

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
- ❑ 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



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

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Thank you!

