

# SAFEGUARDING YOUR CLUB

U.S. Figure Skating Club Webinar  
September 22, 2016



## Tonight's Agenda

- ❑ Protecting Your Club and Assets
- ❑ Effective Governance
- ❑ Strong Financial Oversight
- ❑ Risk Management
- ❑ SafeSport Compliance
- ❑ Reputation and public relations
- ❑ Planning for the future



## 10 General Duties of a Club Board

---

1. Define mission and purpose
2. Approve and monitor programs and services
3. Ensure adequate resources
4. Ensure effective fiscal management – budget, controls
5. Engage in strategic planning
6. Recruit and orient new board members
7. Support the coaches/ rink relationship
8. Enhance club's public image
9. Effective board operation – committees, meetings, decision making and recording process
10. Ensure sound risk management – conflict of interest, proper level of insurance coverage, minimize exposures



## Legal Duties of a Nonprofit Board

---

- Duty of Obedience
- Duty of Care
- Duty of Loyalty
- Duty of Transparency
- The D's govern every action of the board, all decision making, all strategic planning
- Hold board members responsible and potentially personally liable



## Effective Governance

---

- Board size
- Board committees
- Board terms
- Officer terms
- Removing a board member
- Executive sessions
- Quorums
- Consent agenda
- Conflict of interest



## Warning Signs

---

- Board members turnover frequently or remain empty
- Board members not given all relevant information
- Spotty attendance at meetings
- Board doesn't receive financial statements
- Board members don't understand financial statements and doesn't ask questions
- Board doesn't set measurable goals
- Board president recruits friends to serve
- Funds move like shell game to cover deficits
- 'Me' focused instead of 'we' focused



## Fiduciary Responsibilities

---

- ❑ Ensure legal and ethical compliance
- ❑ Ensure fiscal accountability
- ❑ Prepare and approve your annual club operating budget
- ❑ Support and evaluate programs
- ❑ Ensure adequate controls
- ❑ Know what questions to ask
- ❑ Monitor results



## Oversight, Policies and Procedures

---

- ❑ The board has overall legal responsibility for the financial health of your club.
- ❑ Board members need to understand key financial information and policies, it's recommended you look at the following reports at least quarterly (if not monthly):
  - Fiscal year budget
  - Profit/loss statement
  - Balance sheet statement
  - Cash flow analysis
  - Required reports for local, state and federal regulators



## Internal Controls

- ❑ Regular, rigorously applied internal controls are the key to fiscal responsibility
- ❑ Checks and balances to avoid losses
- ❑ No one person should handle all financial transactions
- ❑ Handling incoming funds
- ❑ Document your spending and check-writing process
- ❑ Two signatures on checks, purchase orders, reimbursement policy



## Fundraising

- ❑ When planning a fundraiser, a simple way to remain in good standing is by asking if the fundraising plan being proposed benefits the club as a whole or benefits only certain individuals.
- ❑ Individuals should not be compensated based on a commission or percentage of amount raised.
- ❑ Individuals cannot directly benefit from the money they raise nor receive credit for ice or other costs in exchange.



## Risk Management

- ❑ It is important to understand that risk management not only helps promote a safe environment, but also helps strengthen the ability of U.S. Figure Skating to maintain affordable and comprehensive insurance coverage
- ❑ The sole purpose of risk management is to safeguard people, assets and reputation of an organization
- ❑ Identifies areas of vulnerability and exposure for the club and board
- ❑ Go to 'Clubs' then 'Risk Management' for more information



## Insurance Coverage

- ❑ General Liability
- ❑ Sport Accident
- ❑ Directors and Officers (D and O)
- ❑ Certificates of Insurance
- ❑ Contract review
- ❑ Accident/incident reports
- ❑ Types of claims received
  - Injuries
  - Negligent supervision
  - Conditions of the ice
  - Spectator slips and falls



## SafeSport Program

- ❑ [www.usfigureskating.org/safesport](http://www.usfigureskating.org/safesport)
- ❑ Promotes a safe environment for all members
- ❑ Policies prohibiting abuse and misconduct
- ❑ Education and awareness training
- ❑ Mandatory background screening
- ❑ A reporting system
- ❑ A response system to reports of abuse
- ❑ Monitoring and supervision of the SafeSport program



## SafeSport Compliance

- ❑ Identify Club SafeSport Compliance chair
- ❑ Complete USOC online training course – at least three persons
- ❑ Review definitions of misconduct and abuse within SafeSport Handbook
- ❑ Update club policies and procedures for athlete protection
- ❑ Background check all members that have frequent or regular contact with minors
- ❑ Verify all coaches teaching within club activities and events are compliant
- ❑ Report any allegations or suspicions to [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org)



## Reputation

---

- ❑ On an ongoing basis, the board must verify that the club's performance is legal and ethical
- ❑ Commit to the core values of integrity, transparency, accountability, and risk management
- ❑ Address problems immediately by initiating appropriate actions

*"We can't afford to lose reputation – even a shred of reputation." – Warren Buffet*



## How Do You Rate?

---

Self-Assessment – Checklist for Success  
Resources and Forms for Club Management



## Governance Checklist

- There are clearly defined roles for board members
- We evaluate and update our bylaws annually
- The business of the board is conducted effectively (i.e. business meetings with consent agendas, minutes, record keeping, etc.)
- We have a policy manual and/or handbook that is updated annually
- We have board notebooks (includes, bylaws, back minutes, strategic planning documents, etc.)
- Board members sign a conflict of interest form annually
- The board monitors conflict of interest on an ongoing basis



## Financial Oversight Checklist

- 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



## Risk Management Checklist

- We purchase directors and officers insurance annually
- We have adopted the U.S. Figure Skating SafeSport Program
- 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



## Reputation Checklist

- We retain more than 80% of members year to year
- We have a solid communication plan for alerting members to upcoming events and activities
- We have high member satisfaction
- We often survey members to solicit feedback
- Positive reputation within principal skating headquarters and area facilities
- Foster strong relationships with U.S. Figure Skating officials
- We take an active part in our community
- We work with local media to promote our events
- We seek sponsor opportunities



## Membership Team

- Ed Mann, [edward.mann@comcast.net](mailto:edward.mann@comcast.net), Membership Development Group Coordinator
- Alan Wolf, [aew123@aol.com](mailto:aew123@aol.com), Membership Chair
- Suzanne Clemente, [sueclemente@att.net](mailto:sueclemente@att.net), Midwestern Sectional Vice Chair for Membership
- Scott Cudmore, [scottcudmore1963@gmail.com](mailto:scottcudmore1963@gmail.com), Eastern Sectional Vice Chair for Membership
- Lexi Rohner, [lexisk8@aol.com](mailto:lexisk8@aol.com), Pacific Coast Sectional Vice Chair for Membership
- Winston Burbank, [wsburbank@gmail.com](mailto:wsburbank@gmail.com), Sectional Vice Chair for Rules and Policies
- Susi Wehrli-McLaughlin, [swehrli@usfigureskating.org](mailto:swehrli@usfigureskating.org), Senior Director of Membership



## Thank you!

