



**BYLAWS, POLICIES AND PROCEDURES**

	EXCELLENT	GOOD	OK	FAIR	POOR	N/A
We review policies, procedures, and bylaws on an annual basis	○	○	○	○	○	○
Our election process is clearly stated in our bylaws	○	○	○	○	○	○
We communicate regularly and share relevant information with our membership (transparency)	○	○	○	○	○	○
Our board has a strong connection with our members	○	○	○	○	○	○
We have job descriptions for officers, board members and key employees are clearly defined	○	○	○	○	○	○
We have a board manual	○	○	○	○	○	○
We have a conflict of interest policy	○	○	○	○	○	○
We collect signed conflict of interest forms from board members	○	○	○	○	○	○
We have a signed board code of conduct or agreement from all board members	○	○	○	○	○	○
We have a conflict management resolution plan and grievance structure	○	○	○	○	○	○
We utilize resources provided by U.S. Figure Skating (i.e. - Webinars, seminars, website, information)	○	○	○	○	○	○

**Leadership and Governance Overall Score****Business Practices / Financial Management****CLUB OPERATIONS**

	EXCELLENT	GOOD	OK	FAIR	POOR	N/A
Our club information is current in U.S. Figure Skating's database	○	○	○	○	○	○
Our facility usage form is on file every year	○	○	○	○	○	○
Our annual club dues are paid	○	○	○	○	○	○
Our board members understand and accept their legal responsibilities – duty of care, loyalty and obedience	○	○	○	○	○	○
All confidential data is protected	○	○	○	○	○	○

**FINANCIAL MANAGEMENT**

	EXCELLENT	GOOD	OK	FAIR	POOR	N/A
We are compliant with the IRS, file all tax-related forms on time, and follow nonprofit guidelines (if relevant)	○	○	○	○	○	○
We are compliant with all state corporate filings (if relevant)	○	○	○	○	○	○
We have a solid financial plan for both the long- and short-term goals	○	○	○	○	○	○
We set an annual budget or program budgets	○	○	○	○	○	○
We have adequate controls for checks and balances (have more than one person overseeing all finances)	○	○	○	○	○	○
We monitor the financial success of our programs and events	○	○	○	○	○	○
We share monthly financial statements with board members	○	○	○	○	○	○
We seek professional advice when necessary	○	○	○	○	○	○

**FUNDRAISING**

	EXCELLENT	GOOD	OK	FAIR	POOR	N/A
We observe proper fundraising procedures– annual plan, offer a variety of fundraisers, compliant with IRS, recognition of donors	○	○	○	○	○	○
Our fundraising efforts are effective and bring in adequate revenue	○	○	○	○	○	○
We have a minimum fundraising requirement of our members	○	○	○	○	○	○

**RISK MANAGEMENT**

	EXCELLENT	GOOD	OK	FAIR	POOR	N/A
We purchase directors and officers insurance annually	○	○	○	○	○	○
We have adopted the U.S. Figure Skating SafeSport Program – recognition, responding and reporting of abuse and misconduct	○	○	○	○	○	○
We have appointed a SafeSport Compliance Chair to our board	○	○	○	○	○	○
We verify all coaches working in club-related activities are compliant with U.S. Figure Skating rules	○	○	○	○	○	○
We have signed codes of conduct for and from members, coaches, parents and volunteers	○	○	○	○	○	○
We collect waivers from members annually and non-members participating in club activities	○	○	○	○	○	○
We have ice rules in place for our practice times that are communicated with skaters	○	○	○	○	○	○

**Business Practices and Financial Management Overall Score**



## Programs and Events

<b>SKATER DEVELOPMENT</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>OK</b>	<b>FAIR</b>	<b>POOR</b>	<b>N/A</b>
We support all disciplines of skating and offer a variety of programs to members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our programs are enjoyable and FUN for our members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We evaluate the success of our programs and adjust accordingly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We have strong member participation in our programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We host regular test sessions for member advancement or work with area clubs for testing of our members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We host Basic Skills, nonqualifying and/or qualifying competitions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We offer a type of bridge program or junior club to attract and welcome new members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We host ice shows, exhibitions and performances for members to perform	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We have a variety of skater development opportunities – off-ice training, nutrition, specialty classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We promote our skaters going to camps or skating clinics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We support and have programs for our adult skaters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>PARENTS</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>OK</b>	<b>FAIR</b>	<b>POOR</b>	<b>N/A</b>
We deliver parent education programs for beginners and club competitive parents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We send regular communications or newsletters for our parents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We have a parent membership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>REWARDS AND RECOGNITION</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>OK</b>	<b>FAIR</b>	<b>POOR</b>	<b>N/A</b>
We host an annual banquet for members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We host regular social activities for our members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We have a member recognition program to celebrate their accomplishments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Program and Events Overall Score**

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## Community Relations – internal and external

<b>MARKETING AND PROMOTIONS</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>OK</b>	<b>FAIR</b>	<b>POOR</b>	<b>N/A</b>
We have a club logo and effectively use it to promote club identity (i.e. - logo wear)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We have visibility/strong presence within facility and community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We utilize social media (Facebook, Twitter, You Tube, etc.) to promote our club	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>COMMUNITY RELATIONS</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>OK</b>	<b>FAIR</b>	<b>POOR</b>	<b>N/A</b>
We foster strong relationships with U.S. Figure Skating officials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We try to collaborate with other nonprofit or sport associations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We take an active part in our community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We have strong media relations and our club is promoted in the media periodically	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We seek sponsor opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>RINK RELATIONS</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>OK</b>	<b>FAIR</b>	<b>POOR</b>	<b>N/A</b>
We have a positive reputation within principal skating headquarters and area facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We have a strong working relationship with rink and arena staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our rink manager knows who the club president is and officers of the club	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We purchase regular ice time or have a contract for events within our principal skating headquarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our home facility or our club is a member of STAR (Serving the American Rinks)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Community Relations Overall Score**

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# Checklist for Success - A Self-Assessment Tool for U.S. Figure Skating Clubs

## REPORT CARD



Club Name: \_\_\_\_\_ Club U.S. Figure Skating number: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Board Position: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

All U.S. Figure Skating member clubs are charged with the responsibility of creating a safe environment for all members in which they are able to participate, develop and achieve in the sport of figure skating.

Overall Organizational Score – Total the columns in each category within each section and mark below (how many “excellent”, “good”, etc. did you mark). Circle the largest number in each section and give your club an overall grade. Keep in mind that your score is neither good nor bad, just a statement of where you are today.

**Next Steps:**

- Create an organizational report on how well you scored.
- Create a goal for each area, especially for those areas in which your club is under-performing.
- Assign one or two people from the board with expertise in under-performing areas to create a plan for improvement.
- Dedicate at least one meeting per year to honest evaluation and reflection on these best practices.

	EXCELLENT	GOOD	OK	FAIR	POOR	N/A
<b>Leadership and Governance Overall Score</b>	_____	_____	_____	_____	_____	_____
<b>Business Practices and Financial Management Overall Score</b>	_____	_____	_____	_____	_____	_____
<b>Membership Development Overall Score</b>	_____	_____	_____	_____	_____	_____
<b>Programs and Events Overall Score</b>	_____	_____	_____	_____	_____	_____
<b>Community Relations Overall Score</b>	_____	_____	_____	_____	_____	_____
<b>OVERALL TOTAL:</b>	_____	_____	_____	_____	_____	_____

Once completed, please email a copy of your ‘overall total’ to [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org).

Repeat this exercise in six months to a year and if there is marked improvement, your club will receive recognition from U.S. Figure Skating.