



Athletes Advisory Committee Handbook

2025–2026 Season

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1. CFSC Mission & Vision Statements

The Mission of Colonial Figure Skating Club is to create and cultivate opportunities for participation and achievement in figure skating for ice skaters at all ages and levels. As a U.S. Figure Skating member, Colonial follows the mission set forth by United States Figure Skating (USFS), and functions in accordance with their general policies, procedures and rules.

Colonial's Vision is to be a community that celebrates and shares a lifelong love of figure skating.

2. CFSC Code of Ethics

All members of CFSC are required to be thoroughly familiar and comply with the Mission Statement, bylaws, rules and codes of conduct of CFSC and U.S. Figure Skating. All members are expected to exemplify, by words and actions, the highest standards of conduct, ethical behavior and sportsmanship in all of their interactions and dealings with other CFSC members, as well as with members of other skating clubs and the general public, both on and off the ice. All CFSC members are expected to represent CFSC in a manner which properly represents CFSC goals, values and standards, and to abide by these Amended and Restated Bylaws (hereinafter referred to as these "Bylaws") and all other rules, policies, procedures, codes of conduct, codes of ethics and principles of ethical behavior promulgated by CFSC or U.S. Figure Skating.

3. AAC Mission Statement

The Athlete's Advisory Committee (AAC) is a community built within the Colonial Figure Skating Club that emphasizes and increases athlete teamwork, spirit, cooperation, and participation in the club.

4. AAC Role in CFSC

We stand as a subdivision of the national Athletes Advisory Committee of the United States Figure Skating Association. The role of the committee is to address and brainstorm improvements to the surrounding community, whether that be outside community service or in the club. In addition, issues suggested by the club's Board of Directors are addressed (in an attempt to improve aspects concerning the club). Suggestions are collected throughout the year and will be discussed at committee meetings.

The Athletes Advisory Committee stands as a liaison between the club staff and the skaters. We work closely with club administration while planning events and developing a welcoming and supportive sense of community.

Updates are to be submitted monthly to the Board of Directors outlining the discussions and progress made by the committee. Committee members have delegated tasks, earned valuable leadership skills, and learned how to facilitate communication in an organization. Members of all ages and levels are highly encouraged and welcome to participate in our activities.

The AAC operates as a subdivision of the U.S. Figure Skating Athletes Advisory Committee. Its role is:

- **Athlete Representation**
 - Serve as the **voice of athletes** within the club.
 - Ensure skater perspectives are included in decision-making.
- **Leadership Development**
 - Provide skaters with opportunities to practice leadership, communication, and teamwork skills.
 - Build confidence and experience that transfers both on and off the ice.
- **Community Building**
 - Foster a sense of belonging among athletes of all ages and levels.
 - Plan events, socials, and team-building activities that strengthen club culture.
- **Advocacy & Feedback**
 - Act as a liaison between athletes, coaches, staff, and the Board of Directors.
 - Collect and communicate feedback on programs, competitions, and training environments.
- **Service & Outreach**
 - Organize community service initiatives to promote social responsibility.
 - Represent the club positively in the local community.
- **Athlete Well-Being**
 - Promote values of sportsmanship, respect, and ethical behavior.
 - Support initiatives related to athlete safety, inclusivity, and wellness.
- **Program Support & Innovation**
 - Assist in planning fundraisers, shows, competitions, and club activities.
 - Suggest new programs or improvements based on athlete needs.

5. Member Expectations

It is expected that all members of the Athletes Advisory Committee (hereinafter noted as AAC) abide by the CFSC Code of Ethics, the CFSC Bylaws, and fully understand both the CFSC Mission Statement and the AAC Mission Statement. It is a privilege to serve CFSC as a part of AAC and therefore members must participate in all relevant AAC business. AAC members are expected to place strong emphasis on teamwork, sportsmanship, and fellowship to stay true to the origins of the committee. Lastly, it is expected that members contribute to brainstorming, come to meetings on time and be prepared, take notes when applicable, complete tasks within a timely manner (otherwise contact committee chair, leaving sufficient time for a resolution).

AAC members are expected to:

Uphold Club and AAC Values

- Abide by the CFSC Mission Statement, Code of Ethics, and bylaws.
- Model sportsmanship, teamwork, and respect at all times.

Active Participation

- Attend meetings regularly and arrive prepared.
- Contribute ideas during discussions and brainstorming sessions.
- Take notes or assist with documentation when asked.

Follow Through on Responsibilities

- Complete assigned tasks in a timely manner.
- Communicate proactively if unable to meet a deadline or commitment.
- Take initiative in helping organize events, fundraisers, or community service projects.

Teamwork & Collaboration

- Support fellow committee members and work towards group goals.
- Respect diverse opinions and encourage constructive dialogue.
- Share credit for successes and learn together from challenges.

Leadership & Representation

- Serve as a positive role model for younger skaters.
- Represent athlete perspectives to coaches, staff, and the Board of Directors.
- Help create a welcoming, inclusive club culture.

Communication & Outreach

- Assist in promoting AAC events and activities.
- Share information with skaters and encourage participation.
- Provide feedback from athletes to the committee.

6. Member Leadership & Committee Positions

Chairperson

The chairman is the lead representative for all matters concerning AAC. The chairman officiates and conduct meetings ensures the meeting agenda and relevant documents are circulated to the members of the committee 3-5 days in advance of the meeting, there is sufficient time during the meeting to fully discuss agenda items, the discussion on agenda items is on topic, productive and professional), and communicates with CFSC's Board, when necessary.

- Serves as the chief leader of the AAC.
- Chairs meetings, sets agendas, and ensures discussions remain professional and productive.
- Acts as the primary liaison between the AAC and the CFSC Board of Directors.
- Ensures the committee fulfills its goals and responsibilities.

Vice Chairperson

The vice chairman is responsible for assisting the chairman and performing such duties as assigned to them by the rest of the committee. In the event of the chairman's absence, inability, or refusal to act, the vice chairman will adopt the duties of chairman.

- Supports the Chairperson and assumes leadership duties in their absence.
- Assists with project coordination and communication across subcommittees.
- Helps maintain continuity and accountability within the AAC.

Secretary

The secretary is responsible for taking notes at every meeting. They are also responsible for publishing a monthly newsletter to notify club members of all AAC activities.

- Keeps accurate meeting minutes and distributes them to committee members.
- Maintains records of AAC activities and initiatives.
- Coordinates communication to members, including newsletters or updates.

Treasurer

The treasurer is responsible for keeping a detailed log with the profits and losses. They ensure that all money from any fundraiser goes directly to the office with a payment log attached. Any subcommittee that wishes to use AAC funds must gain permission from the General Manager, CFSC President and/or CFSC Treasurer before moving forward with any commitments.

- Tracks AAC finances, including fundraiser revenues and expenses.
- Works with CFSC staff to ensure proper handling of funds.
- Approves use of AAC funds for projects or events in consultation with the committee.

Committee Managers

Marketing/Communications Manager

The marketing manager is responsible for leading social media and online communications. They revise all communications before sending for final approval by the AAC Chairman. They must make sure all communications stay focused on AAC's and CFSC's mission and are released within a timely manner.

Social Media Manager

The social media and online communications manager is responsible for posting all AAC activity on the AAC Instagram and working with CFSC Events & Marketing Manager to provide content for CFSC social media platforms. They ensure that there is no false information or inappropriate material about AAC on the internet.

- Manages AAC's social media accounts.
- Posts updates on events, initiatives, and accomplishments.
- Ensures all online content is accurate, professional, and appropriate.

Rink Marketing Manager

The rink marketing manager is responsible for marketing within the rink, such as posters, organization of the board in rink 3, directly promoting AAC activities to club members, and communication with the Social Media manager for further promotions.

- Promotes AAC activities within the rink.
- Works with CFSC Director of Marketing to create posters, updates bulletin boards, and communicates events directly to members.

Events Manager / Fundraising Manager / Community Service Manager

All subcommittee managers are responsible for and in charge of the success of their specific areas of the AAC. The subcommittee managers oversee the coordinator and creative director and work with them to complete projects.

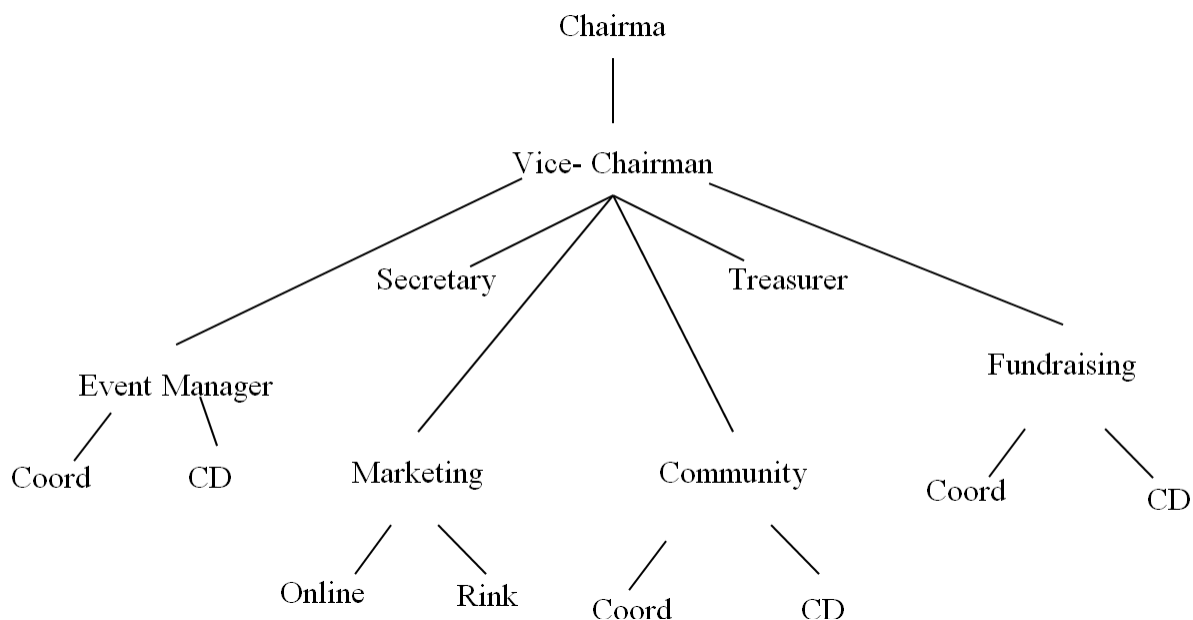
Coordinators: Events/ Fundraising/ Community Service

After an idea is presented by the creative director, they must investigate the idea's feasibility and develop a timetable to complete successful committee programs. They will send the timetable with feasible ideas to the Chairman and any involved adult supervisors before moving forward.

Creative Directors: Events/ Fundraising/ Community Service

They must brainstorm feasible ideas for their respective subcommittee coordinator to investigate. They must also poll club members for ideas and to gain feedback All ideas must be written down and communicated to their respective subcommittee before the subcommittee coordinator moves forward.

- As required to lead specific areas of AAC activity.
- Support their coordinators and creative directors, and oversee project success.



7. Application Process*

Applications and Voting procedures

The standard application process for AAC shall begin on June 15th and will be open for 14 days, closing on June 29th. Applications will be gathered via a form available on the AAC tab of the CFSC website.

Applications are submitted to the General Manager of the club who confirms qualifications: entering grade six at minimum for general membership, and entering grade 9 and no older than a senior for leadership, have parental permission, and a member in good standing of the club. Additionally, all leadership roles within the AAC are reserved for members that represent CFSC (have CFSC listed as their home club).

Applicants for leadership roles are anonymized by the General Manager of the Club and presented to the BOD for consideration. The BOD considers applications and assigns the roles to AAC leadership. The General Manager then notifies the applicants, offering non selected applicants' alternate positions if availability allows. The adult AAC liaison will then hold a meeting with the newly empaneled AAC Leadership for a kick-off meeting.

- Apply for AAC membership and leadership positions via application form available on the AAC section of the CFSC website.
- Completed applications are anonymized and reviewed by AAC advisors, the CFSC president, and board members to confirm qualification and approvals.
- AAC is empanelled and ballots are distributed to membership.
- AAC leadership confirmed and announced
- AAC leadership and BOD representative(s) conduct a kick off meeting.

*In 2025/2026 the application process will be as follows:

- Applications open Sept 19th and close on October 2nd.
- AAC Leadership announced the week of Oct13th.

8. Qualifications and Restrictions

Members of the AAC must be in grade 6 of the year in which they wish to serve, and be members in good standing of Colonial Figure Skating Club. Applicants for leadership positions must be entering grade 9 and no older than a high school senior in the season to which they serve in a leadership role. AAC members in leadership positions (Chairperson, Vice Chairperson, Secretary and Treasurer must list CFSC as their home club with USFS). No member has term limits in which they can serve.

To apply for the position of chairman, a member must have served as a core member on the AAC for at least one term or obtain a letter of recommendation from a current CFSC board member and list CFSC as their home club in their USFS membership.

- Applicants for AAC must be entering grade 6 and no older than entering grade 12 in the season for which they wish to serve on the AAC.
- Applicants for leadership roles must be entering grade 9 and no older entering grade 12 in the season for which they wish to serve in a leadership role.
- Applicants must be registered with U.S. Figure Skating and CFSC.

- Applicants must be members in good standing of CFSC.
- No term limits apply.
- Leadership candidates must have served on the AAC for a minimum of one year prior to seeking leadership roles and have CFSC listed as their home club in USFS.

9. Running the Committee

The chairman with the assistance of the secretary maintains records in the shared Google folder (“All Athletes Advisory Committee Information”) and ensures accountability for tasks and committee success.

The AAC advisor and President of the CFSC BOD to have access at all times to AAC communications (electronic and paper).

10. AAC Member Contract

(see following two pages)



AAC Member Commitment and Acknowledgement

Colonial Figure Skating Club (CFSC) Athletes Advisory Committee (AAC) Membership Agreement 2025–2026 Season.

This Agreement is made between the Colonial Figure Skating Club (CFSC) Board of Directors (BOD) and the undersigned Athletes Advisory Committee (AAC) member. By signing this document, the AAC member acknowledges their commitment to support the mission, goals, and success of the CFSC AAC.

1. Purpose

The AAC serves as a voice for the athlete membership of CFSC, providing guidance, feedback, and support to the Board of Directors in order to enhance the club's programs, initiatives, and overall member experience.

2. Term

This Agreement is effective for the 2025–2026 CFSC season, commencing July 1, 2025, and concluding July 1st, 2026, unless terminated earlier in accordance with Section 6.

3. Member Expectations

As a member of the AAC, the undersigned agrees to:

- Attend all scheduled AAC meetings, workshops, and events or provide advance notice of absence.
- Actively participate in discussions, planning, and club initiatives.
- Serve as a positive representative of CFSC both on and off the ice.
- Communicate respectfully and collaboratively with other AAC members, CFSC staff, and the BOD.
- Uphold CFSC's values of integrity, respect, and sportsmanship.
- Assist with club events, competitions, or initiatives as requested by the AAC Chair or BOD.
- Provide feedback and insight to enhance the athlete experience at CFSC.

4. Member Roles and Responsibilities

The AAC may include the following positions:

- Chair: Leads AAC meetings, sets agendas, and communicates with the BOD.
- Vice-Chair: Supports the Chair and assumes responsibilities in their absence.
- Secretary: Maintains records of meetings, member attendance, and action items.
- Treasurer: Maintains records of finances.
- Managers/Coordinators
- Members-at-Large: Assist with projects, events, and initiatives as assigned.

Each member is expected to fulfill the duties associated with their role, contributing to the committee's success.

5. Commitment to CFSC

The undersigned acknowledges that participation in the AAC is a volunteer role and represents a commitment to:

- Promote the success and well-being of CFSC and its members.
- Collaborate effectively with other AAC members and the BOD.
- Dedicate the necessary time and effort to achieve committee goals.

6. Termination

Participation in the AAC may be terminated by either party under the following circumstances:

- Member voluntarily resigns by providing written notice.
- Member fails to meet expectations outlined in this agreement.
- The BOD determines that continued participation is not in the best interest of CFSC or the AAC.

7. Acknowledgment

By signing this Agreement, the undersigned affirms that they have read, understood, and agree to abide by the expectations, responsibilities, and commitments outlined above.

Athlete Member Name: _____

Signature: _____

Date: _____

CFSC Board Representative Name: _____

Title: _____

Signature: _____

Date: _____