

International Travel Funds (ITF) may be available to Oaks Skating Club (OSC) members (and their Oaks coaches) who qualify for the Jr. World Team or Sr. World Team representing USA Roller Sports at the FIRS World Figure (or Speed) Championships. To be eligible, skaters must be representing Oaks Skating Club and have an Amateur Card through Oaks, and have been a participating member of O.S.C. for at least 2 years.

What qualifies as a World team event? Skater must be part of Jr or Sr Team to qualify. Precision, Quartet, and Show numbers do not qualify. "New" events are subject to review by O.S.C. officers.

ITF will be determined on a case-by-case basis and only as O.S.C. funds are available.

To be considered for ITF, skaters must submit a letter of request (to be written by the skater) to Oaks Skating Club (mailed to Mary Warren, P.O. Box 444, Troutdale, OR 97060). The letter should include:

- Event(s) he/she is skating at Worlds.
- What he/she has personally done to raise funds toward his/her expenses [2013 estimated fee to cover the skater's expenses was \$3200. This did not include the family's expenses if they were traveling to support the skater.]

- What other sources of funding the skater expects to receive (sponsors, USARS, gifts, etc.).
- What he/she has done to promote &/or support Oaks Skating Club.
- Other information the skater thinks is relevant.

Request letters should be submitted by the specified deadline (it is anticipated that the date will vary based on USARS deadlines and when worlds will be held). Future deadlines will be determined as needed.

Participation in Oaks Skating Club activities and fund raising opportunities is expected during the entire year, and especially if extra fundraisers are done to raise money for the ITF.

The OSC officers will review the request letters and determine how much, if any, ITF the skater(s) will receive. Funding will only be provided if OSC has funds available. Submitting a letter of request does not guarantee ITF from Oaks Skating Club. Any recipient of ITF must sign the O.S.C. travel fund contract.

### **Member Responsibilities and Recommendations:**

1. Be a good representative of our club by setting a good example and having good sportsmanship
2. Must abide by rink dress and conduct rules
3. Stay out of the way of private lessons on the skating floor
4. Demonstrate courtesy & consideration for the other skaters during practice & public sessions.  
*(I.e. during public sessions all dance skating must be inside the traffic lines, figures in the middle, no freestyle).*
5. Must participate in lessons, competition &/or test skating.
6. Attend meetings
7. Attend club classes when appropriate for your skill
8. Volunteer for fund raising projects.
9. Wear skating attire at all competitions and meet official practices.
10. Check the club board and your email frequently for important club and meet information.

**New Members:** All persons joining the Skating Club will review club requirements with an officer and is encouraged to ask any club member for assistance as needed. Anyone 15 or under must have a parent in the meeting with them. Anyone over 15, but under 18, is encouraged to have a parent with them if possible.

### **Annual Club Activities**

1. **Club Picnic:** Members and their immediate family - potluck with the Club providing, soft drinks, coffee, plates, and silverware.
2. **Christmas Party:** Members and their immediate family -potluck, games, prizes and fun for all.
3. **Awards Banquet:** Members and their immediate family attend for a small reservation charge. Skating awards are presented for the previous year's skating. This is a "dressy" event.

### **Special Awards**

1. **Skater of the Year:** These are awards which honor skaters the management and professional staff feel have made the greatest strides forward in their skating endeavors over the past year.
2. **Booster of the Year:** This is a person(s) who has gone to great lengths to provide exceptional support to our club. The Club officers decide this award.
3. **The Marge Dykeman Junior Booster of the Year:** This is a person(s), under 18 years of age, who has gone to great lengths to provide exceptional support to our club. The Club officers decide this award.
4. **Rookie of the year:** There are two awards - one for youth & one for adult ages—a "new" skater who makes the greatest strides forward in our sport. Selected by the teaching staff.
5. **The Lloyd Siebert Jr. Sportsmanship Award:** Given to the person most sharing and supportive of their fellow athletes. This award is determined by the professional staff.
6. **The Sue Marrella Special Recognition Award:** Given to someone who has displayed extreme strength, perseverance, enthusiasm, &/or encouragement. Selected by the teaching staff.

### **Fund Disbursal on Dissolving the Skating Clubs of The Oaks:**

If and when this club is dissolved, the remaining funds will be given to the Oaks Park Association for restoration of the Roller Rink Organ or other needed projects.

## MISCELLANEOUS INFORMATION 2016-17

**Club Information Time** - Artistic information meetings will be held at 10:30 on Sundays (approximately 10 minutes).

**Booster & Skating Club Officers' Meetings** - will be held approximately once a month or as needed and are open to all members. (time and place to be announced).

### Practice Time For Artistic (Standard & ^Junior)

Sunday	Freestyle/Freedance	9:30 a.m. - 9:50 a.m.
	Figures	9:50 a.m. - 10:30 a.m.
	Dance	10:40 a.m. - 11:20 p.m.
	^Open Practice including Jr club	11:20 p.m. - 1:00 p.m.
*Sunday	Precision	5:00 p.m. - 7:00 p.m.
*Tuesday	Open Practice	5:30 p.m. - 6:30 or 7:00 p.m.
^Wednesday (all skaters)	Figure/Freestyle	5:30 p.m. - 6:00 p.m.
	Freestyle/Freedance	6:00 p.m. - 6:40 p.m.
	Figure lessons in back corner (lessons only - no practice)	
	Dance	6:40 p.m. - 7:00 p.m.
Thursday	Dance	5:30 p.m. - 6:20 p.m.
	Open	6:20 - 6:30 p.m.
	Figure/Freestyle	6:30 p.m. - 7:00 pm.
^Saturday	Junior Club	9:00 a.m. - 10:30 a.m.

\*Time may vary or be deleted if a private party is scheduled.

### Practice Time for Speed

*Monday	5:30 p.m. - 7:00 p.m.
Wednesday	9:30 p.m. - 11:00 p.m.
Friday	5:30 p.m. - 7:00 p.m.
Sunday	8:00 a.m. - 9:30 a.m.

\*Time may vary or be deleted if a private party is scheduled.

### Junior

Junior Club Class	Saturday	9:00 a.m. - 10:30 a.m.
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### Classes

Thursday	°Adult class (slim & trim)	11:00 a.m. - 1:00 p.m.
	°Adult dance class (18 years & older)	7:00 p.m. - 7:30 p.m. - beginner
	° Rink sponsored—pay admission	7:30 p.m. - 8:00 p.m. - dance
Saturday	Dance drill class (Pay fee to instructor)	8:00 a.m. - 9:00 a.m.
	Junior classes	9:00 a.m. - 10:30 a.m.
	°Kids morning skate	10:30a.m. - 12:00 noon
	°Advanced class	12:15 p.m.. - 1:00 p.m.
	°Intermediate class	12:15 p.m.. - 1:00 p.m.
	°Beginner class	12:15 p.m.. - 1:00 p.m.
	°Introduction to Speed Skating	5:00 p.m. - 6:00 p.m.
	°Derby	6:00 p.m. - 7:00 p.m.

° Rink sponsored—pay admission

### Private Lesson Fees

\$13.00 - 20 minutes individual or team
\$20.00 - 30 minutes individual or team
\$39.00 - hour

**Coaches' National fees:** When a coach is going to and working with you at *Nationals* or an out-of-region meet, there will be a **\$100** fee for each skater. If there are 3 or more coaches for a skater the fee will be **\$40** per coach. Precision Team skaters pay an additional fee of **\$30** to the precision team coach(es).

**Junior Club Class (9:00-10:30 AM SAT)**

Skaters 10 and under are always welcome to skate class, regardless of how many years they have been an Oaks Skating Club member.

New Junior Club members may skate Junior Club Class for up to three (3) years, regardless of age.

Skaters must pay standard club dues rate after 2 years

In cases of developmental or physical disabilities, the move out rule is at the discretion of the Saturday class teachers.

**Definition of Oaks Skating Club member:**

A skater who pays club dues to the Oaks Skating Club is a member. The skater holds a USARS membership card (amateur card), and his/her registered club is the Oaks Skating Club. The skater takes lessons at the Oaks and represents the Oaks Skating Club in any competitions or functions.

**Full Member Status:**

An Oaks Skating Club member paying full club dues qualifies for Oaks travel funds, and the skater has full practice privileges at the Oaks. If the skater terminates, practice privileges and travel fund entitlement also end.

**Full Member on a Team:**

A team is defined as pairs, free dance, or team dance. Precision team is not included. Skater pays full club dues and qualifies for the Oaks travel fund as long as participating in fund raising. Skater will have full practice privileges during Oaks Skating Club practice times. USARS membership may be with another club. If skater terminates, practice privileges and travel fund entitlement also end.

**Associate Member:**

A skater in a team event situation whose partner is an Oaks Skating Club member can be an associate member. Skater lives over 100 miles from the Oaks. The skater will pay a reduced rate for club dues, but will have full practice privileges during Oaks Skating Club practice times. USARS membership may be with another club. Oaks travel funds may be available as long as the skater is participating in fundraisers. The amount of travel fund would be prorated at the same reduced rate as dues. If the team terminates, practice privileges and travel fund entitlement also end.

**Collegiate Oaks Member:**

*Oaks Skating Club member* enrolled as a full time student and not living at home. Skater will pay dues at a reduced rate, and have full practice privileges. The skater will qualify for Oaks travel fund benefits available as long as participating in fund raising. The amount of travel fund would be prorated at the same reduced rate as dues. If skater terminates, practice privileges and travel fund entitlement also end.

**Non-Oaks Collegiate Member:**

A skater enrolled as a full time student and not living at home. Skater's USARS membership is with another club, or skater is not a member of USARS. The skater will pay dues at a reduced rate and have full practice privileges during Oaks Skating Club practice times. Skater does not qualify for Oaks travel fund. If skater terminates, practice privileges also end.

\*Precision team, when active, has specific practice times allotted and any fees are in addition to club dues. Precision team participation may be by any skater, regardless of USARS club affiliation.

Full member dues Standard skater – see *Membership Fees (Regular Club)*, next page

Full member dues Junior skater- see *Membership Fees (Junior Club)*, next page

Associate member dues- \$35.00 (regardless of standard or junior skater)

Collegiate member dues- \$35.00 (regardless of standard or junior skater)

Non-Oaks collegiate member-\$35.00

### Membership Fees (Regular/Standard Club)

The standard fee structure is any skater that has previously held an amateur card from someplace other than the Oaks or has skated 2 years or longer.

- \$25.00 Initiation fee is required from each new family
- \$25.00 Re-activation fee from any member/family who leaves the club, stops paying dues, and wishes to rejoin the club.
- \$60.00 Monthly dues for 1 person
- \$103.00 Monthly dues for 2 persons (2<sup>nd</sup> person \$43/month)
- \$135.00 Monthly dues for 3 persons, (3<sup>rd</sup> person \$32/month)
- \$165.00 Monthly dues for 4 persons, (4<sup>th</sup> person \$30/month)
- \$165.00/month is family Maximum

Plus--

- \$15.00 Monthly club dues for a child 5 years of age or under, with other family members belonging to the club.
- \$54 Monthly dues for employee/coaches (employee discount \$6 off first skater)
- \$48 Monthly dues for club & booster club officers (officer discount \$12 off first skater)

### Membership Fees (Junior Club)

This fee structure is for skaters new to the sport of roller skating and in their first 2 yrs of skating.

- \$15.00 Initiation fee (this is for skaters new to the sport)
- \$25.00 Re-activation fee from any member/family who leaves the club, stops paying dues, and wishes to rejoin the club.
- \$45.00 Monthly dues for 1 person
- \$78.00 Monthly dues for 2 persons (2<sup>nd</sup> Jr. rate \$33/month)
- \$100.00 Monthly dues for 3 persons (3<sup>rd</sup> Jr. rate \$22/month)
- Add \$20/month for each additional Jr. skater up to family maximum (\$165)

Plus--

- \$15.00 Monthly club dues for a child 5 years of age or under, with other family members belonging to the club.
- \$39.00 monthly dues for employee/coaches (employee discount \$6 off first skater)
- \$33.00 monthly dues for club & booster club officers (officer discount \$12 off first skater)

*After two (2) years in the Junior club program, you must move to the Standard club structure, even if you are still eligible to compete in the "B" and "C" Figure events, or Novice Speed.*

Dues will be collected annually (To be paid annually, semi-annually [Oct & Feb.] or ~~May be paid~~ monthly October through May) - If dues are paid for the year by May, then the remaining four months (June, July, August & September) are no charge. If a skater has not paid for the full year, and wishes to skate during June-September, he/she must pay the appropriate dues for that period (monthly payment up to full annual dues). If a new skater joins Oaks Skating Club after December, he/she must pay monthly dues for each month or 8 months (full annual dues)

**Amateur Cards** (Effective Jan. 1, 2013): All skaters (competitive or not) are required to have a current USARS Amateur Card. All coaches must have a current USARS Coaches' Card. The only exception is that Tiny Tot skaters are not required to have an Amateur Card unless they are competing in a sanctioned event.

**Leave** (Effective 9/1/09): A skater may request a "leave of absence" when a medical condition, family emergency, or out-of-town work prevents them from skating for a period of at least one calendar month (ex: all of April). All requests for a leave must be submitted in writing to a secretary/treasurer or the club adviser. When on leave, skating privileges and dues are suspended. A skater may return to active status when he/she is ready (no re-activation fee is charged).

**Inactive Status** (Effective 9/1/09): A skater may request to be on "inactive status" when he/she chooses not to skate for a period of at least one calendar month (ex: all of December) due to a busy schedule, other sports obligations, needing a break, etc. All requests for inactive status must be submitted in writing to a secretary/treasurer or the club adviser. While on inactive status, all skating privileges and dues obligations are suspended. **However, when a skater wishes to return from inactive status, the \$25 re-activation fee must be paid.** Skaters who are on leave (or inactive) prior to September 1, 2009, will not be required to pay the re-activation fee when they return to skating. However, it will apply to any future inactive status periods.



**Travel Fund Impact of Leave or Inactive Status:** When a skater is on leave or inactive, he/she does not pay dues. Therefore, any travel funds earned will be prorated according to the months dues were paid. (Example: A skater is on leave due to an injury for two months. Since he/she paid dues for 6/8 of the year, his/her travel funds will be 6/8 of the earned funds). The skater has the option to pay the full annual dues (for instance, pay June & July) and receive full travel fund benefits.

**Meet Entry:** Meets throughout the year will be announced at the Sunday Club Meeting and posted on the Club Bulletin Board. Each meet will have an Oaks deadline. Both your entry and the meet fees **MUST** be in by the deadline for Oaks. If the entry fee is not paid by that time, you may be dropped from the meet. Entry information (name, age, amateur card status, event(s) being skated, and any partners if applicable) should be written on an envelope with the meet entry fee enclosed and dropped in the meet entry box (a slot on the door of the farthest cupboard in the coach's/club room. The only exception to this procedure is for Regionals and Nationals. For these events, the skater (and parent if the skater is a minor) must sign the entry form. Entry fees are appropriately marked and dropped in the regular dues box. To skate in a meet, all dues and other payments must be current.

### **HOW PARTICIPATION POINTS ARE EARNED:**

The "points" always being referenced are just a measuring device for keeping track of the participation of the club members. We want to be fair in fund disbursement so we need some measuring tool. It is not "cast in stone", and is just a tool. So far, it has worked pretty well, and seems to be fair to everyone.

It is the personal responsibility of each person to be sure that they turn in a "Participation Sheet" or email Mary Warren whenever they contribute or work, so that it can be recorded. Participation records are kept up to date by the Booster Club secretary, and may be reviewed if requested. All of the club officers--not by any one person--determines point values.

The guidelines used in determining points are based on the following:

1 hour of work is worth 1 point

\$8 worth of donation is worth 1 point \*\*

\*\* Exceptions can be made for each event regarding the awarding of points for gift certificates and sponsorships.

Please read below for more clarifications regarding points. \*\*\*

When filling out a "Participation Sheet", please be sure to include all times worked, and, when making donations, please write down what you paid for your donation (or how much, if it's cash). For instance, if you donated \$16 worth of soda, write that down and attach the receipt. The more information we have, the better job we can do in determining your participation. *Participation sheets need to be turned in promptly. DO NOT wait until the last minute. All time and donation information must be submitted by noon July 5.*

Unfortunately, most of our club fund-raising projects do not lend themselves well to children's participation. For those projects, the following guidelines **MUST** be followed:

Only adults should handle money at events (main gate, bake table, etc.)

Boys must be at least **14** years of age.

Girls must be at least **12** years of age.

Each child younger than above must have an *adult* escort (per child).

*Everyone* is expected to do the job assigned, be sure you are qualified to do it.

When participating in park projects (dances & special events in the park & pavilion), **PLEASE** report only time **ACTUALLY WORKED**. The park pays into the club travel fund based on those reported hours. We want to be fair to the park. If it's found that more hours are being reported than are actually worked, we will not be asked to help again, and the club will miss out on great money making opportunities.

**Note:** You may invite friends or family to help you on projects, and get the credit for the hours they worked. *However*, NO club member may donate his/her hours to another club member outside of his/her immediate family. If anyone works for you, be sure to report those hours before July 5.

\*\*\*There are several ways to earn travel fund points.

1. Volunteer Hours. Each hour worked on a club project is worth 1 point. Points are only awarded for time worked not projected time of participation in a project. Projects might include: Portland marathon, delivering flowers for a local florist, working a park event (4<sup>th</sup> of July, Oktoberfest, Oaks Park Birthday, Armed Forces Day), officiating for an Oaks sponsored meet, setting up or tearing down for an Oaks sponsored meet, food booth or food preparation for an Oaks sponsored meet, hospitality room for an Oaks Sponsored meet, floor preparation-

cleaning and plastic and many more projects that might come up.

2. Donating cash, goods or services. Every \$8 is worth a point. How do you know the value?
  - a. Cash donations by you are calculated at face value (a donation of \$24 in cash is worth 3 points).
  - b. You purchase items (new) that have receipts-these are calculated at face value (you purchase a can of coffee for the club for \$8 and submit the receipt: you earn 1 point.)
  - c. Your costumes sell during the regional costume sale for a total of \$120. The Club's 20% share is \$24; you earn 3 points.
  - d. Donations of services or goods you provide are calculated at the wholesale value (your "sale" price). A coach donates a free lesson to the auction (which is his/her business) and earns the value of the lesson (\$12), unless it sells for more than that. You donate a flower bouquet from your florist business and get your wholesale price (no tip). Note: if the donations earn more for the club than your value, you get the higher value. Plus you get the time it took you to secure the donation.
  - e. Other than routine fundraising activities (Regionals, Park events, etc.), all fundraising activities must be approved by the Board and/or the Club Advisor.
  - f. Participation points are also limited to approved activities and must either directly raise money for the club or help the club in performing its tasks (setting up for an event for instance). Helping other skaters prepare for an event or other friend-to-friend help does not qualify for club points.
  - g. Donations for either Sunday treats or the bake table during camp &/or Regionals are appreciated. We need to coordinate and balance what items are available. There to be eligible for club points, such donations must be planned ahead with the appropriate coordinator (Marge Dykeman for Sunday treats or Robert Marrella for the bake table). Points are the cash value points (receipts required) of the donated purchased items or the preparation time for baked items. Value cannot exceed the funds the club earns from such sales.
3. Donations from others for our auction or other event. Members often seek donations from others for our auction/raffle. Points are awarded for:
  - a. The value the club gets from the donation-if the item raffles for \$24; you earn 3 points plus your time in getting the donation secured. If the item is in the raffle, the price earned is determined by calculating the funds brought in by the raffle tickets (tickets sold) and assigning each raffle item a percentage of those funds. Example: a trip gets 20% of the tickets. So it earns 20% of the raffle money brought in. If the raffle brought in \$600, the trip earned 20% of that or \$120, which is 15 points.
  - b. Items in the silent auction that were donated from businesses or others earn points for the value they earned the club. Example: A \$40 gift certificate donated by a local restaurant went for \$32, the member who secured the gift certificate gets 4 points plus the time they put into getting the certificate.

In the event a skater cannot compete at Nationals because of a medical condition, family emergency, or he/she cannot get time off from work or school to attend Nationals, the skater may carry over to the following year 10% of their participation points. If the skater does not qualify or chooses not to attend the National competition the following year, the carried over points will no longer be valid.

**Rink Management:**

George Kolibaba  
Norma Willison

**Professional Staff:**

George Kolibaba - Club Advisor  
Cindy White  
Norma Willison  
Sharon Behrendt  
Derek Meade  
Amy Hamblin  
Robert Behrendt

Susan Richardson  
Bill Moore  
Tiffany McKinnon  
Joan Dreyer  
Abbi Hess  
Bill Hess  
Susan McElhiney

**Skating Club Officers 2016-2017**

President: Michelle Wilde  
Figure Vice-Pres: Denise Brem  
Speed Vice-Pres: Kevin Sabeta-Bak  
Sec/Treas: Kathy Reed

**Booster Club Officers 2016-2017**

President: Linda Erlandsen  
Vice Pres: Scott Foster  
  
Sec/Treas: Mary Warren

**Oaks Park & Oaks Skating Club Website:**

Keep up with all the latest news of the Skating Club & park activities on our website.

<http://www.oakspark.com/news.html>

***(changes are coming soon, look for the club link on the Oaks Park website)***

The guidelines cannot cover every situation. If you have questions or need clarification please ask George Kolibaba (Club Advisor), Mary Warren or Kathy Reed (Booster and Skating Club Secretary/Treasurers).