

The Skating Club of Huntsville Junior Club

Policies and Procedures

Dated 15 July 2024

1. The Skating Club of Huntsville Junior Club (commonly referred to as “Junior Club”) is an auxiliary organization of the Skating Club of Huntsville (SCHSV) open to any Skating Club of Huntsville figure skater under the age of 18 or registered Learn to Skate/Aspire member enrolled in the Huntsville Skating School and Training Academy (HSSTA) between the ages of 10-17 (18 if a senior in high school).
2. Junior Club is a service organization that assists the SCHSV and HSSTA as needed with various events and competitions throughout the year. Junior Club also provides social opportunities for its members in order to foster friendship and camaraderie among youth figure skaters.
3. The SCHSV Board will appoint an adult member to serve as Junior Club Advisor. The Junior Club Advisor will facilitate and attend meetings as necessary, oversee the Junior Club Treasurer’s financial record keeping, serve as a liaison between the Junior Club and the SCHSV, and coordinate Junior Club volunteer opportunities with SCHSV and HSSTA competitions and events. The Junior Club Advisor shall maintain SafeSport compliance throughout the duration of their tenure.
4. If the Junior Club Advisor is unable to attend a Junior Club meeting, the Advisor will arrange for a SafeSport certified adult as a replacement for that meeting (or ask the Skating Club of Huntsville Board for assistance with a replacement). Once a replacement is chosen, the Advisor will notify both the Junior Club members and the Skating Club of Huntsville Board about the situation.
5. Junior Club members will elect a President, Vice-President, Secretary and Treasurer. All officers have the responsibility to attend monthly Junior Club meetings, uphold high moral and ethical standards and generally set a good example for other members. Additional duties/requirements of each office are as follows:
 - President – Schedule and preside over all meetings; serve as the primary youth liaison with Skating Club of Huntsville Board; The individual serving as President must be at least 14 years old at the start of their term.
 - Vice President – Assist the President as needed with projects and activities. At the request of the President, or in the President’s absence, inability or unwillingness to perform required duties, the Vice President will carry out any or all duties and responsibilities of the President. The individual serving as Vice President must be at least 14 years old at the start of their term.
 - Secretary – Properly record and file minutes of all meetings; coordinate Junior Club communications with the SCHSV Secretary; assist the President and Vice President as needed with projects and activities. Monitor SCHSV volunteer hours in cooperation with Junior Club Advisor. The individual serving as Secretary must be 14 years old at the start of their term.

- Treasurer – Properly monitor and maintain Junior Club financial records in cooperation with the Junior Club Advisor. Assist the President and Vice President as needed with projects and activities. The individual serving as Treasurer must be 14 years old at the start of their term.
6. Elections will be held in July of each year. Officers must be members of the Skating Club of Huntsville. Officers will serve one-year terms from August 1 until July 31 of the following year. The President will notify all members of upcoming elections prior to the election date. Junior Club members who wish to run for office must respond to the President’s election notice indicating their intention to run and identifying which office they are seeking so that the President can prepare ballots.
 7. Junior Club members are responsible for planning, organizing, and conducting meetings with guidance from the Junior Club Advisor. Meetings will be held monthly at the direction and discretion of the Junior Club President and the Junior Club Advisor. Notice of meetings will be sent via email in coordination with the SCHSV Secretary. The Junior Club Secretary will record minutes of each meeting and these will be available to other Junior Club members as well as the SCHSV Board at their request.
 - To empower Junior Club members with valuable leadership experience and decision-making skills, parents are welcome to attend meetings as observers, but are requested to refrain from active participation during meetings. Any questions, concerns, or input should be reserved until after the meeting and directed to the Junior Club Advisor.
 8. Junior Club may choose to undertake various fundraising activities throughout the year to benefit figure skating and/or figure skaters. Any fundraising activity must be approved in advance by the SCHSV Board of Directors. The benefactor of any fundraiser must be identified prior to the start of any activity and be included in any publicity generated materials for said activity.
 9. Junior Club member volunteer hours will be administered and monitored by the SCHSV with assistance from the Junior Club secretary as needed. Junior Club member service hours to fulfill outside educational or scholarship requirements will be administered by the Junior Club President, monitored by the Junior Club Secretary and must be approved by the Junior Club Advisor prior to issue.
 10. When engaging in formal and informal activities, functions, and programs, all Junior Club members are expected to maintain high moral and ethical standards, respect the rights of others and behave appropriately at all times. These guidelines also extend to online activities and social media and are in compliance with the rules and guidelines of USFS and SafeSport. Failure to adhere to behavioral guidelines may result in a SCHSV Board review and possible suspension of Junior Club membership.
 - Respect for individuals, the facility and the community is required.
 - Cooperation and self-control are necessary when participating in programs and activities.
 - Dress must be appropriate and in accord with the activity.
 - Unacceptable behavior and lack of cooperation will not be tolerated and will be addressed appropriately. Examples of unacceptable behavior include, but are not limited to:

- disrespect for adults or peers
- inappropriate behavior, use of vulgar language or gestures
- damaging of property
- Harassment or bullying of any kind is unacceptable. No member may treat another individual in any manner that will cause physical or emotional pain.