POLICIES FOR OAKS SKATING CLUB (2026-2027)

Welcome to the Oaks Skating Club!

It is our goal to provide a welcoming, safe, and healthy atmosphere for all our skaters, coaches, officials, and volunteers. To achieve this, we have committed to developing policies to help with the running of our club. It is our hope that having clear policies for all to follow will help our skaters embrace the joy of skating in a positive environment.

The Oaks Skating Club is a 501(c)(7) non-profit skating club. The aim of the Oaks Skating Club is to promote achievement testing and competitive skating in both Artistic and Speed Skating disciplines.

General management of the Oaks Skating Club is the responsibility of its Board members, both elected and appointed. The Board manages the operations of the club in accordance with its Bylaws.

The Oaks Skating Club offers skaters two fields of skating: Artistic Skating and Speed Skating. Our skaters compete in local, regional, national, and international level competitions. Skaters also participate in achievement testing. All members of this club must actively participate in lessons, and competition and/or achievement test skating.

The Oaks Skating Club is an inclusive organization. All members are welcomed regardless of age, gender (or sexual orientation), religion, race, creed, or ethnicity. No discrimination or derogatory comments of any type will be tolerated. Anyone engaged in such action will be asked to leave the building immediately and may face expulsion from the Club.

The Oaks Booster Club is an open membership club for the purpose of promoting the skating club. This group encourages all parents and adult (18 years or older) skaters to participate. The booster club is responsible for fundraising projects that build the Club's activities fund. In addition, group social gatherings are promoted throughout the year.

Oaks Skating Club Board 2026-2027

President: Wendie Steiner
Speed Vice-Pres: Brian Bailey
Figure Vice-Pres: Larry Lawson
Skating Club Sec/Treas: Pam Murray
Club Advisor: Beki Safar

Booster Club President: April Wellock
Booster Club Vice President: Irene Miller
Booster Club Sec/Treasurer: Mary Warren
Head Professional: Susan Richardson
Rink Manager: Beki Safar

Professional Coaching Staff

Susan Richardson - Head Professional
Amy Hamblin
Robert Behrendt
Joan Dreyer
Abbi Hess
Bill Hess
Jerry Hutchison
Susan McElhiney
Tiffany McKinnon
Bill Moore
Cindy White
Melody Berman
Derek Meade-Speed

Webmaster- Emily MacKay

Social Media Links

https://www.oakspark.com/club
https://www.facebook.com/oaksskatingclub/
https://www.teamapp.com/?_detail=v1

Rink Management:

Brandon Roben, Chief Executive Officer
Beki Safar, Rink Manager
Keith Fortune, Rink Operator

CODE OF CONDUCT

The code of conduct is to provide standards of professional conduct for coaches, club members, officials, and parents. The primary goal is the welfare of coaches, skaters, officials, and parents. Adult skaters and coaches over the age of 18 must take and pass the appropriate USA Roller Sports (USARS) SafeSport and/or American Artistic Roller Skating (AARS) Protect Youth Sports course.

WHAT IS EXPECTED OF OAKS COACHING STAFF AND OFFICIALS

1. SUPPORT ALL SAFESPORT/PROTECT YOUTH SPORTS POLICIES.
2. Lead by example-people need a coach they can respect as a role model.
3. Be generous with your praise and never ridicule or shout at skaters for making mistakes or losing a competition. Stay Positive.
4. Ensure that you are appropriately qualified by gaining the relevant coaching accreditation.
5. Be reasonable in your demands on the skater's time, energy, and enthusiasm.
6. Encourage respect for all skaters, coaches, teammates, and opponents, as well as officials.
7. Create a safe and enjoyable environment in which to train and play.
8. Be on your best behavior and lead by example. Do not use profanity or talk down about another skater, coach, or official.
9. As a coach you are acting 'in loco parentis' and you have a duty of care for all skaters.
10. If another coach's skater contacts you for a lesson, ask them if the other coach is aware.
11. Use social media only for positive comments.
12. If you see a skater needing help or correction, critique directly to their coach, not the skater.

WHAT IS EXPECTED OF OAKS SKATE CLUB MEMBERS

1. Respect your coach. They share their time and talents with you.
2. Respect other skaters and officials. Treat them as you would want to be treated.
3. Be a good Sport. Applaud all skaters whether they are your competitors or teammates.
4. Winning and losing are part of any sport. Win with humility, lose with dignity.
5. Always do your best. Your goals can be to improve your skills, feel good and have fun.
6. If you have a main coach and you want to take from another coach on Oaks Staff or from outside the Oaks Staff have the courtesy to discuss it with your coach before it happens. If you wish to change or drop a coach within the Oaks Staff, please discuss this first with your existing coach.
7. Respect your coach's time. If you cannot make it to a scheduled lesson time, be sure to give your coach the "heads up."
8. Use social media only for positive comments.

WHAT IS EXPECTED OF FROM OAKS SKATE CLUB PARENTS

1. Remember that skaters skate for their enjoyment, not only yours.
2. Encourage your child to always skate their best.
3. Set a good example by applauding all competitors.
4. Never ridicule, humiliate, or shout at skaters for making a mistake or losing a competition.
5. Help your child establish goals to work towards.
6. Respect your child's coach and officials.
7. If you can't say something nice, don't say anything at all.
8. If you or your child has a main coach and you/your child want to take from another coach on Oaks Staff or from outside the Oaks Staff, have the courtesy to discuss it with your coach before it happens. If you decide to change or drop a coach within the Oaks Staff, please discuss this first with your existing coach.
9. Respect your coach's time. If you/your child cannot make it to a scheduled lesson time, be sure to give your coach the head's up.
10. Use social media only for positive comments.

Dispute Resolution & Discipline Process- Additional information available upon request.

CLUB COACHING / SKATER GUIDELINES

The integrity and continued success and growth of our club are a major focus of the management and coaching staff. Our beliefs and rules to skate for this club are as follows:

- Skaters must be engaged in lessons, testing, or competitive skating toward improving artistic or speed skating skills as per their discipline as defined by USARS or AARS.
- All skaters aged 5+ must hold a current USARS Limited Competitive membership in good standing, full competitive membership in good standing, or AARS membership in good standing. All coaches must hold a current USARS or AARS coaches' card and be in good standing.
- The coach of the skater must be on the Oaks staff (registered out of the Oaks club).
- If a skater from the Oaks Club wishes to take a class at another club or facility, that is between the skater and their Oaks coach.
- A split club affiliation is possible for a team. A skater from this club can skate with a partner from another club. However, the Oaks skater must maintain lessons, and if not competing in another event for the Oaks club, the team must actively be taking lessons and be competing for an Oaks coach, unless otherwise authorized by the Oaks Club advisor.
- A skater may not compete in one solo event for an Oaks coach and for a non-Oaks coach in another solo event (Figures at Oaks and Singles elsewhere). Amateur cards are assigned to one club only, so in turn, skaters may not take Figure lessons at the Oaks and Singles or Solo Dance at a different club.
- Each Oaks coach has the latitude to allow for periodic lessons from coaches other than Oaks coaches. The primary coach in solo events will be from the Oaks staff.
- Skaters taking lessons from another coach at another facility without their coach knowing can cause a lot of hard feelings and hurt the relationship of the clubs and coaches involved. You are not captive and have the right to pursue your skating at any facility. If you decide to change, we will not restrict you. We will ask that lessons and dues are paid and up to date.

CLUB MEMBER RESPONSIBILITIES AND RECOMMENDATIONS:

- Be a good representative of our club by setting a good example and having good sportsmanship.
- Abide by rink dress and conduct rules.
- Stay out of the way of private lessons on the skating floor.
- Demonstrate courtesy and consideration for the other skaters during practice and public sessions, *i.e., during public sessions all dance skating must be inside the traffic lines, figures in the middle, no freestyle).*
- Participate in lessons, competition and/or test skating.
- Attend meetings.
- Attend club classes when appropriate for your skill.
- Volunteer for fund raising projects.
- Wear appropriate skating attire, as defined by meet host, at all competitions, meet official practices, and on the National practice floor.
- Check the club board and your email frequently for important club and meet information.
- Oaks skating club members who compete or represent Oaks Skating Club at a competition must be current with dues and entry payments.

New Members: All persons joining the Club will review requirements with an Oaks Skating Club Board member and are encouraged to ask any club member for assistance as needed. Anyone 15 or under must have a parent in the meeting with them. Anyone under 18 must have a parent with them if possible.

Guest Coaches: In accordance with our By-Laws to support and foster artistic roller skating and short track speed roller sports in the Portland Oregon area, the club will on occasion invite coaches from inside and outside our region to provide additional instruction for club skaters. Invited coaches and their sponsoring Oaks Park coaches will need to follow these guidelines:

- Any visiting coach will need to hold current credentials: USARS, AARS, or similar international accreditation; along with membership in good standing status.
- Any visiting coach will need to have an Oaks Park Coach as a sponsor for their visit.
- Sponsoring coaches must notify other Oaks Park coaches of their scheduled event.
- Visiting coaches can be residents of the Northwest Region or outside the Northwest Region.
- Visiting coaches must be available to schedule lessons with any Oaks Park skaters as time schedules allow. Oaks Park coach will schedule lessons for the visiting coach.
- Lessons will need to be scheduled so that both the skater's primary Oaks coach and the visiting coach can both be present.
- Visiting coaching events will be limited to 4 times per year (different coaches/or coach teams for each event) to minimize interference with standard club practices. No events will be scheduled between May15- Aug 15, so that regionals/nationals skating events and needed skating practice times will be protected.

These guidelines only apply to coaches visiting during club practice times. Outside of club time, there are no limitations placed on visiting coaches, but the sponsoring Oaks Park coach will need to coordinate floor time with rink management and be onsite during scheduled times.

MEMBERSHIP CATEGORIES

Full Member Status

An Oaks Skating Club member paying full club dues qualifies for Oaks travel grants, and the skater has full practice privileges at the Oaks. If the skater terminates, practice privileges and travel grant entitlement also end.

Full Member on a Team

A team is defined as pairs, free dance, or team dance. Precision team is not included. Skater pays full club dues and qualifies for the Oaks travel grant as long as participating in fundraising. Skaters will have full practice privileges during Oaks Skating Club practice times. USARS full competitive or limited competitive membership may be with another club. If skater terminates, practice privileges and travel grant entitlement also end.

Associate Member

A skater in a team event situation whose partner is an Oaks Skating Club member can be an associate member. Skater lives over 100 miles from the Oaks. The skater will pay a reduced rate for club dues but will have full practice privileges during Oaks Skating Club practice times. USARS Full Competitive or Limited Competitive membership may be with another club. Oaks travel grants may be available as long as the skater is participating in fundraisers. The amount of travel grant would be prorated at the same reduced rate as dues. If the team terminates, practice privileges and travel grant entitlement also end.

Collegiate Oaks Member

Oaks Skating Club members enrolled as a full-time student and not living at home. Skater will pay dues at a reduced rate and have full practice privileges. The skater will qualify for Oaks travel grant benefits available as long as participating in fundraising. The amount of travel grant would be prorated at the same reduced rate as dues. If skater terminates, practice privileges and travel grant entitlement also end.

Non-Oaks Collegiate Member

A skater enrolled as a full-time student and not living at home and is not an OSC member. Skater's USARS Limited Competitive or Full Competitive membership is with another club. The skater will pay dues at a reduced rate and have full practice privileges during Oaks Skating Club practice times. Skater does not qualify for Oaks travel grant. If the skater terminates, practice privileges also end.

*Precision team, when active, has specific practice times allotted and any fees are in addition to club dues. Precision team participation may be by any skater, regardless of AARS/USARS club affiliation. Skaters Must have a Limited Competitive or Full Competitive membership card with USARS.

DUES, FEES, AND LEAVE OF ABSENCE

Dues and fees assist with rink practice time and club expenses. The number of skaters in the family and the membership type determine dues amount.

Skater's Club Dues

Dues can be paid:

Annually- in half (October and February.)

In eight monthly payments (October - May) **OR** in a combination that maintains dues in a paid-up pattern throughout the year.

In a combination that maintains dues in a paid-up pattern through the year.

1. If you pay monthly, dues must be paid at the first of each month. If paid after the 10th of the month there will be a $5 late fee assessed. If, for any reason, dues cannot be paid on time, see the Club Advisor, Club Secretary/Treasurer, or Booster Club Secretary/Treasurer.
2. The annual dues should be paid between October and May; once paid, skaters are allowed to skate through September. If skaters take one or more months off and become inactive (do not pay dues for part of the year), they forfeit skating privileges, and the reactivation fee must be paid when they resume skating.
3. If a skater has not paid for the full year, and wishes to skate during June-September, they must pay the appropriate dues for that period (monthly payment up to full annual dues). If a new skater joins Oaks Skating Club after December, they must pay monthly dues for each month or 8 months (full annual dues)
4. Dues are paid to the Club Secretary/Treasurer. There are envelopes and a slot in the Employee Room to deposit your dues if the Club Secretary/Treasurer is not around. Indicate amount and what the fee is for. No envelope is required for checks—please indicate "Month, dues, etc." on the memo line.

NOTE: You will receive a warning if dues become two months behind without arrangements. If arrangements are not made to catch up the dues within a week, you will be dropped from the Oaks Club and not allowed to practice during club practice times. To be re-instated you will have to pay the re-activation fee and catch up all the fees owed. The coaching staff and the club officers will enforce this.

Junior Club Dues

$47.00 Monthly dues for 1 person

$82.00 Monthly dues for 2 persons (2nd Jr. rate $35/month)

$105.00 Monthly dues for 3 persons (3rd Jr. rate $23/month)

Add $22/month for each additional Jr. skater up to family maximum ($178)

After two (2) years in the Junior Club structure, you must move to the Senior Club structure.

Senior Club Dues

$68.00 Monthly dues for 1 person

$114.00 Monthly dues for 2 persons (2nd person $46/month)

$148.00 Monthly dues for 3 persons, (3rd person $34/month)

$178.00 Monthly dues for 4 persons, (4th person $30/month)

$178.00/month is family Maximum

Full Member on a Team Dues

See Junior and Senior dues schedules above.

Associate Member Dues

$34.00 Monthly

Collegiate Member Dues

$34.00 Monthly

Non-Oaks Collegiate Member Dues

$34.00 Monthly

Under 5 years Dues

$17.00 Monthly for a child 5 years of age or under, with other family members belonging to the club.

Fees

There is an initiation fee of $25.00 for Senior Club skaters and $15 for Junior Club skaters. It is required from each new family when they join (only one initiation fee per family).

A reactivation fee of $25 is required from any member/family (standard or junior) who becomes inactive (leaves the club, does not pay dues for a month or more and was not on an approved-medical or job-related- leave) and wishes to rejoin the club. See Inactive Status under helpful definitions for more information.

Non-Member Practice fee If a local non-member skater is interested in joining the club they may try out the club (with Club Advisor approval) for a period of up to three (3) consecutive weeks. Practice fees are $5 per visit. Anyone that skated more than 5 years ago may use the trial period to determine if they are able to skate. (Waiver required)

Out of region guests with a current USARS or AARS membership may skate during club times (with approval by the Club Advisor). Practice fees are $5 per visit.

In region guests with a current USARS or AARS membership may occasionally skate during non-peak club practice times (with approval by Club Advisor). There is a $5 per visit fee. There may be limitations based on proximity to regional or other contests.

Private Lesson Fees- paid directly to coaches

$20.00 - 20 minutes individual or team

$30.00 - 30 minutes individual or team

$60.00 – hour

National Championship and Out-of-Region contest fees When a coach is going to and working with you at Nationals or an out-of-region meet, there will be a $150 fee for each skater. If there are three or more coaches for a skater, the fee will be $50 per coach. Precision Team skaters pay an additional fee of $30 to the precision team coach.

Leave of Absence

If you need a leave of absence from the Club please contact the Club Advisor, Head Professional, Club Secretary/Treasurer, or Booster Club Secretary/Treasurer. See definitions for more information.

ANNUAL CLUB ACTIVITIES

Club Picnic Members and their immediate family - potluck with the Club providing plates, napkins, and plasticware. It takes place at Oaks Park. The Club Secretary/Treasurer notifies members by email with details.

Holiday Party Members and their immediate family -potluck, games, prizes and fun for all. It takes place at Oaks Park Dance Pavilion or inside the skating rink. The Club Secretary/Treasurer notifies members by email with details.

Awards Banquet Members and their immediate family attend for a small reservation charge. Skating awards are presented for the previous year's skating. This is a “dressy” event. Venue determined each year. The Club Secretary/Treasurer notifies members by email with details.

Awards presented at the Club Banquet

1. **Artistic Junior and Senior Skaters of the Year:** These are awards which honor skaters the management and professional staff feel have made the greatest strides forward in their skating endeavors over the past year. Selected by the Professional staff.
2. **Booster of the Year:** This is a person(s) who has gone to great lengths to provide exceptional support to our club. The Booster Club board members decide this award.
3. **The Marge Dykeman Junior Booster of the Year:** This is a person(s), under 18 years of age, who has gone to great lengths to provide exceptional support to our club. The Booster Club Board members decide this award.
4. **Artistic Rookie of the year:** There are two awards - one for youth & one for adult ages—a “new” skater who makes the greatest strides forward in our sport. Selected by the teaching staff.
5. **The Lloyd Siebert Jr. Sportsmanship Award:** Given to the person or persons who are most sharing and supportive of their fellow athletes. This aware is determined by the Professional staff.
6. The **Sue Marrella Special Recognition Award:** Given to someone who has displayed extreme strength, perseverance, enthusiasm, and/or encouragement. Selected by the Professional staff.
7. **Speed Club Awards** as determined by the Speed coaches.

COMPETITIVE MEET ENTRY

Meets throughout the year will be announced at the Sunday Club Meeting and posted on the Club Bulletin Board. Each meet will have an Oaks deadline. Both your entry and the meet fees MUST be in by the Oaks deadline. If the entry fee is not paid by the deadline, you may be dropped from the meet. Entry information (name, age, amateur card status, event(s) being skated, and any partners if applicable) should be written on an envelope with the meet entry fee enclosed and dropped in the meet entry box (a slot on the door of the farthest cupboard in the Employee breakroom).

The only exception to this procedure is for Regionals and Nationals. For these events, the skater (and parent if the skater is a minor) must sign the entry form. Entry fees are appropriately marked and dropped in the regular dues box. To skate in a meet, all dues and other payments must be current.

If you do not withdraw from a meet prior to the deadline, you will be responsible for any entry fees the club pays on your behalf.

FUNDRAISING, PARTICIPATION POINTS, AND TRAVEL GRANTS

Fundraising Activities

Due to the expenses incurred in traveling to Nationals each year, as well as other club needs, we hold fundraising activities throughout the year. These are productive for money purposes but also bring about a good feeling of unity among the members who participate. We need the participation of **ALL members**, and we will try to schedule activities that are fun as well as profitable.

Some of our usual fundraising events are

- Oaks Park Assistance - The Skating Club may be given several opportunities to help with large Oaks Park functions, such as Oaks Park's Birthday, Armed Forces Day and Oktoberfest. We work the gate and other assignments, and the park pays the travel grant account for time worked by the club.
- Flower deliveries, pie sales, etc.- new ideas/activities are welcome and considered.
- Regional Championship - there are many activities occurring during Regionals that require many hours of preparation and work prior to, as well as during the contest.

Participation in volunteer events earns the skaters points that determine the level of travel grant money given to skaters/coaches/officials to participate in National Competitions.

Children may volunteer but MUST be accompanied by an adult (1:1) and no child may run the register or handle money. Volunteers must treat all guests with respect (No confrontation, No swearing, No touching.) If a guest is being difficult, refer them to Guest Services or the Park management (a radio is available).

Participation Points

HOW PARTICIPATION POINTS ARE EARNED:

The "points" always being referenced are just a measuring device for keeping track of the participation of the club members. We want to be fair in fund disbursement, so we need some measuring tool. It is not "cast in stone" and is just a tool. So far, it has worked pretty well and seems to be fair to everyone.

It is the personal responsibility of each person to turn in a "Participation Sheet" or email Mary Warren whenever they contribute or work, so it can be recorded. Participation records are kept up to date by the Booster Club Secretary/Treasurer and may be reviewed if requested. All the club board members--not any one person--determines point values.

The guidelines used in determining points are based on the following:

1 hour of work is worth 1 point

$8 worth of donation is worth 1 point **

** Exceptions can be made for each event regarding the awarding of points for gift certificates and sponsorships.

Please read below for more clarifications regarding points. ***

When filling out a "Participation Sheet," please be sure to include all dates and times worked, and, when making donations, write down what you paid for your donation (or how much, if it is cash). For instance, if you donated $16 worth of soda, write that down and attach the receipt. The more information we have, the better job we can do in determining your participation. *Participation sheets need to be turned in promptly. DO NOT wait until the last minute. All time and donation information must be submitted by noon July 5 (unless the National Meet date has been moved up-then it will be due sooner).*

Unfortunately, most of our club fund-raising projects do not lend themselves well to children's participation. For those projects, the following guidelines MUST be followed:

Only adults should handle money at events (main gate, bake table, etc.)

Boys and Girls must be at least **13** years of age.

Each child younger than above must have an *adult* escort (per child).

Everyone is expected to do the job assigned, be sure you are qualified to do it.

When participating in park projects (dances and special events in the park and pavilion), PLEASE report only time ACTUALLY WORKED. The park pays into the club travel grant fund based on those reported hours. We want to be fair to the park. If it is found that more hours are being reported than are actually worked, we will not be asked to help again, and the club will miss out on great money-making opportunities.

Note: You may invite friends or family to help you with projects and get the credit for the hours they work. *However*, NO club member may donate their hours to another club member outside of their immediate family. If anyone works for you, be sure to report those hours before July 5(or sooner). No club member may receive points from any official judging one of our contests.

***There are several ways to earn travel fund points.

1. Volunteer Hours. Each hour worked on a club project is worth 1 point. Points are only awarded for time worked not projected time of participation in a project. Projects might include: Delivering flowers for a local florist, working a park event (Oktoberfest, Oaks Park Birthday, Armed Forces Day or Rose City Skate Jam), officiating for an Oaks sponsored meet, setting up or tearing down for an Oaks sponsored meet, food booth or food preparation for an oaks sponsored meet, hospitality room for an Oaks Sponsored meet, floor preparation-cleaning and plastic and many more projects that might come up.
2. Donating cash, goods or services. Every $8 is worth a point. How do you know the value?
    a. Cash donations by you are calculated at face value (a donation of $24 in cash is worth 3 points).
    b. You purchase items (new) that have receipts-these are calculated at face value (you purchase a can of coffee for the club for $8 and submit the receipt: you earn 1 point.)
    c. Your costumes sell during the regional costume sale for a total of $120. The Club's 20% share is $24; you earn 3 points.
    d. Donations of services or goods you provide are calculated at the wholesale value (your "sale" price). A coach donates a free lesson to the auction (which is their business) and earns the value of the lesson ($15), unless it sells for more than that. You donate a flower bouquet from your florist business and get your wholesale price (no tip). Note: if the donations earn more for the club than your value, you get the higher value. Plus, you get the time it took you to secure the donation.
    e. Other than routine fundraising activities (Regionals, Park events, etc.), all fundraising activities must be approved by the Board and/or the Club Advisor.
    f. Participation points are also limited to approved activities and must either directly raise money for the club or help the club in performing its tasks (setting up an event for instance). Helping other skaters prepare for an event or other friend-to-

friend help does not qualify for club points.

g. Donations for Regionals are appreciated. We need to coordinate and balance what items are available. To be eligible for club points, such donations must be planned with the appropriate coordinator. Points are the cash value points (receipts required) of the donated purchased items or the preparation time for baked items. Value cannot exceed the funds the club earns from such sales.

3. Donations from others for our auction or other event. Members often seek donations from others for our auction/raffle. Points are awarded for:

   a. The value the club gets from the donation-if the item raffles for $24; you earn 3 points plus your time in getting the donation secured. If the item is in the raffle, the price earned is determined by calculating the funds brought in by the raffle tickets (tickets sold) and assigning each raffle item a percentage of those funds. Example: a trip gets 20% of the tickets. So, it earns 20% of the money brought in. If the raffle brought in $600, the trip earned 20% of that or $120, which is 15 points.

   b. Items in the silent auction that were donated from businesses or others earn points for the value they earned the club. Example: A $40 gift certificate donated by a local restaurant went for $32, the member who secured the gift certificate gets 4 points plus the time they put into getting the certificate.

In the event a skater cannot compete at Nationals because of a medical condition, family emergency, or they cannot get time off from work or school to attend Nationals, the skater may carry over to the following year 10% of their participation points. If the skater does not qualify or chooses not to attend the National competition the following year, the carried over points will no longer be valid.

Travel Grants

Travel Grant Impact of Leave or Inactive Status

When a skater is on leave or inactive, they do not pay dues. Therefore, any travel grants earned will be prorated according to the months dues were paid. (Example: A skater is on leave due to an injury for two months. Since they paid dues for 6/8 of the year, their travel funds will be 6/8 of the earned funds). The skater has the option to pay the full annual dues (for instance, pay June and July) and receive full travel grant benefits.

National Travel Grants

Skaters must have a minimum of eight (8) hours participation to be eligible for National Travel Grants.

NATIONAL TRAVEL GRANT DISBURSEMENT:

1. Amount of money available for travel grant disbursement is determined.
2. Number of skaters, coaches & invited officials (who are not fully funded by AARS/USARS) planning to go to Nationals is determined.
3. Amount of money available is then divided by number going to determine a base amount.

i.e.: if there were $20,000 available and 50 people are going, the base amount would be $400.

4. All participation points earned for the year by the entire club are then totaled and divided by the number of members with points to determine an average.
5. Generally, everyone who is within approximately 25% of the average number of points earned for the year will receive the base amount.
6. Meet entry must be before deadline to be considered for travel grants.

Other Considerations:

- Those who chose not to participate in fundraisers or service projects also chose not to receive any travel grant money.
- Those whose participation is very minimal will receive less than the base amount relative to their level of participation. There is an eight-hour minimum participation required to qualify for National/International travel grants.
- Those whose participation exceeds the average will receive more than the base amount relative to their level of participation (for first family member only - additional family members will get base or less).
- If dues are not paid as of July 4, for a full eight-month skating year (either not a full year member, on leave, or whatever) the amount to be received will be prorated based on the number of months for which dues are paid.
    - i.e.: If you are within the average, and (based on the above example) you would be receiving $400, but you paid dues for only 4 months of the year, you would receive $200.
- For a family in which three or more have qualified for the national championships, no more than two full disbursements will be allotted. There will be a 10% reduction for each family member, starting with the 3rd disbursement.
    - i.e. If the family is within the average (based on same example), and four family members qualified, two would receive $400, the third would receive $360 (90% of amount) and the fourth would receive $320 (80% of amount).
- Travel grants may be adjusted based on travel distance to Nationals. For example, a National contest held on the West Coast would be much less expensive for a skater than the Midwest or East Coast locations.
    - If a skater is going for just a few days, travel grants may be reduced. The idea of the travel grant is to help offset expenses to the Nationals, not to make a profit.
- Oaks members who are officiating at the National Championships (tabulating, judging, etc.—not including volunteering as stewards or referees for figures) are eligible for travel grants.
    - Non-compensated officials will receive their regular earned travel grants.
    - Partially compensated officials will receive their regular earned travel grants up to, but not to exceed, the base amount.
    - Fully compensated officials are not eligible for travel grants; however, other family members who meet the requirements are eligible for their regular earned travel grants.

***NOTE: There** will be **one** National travel grant disbursement per member, regardless of how many federations (figure or speed) for which the member has qualified, or how many governing bodies host a National Competition.*

International Travel Grants

Skaters must have a minimum of eight (8) hours participation to be eligible for International Travel Grants.

International Travel Grants (ITG) may be available to Oaks Skating Club (OSC) members (and their Oaks coaches) who qualify for the Jr. World Team or Sr. World Team representing USA Roller Sports at the World Skate World Figure (or Speed) Championships. To be eligible, skaters must be representing Oaks Skating Club and have an Amateur Card through Oaks and have been a participating member of O.S.C. for at least two years.

What qualifies as a World team event? Skaters must be part of Jr or Sr Team to qualify. Precision, Quartet, and Show numbers do not qualify. "New" events are subject to review by O.S.C. board members.

ITG will be determined on a case-by-case basis and only as O.S.C. funds are available. To be considered for ITG, skaters must submit a letter of request (to be written by the skater) to Oaks Skating Club (mailed to Mary Warren, P.O. Box 444, Troutdale, OR 97060). The letter should include:

- Event(s) they are skating at Worlds.
- What they have personally done to raise funds toward their expenses not including the family's expenses if they were traveling to support the skater.
- What other sources of funding the skater expects to receive (sponsors, USARS, gifts, etc.).
- What they have done to promote &/or support Oaks Skating Club.
- Other information the skater thinks is relevant.
- Minimum of 8 volunteer hours required.

Request letters should be submitted by the specified deadline (it is anticipated that the date will vary based on USARS deadlines and when worlds will be held). Future deadlines will be determined as needed.

Participation in Oaks Skating Club activities and fundraising opportunities is expected during the entire year, and especially if extra fundraisers are done to raise money for the ITG. The OSC board members will review the request letters and determine how much, if any, ITG the skater(s) will receive. Funding will only be provided if OSC has funds available. Submitting a letter of request does not guarantee ITG from Oaks Skating Club. Any recipient of ITG must sign the OSC travel grant contract.

Funds Disbursal on Dissolving the Oaks Skating Club

If and when the Oaks Club is dissolved, the remaining funds will be given to the Oaks Park Association for restoration of the Roller Rink Organ or other needed projects.

The policies cannot cover every situation. If you have questions or need clarification, please ask Club Advisor Skating Club Secretary/Treasurer, or Booster Club Secretary/Treasurer for clarification.

PRACTICE SCHEDULES, MEETINGS, AND CLASS INFORMATION 2026 - 2027

Club Information Time - Artistic information meetings will be held at 10:30 on Sunday mornings for approximately 10 minutes.

Board Meetings - will be held approximately once a month or as needed and are open to all members. (time and place to be announced).

Practice Time for Artistic (Standard & ^Junior)

*Sunday	Freestyle/Free dance (OPEN)(**S**)	9:30 a.m. – 11:20 a.m.
	Figures-(OPEN) (**S**)	
	Dance-(OPEN) (**S**)	
	Open Practice incl. Jr club (**S** & **J**)	11:20 a.m. - 1:00 p.m.
*Sunday	Precision	5:00 p.m. – 7:00 p.m.
Tuesday	Open Practice (**S**)	5:00 p.m. - 7:00 p.m.
*Wednesday	Open (**S** & **J**)	5:00 p.m. - 7:00 p.m.
	Schedule may change to divided, if necessary	
*Thursday	Open (S)	5:00 p.m. - 7:00 p.m.
*Saturday	Open (S)	6:30 a.m. – 8:30 a.m.
^Saturday	Junior Club class (**J**)	8:30 a.m. – 10:00 a.m.

*Practice times are subject to change based on rink schedule.

Practice Time for Speed (S & J)

Monday	5:30 p.m. - 7:00 p.m.
*Wednesday	9:30 p.m. - 11:00 p.m.
*Friday	5:30 p.m. - 7:00 p.m.
*Sunday	8:00 a.m. - 9:30 a.m.

*Practice times are subject to change based on the rink schedule.

Music machine will be used only by coaches, not skaters or parents. You may request music from a coach. Coaches and lessons have priority.

Club Classes

Junior Club Class	Saturday (included in monthly dues)	8:30 a.m. - 10:00 a.m.

Public Classes

Thursday	°Coffee Club 18+	10:00 a.m. - Noon
Saturday	Artistic I (In conjunction with Junior Club)	8:30 a.m.- 10:00 a.m.
	°Kids morning skate	10:00 a.m. -11:30 a.m.
	° Intro Youth I/ II (15 and under)	12:00 p.m. - 1:00 p.m.
	° Intro Youth III (15 and under)	12:30 p.m. - 1:00 p.m.
	° Intro Adult (16+)	12:00 p.m. - 1:00 p.m.

° Rink sponsored—pay admission

DEFINITIONS

Achievement Tests provide a testing ground to develop the skater's ability. When taking a test, a skater must demonstrate competency in completing the required items before a panel of judges. If the test is passed successfully, the skater receives a test award from Roller Skating Association International (RSA). Achievement testing is neither competitive nor comparative. Testing may be required to compete in sanctioned skating contests.

Annual Voting Member Meeting (AKA Club Elections) The annual meeting where members will hear and review reports from the Board of Directors. Club members will elect the Skating Club President and Vice President for the upcoming skating season. Booster Club members will vote to elect the Booster Club President and Vice President for the upcoming skating season. Nominations are put forward at the meeting. Oaks Skating Club voting members must have a Coach or Competitive membership in good standing with USARS or AARS (artistic only AARS) and be 18 + years old.

American Artistic Roller Sports Federation that hosts competitions. Also known as AARS.

Board The Board of Directors is a member elected /appointed group that oversees the governance of the club, sets policies, and determines the direction/priorities of the club for the benefit of the membership. The board shall not include more than one person from a given family or extended family (grandparents, parents, children, etc.) Positions on the board are elected by the board.

- The Voting Members elect the Club President and Vice President. The Booster Club President and Vice President are elected by the Booster Club membership. The Club Advisor, Head Professional, Club Secretary/Treasurer, Booster Club Secretary/Treasurer, and Rink Manager are appointed members of the board.
- General management of the Oaks Skating Club is the responsibility of its Board members, both elected and appointed. The Board manages the operations of the club in accordance with its Bylaws.

Board Expectations A nominee for a board member position should consider the commitment of time and effort required for the position before accepting the nomination. Board members are expected to attend the monthly meetings and perform the responsibilities of their office. Limited excused absences are understandable. Any board member may resign, or a board member who does not fulfill their obligations will be replaced by appointment of the Club Advisor (with recommendations from the remaining board). Coaches are not eligible to be board members of the club, unless they are the Head Pro or Club Advisor.

Booster Club President is an elected Board member. This role is responsible for organizing fundraising activities to support the club and works closely with the Skating Club President, the Club Advisor, and the Board to ensure coordination and collaboration. In addition to fundraising, the Booster Club President helps promote club membership by ensuring that promotional materials are approved and readily available to distribute to skaters who inquire about joining the club.

Booster Club Vice President is an elected Board member. This role assists the Booster Club President with fundraising activities, promoting club membership, and organizing the social activities for the Booster Club.

Booster Club Secretary/Treasurer is an ex-officio Board Member. The Secretary/Treasurer is responsible for the financial activities and money handling of the fundraising activities. The Booster Club Secretary/Treasurer is also responsible for keeping all the club financial accounts and records current and accurate. This person will work closely with the Skating Club Secretary/Treasurer. Included in this person's duties is sending out cards and/or flowers when needed. Due to the financial responsibility that must be consistent with State and Federal laws, this member must be someone who has the trust and confidence of the advisor and management.

Club Management Representatives - The Club Advisor and Head Professional are the Oaks Skating Club representatives in all USARS/AARS matters.

Club Advisor serves as an ex-officio member of the Board and acts as the primary liaison between the Oaks Park Association and the Oaks Club. They meet with and support both the Booster Club and the Skating Club. Additionally, the Club Advisor communicates Oaks Park management's needs, concerns, and feedback to the Club, relays information about rink closures, and facilitates early morning rink access during Regionals.

Drill Class is taught by Oaks Professional staff with a focus on dance technique. Must be an Oaks Skating Club member to participate. The class fee required by all skaters to participate. Occasional In-Region and Out-of-Region guests are welcome. All participants must have a USARS or AARS membership in good standing. In region guest is any skater that lives beyond 55 miles from Oaks Park Rink and who is a member in good standing with AARS or USARS (in region can also mean skaters from Oregon, Washington, Idaho, Alaska, Hawaii, Montana and Utah).

Head Professional is an ex-officio Board member. The Head Professional as the representative and administrator for the coaching staff. The Head Professional works closely with the Club Advisor, Rink Management, and the coaching staff. The Head Professional is responsible for coaching staff supervision and program administration.

Inactive Status occurs when a skater(s) takes one or more months off (October through May) and becomes inactive (does not pay dues for part of the year). All requests for inactive status must be submitted in writing to a secretary/treasurer or the club adviser. While on inactive status, all skating privileges, parking pass, and dues obligations are suspended. The skater(s) forfeit skating privileges, and the reactivation fee must be paid when they resume skating.

Judges Panel Advisor organizes and oversees judging officials' education.

Judges Panel is comprised of persons, 12 years of age or older, who study for and pass examinations qualifying them to judge roller skating tests and competition. Judges panels (training) can be held when there is interest from several people in taking the class and an instructor is available. The class fee for Club members and non-members will be determined at the time of the class. Club members who are selected as non-compensated judges or non-compensated alternate judges for Nationals are eligible for travel funds if they participate in fundraisers with the skating club.

Junior Club Class New Club members may skate Junior Club Artistic class for up to three (3) years, regardless of age. Skaters 10 and under are always welcome to skate class, regardless of how many years they have been an Oaks Skating Club member. In cases of developmental or physical disabilities, the move out rule is at the discretion of the Junior Club class teachers.

Leave of Absence A skater may request a leave of absence when a medical condition, family emergency, or out-of-town work prevents them from skating for a period of at least one calendar month (ex: all of April). All requests for a leave must be submitted in writing to the Club Secretary/Treasurer or the Club Advisor. When on leave, skating privileges and dues are suspended. A skater may return to active status when they are ready. No reactivation fee is charged.

Membership in Good Standing Also known as amateur cards. All skaters (competitive or not) are required to have a current USA Roller Sports Limited or Full membership, or AARS membership to participate in club practices and the Annual Voting Member meeting. Members of the coaching staff can advise on which card to acquire. All coaches must have a current USARS or AARS Coach membership to participate in club practices. Memberships must be in good standing. Skaters five years and younger who will not compete in a USARS sanctioned event are not required to have a membership.

Oaks Staff is comprised of rink employees, management, and teaching staff.

Oaks Skating Club Member A skater who pays club dues to the Oaks Skating Club is a member. The skater holds a USARS Limited Competitive membership in good standing or Full Competitive

membership in good standing, or AARS membership in good standing, and their registered club is the Oaks Skating Club. The skater takes lessons at the Oaks and represents the Oaks Skating Club in any competitions or functions. Junior Club Members skaters are new to the sport of Artistic or Speed Skating and in their first two years of club skating. Senior Club Members have been a member of a skating club for more than two years or have had a USARS or AARS membership with another club.

Panel Chairperson This person must plan and organize the judge's panel as well as help train old and new judges. This is done under the direction of the Panel Advisor.

Parking Permit may be provided to all active Oaks Skating Club members and coaches who are in good standing. The permit may be revoked at the discretion of the Oaks Club Board of Directors.

Skating Club President is an elected member of the Board and must be a responsible individual aged 18 or older. Key responsibilities: Organize and coordinate club functions and events; collaborate closely with the Booster Club to support club events; review, approve, or reject USARS affiliation requests and transfers; apply for USARS/AARS club charters and submit annual charter applications for both artistic and speed disciplines; confirm valid memberships and ensure SafeSport training compliance; obtain Certificates of Insurance from USARS/AARS; and respond to email inquiries regarding club membership and participation.

Skating Club Vice Presidents (Speed & Artistic) is an elected member of the Board. Vice Presidents must be 16 years of age or older and are the primary assistant to the Club President. The Vice Presidents act as the Social Activities Chairperson and is responsible for updating the achievement test board (or delegating this duty). A Speed and an Artistic Vice Presidents are each elected.

Skating Club Secretary/Treasurer is an ex-officio member of the Board and is appointed by the Club Advisor and Rink Management. The Secretary/Treasurer must be highly competent and 18 years of age or older. The Secretary/Treasurer is responsible for the dues books and works closely with the Booster Club Secretary-Treasurer to keep all club financial records current and accurate. Included in this person's duties is sending out cards and/or flowers when needed. Due to the financial responsibility that must be consistent with State and Federal laws this must be someone who has the trust and confidence of the Club Advisor and Rink Management.

Tabulating Class is comprised of persons, 15 years of age or older, who study for and pass examinations qualifying them to tabulate at skating competitions. Tabulating classes (training) can be held when there is interest from several people in taking the class and an instructor is available. The class fee for Club members and non-members will be determined at the time of the class.

USA Roller Sports National governing body of roller sports. Also known as USARS.

Voting Member Oaks Skating Club voting members must have a Coach or Competitive membership in good standing with USARS or AARS (artistic only AARS) and be 18 + years.

Waivers are required of all skaters and coaches that use the rink floor. A waiver kiosk is located near the main rink entrance. Waivers must be completed every 90 days and a copy kept on file at the rink.

Webmaster The Web Master is responsible for all information that is to be posted on the club website and social media pages. The Club Advisor and the Rink Management appoint the webmaster.