ADDENDA
2016 USA ROLLER SPORTS
SPRING SEMIANNUAL BOARD OF DIRECTORS MEETING
Lincoln, Nebraska

Inline Hockey Committee Meeting Minutes................................................................. Addendum A
Speed Committee Meeting Summary and Survey Results.......................................... Addendum B
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USARS Inline Hockey Committee Conference call- 2/11/16

Call to discuss applications received for World Championships

Members in attendance

Jon Roux - voting
Brent Benson - Staff Director
Chalie Sgrillo (voting)
Jeff Prime - (voting)
Jeff Manning- team selection committee member
Dave Inouye- Jr Men coach

Members not in attendance

Dustin Roux-athlete - (voting)
Mark Vittese - Chairman
Arlene Lehman (voting)
Keith Noll - non-voting Senior Advisor
Jetta Rackleff - Athlete - (voting)

2016 Junior Men

Jeff Prime has contacted several players from the 98-99 Blades- parents of players were talking it over- need to check back this week

Chalie Sgrillo stated he was looking into the AIHL for players for JR Men- big tournament in California- sending apps to tournament-extend deadline for applications one week

Dave Inouye had talked to 4 players that stated they were sending in application this week- haven’t not yet received them

2016 Junior Women

Jeff Manning stated that we are having trouble finding girls to submit as a lot of his girls and California girls will attend big tournament in Hawaii and there is a National Ice Hockey camp around the same time

John to talk to Keith about getting 4-5 girls to submit applications- goalies pretty mush set- extend deadline for applications one week

Committee discussed two girls that applied for both the JR WOMEN and SR Women- both girls are good enough to play for both- probably will ask them tom play on both
2016 Senior Men

We have received enough applications already to have a selection meeting.

The committee discussed staying to the deadline and not accepting any applications after the deadline.

Some players have been known to wait till after deadline and wait till they know if the committee needed more players on the team to submit applications

Some players are playing in Europe, but they will be back to USA before World Championship have started

There will 3-5 more applications expected before the deadline

Going to go with 12 players and 2 goalies this year - not final decision yet

2016 Senior Women

Have enough applications for solid team - lots of returning players

4 goalie application received- might need better goalie - players submitted are good - just not top goalies

Two girls could play Jr and Sr - both good players

Going to go with 12 players and 2 goalies - not final decision - waiting on a few players from last year’s team to submit

Meeting adjourned

Next call 2/16/16 around 8pm EST
USARS Inline Hockey Committee Conference call- 3/24/16

Call to discuss a World Championships

Members in attendance

Jon Roux - voting
Brent Benson - Staff Director
Chalie Sgrillo (voting)
Jeff Manning- team selection committee member
Dave Inouye- Jr Men coach
Jonathan Mosenson

Members not in attendance

Dustin Roux-athlete - (voting)
Mark Vittese - Chairman
Arlene Lehman (voting)
Keith Noll - non-voting Senior Advisor
Jetta Rackleff - Athlete - (voting)
Jeff Prime - (voting)

Jon Roux talked about equipment and sizes for all teams

Committee decided not do to pins and banners for other teams- Keith has t-shirts for players to give out

Most things will be shipped to Chalie- to save on shipping- he will take to Italy

Getting team shirts so every will match as games

Jon and Chalie to call Peggy to finalize budget

Mosenson suggested all players pitch in $50-60 for extra apparel

Roux and Mosenson will put together form of apparel items- true hockey sticks- ace apparel

Black biscuit wanted to give practice jerseys

USADA- webinar- all players should attend- Mosenson setting up

Some sponsors are interested in sponsors just need more info- also looking into future options
All companies looking for social media push- have all players start posting about items they are receiving

Chalie is putting tighter website for team- add sponsors to it

Roux and Mosenson talking to tour for travel bags

Robero hockey gloves are ordered

Revuision wheels to be ordered

Maybe contact Labeda wheels

George Pickard sticker to be made for jersey or helmet

Committee mentioned doing a camp in NYC before Italy

Get travel and arrive plans set

Committee wants to look into OTC for camps and training, etc.

Meeting Adjourned
Speed Committee Summary

Since the February Board meeting, the Speed Committee has met on the following items:

- Selection of officials for indoor and outdoor nationals
- Juvenile division at outdoor nationals
- Level 1 clinics
- Indoor and outdoor tentative schedules
- Standing/Rolling officials
- Team staff
- Officials’ Committee chair

- Standing/Rolling is still being discussed. As it stands, the current rule in the Speed Rule Book applies. We were reminded that the exception that was made for last year’s championships, applied to last year only. Previously, surveys were sent to officials. Moving forward a survey will also go out to USARS coaches.
- The Speed Committee is operating under the 2015 rule book. Amendments pertaining to actions taken at the February Board meeting have been made.
- The Speed Committee has made their recommendation to the Executive Committee for the 2016 Team Staff.
Submitted by Buggy Allmond

AGENDA/MEETING MINUTES

Speed Discipline Committee
Wednesday March 23rd
7:30 PM CDT
Conference Call

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ITEM 1.            Selection of Officials for Indoor and Outdoor National Championships.
Action:              A list of tentative Officials will be sent to the executive board for approval, until final
confirmation is confirmed.

ITEM 2.             Juvenile Division at Outdoor National Championship.
Action:               This event has been approved, with a 10 and under division which will be divided into
two groups (Juvenile--8, 9, and 10 years of age, Primary--7 years of age and younger). If we don't have
the numbers in the two groups then, they will run together and receive separate awards for the divisions.

ITEM 3.                Level 1 Clinics.
Are approved to have again. As long as the criteria that is listed by
USA Rollersports is met by the approved coaches that are able to run level 1 clinics.

The tentative schedules will be sent to the executive board for approval as the Indoor is
still being worked on and the outdoor just needs to have dated approved.

ITEM 5.                  Kay Gallatin
Asked to be Chairperson of the Officials committee because of Allen's personal
problem. She needs time to think about it.

ITEM 6.                   World Team Staff Selection: (Coach, Managers and Apprentice)
Talked a little about each of the coaches that are being considered and will send
their vote to Rickie to be totaled up.
Meeting called to order: March 14th, 2016 – 7:36PM

Attendees: Committee Members; Fernando Regueiro, Christina Gerrish, Cheryl Cryer, Carrie Craft, Eric Hill

Additional Attendees: Ricci Porter, Danny Brown, Melannie Eloge

Voting Order: Vicki, Eric, Cheryl, Carrie, Fernando, Christina

Item #1 Rollercon Report

Cheryl provided report on discussions with Ivanna and Rollercon team.
- Updated table configuration due to late in game, and trouble staffing table in vendor area.
  - Danny Brown stated we have access to a projector and media equipment to help promote USARS at Rollercon.
- Working with Ivanna has been a pleasure. No issues.
- They have been very helpful in getting information and offered a high level agreement.
  - Vendor passes, registration, challenge games, clinics, showcase game.
- Cheryl to forward details in a few days.

Item #2 FIRS RollerGames Update

- Fernando and Danny Brown had a meeting with the group last week.
- Getting organized and event planning underway
  - Event will be in Nanjing, China in August or September
- USA Roller Sports to take leadership role.
- Fernando has been appointed as Chairmen of the International Roller Derby Committee
  - Incorporate men and women teams
  - Junior representation
  - International representation
  - Officials
  - Create event schedule
  - Create official international rules
- USARS Roller Derby committee can help add additional support to international committee if needed.

Item #3 Marketing Subcommittee Chair Election

- Board level marketing committee is looking for a committee representative.
  - Board requested a SWAT analysis
- Responsibilities are vaguely documented.
  - Committee to put a document together to better outline and present to committee for approval.
- New USARS website is coming.
  - More user friendly
  - Useful content for the athletes, coaches
  - Contact Heidi Permapteo for follow up questions
- Cheryl nominated herself as chair. Carrie 2nd.
  - Committee voted unanimously yes to elect Cheryl as marketing subcommittee chair.

### Item #3 Committee Chair not permitted to chair Subcommittee
- Eric is a chair of the subcommittee and chair of sport committee
- Per Danny we make every effort to not allow it to happen, but if there is no other option it can happen.

### Item #4 Committee Recruitment
- Designate a committee member to recruit additional committee members.
  - Someone who can take a roll of committee chair
  - Committee members to recruit and drum up interest
- 3 open positions on roller derby committee.
- Suggested that interested committee members submit resumes.
  - Peggy Young - pyoung@usarollersports.org to accept resumes.
- Committee guidelines to be sent to committee members.
- Committee members will be temporary until ratified by board.
  - Executive committee can ratify the action of new members to voting members.
- Membership terms range from 1 – 4 terms.

### New Business

#### Item #1 Nationals
- Committee members spoke to Chris Hunter to gauge his interest in being an meet director for the tournament.
  - Eric proposed Chris be nominated for this position.
  - Danny Brown provided clarity for the responsibilities of this type of position.
  - Is there a conflict of interest?
    - Danny explained that we have to be careful as a board to limit exposure to person/service to board discussions.
    - Danny had a conversation with Chris about this already.
- Discussion surrounding video/streaming of event.
  - Marketing and positioning important in production.
- Eric motioned to offer Chris Hunter position for meet director, Carrie 2nd.
  - Majority of committee to offer position to Chris Hunter.
- Fernando expressed concern about Nationals planning. Very behind schedule.
  - Current Needs to work towards:
    - Officials
    - Teams
    - Marketing
Item #2 Team USA Men’s Roller Derby Contact

- Committee has no one officially assigned.
  - Chuck Hollywood has already been selected as Coach.
- Carrie nominated herself, Eric 2nd.
  - Majority of committee voted in favor of Carrie as this point person.
- Carrie to reach out to Chuck to plan national team tryouts.

Item #7 Bios Page Hand Off

- Melannie was looking for bio information for new committee members.
- Website is under renovation.
- Eric made motion: Remove the bio page all together from website. 2nd from Carrie, Fernando
  - Majority of committee voted in favor of this motion.

Item #8 Team USA T-Shirts

- Eric brought up the possibility of T-Shirts available for team members.
  - Other USARS merch available
    - Waterbottles, pins, etc.
  - Who is designing the shirts?
  - Logistics and financials to be worked out.

Eric made a motion to adjourn, Christina 2nd at 9:25pm CT
Item #1 Reports on Subcommittees and projects

- **Rollercon presented by Cheryl**
  - Test online registration today
  - Online promotion has begun (Rollercon initiated promotion)
  - Challenge games were submitted for Rollercon
    - Waiting hear from Rollercon on the accepted games
    - Cheryl to submit list to Ivanna.
      - Goal is to get 1 game a feature game, and 2 regular games.
      - Once those are confirmed, we will start recruiting referees.
  - Forgoing a vendor table this year. Christina to arrange USARS members to volunteer at the registration table along with USARS office member.

- **Team USA presented by Eric**
  - Cheryl making progress on T-Shirts
    - Shirts are scheduled to ship to Wednesday to Eric
  - Main Office is going to assemble the welcome package and ship to Eric
  - Eric to transport complete package to venue.
  - Eric to coordinate with Sassy for T-shirt sales.
    - How will electronic payments be collected?
      - USARS has a STRIPE, Square and PayPal Here account that we could use.

- **Team USA Uniforms by Christina**
  - What can we offer as a sponsorship package to potential vendors?
    - Nationals program advertisement/Waive vendor booth fees at Nationals/Online advertising.
      - Danny to research sponsorship packages used for previous uniform vendors in other disciplines.
    - Other potential vendors:
      - Cricket Loft
      - Gold Medal Ideas


Committee to move away from original presented design.
  • Fernando to complete new mockup to reflect Team USA brand.
  • Committee voted unanimously
Uniforms to be addressed via email prior to next meeting.

• Status of Officiating
  o Eric is working on drumming up response.
    ▪ Receiving declines due to scheduling.
    ▪ Work continues
    ▪ USARS office working to improve member name/derby name issue.

• Men’s Team USA Progress
  o Carrie working with Chuck to schedule tryout dates and locations.
    ▪ Next 1-2 weeks dates will be finalized.

Item #2 Pre-Registration for Nationals

• Will we be having pre-registration this year?
  o Yes.
  o Deadline for pre-registration is May 16th
    ▪ $100 deposit required.
    ▪ Final roster and payment due June 10th.
    ▪ Officials registration open

Item #3 Other Nationals Planning

• Welcome Chris Hunter as the Meet Director
  o Conversation with Danny and Eric for team registration deadline.
    ▪ Would like to get ahead of the game to see what interest is out there. Determine a
deadline for registration.
    ▪ Plan for officials based on team registrations.
    ▪ Potentially the end of April/Beginning of May.
    ▪ Deadline for interest/Deadline for payment/Deadline for rosters
      • Pre-registration – May 16th.
      • Final payment/Rosters by June 10th
  o Cheryl would like some images and copy to promote.
    ▪ Office or Fernando would have this information.
    ▪ Fernando will send stuff to Cheryl
    ▪ Christina can help with design work.
  o Start working on this week.
    • Registration Form
      ▪ Google Form?
      ▪ Electronic payment
      ▪ Use usarsrollerderby.com
        ▪ Cheryl to work with Fernando to mirror functionality from years past.
  o Nationals have a theme joining all sports together.
    ▪ Other disciplines have a theme.
• Need images to create a cohesive front.
  ▪ Theme suggestions send to Danny and Ricci
  ▪ Fernando sent theme proposal document.
    • All committee members agree that the theme is good to work with.
    • Danny will push to each of the sport committees for adoption.
  o Chris to come up with additional action items for the next meetings in the coming weeks.
    ▪ Action items in between the meetings:
      • Contacting the JRDA for any cross over of officials and other event details.
        o Expectations for technical details
        o Danny to arrange
      o Discussions surrounding using shared space
        ▪ Potential sound bleed.
        • Use of different whistles to differentiate between tracks.
          o Fox 40 Classic vs Fox 40 Pearls
  o Additional activities during Nationals
    ▪ Men’s, Coed, MRDA, Team USA, Featured game?
    ▪ Mention on usarsrollerderby.com to generate interest
  o Community is engaged in promotion.
    ▪ USARS derby promotion
    ▪ Lincoln Lighting is the local USARS team. Melannie to reach out to them.
    ▪ Put feelers in local community to create a Lincoln team.
  o Men’s World cup is a week after Nationals.
  o Fernando is almost done with the Welcome Kit.

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**New Business**

**No items presented**

Eric made a motion to adjourn, 2nd Christina at 9:40pm CT
Conference Call  April 11th, 2016 – 7:30pm

Meeting called to order:  April 11th – 7:35PM

Attendees:  Committee Members; Fernando Regueiro, Christina Gerrish, Cheryl Cryer, Carrie Craft, Eric Hill, Vicki Urban

Additional Attendees:  Ricci Porter, Danny Brown, Chris Hunter

Voting Order:  Cheryl, Carrie, Fernando, Christina, Vicki, Eric

Item #1 Follow Up from last meeting

- Call with JRDA
  o Danny has it on his to-do list.
  o Communication is super important as Nationals approach.
    ▪ There is a lot of overlap between events that need to be discussed.
- T-Shirt Sales at Tryouts
  o Eric will be bringing all the supplies into the rink.
  o The public for sale t-shirts
    ▪ Merch table is covered by a volunteer
    ▪ Square is available to be utilized for sales.
      • Where is the money going?
      • We need an inventory count forwarded to the office.
      • We need to find a solution for other upcoming events.
    ▪ What is a good dollar amount for the shirt sales?
      • $20
  o The packages look really nice. Very appreciated.
  o Travel coffee mugs
    ▪ Not enough for teams. Passing along to Sassy and Mater.
- Teams around Lincoln (Lightening)
  o Lincoln Lighting – they have a junior team.
  o Flash Gloria (No Coast Derby Girls)
  o Unsure if the adults have a competitive team.
  o Team would possibly consider putting a team together.
  o Ricci to check into the team for Nationals

Item #2 Nationals

- Report
Publication for the interested teams?
- Costs needs to be established by the office.
- $300 for team charter, $500 for tournament.
- Individual costs
- Fees are an inhibitor
  - Suggested: NSOs should not be charged membership fee. Referees put on a graduated payment.
  - Suggested: Team Entry – USARS club member have a reduced fee. Something drastic needs to be done. A limited window for a “sale” to enter tournament.
- Registration page needed
- Other disciplines are already advertising hotels and other information pertaining to nationals.
  - Ricci to send hotel grid to Cheryl. Should we have a whole package to present?
  - 2016 Nationals home page revisions?
  - Info packet should be going out this week. Registration goes live next week.
  - Cheryl and Danny to discuss team fees.

Creating a list of tasks of things that need to get done.

Booking vendors – a full service skate shop available particularly
- Is a toolkit available?
- Booth space? $100/day?
- Per Danny, there is a cost formula. The office is to send it to the committee.
  - $1000 vendor fee. (3 events)
  - What is the package and offering?
  - Need liaison to take this on.

Video Streaming
- Previous years it was expensive and inaccessible
- What is the plan for this year?
  - Likely a subscription fee for the weekend
  - Negotiation on DVD/access to video
  - Sell ad space?
  - Discussion with JRDA in terms of video.
- Work in progress
- Any tasks members can take on?
  - Chris to send a list of all that is in progress and what is coming.

Item #3 Reports from Subcommittees and Projects

- Rollercon (Cheryl)
  - Registration is online – day pass information is present.
    - Errors on price have been resolved.
  - Do we have any banners?
  - Christina to begin a registration for USARS booth volunteers.
  - Cheryl and Christina working as USARS representatives.
  - One feature game, one challenge game
    - Cheryl to provide more detail.
  - Cheryl to work through other minor pieces.
Working to get more information from Ivanna on specific questions.

**Men’s Team Tryouts (Carrie)**
- Working with Team Coach – Chuck Hendricks
- Confirmed dates
  - May 7th – 8th for Merced
  - Looking at Washington – First or 2nd week of August
  - Maybe Des Moines or Florida (working with Tony Muse)
- How does the event gets posted?
  - Payment link for tryouts
  - Fernando to help set this up for Carrie
  - Cheryl can create an event for Facebook
  - Event to be added to USARS Website
- Are these events needed to be sanctioned?
  - Do we have to submit paperwork even as a USARS event?
  - These events don’t need to be sanctioned.
  - Certificate of insurance must be received for facility.
    - Need information pertinent to obtaining certificate
    - Marketing materials, photos, for website.
  - Time/Place/Information would need to be submitted to Steve.
    - Same pattern would be followed by other sports tryouts.
- Ricci to help set up event on website and event information.
  - Make sure message is consistent with Facebook event page.

**SWOT Analysis (Cheryl)**
- Marketing committee working on providing information for SWOT
- Deadline for the end of the week to provide to USARS Marketing.

**New Business**

**Item #1 New Committee Members**
- Put out a call to get new members interested.
- 5 Candidates
  - All have positive attributes
  - Move to allow them join in for a interim period of time.
  - Need to see resumes to learn more about them before invited to a call.
    - Cheryl to reply to interested members.
    - Deadline: April 22nd

**Item #2 Derby@ Email**
- Melannie will no longer be point of contact for USARS derby applications
- Administrative Support would need to be identified.
- Position of responsibility for derby@ emails.
- Derby sanctioning, Memberships needs to go to Brent
- Anything sports specific rules and other expertise go to derby@
- Chair work on identifying roles and responsibilities to divide between all committee members.

Christina made a motion to adjourn, Fernando 2nd at 9:25pm CT
Item #1 Follow Up from last meeting

- Meeting / call with JRDA – Missed this portion of the call. Please provide me with details to update the notes as needed.
- Tee shirt sales at Tryouts
  - Great sales report
  - Team to sign a shirt for sale at Nationals
  - Everything is boxed up and shipped back to the office.
    - Suggested we frame the signed shirt or a framed document of selected players.
  - Can we order more shirts?
    - Shirt order for Nationals and Rollercon
  - Online sales?
    - Talk to shirt vendor about ship to order
  - Flag orientation needs to be corrected.
  - Suggested we change the color of shirts or offer additional merchandise items with same branding.
- Teams around Lincoln
  - Need update from Ricci.
  - Interest in generating, nothing confirmed.
- Rollercon
  - Cheryl and Christina to take lead of the event.
  - We will ask for volunteers to help man the table.
  - Need a quick training on how we are to sell passes and register members.
    - Use of online website and paper process
    - Ricci or Kevin can train.

Item #2 Nationals

- Report
How many teams will be involved?

- Philly, 2 teams from Oly, Mayham, and Chicago have mentioned interest.
- Need to start solidifying the maybe’s

AAU / JRDA vendor packages

- Men’s teams being sent to Nationals, potential for 4 teams.
- Need to start thinking about how many officials are needed.
  - Eric working on making an interest survey (registration). He has contacted people individually.
  - Questions surrounding stipend. Standard of $40/day for meal coverage.
  - Chris requested data soon to help accommodate teams.

Social media

- Posts are good, starting to see it spread across social media.

Any tasks members can take on?

- A lot of ancillary positions will come together after meeting.
- Medals, programs, materials, ticketing to be talked about within the committee.
- Need to start searching for EMTs

Team USA Exhibition Scrimmage

Suggested Men’s Team USA tryouts during events.

Video to be discussed at meeting this Friday.

- Offer sponsorship opportunities to vendors.
- More details are coming

Welcome kit finished last week.

- Fernando sent them to Ricci.
- Welcome kit distributed via social media.
  - E-Blast was sent out on Friday with a link.

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Item #3 Reports from Subcommittees and Projects

- Men’s Team USA
  - Chuck has selected a coach.
    - Christina Stang was selected as assistant coach.
    - Bio to be sent to Fernando.
  - Waiting for venue to get back to them for dates for tryouts.
  - First tryout in June in Merced, possibility of hosting something at Nationals.
    - Unsure if Chuck can be there for Nationals.
    - Men’s World Cup is right around the same time for the other derby events (Nationals and Rollercon)
  - What is the plan for announcing coaching staff?

- Roles and Responsibilities
  - Tabled by next meeting

New Business

Item #1 Engagement in Social Media

- Fernando responding to online posts responsibly and professionally.
• More committee members’ respondents supporting USARS positioning.
• Suggested we create an FAQ document.
• Support and backup coaching staff.

**Item #2 Email from Team USA Coaching**

• Requested a bio for each player that is on the roster
  o Do we have headshots from Team USA players?
• Get a feel for what will be happening at Nationals

**Item #3 – Team USA Uniforms**

• Having a hard time finding a vendor.
  o Carrie suggested reaching out to Game Gear. Carrie to send it to me.
• Fernando suggested reaching out to Nike, Under Armor or other name brand vendors.
  o USA Boxing recently got a sponsorship with Under Armor.
  o Need to avoid USOC sponsors.
  o Danny suggested reaching out Jennifer G to talk to someone at USOC to clarify.

**Item #4 – New Committee Members**

• Asked potential applicants for resume’s and bios.
• 5 applicants applied, 2 have withdrawn.
• Concerns surrounding applicants based on research.
  o Give prospect an opportunity to prove themselves through sub committees and following process.
• Suggested we vote for other two candidates being considered.
• Cheryl motioned to vote Angella Hammell and Carissa Haney to the USARS Roller Derby Sport Committee as long as they are current members and sign confidentiality agreement.
  o Fernando 2nd the motion
  o Motion approved unanimously by present committee members.

**Item #5 – SWOT Analysis**

• Submitted to Roberta
• Cheryl to compile SWOT analysis for other disciplines
• Cheryl to review overall marketing plan.
• Suggested a survey with members 1:1 “Voice of the customer”
  o Simple survey
  o Use for planning in 2017

Fernando made a motion to adjourn, Christina 2nd at 9:48pm CT
CIPA changes in style dance free dance requirements mid year lead to automatic changes in US rules since Elementary International and Youth Free Dance follow the junior requirements. Some coaches were unaware that there were different requirements for Open Creative free dance and International free dance.

FIRS has changed inline events to now include Junior divisions and Senior divisions. Also, they will be judged by WIFSA (a derivative of ice) as the judges. Their evaluation system includes an electronic system similar to ice and their judges will be utilized at worlds. FSC will attempt to evaluate the athletes seeking world qualification using as many of the criteria used at worlds including GRE. Evaluation forms have been modified to utilize the similar element requirements. US has no control of these changes and it may portend anticipated changes to all figure skating in the future using electronic judging system. This would require considerably more staff per event.

Judges and stage staff for Figure nationals have been chosen and notified and some are willing to serve and some have family obligations

A group of adult skaters have successfully raised sufficient funds to have live organ music for the adult portion of dance skating. They will pay the organist, pay for his per diem, room, transportation, rental of organ and documentation of donations on Go fund me. This will cause delays each day since live music is less efficient than computer generated but increases customer satisfaction. List of donations attached

FSC reviewed photo vendors proposals and recommended Callum for the choice of vendor

A new level of “limited competitive membership” was begun and Tony Berger and Gloria plan to ensure that regional reps and coaches are informed.

No updated version of figure rulebook and this is due to lack of volunteer time and staff support. Awareness that without notice of rule changes that coaches operate at a limit. FSC working on an addendum of changes made in last year to ensure that this info is now posted on the USARS website.

World Team staff selected by FSC to be Gloria Manning coach and Tony Berger, Manager. It was felt that an apprentice program could be instituted similar to speed and the apprentice paying their own expense.

Coaches are seeking to develop recommendations for competitive requirements but traditionally vote at regional meetings and finalize at the National Championships. GR 21 considers that changes should be accomplished at Spring meeting. This rule was instituted when there were only two meetings a year and the calendar year was the fiscal year. Waiver sought and an action item for this meeting
Figure Sport Committee  
Wednesday, March 16, 2016  
Webinar, 7:00pm Central time

Attending:  David Adamy, Kayla Rodriguez, John Cawly, Jessica Gaudy, Jane Wojnawsky, Ed Harney, Jim Pollard, Bill Spooner, Tony Berger  
Also attending: Dan Brown, Gloria Manning  
Approved: Jessica, David, Bill, Jane, Tony, Kayla

There were adjustments made to the electronics of the webinar. Those using the telephone rather than the computer desktop are not always able to respond fully in the call.

Nationals  
- **Stage Staff** was an issue reviewed by the committee. Ed Harney presented a list of staff and the budget related to this staff. He notes difficulty-securing staff to participate. As a result he currently has a vacancy for a reimbursed referee position. Tony will contact a person who might be interested but did not wish to speak with her until he contacted her. Discussion about one person on the staff list took place and a vote for approval was taken as follows: Harney-Yes, Wornawsky-yes, Gaudy-Yes, Berger-Yes, Adamy-Abstained as he is on list, Kayla-Yes, Spooner-Abstained, Cawly as chair did not vote.
  
  Mr Harney notes that there is **limited coverage for music** and other duties due to a lean staff. It is hoped that coaches will volunteer to help with collecting music. There is a referee challenge with qualified referees. Using persons from the audience has its own challenges as noted last year. Judges are not going to assist more than they currently do with serving as free skating referees. Ultimately it is felt that this will effect people wishing to serve.

- **Judges panel** published is also **challenged.** With a family illness one judge will not be able to serve and then a compensated judge is planning on skating with his wife in the adult section. Efforts thus far to find replacements have not been fruitful.

- A group of persons in the field have sought to have **organ music for the adult dance events.** They have been asked to provide a budget to pay for the organist travel, the equipment rental, the per diem, and the hotel. Then they are asked to create a go fund me page to document they can raise this number of funding. To adequately plan, this is to be accomplished by April 30, 2016 to enable planning for the May board meeting. Mr Harney advised that electronic music is more predictable and faster from a perspective of schedule. It is decided at this time to allow the group to demonstrate that this can be accomplished at no expense to the organization. This was for informational purposes only.
The **venue issues of a sub floor** were discussed with the committee. Subfloor grant sought from the City of Lincoln to protect the astro turf at the soccer facility and stability of the floors. A discussion about the **practices and the sale of practice** ensued. The practice floor needs to be available for at least two general practice sessions daily for all disciplines. Efforts will be made to obtain the schedules previously used by the former Executive Director. Dan notes intent to have a social skate to integrate the national event with the community. Issues of rental skates and other items to be worked out. There is not yet testing of the air curtain between floors to diffuse noise from the other floor. This may mean regulating volume on the practice side. Discussion was held about the other noise being distracting to officials. It is pointed out that the practice facility and the practice sold on main floor has resulted in more than $30,000 in the past and should be considered. It is unclear who and how the practice will be monitored for payment and who will supervise the practice sessions. Pricing was not agreed upon but suggested the previous $10 a day. A recommendation was sought about the **photography vendors**. Several committee members spoke of Callum being easier to work with and they are a local vendor. It is also noted that in previous years the ability to get the pictures out timely was noted. However, the vendor form last year lost several events and awards ceremonies. The committee input was overwhelming in favor of Callum.

**Membership**
- A discussion was held about the previous meeting seeking **data on membership by club**. This data was secured and sent to the regional reps and the board in the board report from the meeting. How will this info be presented to the coaches and clubs? Regional reps will distribute this to the coaches to show a trend. Currently there is not staffing to accomplish this with national staff.

A **new membership category** was established at the recent board meeting for implementation this season. This membership level is for athletes in art and speed who have not skated a qualifying event in invitational or regional. It will be named **“Limited competitive membership”** and cost $45. This membership is effective for up to 3 years with the clock beginning Sept 2016-2017 season. Tony and Gloria plan to work to get the information out to the clubs and the coaches as an alternative for club skater and those who complete in the promotional events that formerly were “C” events. There was statement that this was “C” in different set of clothes.

- **Tony was asked to report about efforts by regional reps to increase membership.** Tony noted the minutes from the regional reps and some efforts made. However, in many cases the membership numbers have not increased. It was suggested that a written report or summary be created for each region and presented at the committee. Tony will take this back to the reps committee. Gloria noted that she has developed and board approved a book that guides new coaches in how to run a competitive program. She is
unable to find it on the web site. It speaks to how to package and sell the idea of a competitive club. Changes in the web site will help in future but also we need new coaches and more athletes.

Rules

- Extensive discussion about the rule book electronic version or hard copy not being updated for the current season. There are modification made for CIPA events and new divisions of international dance, free dance, names of inline event

Jessica noted that she had volunteered to streamline the rule book and organize it differently. She adds that she sent the committee a beginning effort and there was no response or limited response without approval. She did not wish to use her time going further without approval of the committee.

It was felt that at least an addendum should be considered for this season to summarize the changes and for posting. Much discussion of who had time to accomplish this addendum. Mr Cawly will have limited time until the end of March but will attempt to work on an addendum at that time.

All agreed this is necessary but there were no volunteers and crickets could be heard.

Dan shared a new provisional schedule for the world championships and notes that WIFSA is now a member of FIRS and will be officiating that the world championships. WIFSA judges will be the judges and referees at the world meet. This raises the issue of should this be the situation at the USA championships? Mr Cawly notes efforts to identify US judges with this organization and currently cannot locate on their web site any current judges who have credentials that have been renewed at this time. Mr Cawly is encouraged to locate any electronic or written materials on judging inline free skating to distribute and ensure that, if necessary, similar criteria are used by USARS judges at the US championships. It is also noted that the world meet will have categories of both Junior and Senior In line events. This information should be distributed as soon as possible so that coaches are aware of this for adequate preparation. Finally, there may be as many as 18 additional athletes that will present a challenge for the schedule at the championships. David and Debra Adamy were asked to attempt to make contact with the leadership of WIFSA, located in Virgina, to attempt to gain more information about their intent to participate with USARS and information that would potentially make transition easier and complete for the athletes and judges.

John Cawly shared the modification of forms used by Europe for style dance officials. He has asked for input on the forms so they can be distributed to both coaches and judges. This required a great deal of work and he was thanked for his efforts.
World Team

- There are unresolved issues of the **world team staff selection**. Only one applicant has applied and that application was received 15 days after the deadline posted on the application. Further discussion focused on the value and importance of the team staff for consistency and best presentation of the team. Dan noted that FSC previous ruling that a coach could not participate in the portion of the world meet if they had an athlete in that section was valid based upon other experiences that have occurred. However, we need to begin training new or additional candidates. Gloria suggested that all candidates should have severe restrictions on the candidates and the coaches applying should have the ability to accept these restrictions before applying. One change could be requiring the current advanced coach status to elite coach status as well as teaching a panel for at least 3 years.

A general discussion followed about the qualification of the one applicant and there was general agreement that at this time, the applicant would need more training to advance to the world team coach. Perhaps she could mentor at a world championship with existing staff to learn the intricacies of the position. Dan strongly believes a need for an organized mentorship program that would involve the person paying their own transportation and receiving a per diem to learn the skills needed.

It was felt that a staff needed to be named to begin the process of preparing for the world championships. **Gloria stated she wished to be considered and Tony agreed** to be considered for manager position. After discussion about consistency and the challenges of parents and guardians being responsible for their own child. Approved the two candidates as the persons for this season. Tony abstained noting he is a candidate. The 2017 World championship dates have been changed, as has the location. The dates will not conflict with the USARS national championship but will present problems with a short time frame and the need for visas to China and traditionally long time to obtain visa.

Requirements

- A discussion of **2017 competitive requirements** being produced by the regional reps in time for the May board meeting. It is noted that the regional reps did produce a document from the last regional cycle for that purpose but **it was misunderstood that this was for the current season**. The regional reps are currently gaining input and will be ready to present a suggested list of requirements to FSC prior to the May board meeting.

The **competitive draw for May first** needs to be accomplished and the USARS staff do not have the time or the familiarity to accomplish this on time. Jane W was asked to accept this task. She agreed. Ed raised the issue of random vs alternating from previous year. It is noted that between regional and national meet all requirements are skated so random draw is
the best plan and the most fair. Jane was thanked for this monumental effort and will ensure that the staff has the document for timely posting.

There is consideration of having a regularly scheduled meeting monthly to avoid large meetings with significant agenda. It would be on a Wednesday evening the same day of the month.

Lisa Friday will be creating a judges handbook for the national meet with deductions and significant changes.
Figure Sport Committee  
Special Meeting  
Inline rules and regulations  
Wednesday, April 6, 2016


The purpose of the meeting was to discuss the new regulations from FIRS/CIPA that identify that WIFSA is a participant for In line events and their rules and regulations will now govern In line events.

Most significant was the regulations were issued March 21, to member nations. Additionally, there will now be Junior and Senior Divisions by age and the determination of that age is based upon WIFSA (Ice rules).

Additionally, content requirements for Junior and Senior are different based upon new rules and significantly different USARS rules. USARS current bylaws indicate that in protected competitions that USARS will follow CIPA rules. USARS can do whatever it wishes to qualify athletes but without following the CIPA/WIFSA guidelines USARS will be limited to 2 athletes instead of 3. In the past we have only sent 2 athletes.

One further issue is the judging issues that utilizes a technical panel to identify the elements used and what quality that element is evaluated. A performance panel of judges evaluates the execution and gives a GOE (grade of execution) for the element already evaluated by another panel. There are statistical factors and ratios that are identified and WIFSA has utilized the ice judging system on computer to manage the process.

The USA is unable to mimic the electronic judging system of WIFSA but feels that efforts should be made to evaluate the elements and the grade of execution.

Discussion was lively. Ultimately there was a belief that the judges or a select group of judges should be trained in this evaluation system. USA cannot afford the number of panel of judges required at world meet. Also, the field needs to be informed that Junior divisions now exist and what ages qualify. USARS needs to seek definition of different terms than USARS such as jump series and jump sequence. Schedule may need to be modified to ensure that there is adequate time for some skaters to perform in both events.

Ultimately
1. USARS will publish the WIFSA regulations as they now appear on the FIRS website
2. Ed will review and consider schedule changes if they are needed and anticipated.
3. John Cawly will seek clarification of the terms used via the CIPA chair of in line, Fernand.
4. John Cawly will distribute the in line regulations to the judges who are on the national panel and encourage them to read and understand prior to officiating at a regional championships.
5. The judges selection committee will have specialized training and refreshers at the judges meeting prior to the national championships.
6. Tabulation of Scores will continue at the same as previous years based upon the rule that USA does not change rules mid season. This would not be fair to those training all year. FIRS regulations can be followed in subsequent years but the tabulation method of this season is CIPA with two scores by the judges.
7. Mr Cawly will continue to coordinate with the chair of CIPA, Margaret Brooks to ensure that USA is working toward an accurate evaluation of in line skaters that will as closely as possible follow the evaluation they may receive at the world championships.
8. These changes will be added to the proposed addendum to the FIGURE rules that was proposed at the previous meeting

The meeting was adjourned 2.5 hr later

Respectfully submitted

Bill Spooner, Secretary

Approved: Ed, Jane, David, Scott, Bill, Jessica
Minutes
Rink Hockey Conference Call
Sunday, February 21, 2016
1:00pm EDT

On the Call: Jim Jost, Don Allen, Bryce Robinson, Mark Bailey, Tom Hughes, Pat Ferguson and Bryan Moyer

1. Treasurer’s Report: $942.90

2. Referee’s Report: Tests? Tests are on paper, Mark will convert to electronic media, and will get to Brent by the week’s end.

3. Coach’s Report: Coach’s letter has been sent to Finance Committee and we are waiting for their response.

4. Branding: Logo? Logo of single players is complete by Scooter. Coat of arms with players on it not completed. Don will send both out to the committee by Monday.

5. Men’s and U20 World Team Tryouts: Will be held immediately following the National Championships in July in Lincoln, Nebraska.

6. “B” Championships: No new information yet. Lucas’ request has been sent to Harro. The Mayor of Lubbock has submitted a letter to Tom and he will forward the letter on to Harro.

7. Pan Am Games: Nov 23rd to 27th in Columbia. It is imperative that we send a men’s and ladies team to the competition. This will help get us back into the Pan Am games and possibly Olympic inclusion.

8. Budget for Nationals: Committee reviewed the budget and approved it pending figures for areas that are missing costs. Medals were discussed and the committee would prefer to have our own rink hockey medals. Don and Tom have the two companies that could make them.
9. **New Business:** We need to have both a men’s and a ladies team ready to go to Colombia for the Pan Am trials in November. They will need to have their money collected and ready to pay at this year’s National Championships. Tom will contact USARS regarding monies owed to USARS by rink hockey players and find a solution to the problem. Tom will also send a follow up letter to the individual owing the rink hockey committee money and try to get them to set up a plan to repay our committee’s money.

10. **Next Committee Meeting:** March 20, 2016.
Minutes
Rink Hockey Conference Call
Sunday, April 24, 2016
1:00pm EDT

On Call: Tom Hughes, Don Allen, Bryan Moyer, Bryce Robinson, Mark Brailey, Pat Ferguson, Jim Jost, and Kylie Hughes (Athlete Representative to USARS)

1. Treasurer’s Report: **$ 942.90** in our account. The second request for payment was sent to the individual owing our Committee money via certified mail. It was received, but we haven’t received any response. Tom will send out the final request via certified mail with our plans for recovery, if we need to go any further.

2. Referee’s Report: Status of Tests Mark sent Tom the tests for submission to Brent for the website. From level 1-3A, the total number of questions is 70. This does not include the required floor tests. Discussion was made regarding floor tests and when the best time to have someone floor tested at Nationals would be. This would need to be scheduled for the best times for the tests and the games involved. We are in dire need of referees for our Regional and National Tournaments. We need to find people to fill these voids, teach them and get them certified for refereeing.

3. Ladies Camp Report: The camp in Merced was a very good training camp for our Ladies. We need to thank Bryce Robinson and Roller Land Merced for the use of their facility and for providing some men’s teams for our ladies to scrimmage against. With the drills, matchup scrimmages and the men’s team scrimmages, this camp helped some of them get a better understanding of man to man defense. They all played hard and went home tired and sore. Sure signs of a successful training camp. Our new selection process for the National Teams (16 floor players and 4 goalies) seems to be working out great.

4. Activities for Nationals: Preview arena. Fundraising and promotional ideas As stated before, we would like to sell 10 banners and 10 program ads for the local businesses to help support our Championships. The banners would be better for larger national and international corporations. The ads would work for local businesses offering coupons and specials for our players, officials and families. We can also have talk over
commercials during the breaks in the games for local, national and international sponsors. Tom and Kylie will get a telephone directory when they travel to Lincoln for the USARS Board meeting in May and contact some of the local business for ad space. If anyone has ideas or suggestions, let us know and we will pursue your ideas.

5. Branding: Logo? Our logo designer has moved and settled into his new surroundings. He has decided which pictures to use and is finalizing his design. We hope he will send it out for Committee approval within the next 7-10 days.

6. Men’s and U20 World Team Tryouts: Immediately following National Championships Tom has been contacted by a number of players regarding the schedule for the U20 and Men’s National Team tryouts. As he has tried to explain, we will not have a definite schedule until we get an exact number of Teams coming to Nationals and our schedule has been worked out. Hockey is scheduled from July 16-23. We would suggest that you plan to stay through Saturday night just to be safe. Until we get a consensus on the number of teams, we cannot guarantee an exact time for the tryouts. Tom will contact Alan this week to inform him of our plans and the International meets coming up.

7. Pan Am Games: November 23-27 in Medellin, Colombia The Pan Am Championships is very important to our sport. We have not been involved in these games for a number of years and it is imperative that we get a men’s and a ladies team to Colombia. Tom has a preliminary budget and a preliminary deposit amount worked out for both the Ladies World and Pan Am tournaments and will make it available for anyone planning on going. The Men’s and Ladies teams should be ready to pay their deposits at the end of the tryout camp at Nationals. If you are trying out, you can get the information from Tom at akskatertom@yahoo.com or call him at (907) 244-4018.

8. Hockey Awards and Recipients: We will get our nominations for the “Billy Sisson Award “, the “Rink Hockey Skater of the Year Award” and any other award nominations to Tom ASAP for the Board Meeting in May.

9. New Business: We pointed out that the request we made for the reduction in coach’s annual renewals has been sent to the Board Meeting for approval. Tom and Kylie (the Rink Hockey Player Representative to the USARS Board) will work with the other Board members to help this get approved for our sport. We also have asked that we be able to use our own credentials for our coaches. We know they will work hard to get this approved at the Board Meeting May 13-15. Tom will be in on the
representatives meeting in Buenos Aires the weekend of May 21-22 to discuss possible rule changes and our plan for the upcoming FIRS hockey symposium in Rome June 10-12. Tom is working on a budget for the Board to send him to Rome for the symposium. We feel that for the wellbeing of our sport, we must have representation for our Country at the FIRS symposium.

10. Next Committee Meeting: May 1, 8, 15, 22, 29. With the many things happening the weekends in May, the RSA convention, Mother’s Day, the USARS Board Meeting, May 13-15, the meeting in Argentina and Memorial Day, the next conference call has been scheduled for Wednesday, May 25, 2016 at 10:00PM EDT.
The USA Roller Sports Executive Committee Meeting was called to order via webinar at 2:00 PM Central Time on March 1, 2016. Participants included the following Executive Committee Members:

Danny Brown-USARS Executive Committee Chairman
Bill Spooner-Chairman of the USARS Board
Annette Anderson
Keith Noll
Sara Sayasane Hebbrecht-Athlete Representative
Trace Hansen-Athlete Representative

Also participating were:

Dave Morrell-USARS Treasurer
Ricci Porter-Sport and Operations Director at the National Office
Peggy Young-USARS Corporate & Recording Secretary

Because of the investigation and presentation made by the staff of the Nebraska Attorney General on Wednesday, February 25, a full USARS Board Meeting was planned to occur via webinar within the following week. It is important that all members of the Board understand the issues and challenges ahead.

Keith Noll questioned whether USARS legal counsel, Jerry Pigsley, was to be involved in this Executive Committee meeting. That has been the intention but notification to him was an oversight by Danny. Mr. Pigsley was then contacted and later connected with the meeting.

The first item of discussion was an update of the USARS Financial Service Policy and Procedure, which began in the Fall of 2015. Although there are additions to be made, it was clear that there were a number of existing policies that were not being followed, and in some cases there was no process of cross-checking this. USARS Treasurer Dave Morrell has worked on the policy, but there may be additions that we are not yet aware of in light of the current investigation.

There is concern about World Team staff members receiving $1000s of dollars to cover the expenses of USA World Teams while in other countries. In the past, an estimated cost of participation is set for each athlete, including hotel, food, etc., which was collected in advance. Team expense money is sent to the staff for known and unknown expenses.

Danny stated that the real problem here is a lack of follow-up documentation after the Championships or events have concluded. Sometimes USARS has not received receipts, etc., in a format that is independently verified, and there is not a cross-check of those who see the accounting of the funds that are returned by team staff against the total funds sent to them.
When Danny became the Roller Figure Team Manager, there was no training provided and he had to learn the hard way. Once he knew there was a method he made sure the Finance Department received receipts for team expenditures. This is where the disconnect has been found and were a modification of the procedure required. It must be clearly known that there will be a sign-off of the audit of the world team travel expenses by the USARS Executive Director as well as USARS Finance staff, and perhaps by the Chairman of the Finance Committee and/or Committee Members.

Trace Hansen stated that based on the recently approved world team participation processes, the expense reports coming back to our office should now only contain the expenses for the team coach, manager and trainer. Under this new procedure, depending on the team, athletes will either make their own hotel reservations, or as approved at the last Executive Committee for inline hockey, pay USARS the actual cost of their shared hotel rooms prior to departure. We are no longer collecting funds to send with staff for food for these individual athletes or taking financial responsibility for booking airline tickets or transporting the team members. Airline tickets are purchased on their own, and that expense no longer runs through USARS.

As long as the coaches and managers understand that they must document every expense, an audit after the fact should be much easier and shorter, without the need to audit all of the personal expenses for each athlete. Forms already exist for a proper and adequate accounting of the event, but as noted the problem is that these forms were not always returned or properly completed. Some of the expense documentation received does have a spreadsheet for expenses, etc., sometimes there are no receipts or signatures of people who have received the money.

Keith Noll believes that we need to conduct sessions via webinar to include each staff member involved with team management, and our requirements for expense accounting using expense forms, signatures, etc. There is a lack of education and lack of follow-up on what they need to do. Education is important. Also, they should be retaining copies for their own records and for the future if needed for this type of investigation. This would help with getting better expense reports coming back from worlds. Repeat team staff members who do not properly document expenditures should not get the opportunity to serve again.

An inquiry was made of the USOC, and it was stated that they take cash with teams because the under-age athletes can blow their money all in one day and that was the philosophy previously followed by USARS in collecting money that would be given out for food.

Noting that some of the problems we have experienced result from accounting for travel expense advances, after the event, Dave Morrell, Treasurer, and Bill Spooner, Finance Chair, will work on ways to refine the current policy, taking into considerations possible ways to circumvent the system.

The Executive Committee next discussed selection of a photographer at the 2016 National Championships in Lincoln, Nebraska. This will be the first year that combines competitions for roller figure, speed skating, rink hockey, derby and slalom competitions into a single venue. Just prior to the webinar, Danny forwarded bids from Callum Sports Photography, Ulises Escoba Photography and Stuart-Rogers Photography. A bid was also received from TMR to serve as the official videographer. It was noted that they did not have adequate time for a review these proposals to discuss at this meeting. (Discussion of photographers for Nationals resumed after Jerry Pigsley left the webinar.)

Jerry Pigsley, USARS Legal Counsel, was able to connect to the webinar at this time.
Before calling an urgent meeting of the USARS Board, Danny wanted an Executive Committee discussion about the problems that were brought up during the meeting with the Attorney General's office. Nine Board Members were connected to the call, but not all could see the presentation, being only connected with audio. In addition to Danny attending that meeting in person, Jerry Pigsley, and office staff members Ricci Porter and Peggy Young were present.

Danny stated that after returning to the office we began to review documentation relative to the checks written to Richard Hawkins that were identified during the meeting. Check requests were found for travel expense advances, however, in some cases there was a lack of documentation of how the funds were spent. When an accounting of the expenditures was found, it was not always with the checks.

Danny did reach out to Richard Hawkins this past weekend, and he indicated that he had documentation for how the money was spent. Danny asked him to contact Ricci Porter to tell her where the documentation could be found. We are being given an opportunity by the Attorney General's office to provide documentation of these funds. Keith Noll suggested that Richard be informed by phone and in writing that because of the pressure being put on us to gather this information, we must have it from him by a specified date, or we will need to turn him into the Lincoln Police Department. Jerry agrees with this direction and doesn't see where we have any other option.

During the Attorney General meeting the purchases of a cake for the staff birthdays, as well as the occasional coffee being purchased and brought in for the staff was mentioned. The staff did verify that these things were received. The Assistant Attorney General questioned whether this was the right use of "charitable" dollars, although others in the meeting seemed to think it is a "grey" area.

Keith Noll stated that he is connected with another non-profit organization, and their Board and Officers all receive a ham delivered to their doorsteps two or three days before Christmas. He questioned Jerry whether this was a Nebraska issue. Jerry stated that there have been gross abuses by some of the non-profits which have caused some backlash resulting in prosecutors to question every dollar. It appears to be an extreme position, but as long as this small amount is used for staff birthdays, etc., and not extravagant gifts, this should not get us in trouble.

During the Attorney General meeting, it was stated that they were not able to make contact with Michael Stieb. Information needs to be collected from him as to what he sees his responsibilities are relative to the only contract they have dating back to 2011. When it was signed he was being paid $21,000 annually, which later increased to the current rate of $31,500. Abigail Stempson, the Assistant Attorney General, stated that she felt this was too much for simple maintenance of a website. At this time the full scope of his responsibilities to USARS was not known.

Apparently the Attorney General's office questions whether he should be considered to be an independent contractor; and if because he was at one time a USARS employee, he is getting a "sweetheart" deal. We need to have an explanation of why his fee went from $21,000 to $31,500, a significant increase. This question may be answered by George Kolibaba, who was the President/Chairman of USARS at the time.

Jerry stated that the whole issue is what USARS received for the money paid to Stieb. Obviously she thinks it is exorbitant payment and we did not get any services from him. It is imperative to have documentation for what Stieb has done in exchange for these payments, and he is the best one to do this. If he has documentation, he needs to come up with verification of what he had done to get that raise. If Stieb isn't doing this for other organizations and solely relying on us for his income, then his independent contractor's status will be thrown out and we should be treating him as an employee.
Danny understands that this increase was an action by USARS President George Kolibaba and Richard Hawkins as the USARS Executive Director more than two years ago. We have found no evidence that it went to the Executive Committee for approval. This is part of the information gathering process. We have accumulated a large stack of documentation for the requests she made. Missing is what must come from Michael Stieb.

Jerry said he had not seen the December subpoena of Stieb until last week. Michael was in an auto accident last week but did tell Danny that he talked to the Attorney General's staff as of Monday that he would reach out to them by the end of the week with much of the information they have asked for. Keith stated that USARS should get a copy. Jerry stated for our own protection so as not to be accused of tampering with the information, Michael should send a copy to Jerry. Danny will ask Michael to send a copy to Jerry Pigsley.

Keith stated this this is a perfect time to make a motion, since there has been an allusion to the Attorney General's office getting harsh with non-profit organizations, that going forward, no one person or two people should be permitted to make major decisions for USARS. The Executive Committee must be involved in the day-to-day operation. All must be part of the approval process so that there is a record of that in making contractual decisions, or whatever Jerry feels is warranted. Leaving this on the shoulders of one person, is too much pressure and also results in too much that can be overlooked. Speaking to this, was lack of notification to our attorney of this Executive Committee Meeting.

Jerry stated that he agreed with Keith wholeheartedly. If we show we have a Committee involved instead of just one person, there should be less opportunity to claim that one person is keeping everyone in the dark, as compared to having an Executive Committee of leaders on the board making decisions and not to be viewed as possibly a friend of the staff member involved. It is in the best interest of USARS to have that group be involved. Danny agreed as well and took no offense at the statements, stating that we need the help of everyone to get through this and move forward.

A proposed letter to terminate the Independent Contractor Agreements with USA Roller Sports was discussed. Danny said that he had no problem with the language, and if anyone else did they should bring it up

MOTION 1: by Keith, 2nd by Trace Hansen

Approve the letter to terminate the contract for future services and send it to Richard Hawkins.

CARRIED UNANIMOUSLY

Jerry stated that if everyone was alright with the final language, he would change the date to be the current date and send it out and email it to him to his work address, since we do not have his home address. Danny offered to provide Jerry with Richard's email address.

Keith questioned whether we can withhold the remaining payments in his separation agreement. There is also the issue of the USARS owned vehicle which has not been transferred to him legally. Because Richard took the title with him, Danny, as President, has been unable to sign it over to him. Richard is still driving it with USARS insurance and license plates, using this USARS asset for his own personal use. It was questioned whether he had access to other USARS assets.

Jerry addressed this issue. Notwithstanding the agreement, if we don't pay him, he could sue us, but we challenge him to do so. We would bring a counter claim for what he owes us, including not giving us the title to the vehicle. Jerry asked to clarify whether we agreed to give him the laptop computer, and it was stated that he could have it. To clarify, the amount that was to be paid to Richard was being reduced by the value of the car, which he would then own, and
any repairs that we had made to it costing about $1500. Approximately $9,000 was being subtracted from the total in the agreement to reach the final balance to be paid to Richard. The Separation Agreement references the car, leave, and vacation.

MOTION 2: Moved by Keith Noll, 2nd by Trace Hansen

Withhold the two remaining payments set forth in the Consulting Agreement of $23,750 cumulative with no provisions of withholding any of the assets already provided to Richard Hawkins. (Following the close of the meeting it was determined that the laptop should be returned to USARS.)

CARRIED UNANIMOUSLY

MOTION 3: Moved by Trace Hansen, 2nd by Keith Noll

Approve termination of the Consulting Agreement signed with Richard Hawkins on November 30, 2015, effective immediately.

CARRIED UNANIMOUSLY

Contact will be made with Richard’s attorney, to facilitate signing over the vehicle title. We will then cancel the insurance.

The question of whether Board members need to obtain private representation was addressed. Jerry can represent USARS and Board Members in their official capacity. If he did it individually it could be a conflict if one Board Member made accusations against another. If there is any potential for criminal claims or any civil claims against them as an individual Board Member outside of their capacity as a Board Member, they need separate council. Their interests may not be in the best interest of all the other Board Members. Jerry can recommend someone if they want to get separate legal counsel. Jerry wants to make sure USARS is represented and our best case presented to the Attorney General’s office, as well as for them as USARS Board Members. Respondents need to understand that what they say in a sworn statement could come back if they are to be deposed.

Keith suggested that each Board Member should send their response to Jerry. Everyone should be assured and agreed on by the Executive Committee that these letters won’t be shared with anyone on the board, and that they will only be seen by our attorney. If he needs to reach out to the individual he can do that. This assurance needs to be given to the Board so they can say what they need to say, without saying something that is misconstrued that might cause them or anyone in the organization a problem through the they have words used. Jerry agrees. It is important to carefully word their statements. The responses shall be submitted to Jerry for review and submission to the Attorney General’s office. He cannot change their responses, but can advise on the best wording.

Keith, as Chairman of our Insurance and Risk Management Committee, is working on notification of our Directors and Officers Insurance provider of this risk. Jim Foy will assist us with this without charge. He is working with Foy on bullet points of issues that could potentially be wrongful acts. These possibilities are for 2012, 2013 and 2014, before Foy became involved with USARS, and there may not be any claims anyway. Ricci was asked to follow up with Melannie to get the copies of all insurance policies in effect for those years to see where we might find some type of coverage, i.e., business operations, workers comp, building, fire, accident liability insurance, a business owner policy, which may have a clause dealing with unlawful acts by an employee of an organization, etc.
At this point it was determined that the following discussions would not require of Jerry's involvement, and the Committee thanked him for his participation.

Before leaving the webinar, Jerry wanted to address the issue of his legal fees. The previous arrangement was a retainer of $585 a month. With the situation at hand, there have already been many hours not billed under this agreement. His current rate is $280 an hour. Going forward the billing will need to reflect the time that he spends. All of the work done to date has been covered under the $585 a month. He does not bill individual Board members. Inquiries to him from Board members have been billed to USARS. With no other questions, Jerry left the call.

Bill next gave an overview of the finances, stating that Committee Members could review the Errors and Omissions Trend Analysis at a later time.

It was questioned whether the National Championships can break even because of the extra cost of $30,000 for the facility and approximately $25,000 less being received from CVB from area hotels. Kelly Springer is developing a plan of attack for hotels usage fees and with obtaining sponsors in the area. He will start knocking on doors before the end of the month, along with staff members Brent Benson and Ricci Porter. Hopefully there will be some success.

It is confirmed that we will be charging for practices, programs and admission to the events. Practice times need to be established for figure skating, since there are no other extra practice sessions scheduled for the other sports. During speed skating, there is another event taking place on the second skating floor. For figure there will be a charge for open practice time and the floor will be available to rent for private practices. The published figure schedule published does have practices at the beginning of youth, World Class/CIPA and at the beginning of adult events. There will be general practices on the other floor and hours rented. Bill will pass this along to John Cawly to get a recommendation from the Figure Sport Committee.

Trace is in favor of selling as much time as possible. After hours we can rent out both floors, and perhaps charge more for the main floor. Danny said there are no time restrictions for access to the building. Trace said he would volunteer to supervise in the early morning. Annelle noted that the practice floor was used all night long in Albuquerque. Trace says we should make the skaters wear wristbands to be on the floor, which would be cut off at end of day. The season passes need to be done differently than last year.

We usually do have better attendance in Lincoln, which may help in earning enough to make the event break even. It was noted that because membership numbers are down at this time for this fiscal year, it will be a tight squeeze to break even.

The main difference in original facility contract and the contract they saw was removal of cancellation and revocation of agreement. They agreed that allowing the facility to cancel with only 30 days notice is unreasonable. Danny hopes to be able to submit the contract to the Board for approval next week at the Board Meeting.

Annelle asked whether they are providing door security. Danny said that was a good question. Ricci said that USARS staff did sell tickets, worked as security on doors and for the vendor booths, and in addition, some were on Committees. There were too many job duties with too few people. Many people entered the building without paying admission. If the facility is not providing it, we need to figure out a system to cover the areas. Ricci offered to work with the CVB to see if there are any interns or volunteers. Annelle said that we did pay for some door protection on the doors, but it was a problem. If we could find some volunteer help, that would be good.
Bill said that when we were at the facility for the tour, it was recommended that we would have registration at the front door. We take responsibility with ropes, etc. Bill thinks they committed to cover the other two entrances, however these are not the same people we spoke with earlier. With stanchions we can guide them to the counters, offering a limited entrance area. There are four doors in the front entrance area, which perhaps could be segregated to two. Danny will talk to Dr. Lane about that.

Annelle stated that parking is supposed to be free. The contract does not have any statement about it. Danny replied that it has open access parking which is used by other facilities so they are not able to set it up for controlled parking.

MOTION 4: Moved by Keith Noll, 2nd by Trace Hansen

Approve the agreement with BJ partnerships as amended, removing the revocation clause that would have given them the right to revoke the use of space at any time prior to the event date, provided a 30 day written was given; and with the addition of the following standard USARS facility clause being added: "It is agreed and understood that USA ROLLER SPORTS shall not be liable for any loss, injury or damage to persons or property arising from circumstances or conditions connected with the Premises which are not under USA ROLLER SPORTS' control or which are not due to the negligence of USA ROLLER SPORTS, or not related to USA ROLLER SPORTS' use of the Premises."

CARRIED UNANIMOUSLY

Via email, we have asked Chris Hunter for an RFP to videotape the Nationals. TMR is asking for specific things, which Dr. Lane at Speedway indicated would not be an issue. Parking is no issue, power no issue, high speed internet dedicated for his use based on his request, sales space can be provided. Only question was about risers for cameras. Is this something he has or that needs to be rented. It was asked whether anyone felt we should seek out other videographers for our event. With the combination of multiple events at one site, if Chris is willing to give us a proposal we would like to see it. The letter from TMR is really for information only at this time.

Discussion of photo services for the National Championships resumed. Three companies are interested in providing photography at this year's Nationals. Do we want to split up coverage or give one all of the work. We have experience with Stuart Roger from last year in Albuquerque, Callum in previous years. Escobar covered the Americas Figure Cup, so they are still a new entity. At this time there is no recommendation for any one of them until the proposals can be reviewed.

MOTION 5: By Keith Noll, 2nd by Trace Hansen

Ricci, Danny and Bill should review the proposals and submit their recommendation electronically to the Board for full review within the next ten days.

CARRIED UNANIMOUSLY

Income from this resource was questioned. The official photograph from Albuquerque, Stuart Rogers, has not paid according to the agreement from last year. It was stated that Callum usually pays us around $16,000 and Stuart Rogers still owes us $8,000 from last year.

There was a discussion on the value of our event to a photographer. Keith says that last year for Junior Olympics they received $12,000 from one event for eight days with only 1,000 athletes. We should be receiving 20% of sales, based
on cash register tapes, showing what they run through their machines. When they ship later and run credit cards later, this does not provide us with proof of the income they are making. The USARS event is significantly longer with more athletes involved. This will be reviewed by the Finance Committee.

Danny stated that we cannot entertain a proposal from Stuart Rogers until we get an accounting of last year's. photos, a thumb drive with pictures, podium photos, payment, etc., which are part of last year's contract. They won't be getting the concession for this year if they still owe us money. Danny will contact them.

Marketing to hotels for sponsorship was briefly addressed above. Ricci said that sponsorship packages have created to use in contacting the hotels that benefit most from our event. There was some concern that we are starting late this year. In addition we will come up with presentations, templates and plans and work on selling for 2017 and into the future. Kelly Springer also offered to solicit restaurants. Ricci has a follow up meeting with the CVB to get a list of discounted hotel rates that can be provided to our members. She will let them know what we are planning to do, get more information and update Brent and Kelly. As noted before, Kelly will return to Lincoln to knock on doors, have sales meetings and try to get sponsorship meetings. It was noted that there is an advantage to a business becoming a sponsor, because part of it becomes tax deductible.

Ricci was able to find a prepared presentation for contacting the Cornhusker, which included statistics for that hotel, but could not locate the statics for all hotels the last time the Championships were in Lincoln. It was suggested we should contact Richard and find out where the file is located on our computer, or could perhaps call the CVB. Bill thought he might have a copy and agreed to look for it.

A change in the USARS website is being recommended by the Marketing Committee (or sub-committee). The plan is to mimic the Women’s Volleyball site design. It was stated that the minimum cost to do this would be $5000, but could cost up to $10,000. Danny stated that efforts to move forward with a website redesign is premature at this time. (Note - Later it was clarified that this could be accomplished at an estimated cost of approximately $1300, which includes travel plus $300 – or for $300 if no travel were involved. The high end cost of $10,000 mentioned during the meeting included a marketing budget that was being requested.

Danny said that there are a couple of issues to address dealing with contract for services for our office. Several have not been put out for bid in some time and some of which are up for renewal. Those up for renewal will continue on a month to month basis until Scott Clifford has reviewed our needs. They should be able to make recommendations in about a week.

Danny will send a copy of any contracts he finds with Michael Stieb to the Executive Committee.

Bill questioned whether the office needs assistance in collecting the information needed by the Attorney General's office. All the checks will take some forensic study. Danny stated that he did make copy of what we have gathered to date. Lyndee Black, our current auditor, thinks we should have someone with knowledge in fraud, but her office is too busy to take on this review. We have found many checks without the proper follow-up documentation. It is necessary to sleuth out the backup documentation for use in our defense, as there are checks without proper backup documentation.

Keith Noll stated that our auditors are responsible for making sure that we have proper documentation. Did they fail to do so, or was that in the report that never made it to the Board. It is going to come down to whether we had the right leadership of USARS at that time. Auditing firm should have some serious problems with not distributing a critical management letter directly to the Board of Directors. Richard created a wrongful act in not turning that over to the
President and Board. The Board and President were culpable in that they never asked for it. We have to provide answers to what we can and the others, prepare an explanation.

Danny said he would spend that evening and the next day to finish going through the copies of checks asked for by Attorney General's office. The Finance Committee will be given an overview of the situation. Lot of the documentation has already been gathered. We only have two weeks to get it all together. Bill stated that although he is not able to vote, a contract service should be hired, and asked for authorization to hire. A motion was made by Track Hansen for Danny's authorization to hire contract services as he sees fit to help gather necessary information for the Attorney General's office, but it died for lack of a second. Lyndee Black will provide a recommendation for someone who could do a forensic review.

Actions have been taken to beef up the computer security at the National Office. FiveNines has removed access by all people and reinstated access for those who should still have it. The staff has changed their passwords for signing on to the server. FiveNines will be testing the system along with Scott Clifford to making sure it is secure. The security code on the door at the building has not been changed, but since Richard is not in the area it has not been a big concern. We will get this taken care of.

Danny noted that we have provided financial assistance to help with the development of countries over the years, used for training, assisting leaders with travel, etc. In addition this assistance has enabled roller sports to insure that nine countries participate in the Pan Am Games, a requirement of keeping our Pan Am Games status. An explanation of this needs to be provided to the Attorney General's office. It was noted that USARS is no longer in a position to assist other countries.

Two staff members on the webinar were asked to disconnect. The Committee wished to discuss a raise in compensation with the increased work load and responsibilities, as well as the fact that no pay increases had been given in years. Following the close of the meeting the following motion information was provided to Peggy Young for the official minutes.

MOTION 6: Moved by Trace Hansen, 2nd by Annelle Anderson

Adopt the actions of the President in adjusting the compensations for the five remaining staff by a total of $22,000.

CARRIED UNANIMOUSLY

MOTION 7: By Keith Noll, 2nd by Trace Hansen

To adjourn the meeting.

CARRIED UNANIMOUSLY

The meeting was adjourned at 4:50 PM

Respectfully submitted by
Peggy Young
The USA Roller Sports Executive Committee Meeting was called to order via webinar at 7:30 PM Central Time on April 12, 2016. Participants included the following Executive Committee Members:

Danny Brown-USARS Executive Committee Chairman  
Bill Spooner-Chairman of the USARS Board  
Annelle Anderson  
Keith Noll  
Sara Sayasane Hebbrecht-Athlete Representative  
Trace Hansen-Athlete Representative

Also participating:

Ricci Porter-Sport and Operations Director at the National Office  
Peggy Young-USARS Corporate & Recording Secretary

Chairman Brown apologized for not having a prepared agenda to everyone prior to the meeting. Items to be discussed included arrangements for the 2016 Nationals in Lincoln, the Attorney General investigation, Derby related items, the USARS Youth Protection Handbook and his discussion with Melia Herrington regarding the USOC Safe Sport Initiative, etc.

Danny's authorized the hire of a part-time staff person, who will begin on April 25. Based on her past experience, Rhonda Cann should be a good fit for our current needs. Ricci gave an overview of what she can help with in the office. She mentioned her ability to respond professionally under stress and her experience with handling conflict and resolution. She only wants part-time, about 20 hours a week. We could use more help than that, but she has a friendly voice, is professional and should work out well. Annelle asked if she could also help with sending out Museum membership renewals. It was noted that this would help Peggy, since she already has a full plate and it is a challenge to keep up. Danny agreed she could help with this. We will also work to schedule future museum tours at a time that Rhonda can do them, as she is interested in this and this will take that load off of Rici, who has been the main person giving the tours since former museum curator James Vannurden left.

Danny updated everyone on where we are at with the Attorney General. The items they were seeking were provided through our attorney, Jerry Pigsley, along with the responses from Board Members to questions that were asked. While searching within the office for documentation, some additional questions were raised relative to transactions that USARS was not aware of. Danny indicated that he would be leaving Michigan for Lincoln the next day. At that time he planned to discuss the situation further with local authorities.

At an earlier Executive Committee meeting, it was felt important to retrieve a laptop computer from the previous Executive Director. It was not received at the USARS office and a statement made that it was a moot point at this time. Keith was upset with that statement and said that the laptop has proprietary information belonging to the organization. With the cancellation of the independent contractor agreements for future events, the computer should have been returned. There was discussion on the need to keep all members of the Executive Committee informed. Everyone felt a great deal of frustration with the entire situation.
Keith Noll stated that we should put our insurance company on notice relative to any missing equipment that was listed in our policies that cannot be found. The Directors and Officers policy may cover some of the legal fees. USARS needs to seek recovery on behalf of the membership for any losses that are found.

A grant application was submitted for funding of a sub-floor for our National Championships at the Speedway Sporting Village. Jeff Maul of the Lincoln Convention and Visitors Bureau, indicated that there are some questions that must be answered to move the application forward. There is concern about who will own the sub-floor, etc. Our contract with the event venue states that they will provide the subfloor, so this should not be an additional expense to USARS, regardless of whether the grant is received or not. As an alternate location, the Pinnacle Arena has expressed an interest to Jeff in hosting the event. Work on clarification of the grant application will also be done while Danny is in Lincoln.

Establishment of a volunteer program has not yet started. A schedule from 2015 was updated by Bill Spooner for use this year in scheduling practices, however, how to staff the practices is a problem yet to be resolved.

Danny has reviewed the contracted services within the National Office. In addition, he has two proposals for apparel vendors at Nationals, including one from Omaha. A third is needed. For photography, based upon input from the Executive Committee, he has emailed Callum Sports Photography that we accept their proposal to photograph the National Championships. He will follow up with notification of Stuart Rogers and Ulises Escobar that we will not be using their services.

Stuart Rogers Photography owes USARS approximately $5,000 that needs to be taken care of. They did not forward the placement photos, or any photos for that matter. They provided a link to download photos of action shots, but that process freezes up the computer in our office being used by Ricci Porter for that purpose. Danny will go back to the contract with Stuart Rogers to see what it says.

There was discussion about the upcoming National Championships. The adult derby events are coordinated by USARS. At last year's Nationals there were only four teams, and it was not productive. Danny has been intimately involved with the Derby Committee and feels there is a genuine excitement about Nationals. We need to encourage teams to participate. He suggested a reciprocity agreement with the Women's Flat Track Derby Association (WFTDA), whereby members can come to compete in our events. We need to evaluate a cost to enter Nationals, discuss club charters, memberships, etc. The cost is high, well over $2000 a team. Danny suggested we may want to open the Championships to teams, offering a non-member rate.

The Derby Committee felt team entry fees should be $300 for USARS member teams and $500 for non-member teams. Lincoln teams (host team) should be allowed to enter without paying an entry fee, but they must have a membership of some kind, WFTDA or USARS, so there is no liability exposure. We must have more than participated last year at this year's National Championships. In earlier discussion, Fernando Regueiro agreed that we should provide opportunities for other to come in and that $500 (tops) is reasonable for others to participate. Danny asked the Executive Committee what they are comfortable with. We need incentives for our existing memberships.

Danny stated that there was no talk about prizes and thinks we should provide medals. Ricci said that she had not heard anything about providing prize money. Trace stated that this is definitely reasonable. If we need to purchase an event policy for that portion of the Championships, we need to be able to cover the cost. The more the merrier and the better the competition. As Chairman of the USARS Insurance Committee, Keith will check with Foy tomorrow on insurance coverage. They have a phenomenal rate, even day to day. Or perhaps we can get the teams to sign a waiver to provide their own coverage.
Danny says the question is who insures who when an event is mutually agreed upon. Under our rules, if they have insurance and we have a reciprocity agreement, their policy covers their participation and our policy covers participation by our members. The liability insurance would cover the overall event liability. Keith will verify this with Foy.

Bill asked whether USARS has anyone with a relationship with WFTDA to begin the conversation. We want to be certain that the reciprocity agreement is in place. Danny will reach out to them to confirm that their policy has not been changed and their carrier has not been changed. He will speak with the WFTDA president to be certain they are still on board with reciprocity as they were when he last spoke with them four months ago.

Bill noted that this is a good opportunity for their players to play under our rule set if they want to move forward to a World Championships. WFTDA players can participate in our derby tryouts if they have a USARS card. To do tryouts, they have to have our card (and their card). As we move forward we may be able to control the insurance costs for participants. It would be good thing for derby overall.

The net profit earned in the AAU Junior Olympics’ budget after the end of the tournament will be split according to the following percentages: JRDA will receive 50% and USA Roller Sports will receive 50%. It was stated that JRDA Nationals is not sharing revenue but paying us for use of the floor. We need to be certain we are clear on this.

Chris Hunter, who was present at the last Board Meeting, thought the streaming of the Derby games could generate revenue. Danny said that Chris and his partner manage derby events. Chris has agreed to be the Meet Director for the adult portion of the competitions. His partner does the actual production. Videography needs to be solidified, as TMR has traditionally covered all events at our National Championships and a contract has not been awarded for this year.

Annelle asked Rici about derby in Lincoln. They are not USARS members, but there are some that compete in adult leagues and some in the Junior category. The Derby Committee asked her to reach out to Lincoln teams to encourage participation. She will to see if they can put together a team, or pull from a few teams in the area.

Danny stated that in the past, derby community has Non-Skating Officials (referred to as NSOs), comparable to a figure steward and the person in the pit for speed skating. This would be a person who handles documentation at hockey championships. In the past USARS has a policy that those people have to be USARS members in order to participate, and he wanted to get the Executive Committee's thoughts.

Keith stated that with the AAU this type of person is an independent contractor. They have no insurance coverage if they are not AAU members. If they need coverage, they need to become members. Danny told the Derby Committee that the derby NSOs are not required to have insurance through USARS membership, but will have to sign a waiver of liability. Derby has a problem getting people to volunteer.

It will be beneficial for the National Championships Meet Directors to travel to Lincoln to visit the venue for a site inspection and to do some pre-event planning. We need to know about equipment connections, etc. Danny indicated that he would be coming to Lincoln, and/or having a conference call with Dr. Lane and his sound people. Danny voiced concern about the air curtain. There will also need to be a plan to control the training floor. Trace said that he is willing to go out after our Board Meeting on Saturday night to address these questions and others the Meet Directors may have. Trace thought he would need to leave on Saturday but is now able to stay through Sunday. We also have a National Championships Special Committee that includes a representative for each sport. Fernando is the chair and this would be a good time for them to get together.

The person who is renting use of organ is from Lincoln and should be involved in the installation, since care must be taken according to Dominic Cangelosi. It is the same type of organ that he donated to the Museum.
The subject of vendors for Nationals was brought up and who would be handling them. It was stated that the National Office staff can do that. In the past, vendors paid $1000 a booth. There were about 17 booths last year, but some were included as part of a reciprocity agreements. It was asked what they get for that $1000. Ricci found the vendor flyer from last year. They receive a discount for purchasing more than one booth. Ricci will send the vendor flyer to the Executive Committee for their review.

The Committee next discussed the extra training time that is sold at Nationals during the Roller Figure Championships. In previous years, because of the many hours she donates to staffing the Championships registration desk, Gloria Manning has been given first option on times for her region. Annelle says that it has routinely been 5:00 - 6:00 AM. The following motion resulted after discussion.

**MOTION 1: Moved by Keith, 2nd by Trace Hansen**

Accept the Finance Committee recommendations of pricing for extra practice time at the National Championships.

- The floor owned by Lincoln (referred to as the official floor) will be available for private practices after the close of the Championships and the opening the next morning at a cost of $300 per hour.
- The floor owned by USA Roller Sports (referred to as the unofficial floor) will be available for private practices at a cost of $225 per hour.
- The cost per day for open practice will be $10 per person per day, with in and out privileges. Two open sessions are guaranteed to be scheduled each day on the unofficial floor.
- Payment of half of the total cost is due upon booking private practices, with the balance paid by July 1.

**CARRIED UNANIMOUSLY**

The protocol for booking time was discussed. It was agreed that in 2016 the donation of time staffing the Roller Figure Championships would again permit first option for the Southern Region by its Chairman, Gloria Manning. The plan is as follows:

- Gloria (on behalf of the Southern Region) can request 5 hours during the competitions for private practices.
- A draw among the regions will determine the order whereby each regional Chair can request 5 hours each, based upon the order drawn.
- By no later than June 1, the schedule showing private time booked by each region will be published, opening up the remaining time slots for booking on a first come first served basis.

(Note: The draw was done on April 19, resulting in the following order for private practice time requests by regional Chairs: Southern (automatic), North Central, Great Lakes, Southwest, Northeast, Southeast, South Central, Eastern, Northwest.)

The Speed Committee made a World Team staff recommendation for the 2016 World Speed Team. A motion was made to approve it, followed by discussion. Subsequently the motion was withdrawn subject to further review.

The size of the 2016 World Speed Team was discussed. FIRS allows for a maximum of 8 men and 8 women on each of the two teams, Junior and Senior, for a total of 32. USARS does not send the maximum, but sends 6 each for a total...
of 24. The thought is that if these extra athletes attended, they would not necessarily get races. Sara Saraysane Hebbrecht stated that last year the addition of the 7th and 8th place athletes occurred after trials were completed. She can guarantee the situation will happen again this year, but feels that if our rules say 6 athletes (male/female/Junior/Senior) then that is what should be permitted to go. Yes, they go and watch and get experience, but they are not going to get races. We need to put our best racers in every race.

This is a question for the team staff. It was allowed last year, shall we permit it this year. Having the extra athletes present can interfere with staff members' efforts to get the best they can from the athletes who get the races.

A letter of objection was read relative to one of the recommended staff members. Sara shared her observations with the Committee Members. It was determined that the responsibilities of a Team Manager need to be reconfirmed. The staff is there to support the team and not go sightseeing. Danny as President indicated that he would clarify this if this individual is confirmed as one of the two managers.

Ricci was asked to go back to the Speed Committee to see if they feel they absolutely need two managers. In the past the role of the Managers has been pretty intensive, but based on the way world teams are now organized, it may be a relevant question. In general the slate was approved, subject to speaking with the Speed Committee Chair. Formal approval can be accomplished via email.

**MOTION 2**: Moved by Bill Spooner, 2nd by Annelle Anderson

Approve the Figure Committee recommendation for Gloria Manning to be the World Figure Team Coach and Tony Berger the Team Manager for the 2016 World Roller Figure Skating Team from the USA.

CARRIED UNANIMOUSLY

The Figure Committee recommendation stemmed from the limited number of individuals who have experience as staff members for past World Teams. To resolve this for the future, they wished to post a notice that applications for apprentice positions for figure would be accepted.

During the USARS Regular Board Meeting, held by webinar on February 20, 2016, we approved a USA Roller Sports Youth Protection Handbook that was based on one prepared by the AAU. Page 58 of the approved document refers to: “Coaches evaluation and the use of the Positive Coaching Alliance for education courses”. The intention was to use the Safe Sport training available at no cost on USOC website: [http://safesport.org/take-the-training/](http://safesport.org/take-the-training/).

**MOTION 3**: Moved by Bill Spooner, 2nd by Trace Hanson

Approve the amendment to the USARS Youth Protection Handbook, to utilize the free USOC Safe Sport training.

CARRIED UNANIMOUSLY

Danny spoke with Malia Arrington of the USOC. Her expectation is that we make this mandatory for all coaches and have no tolerance for those who would not participate. She is very aggressive on that issue. This policy is within the expectations of the USOC. Going forward, under the Safe Sport Initiative, she feels that clearly zero tolerance for athlete to coach relations can be tolerated. If a coach is training an athlete and it develops into a relationship, regardless of the age, this is inappropriate. If the coach wishes to continue coaching he or she cannot coach that athlete any longer. The athlete will have to find another coach, because of the imbalance of power. She stated that there is no acceptable
scenario where that type of relationship is acceptable. Our Safe Sport Handbook must be updated and published on the website as soon as possible.

It was then mentioned that an anonymous letter was received by Danny making allegations against a different member of last year’s team staff. Normally USARS does not take unsigned letters seriously, but perhaps a few questions should be asked of those who were present. If there was a problem and nothing was done, the organization could face reprisals later. Trace agreed to make some inquiries. Trace will need to have contact information for the staff and team members.

Ricci noted that each year team members are sent a survey relative to their participation in the World Championships. Less than half answer the survey, however, those who did indicated that the team staff was approachable. There was a brief discussion on questions that have come up in Colorado Springs, noting that some controlled substances are legal in Colorado for personal use which may be against the USOC guidelines.

Peggy mentioned that just prior to the meeting she had forwarded an email request from a USA World Masters Marathon Inline Speed Team, planning to participate in the 2016 World Masters Marathon Championship in Nanjing, China on September 18, 2016. Since this event is in China, they contacted USARS for both for advice and official recognition to deal with race organizers and the Chinese government more smoothly. They will make their own arrangements, but travel together to the races. They wish to wear the US skinsuits. Ricci Porter indicated that teams have been recognized in the past and been provided with Team USA uniforms for this purpose. There was no objection voiced. All agreed they would further review the request and respond if there was a problem.

**MOTION 4:** By Bill Spooner, 2nd by Annelle Anderson

To adjourn the Executive Committee Meeting.

CARRIED UNANIMOUSLY

The meeting was adjourned at 10:03 PM

Respectfully submitted,

Peggy Young
USARS Corporate Secretary
Finance Committee
Report
Annelle Anderson, Scott Clifford, Dave Morrell, Dan Brown, Trance Hansen, Bill Spooner
A Little History

• Three years ago USARS reported $850,000 deficit
• US Foundation gave $400,000 loan and $100,000 grant to assist with retiring debt of the Roller Skating museum
• As of March 2016 USARS liabilities are $500,000 of which $401,000 is the loan from Foundation. They graciously are allowing USARS to only pay interest monthly. Foundation has lien on the office and house as collateral
• USARS has reduced expenses dramatically with elimination of funding for world team travel, several staff positions. Most significant was the reduction of insurance premiums with the help of AAU insurance broker to reduce cost by over $200,000.
• USARS reduced its line of credit to Union Bank from $200,000 debit to a level of zero
• Revenues have increased with increased membership expense and contest fees.
• Fiscal year status was changed by board action to coincide with the art and speed competitive year – September to August
• 2015 was the transition year and this left some newer members perceiving that they were paying more for the membership and gaining less months
With changes in the fiscal year it is difficult to give a visual comparison that compares year to year. This current fiscal year is a different calendar month than others. So for the same three year period we will compare the 7\textsuperscript{th} month of the fiscal year.

**Art Membership**
22% reduction

**Speed Membership**
20% Reduction

**Hockey Membership**
84% reduction

**Derby Membership**
49% REDUCTION
The reductions on the previous page can have many explanations.

Unique to this Fiscal year is the change from the traditional Jan, Feb, Mar and perhaps habits of not joining until then or later are still applying. We hope to have an additional 2,000 members by regional season.

There is a potential that USARS and its pricing has had an effect on membership decline. Derby for example: $85 for each member is $1700 for each team of 20 plus the team charter of several hundred dollars. This is before they pay to compete in any contest. This sport has the highest insurance cost and we may need to consider other alternatives.

In comparing membership, USARS fees should cover the administrative expenses of the organization but there are other sports that cost less that parents may choose to direct the athletic endeavors of their child.

Where is the threshold of enough revenue and too much? WE rely on the Sport Committees to keep the board informed of the concerns and opportunities for the future.

However, there must be sufficient revenues to cover the cost of operations.
Demographics and Markets Change

Here is a good example. Hockey has changed considerably in their percentage of the organization.

One of the proposal before you is from Hockey Sport Committee. It notes that all hockey coaches are volunteers. Volunteers are asked to spend for a coach membership fee to offer their time.

These coaches do not charge for lesson fees or their teams do not cover their expenses.

Without coaches, there is less likelihood of having more teams.

They seek a lower coach fee for the hockey coaches.

2014 Membership

- Derby: 29%
- Art: 19%
- Speed: 19%
- Hockey: 33%

2016 Membership

- Derby: 29%
- Art: 32%
- Speed: 29%
- Hockey: 10%
Loss of coaches and loss of facilities directly effects membership. The result is less contestants for competition and ultimately less revenue

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<tr>
<td>Art Club Charters</td>
<td>149</td>
<td>146</td>
<td>130</td>
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<tr>
<td>Speed Club Charters</td>
<td>115</td>
<td>121</td>
<td>109</td>
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<tr>
<td>Derby Clubs</td>
<td>137</td>
<td>130</td>
<td>118</td>
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<tr>
<td>Art Coaches</td>
<td>410</td>
<td>412</td>
<td>286</td>
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<tr>
<td>Speed Coaches</td>
<td>179</td>
<td>177</td>
<td>111</td>
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Coaches are the USARS Sales Force. With less facilities and less coaches there will be less members. These talented individuals recruit and train the new members and sustain the existing members.
Some frustrated and challenged members express their concern that USARS is digging a hole.

But with two years of slow improvement, other members view this graphic as a more accurate representation.

Ultimately, the focus will be how does USARS increase membership and revenue while ensuring fair competitions to the athlete. This will also include a relationship with the Skating Center who provides the facility for most of the competitions.
Revenue is lower than former years

Expenses have also been reduced but there was an initial lag time when the problems was not identified
• Declining membership in this unusual year we project that there will be a smaller membership and we project $40,000 from the AAU in line Hockey and $30,000 in memberships by year end. That is a total of $70,000 more revenue
• Joint marketing with USOC hits measured on our website will likely result in $50,000 in USARS share of revenue based upon USOC guidelines
• Competitive revenue will remain static or lower with fewer members competing. However, the change of speed and art to charge regional entries $3 per event vs $5 athlete will likely result in approx. $5,000 more revenue
• National revenue may go down slightly due to less competitors but having all the sports disciplines in one location may control the expenses better.
• In the past USARS had $335,000 revenue from all national championships and $135,000 of expenses. That was an additional $180,000 when including derby.
• This years venue has increased costs from Pershing experience. The facility costs $35,000 more and the Convention bureau is providing $25,000 less support due to city limitations of their budget. They are assisting with a grant for the sub flooring. Ultimately, the maximum profit from nationals this year is anticipated to be $120,000.
• $200,000 Cash on hand as of March 2016

Much of the outcome for 2016 Fiscal Year will be dependent upon the participation of regional and national championships. USARS will be closer to living within their operational budget than in years past.
Other finance recommendations for ratification by the USARS Board of Directors

• Rink Hockey request for reduction of coach fees based upon all the coaches are volunteers and the $80 fee limits the growth of Hockey. Finance committee could not reach consensus and referred to board for discussion and decision. (Request attached)

• Callum Sports approved as vendor after review of three proposals. Decision based upon Callum being vendor two years ago in Lincoln, a local vendor and their responsiveness to complaints. (minutes)

• Sale or Lease of USARS owned residence. Discussed at Finance on multiple occasions and 1st lien is held by US Foundation for Amateur Roller Sports. Letter to seek approval to take action directed to their board meeting (minutes)

• Pricing of national championships approved to be similar to previous year and that spectator fee and program fees remain same. Practice fees similar to Ice Box previous fees - $10 for entire day with two general practices

• Approval to participate in Video Preservation project (Attachment)

• Escalation policy for collections (attachment)

• Policy and Procedures for Financial Services revision in response to Attorney General investigation

• Errors and Omissions report of March Financials

• Live organ music for the adult portion of national championships. A volunteer group within the skating community raised funds and will secure the rental of an organ, pay the travel expense for an organist, pay for per diem and room at officials rate. They utilized “Go Fund Me” and have documented sufficient funds to cover the expenses. Adult customers seem happy with this change. It will present challenges for stage staff and schedule but if the customer will be happier, we advise the board of directors approve it for this one year
Finance Committee  
Wednesday, March 2, 2016  
10:00 PST  
Webinar  

Attending:  Dave Morrell (treasurer), Dan Brown, Scott Clifford, Trace Hansen, Annelle Anderson, Bill Spooner  

The committee discussed the financials from January 2016. It was noted that:  
- Membership numbers are only 50% of what they were in the fifth month of the previous fiscal year. This is hopefully due to change in fiscal year and the end of previous fiscal year being December 2015. History would noted that membership in past does not reach 75% threshold until end of March. It is difficult to develop trend of decreasing membership with these changes.  
  - Graphic representation was viewed on webinar. The summary is  
    - Art is down 34%  
    - Inline Hockey down 189%  
    - Rink Hockey is stable  
    - Jr Derby down 129%  
    - Mens derby 111%  

- Further discussion about that it is hoped that it would be an issue of the change in fiscal year rather than a dramatic decline. If it is a dramatic decline there will be a huge loss of revenue that could affect the fiscal year and ability to produce events such as the national championships.  
  - Club charters are down by 125 clubs  
  - Coach registrations are down by 168 for the same period  
  - Membership revenue is $223,000 lower than previous year at this period  
  - Balance sheet showed $126,000 as of Jan 31 with a zero line of credit  
  - AR continues to be high but not as high as previous. Still needs adjustment or review to write off what is not collectable. Otherwise this leads to overstating assets for resource that is not collectable. President will work on this in the future.  
  - Year to date losses from operations or $1,008 and that is marginal performance but effected by lack of membership  
  - Total revenue for first five months is $233,000 lower than previous fiscal year  
  - Expenses for the first five months are $87,000 higher with much of this being related to expenses required to be paid with resignation of Executive Dir.  
  - Admin expenses remained within $1,000 as same period  
  - Contributions are $50,000 lower than precious year but USOC contribution from shared advertising does not traditionally arrive till April or May  
  - Expenses for graphics are $3,600 higher for a late billing by graphics vendor for an issue of Skate from last season  
  - Americas cup art shows $5,700 loss but aware that President was bringing additional revenue from event with him for deposit
The committee was updated on the Attorney General of Nebraska meeting with the board of directors telephonically and via webinar.

- That office is seeking extensive documents questioning the mission of USARS and appropriate use of charitable funds.
- Office is currently attempting to find the supporting data for expenditures but this is challenging without the Executive Director not at office to assist
- The president and the staff have a plan to gather what information may be available and to develop a response to the requests of the Attorney General’s office
- There is a concern with Mist consulting (M Stieb) business relationship (is he a contractor or employee). Attorney General reports difficulty gaining response from M Stieb and President has contacted and encouraged him to respond to Attorney General
- Each board member has been asked to respond individually without coordinating their response with other board members, addressing specific questions from the Attorney General on how and why they wish to remain in a governance role with USARS
- These responses will be sent to USARS Attorney for review prior to submission by the attorney to the Attorney General

The Committee then discussed the challenges in obtaining information from the computer system. Data has been committed by the bookkeeper by the 10th of each month.

It is anticipated that there will be likely additional expenses for USARS not planned for this fiscal year as result of organizational review

- Outside help to gather information from files or computer systems
- Forensic accountant as recommended by auditing firm that specialize in fraud for approximately 100 hrs. to assist with document review
- Computer and management consultant to update and modernize the computer system and create a plan of correction
- Web site change or redesign as recommended by several board members and the marketing committee
- Someone to manage the national championships

There was discussion of a board motion that was approved pending review of the Finance committee. This involves creating a grassroots membership level for athletes who are new and limited to 3 years. This card would provide insurance and membership for non-qualifying events for a limited period. Review of data would indicate that those who have had previous cards would have those cards to compete at qualifying regional contests. This offers a new level of membership. This was approved unanimously. It was also recommended that the card be called “Limited competitive membership card”. Other members who compete in A or B level would have the former membership card now be named “Full competitive membership card”. This was approved unanimously.
Insurance was discussed re whether there was potential liability to the organization re: Attorney General investigation. It was recommended that the insurance committee contact the D&O carrier and the previous carrier to alert them to any potential risk. Keith Noll will manage this process with the insurance committee and his contacts with the providers.

Personnel compensation was discussed. USARS staff has not had a salary increase in over 3 years and in fact they have 2 less staff. The staff has stepped up and is providing additional effort and hours. It is felt that there should be an increase in their compensation. It is recommended that Kevin, Melannie, Brent and Peggy receive a $3,000 per annum increase each. It is recommended that Ricci receive $10,000 increase because of her new responsibilities. After discussion that the service contract previously written with the executive director for contract work would be cancelled, it was decided this would be budget neutral and the committee approved this effort.

Financial Services Policy and Procedures were discussed in relation to lack of some documentation thus far. The treasurer and the Chair have reviewed the document and note that many changes were made last year as a result of the recommendations from a previously unknown audit recommendation. Initial review of materials sought by attorney general would note that the procedures were not followed. Dave and Bill will continue work toward revisions once the audit is complete. It is noted that the lack of documentation is an issue of the staff or vendors not providing what is required in current policy. It is felt that the bookkeeper needs support and education of the requirements and an escalation policy to gain the documents or data when requested. She needs to have a clear plan of what she may or should do when check requests do not have or return appropriate data. Bill will create an interim escalation plan and also note that if the bookkeeper feels threatened there is a whistleblower policy that protects fears about job. The escalation plan will involve notifying the bookkeeper of her ability to request data with a timeframe to receive. When that does not occur, she will notify the director of operations for information only and then notify the president of what information is lacking. The president will contact the person requesting reimbursement or delegate the task to a member of the Executive Committee. Failure of the requesting persons making request to comply will result in referral to executive committee discussion and potential punitive actions.

National Championships planning was discussed
- The facility contract with owner was discussed and has been modified to provide some protections for USARS being terminated.
- Discussion of the grant process for the subfloor to protect the AstroTurf surface via the CVB of Lincoln. We are the non-profit who are seeking the grant and that floor will be owned by USARS but stored at Speedway. It could be used for other venues with nominal charge that would cover insurance, storage, and movement of sub floor, insurance and damage. There
will need to be agreements determined following the national meet to ensure this process is managed.

- There are proposals for videography from TMR sent to committee members and awaiting another from Chris Hunter.
- There are proposals for photography – 3 including Stuart Rogers (last years vendor), Callum (previous years vendor) and Ulysses Escobar who did photography at the Americas cup. There were discussion of impressions and profit sharing in proposals but the majority of the committee wished to further study the proposals. It was agreed that the members would respond in email to the other committee members with their impressions and recommendations within 10 days.
- A consultant is assisting the office staff with seeking sponsorship from the Lincoln hotels to replace the money previously collected by the CVB. This consultant is working assuming his own expenses and agrees to accept 25% of what is collected. Industry standards for fund raising by consultant is currently approx. 33%. This revenue would help defray the additional cost of this championships noting that the facility is $35,000 more than Pershing and CVB reduction in assistance by $30,000.

Expenses are likely to increase within this fiscal year

- Legal fees have been previously on a retainer basis and very generous from counsel. With increased volume and expected volume he has notified USARS that he will need to now do billable hours at $280/hr. His normal billable rate is $400/hr.
- There may be necessity for management assistance to establish systems to help the Dir. of Operations to manage resources more efficiently
- There is a need for a consultant forensic accountant to assist with response to the attorney general to a max of $22,000
- Summit (vendor for online registration) has proposed scope of work to take the registration system from SSN being the unique identifier to improve the ability to schedule, collect fees, include coaches etc. They have also suggested a commercial product that may be more efficient and more cost effective. Scott Clifford will review the product to determine if it should be considered. Another vendor has been recommended by Keith Noll that is used by other sports to accomplish membership, contest registration, etc.
- Proposed by staff and marketing committee a redesign of the web site based upon similar to Women’s Volleyball. It is felt it would reduce questions to office, provide more timely information and easier modification. Initial design with person who created women’s volleyball site would be approximated at $5,000

Delegation of tasks may be essential to complete tasks. USARS lacks sufficient staff and volunteers to prepare for the national championships and during the event. There was a committee created to manage the planning of Nationals and chaired by Fernando. Danny will contact the chair to find out what their plan might be. It will
be necessary have a person to manager the art venue and practice process and booking of practice due to loss of contract with former Executive Director.

There has contact been made by Fred Piper to chair seeking to determine if a volunteer effort to raise funds to have live organ music could be made for this seasons national championship for the adult portion. Mr Piper was told that it would need to be reviewed by the finance committee and the board for approval. To make that determination it would be necessary to have a budget that included cost of housing organist, cost of per diem for organist, rental of an organ and transportation. Mr Piper is contacting Mr Cangelosi to inquire as to his availability. Shortly after the Finance meeting Mr Cangelosi responded that he regretted he could not agree due to his health. There was discussion that USARS did not wish to be the venue collecting the funds given its staffing. It was agreed that USARS could encourage the group to do “GoFundMe” to determine if they could collect money for the possibility. Danny notes there is sufficient space on the stage for an organ. Mr Harney, meet director, was notified and he responded that the use of organ would result in more time on and off the floor but might provide more customer satisfaction for adults. He would recommend against this. Whatever, the outcome Mr Piper was notified that USARS would need to approve any posting on social media he would produce for this purpose and the money collected would need to demonstrate coverage of all expenses no later than April 30 to allow sufficient time to notify recipients.

The chair advised the committee members that they should have the opportunity to discuss opening whether there was a desire for another chairperson. The chair left the meeting to allow for frank discussion and was notified when the discussion was finished. The committee decided to continue with the current chairperson of the committee.

Approved electronically by: Trace with grammar corrections
Dave
Annelle
Bill
As a result of discovery that previous personnel and previous administrations have not maintained appropriate documentation for check requests or sufficient documentation once money has been expended, the finance committee desires to create a interim policy to obtain the documentation needed.

This policy will apply to all employees and volunteers operating on behalf of USARS. Documentation and receipts are required for all expenditures by USARS. If a receipt is not possible due to cultural or different country for expense, the person seeking and utilizing the money will create a document to support the expenditure in detail.

All receipts are to be submitted to the person in office responsible for accounting ASAP and ideally within 10 day of the expenditure.

The person in the office responsible for documenting the receipt of supporting data may need additional documents to support the expenditure of USARS resources. He/She will contact the person involved by telephone and e mail to request additional documentation and in what format she expects. Those documents are expected to arrive at the office within 10 days of request. If that does not occur:

- The accounting person will notify their supervisor that he/she is implementing an escalation plan.
- At the same time, she will notify the person who has not provided the documents that she is notifying the next person in the chain of command when the request was made, the response has not been received and seeking their assistance to encourage the person to provide documentation. ( for employees this would be the Dir of Operations. For board members this would be the President of USARS, for volunteers and committee members this would be the President of USARS. Should the negligent party be the President of USARS, the accounting person will contact the chairperson of the board of directors.
- If within another 10 days the documents are not presented then the accounting person will notify the chairperson of the board and the issue will be communicated electronically to the board of directors for a discussion of actions to take or referral to the executive committee.
Minutes of previous meeting have electronically been approved and forwarded to Peggy Young for inclusion at the board of directors and Executive Committee meeting.

- There was discussion about a revision of the policy and procedure for financial services. Following work on the submission of required documents for the Attorney General of Nebraska, it was felt additional revisions were necessary for the organization. It was noted that some documents were not available that offered support of check requests or appropriate follow up documentation after an event. As a result Dave revised the policy and procedure. This has been sent electronically to the committee and we will need the committee to review and electronically indicate their approval.

- The Attorney General submission was completed the mid week of March as requested. Staff investigated files that would address the 10 questions asked of the Attorney General and supporting documents were provided to demonstrate the rationale for some actions. Danny notes that in many cases there was a check request with an indication of what was sought but there was lack of follow up after an event or travel that reconciled the amount of money issued. There were instances where checks were signed appropriately but a few checks with only one signature on the check and this was not as stated in USARS P&P. For World team or international travel there are forms suggested for documenting the disbursement of per diems and accounting of payments made for bus transport or entry fees etc. In many cases these could not be located. Danny spoke about for several years in past he was the team manager for the art team and had provided extensive documentation but these documents could not be located in the office. He knows they were completed but the staff is unable to locate them. Therefore, we have additional problems of organization of documents. In several instances where the executive director was issued cash for world team travel there were excel spreadsheets with check requests that were not stored in expected locations but eventually located. These gave estimates or indication of what the funds were to be used for but no reconciliation after the return from the event was located. Therefore, not able to document with receipts or notes that the items were used in the manner intended. USARS will await the review of the Attorney General office and recommendations from that office. Much of this activity occurred in years 2011, 2012 and 2013 that preceded the involvement of this finance committee but it is our responsibility to make changes to ensure appropriate use of charitable funds.
This information will be shared with Executive committee and the full board at their next meetings. At that time, it will be discussed whether additional auditing is necessary for those previous years, modification of IRS submissions and whether the board wishes to change the finance committee structure or membership. Submission was timely.

- Rink Hockey has repeatedly made a request for a lower coaches rate than the current $100. The premise is that all coaches in the rink hockey discipline are voluntary coaches and the $100 inhibits potential coaches from participating. In some disciplines the coaches are paid or their fees are the responsibility of the club. In rink hockey this is not the case. $50 is the suggested price. There was discussion that this could set precedent but the other challenge of how does USARS grow membership when it has situations that do not encourage participation. At least two members were not in favor of taking action on the request this date and awaiting or deferring the action to the Executive committee or the full board. It was also suggested that Dan investigate other levels of membership that might be available (level 3) with AAU and be prepared to discuss these.

- Update about preparation for national championships was discussed. Danny notes that he has been working with Fernando who chairs the master committee for nationals. Fernando has been working on a booklet for all national participants that would provide information about the venue, the facility, and the media using current branding standards already approved by the board of directors. Danny shared on webinar a preview of the materials that looked excellent and very informative. It was suggested that advertising could be sold for this booklet and visual pins be placed on the map of Lincoln by restaurants and hotels. Danny will convey this information. Additionally, there is concern about the floor but Danny is addressing this and working with the CVB about the grant for subfloorsing. He notes that he has ordered new pins that secure the floor together and they have arrived at the office.

He has concerns about Derby and explained. Currently, we have low membership and not sure if this is a result of pricing changes suggested 4 years ago by Mr Hawkins. However, with current membership there is likely only 3 to 4 clubs who have a charter. Charters are $300. Add to this each member of team having an $80 membership card (20 members) or $1,600. This means that to compete at the USARS national championship for a new team would mean a minimum of $2,000 before travel and accommodations. It is highly unlikely that people will wish to make that kind of expenditure. Derby committee is working on making recommendations about a potential for a special offer for that three day venue and investigating insurance for the event and the requirements for USOC to determine if a smaller entrance fee can be considered to have exposure to the national championships and exposure to the USARS rule set. Otherwise, there is 2-3 days of floor time dedicated to this derby venue and the floor will likely be vacant. Complicating this issue is that the fiscal year was changed this season and
apparently no consideration that Derby season does not end in August. Their season goes through October.

At least one committee member wanted to ensure that history of the change in charges for derby was understood from 2012. It was felt that USARS pricing was not advantageous and desired to make it more similar to WFTDA. Derby previously paid a charter for each facility practiced. Derby committee and staff recommended the change to be responsive to the athletes and teams. The finance committee at the time was uneasy about the change and anticipated loss in sanction revenue. There was good discussion at the time. Derby membership declined and there is doubt that the pricing was a result of the decline.

- Danny advised that FIRS has approved the rules to be used by FIRS competitions. The rule set will be similar to the ones recommended by USARS. The person who will coordinate this at the international level as President of the Derby Committee will be Fernando from USA. It is expected that WFTDA association will contest this with IOC but that process may take some time. This may offer an opportunity for new teams to compete that would wish to compete at a world competition. However, the pricing needs to be considered to encourage teams and members to join and give USARS a try. Insurance continues to be a challenge with Derby insurance costing USARS more than $47 annually for the coverage and USARS coverage being higher than WFTDA due to USOC requirements.

- The photo vendors were reviewed in the past by finance and Figure Sport Committee. Both committees recommended Callum based upon the fact that the vendor was local and higher subjective satisfaction. Danny spoke with the owner while in Lincoln and made it clear about expectation re: delivery of product and was assured there are plans to improve this performance. This will be forwarded to the Executive Committee and the full board.

- While in Lincoln for response to Attorney General, Bill and Dave walked through the house on the grounds. We are aware that it is separate piece of property and deeded separately. The residence has need for some improvements like removing carpet and painting. Many improvements were made to windows etc while it was a rental to the Exec Director. There has been discussion of retaining the residence and improving the insides and then borrowing with the house as collateral. Others feel that USARS should gain an evaluation of the property and plan for sale this year. Valuation has been performed by at least 3 companies with average valuation ranging $80,000 to $180,000 based upon neighborhood comps. There is still need to identify the property line and issues of parking and access in USARS parking lot. The finance committee recommends that USARS sell the residence with, as is status to avoid further expenditures and drain on staff time. The US Foundation for Amateur Roller Skating holds the 1st lien on this property and would need to be consulted seeking their input and permission to initiate a sale. Their annual board meeting will occur May 1 of 2016. Bill will contact Ms Danna and seek this issue to be placed on the agenda of that meeting.
With the death of George Pickard who served on the USARS finance committee there exists a vacancy. This position was added to provide a person from the Foundation who would monitor the Foundation interests exclusively. Currently, Bill and Danny serve on both organizations but the foundation should have the option of having their own representative since they have involvement of at least $400,000 of indebtedness by USARS. Bill will contact the Foundation president, Ms Danna to seek a recommendation from the Foundation.

Mr Clifford reported that he and Danny have been working with existing vendors of data management and investigating alternatives that would reduce the cost of managing hard drive and software and hardware. It is noted that USARS currently stores its e-mail on the server and that this hardware is currently at 80% of capacity. Other alternatives for storage are being investigated and free up server space that would preclude buying more hardware. The committee will await recommendations and Mr Clifford was thanked for his generous efforts.

It is reported to the committee that the most recent financials (Feb 2016) budget to actual had erroneous information in the budget column. The Treasurer noted this while in Lincoln and guidance given to Melannie who will correct this. Ultimately, the finance committee will be able to monitor line item expenditure in relation to what was budgeted for this fiscal year.

It is also noted that initial analysis of monthly financials by Bill and Dave would indicate that memberships in art and speed are following a similar pattern as noted in errors and omissions. Hockey and Derby are well below their membership of previous years. Without additional memberships and given the finances at current time it is projected that USARS will need to utilize approximately $100,000 of the $200,000 line of credit. That will constitute a loan at a significant percentage and there are not current methods or resources to pay that loan or line of credit. Danny points out that in the electronic system it was recently learned that the default for incomplete registrations was hockey in Alaska club. These registrations will need to be corrected in the data system and adjustments made. Scott Clifford added that the system has made plans to add the new limited membership at $45 and correct the default errors as well as the unique identifier being the social security number. Ultimately, there are serious financial challenges at this time with limited methods to resolve and this should be brought to the attention of the Executive Committee, the board of directors and the Foundation.

An issue about pricing for the national championships was raised about practice. After some discussion it was noted that organized practice would remain at $10 for the day. Competitive floor rental will be same as last year at $300 hr and non-competitive practice floor at $225 hr. USARS will need to provide volunteers to monitor the practice, run appropriate times and monitor who has paid and has appropriate documentation.
Danny and Bill report recent (this date) awareness from Melannie of some additional potential challenges with Richard and accounting.

1) Despite repeated questioning and denials of any further credit card or bankcards, Melannie has learned of a bankcard from Wells Fargo. This card appears to have been initiated by Richard to cover or allow a bank for officials to cash their expense checks. Danny will clarify this issue with Melannie as well as report the information to Mr Pigsley to determine what actions should be taken with the Attorney General and other agencies.

2) An update to the response to the Attorney General office - other issues were discovered that Danny will investigate and report to Mr Pigsley for guidance of reporting to Attorney General and/or other bodies. The committee appreciated being informed and reinforced that the President was already authorized to act with the Mr Pigsley.

There being no further business at 5:30 pm PDT the meeting was adjourned.

Respectfully submitted
Bill Spooner

Betty Ann Danna, President
US Foundation for Amateur Roller Skating
6422 Water Crest Way, Unit 401
Bradenton, Florida 34202

Dear Ms Danna:

USA Roller Sports would like to investigate and consider selling the residence that adjoins the USARS office on South Street in Lincoln, NE.

We are grateful for the assistance afforded by the US Foundation in our challenging times and are aware that the Foundation is the first lien holder on the property.

Several real estate agents have assessed the property preliminarily and their evaluations are attached for your review prior to your annual meeting in early May. If you would consider placing this item on your agenda for your annual meeting, I would appreciate the consideration. I will be attending the meeting and able to address this issue when it is presented in the meeting.

Sincerely,

Dan Brown
President, USARS
Excerpt from real estate valuation.
Danny:

We were planning on going over this the last time you were here and things changed direction a bit after the AG meeting.

We met with three Realtors about the house; here are the results:

**Megan Winans with Home Real Estate** stated she would start the pricing at $160,000 to $165,000. While she was very nice, she seemed new and didn’t really look at the house. Her commission rate was the highest at 6.5 to 7%.

**Janelle Crouse with Nebraska Home Sales was really good.** She and her partner, Rich Rodenburg, seemed to have a lot of sales experience and seemed to know the market very well. They stated that they would start the pricing at $160,000 and could sell it for as low as 3.5% depending on the marketing options you want to use.

**Jeff High with Buyers Choice** said $80,000 to $90,000 and recommended it be rented and not sold. He has owned his own real estate company since 1993, but wasn’t interested in listing the house.

Betty Ann Danna, President
US Foundation for Amateur Roller Skating
6422 Water Crest Way, Unit 401
Bradenton, Florida 34202

Ms Danna:

We are all saddened by the loss of Mr Pickard from his extensive involvement in USA Roller Sports and the US Foundation for Amateur Roller Skating. The loss is incalculable.

In the past Mr Pickard served at our invitation on the USARS Finance Committee. His role was multi purpose and afforded his knowledge and historical perspective. Also, he was a representative that focused exclusively on the interests of the US Foundation who has assisted USA Roller Sports with $500,000 of financial assistance.

Mr Spooner and I serve as US Foundation Trustees but Mr Pickard was able to focus on decisions made by USARS that may have an impact upon the sport but also US Foundation.

At your earliest convenience could you consider having your trustees name a replacement for Mr Pickard on the finance committee?

The person would likely be expected to attend an electronic meeting monthly usually
about 2 hrs in duration. They would be expected to review a synopsis of monthly financial performance and offer comment and feedback. They would be expected to complete and sign a confidentiality statement and code of ethics statement that would ensure compliance with our insurance provider for coverage for D&O insurance coverage and its committee members.

Thank you for your attention in this matter.

Dan Brown,
President, USARS
The first issue was a discussion of challenges with entry into the financial system of memberships and coordination of deposits and to the system that shows membership for tabulation and verification. Dan Brown is aware and notes his awareness just recently and will address tomorrow with office. This prompted a discussion of the Great Plains system USARS utilizes now and the plan for the future. Currently, few understand the capacity of the system and the methods of generating reports to help manage resources. There has been discussion informally of moving to a more well known system of Quick Books that might be more capable of multiple users. Migration to this form of system might present problems but should not be accomplished until the end of the fiscal year. It will also offer challenges with further modification to the electronic registration process but consensus was that this should be considered for the next fiscal year.

Sale of the house as an option of managing resources and staff time was discussed. Previous finance committee meeting had suggested and recommended sale of the home. A letter was sent to the US Foundation seeking their input about a proposed sale. Since that time, it has been discovered that the property lines for the home include all of the USARS parking and would eliminate parking at the site. This would mean further expense in creating parking and variances. The group discussed the potential of modifying the house lot to exclude the parking lot and the expense related to that. The goal would be to sell the home with intent of paying some of the debt owed to the Foundation but also some understanding with the Foundation that if a crisis occurred that this could be used as resource for USARS.

Also discussion about the office itself. Currently in need of repair of slate roof and an insurance claim made for the immediate crisis resulting of a storm. In reality the office is not just office but the museum also and the museum is part of the sports history. The museum is not capable, at this time, of generating sufficient revenue to cover their own expenses. Any consideration of another location or sale of any further property would need to consider the effect on the museum. It was suggested that someone should investigate whether the Smithsonian Museum would be interested in the roller skating museum collection to ensure that the museum is properly maintained and giving it greater exposure. Dan will discuss this with Annelle and the Museum board of directors.

The competitive floor was discussed based upon a FSC recommendation that the competitive floor should not have practice at a higher price. Finance discussed the pricing and indicated that there would be temporary staffing
that would allow for supervision. The finance committee continues to recommend to the BOD that both floors have a schedule for rental of practice time.

- Insurance was a discussion focusing on the continued challenges the organization faces with insurance and the cost of insurance driving much of the membership cost. Dan spoke about his discussions with Keith Noll and Mr Foy (insurance broker) about other alternatives that might help to consider other choices. These would include requiring members to have demonstrated health insurance coverage (that would potentially affect the premium for sport coverage), an alternative insurance that would place primary emphasis on the competitive club purchasing insurance and selling it to the members via a different status in a shared organization such as AAU. JRDA currently is utilizing this model. Other considerations would be legal if a member could waive their risk and liability at time of membership. These suggestions and others should be directed to the insurance committee.

- Further discussion of D&O insurance coverage and recovery per Keith inquiry. There have been discussions with Keith, Dan and Mr Foy. Potential recovery claims would need to be a result of actions taken by other entities and no actions have been taken at this point. Potential recovery to one time claim with a maximum recovery of $25,000 according to preliminary discussions.

- Use of electronic for staffing and member efficiency was a topic of discussion. Much time was focused on website changes recently made that makes more information available and more intuitive. This will enhance customer satisfaction. The electronic membership modifications have made it also more responsive to membership but challenges that initially made it difficult have been modified. A new change will be soon resulting in not needing a Social Security number as a unique identifier. The web site also has components that other sports use with video streaming and the ability to use USOC website for the streaming. Scott Clifford has been reviewing and other electronics and has recommended many changes including non profit venues that offer Microsoft Office Suite programs at a reduced rate, consideration of cloud storage that will enable higher access and less dependence of server at the office. The contracts with other electronic vendors are being reviewed and the president and Scott will offer recommendations. Finally, USARS now offers a special event card for special events for $20 that may allow for more members to join for one event and then provides a database for future marketing efforts or information for coaches to use for recruitment.

  It was noted that the donate button on the web site is not as visible as before and the content within that button window does not delineate the Bronze, Gold and Platinum levels suggested. This could be another opportunity for members to show support even at a $5 month recurring level. It was suggested that if every board member got 10 people to accomplish this it would result in $9000. It is also pointed out marketing should be included in offering other opportunities to gaining awareness to members and potential
members. This might include strategies for pricing. The committee felt strongly that further increases to membership will not help membership to grow and that strategies to save expenses should be considered and if possible pass those savings on to the membership in the form of lower membership costs. This will be forwarded to Roberta for consideration by the marketing committee.

- The draft of Errors and Omissions report was sent prior to meeting and discussed. It was suggested that comparison of 5 year trends might present a different point of view than just a one year perspective. It was suggested that the report be modified to appear “Half Full” and “Half Empty” perspective. The chair will modify the report. The committee feels that there are some board members that would advocate that a challenged approach might lead to disappointing response from the field and potentially limit membership growth.

- Pricing for the national championships was reviewed and approved at previous year levels. Rink Hockey $500 per team, Speed $75 first event, $70 second event, $50 subsequent event, Art $95 WC events, $85 for first event, $80 subsequent events, $25 combination events. Derby has already had modifications for pricing based upon USARS team having a lower fee. Scott Clifford will update the pricing on the P drive and this is what is recommended to the BOD.

Respectfully submitted

Bill Spooner
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A. Annual Budget Development

1. Preface
As a not-for-profit organization, almost all financial matters of USA Roller Sports (USARS) are dictated by the budget. The budget is a tool that allows the USARS Board of Directors (BOD) to effectively govern the organization. The budget is also a set of financial goals, and like any goal can be changed as deemed appropriate by the BOD.

2. Budget Creation Process
The budget, limits of authority, and controls can be better understood by knowing how the budget is created and approved.

   a. Main Budget Categories
      • Revenue and Support
      • Administrative
      • Membership
      • Coaching and officials
      • Marketing
      • Financial
      • Public Relations
      • Events

   b. Preparation and planning
      The USARS staff gathers information for the budget from historical data, as well as project and sport directors. This information is then consolidated and presented in the form of a preliminary budget proposal and forwarded to the Director of Operations at least two weeks prior to the final budget deadline. The Director of Operations will meet with the department heads individually to review their respective budgets and make adjustments if necessary until a balanced budget is met.

   c. Planning a meeting
      A final budget proposal is compiled and mailed to the members of the finance committee at least two weeks prior to the meeting.

   d. Finance committee
      During the meeting, the committee will review and revise the budget proposal as deemed appropriate. Each member will have an opportunity to comment and/or provide additional justification regarding the budget request if needed.

   e. Final distribution
      Once approved by the Finance Committee, the final budget will be distributed to the members of the BOD for approval.

   f. As part of planning and preparation, an analysis of discrepancies should be completed for all categories in excess of $2,000 positive or negative of previous year.

3. Changing the Budget
The Finance Committee and Director of Operations will conduct a minimum semiannual review of the budget in conjunction with a board meeting if possible. If any changes are
needed they must be approved by the Executive Committee and/or the BOD. The Finance Committee is granted the authority to alter the budget, permitting this does not create a non-budgeted deficit. The Chairman of the Finance Committee must also be present for any change to the budget to be approved. The BOD will approve all Executive Committee actions at their next meeting.

4. Expenditures in excess
Expenditures in excess of a budgeted expense line item and/or subtotal or main budget category can be approved without a formal budget change, permitting an overall non-budgeted deficit is not created. The approval process is:

- Over $3000, but less than $5000	Chairman of Finance Committee
- Over $5000	Finance Committee

Please note that there are specific budgets for departments, events, and an overall budget. If an event or department is under their budget limit in one area they can go over their budget in another area as long as it doesn’t cause a non-budgeted deficit for that event or department.
B. Financial Statement Basics

1. Chart of Accounts
   
a. The general ledger chart of accounts are set up with 10 digits in the following format. First four digits represent if the accounts is an asset, liability, revenue or expense:

   - 1000 to 1999  Asset
   - 2000 to 2999  Liability
   - 3000          Equity
   - 5000 to 5999  Revenue
   - 6000 to 6999  Expense

   b. The next two digits represent the department for revenue and expense:

      - 00  General
      - 01  Administrative Services
      - 02  Financial Services
      - 03  Coaching Services
      - 04  Marketing/Sales Services
      - 05  Membership Services
      - 06  Judges Services
      - 07  Communication Services
      - 08  Publication Services
      - 09  Board of Directors/Committees
      - 11  Hockey Department
      - 12  Artistic/Speed Department
      - 13  Fitness/Aggressive Department

   c. The final four digits breakout and define Hockey, Artistic, Speed, Fitness and Aggressive. These digits are also used to define specific events in these areas:

      - 0400  Artistic
      - 0500  Speed
      - 0600  Hockey
      - 0700  PIRS
      - 0900  Fitness
      - 1200  Aggressive

2. Reporting and Distribution of Reports
   
a. Monthly financial statements will include: Balance Sheet, detailed Balance Sheet, P&L budget vs actual by department and event. These reports are generally issued by the 20th of the following month. Department heads will receive their individual reports monthly.
b. The Executive/Finance Committee will receive the monthly financial statements from the accountant on or before the 20\textsuperscript{th} of each month. The BOD will receive an Executive Summary report on a quarterly basis.

3. Record Retention
   a. The general financial records such as canceled checks, transaction forms, worksheets, bank statements, etc. shall be maintained for a period of seven (7) years and shall be destroyed after that time.
   b. The current accounting records are backed up every night remotely offsite.

4. Monitoring Financial Statements
   The Director of Operations and Accountant review and monitor the financial statements on a monthly basis before forwarding them to the Executive/Finance Committee. Should the Executive/Finance Committee have any questions or concerns about the Financial Statements, they can contact the Director of Operations.
C. Accounts Receivable

1. Processing Cash/Checks
   Checks and cash must be posted and deposited the day they arrive in the office. Exceptions are approved by the Director of Operations. Any checks or cash not deposited is locked in a fireproof file cabinet. The Director of Operations & Accountant are the only individuals with access to this file cabinet.

   Mail is delivered by the post office daily. This mail is opened by two staff members upon delivery. Mail is sorted, and each piece is date stamped. Checks are attached to supporting documentation, stamped with “deposit only” endorsement stamp, and collected together. If cash is received via mail, copies of the cash and the documentation is made and included with the write up. The checks then are written up by a different staff member. The write up includes check name and date, amount, state from, and what payment is for. The write up and checks are then given to Accountant to enter into the accounting software. After entering, the checks are collected for deposit, and the documentation is matched up with each invoice, then delivered to the staff member who can process that invoiced request. The Accountant will give the deposit to the Director of Operations. The Director of Operations verifies the deposit is correct and another staff member takes the deposit to the bank. The Director of Operations gives the deposit receipt to the Accountant and it is filed with the copy of the deposit slip.

2. Processing Credit Cards
   Credit cards should be processed daily. Credit card numbers are not to be kept for any reason and are entered into the accounting software using only the last four digits. Taking credit card numbers over the phone is acceptable as long as the party is the cardholder or an approved user. Credit card batches must be posted and deposited the day they are run through the machine.

   Credit card requests are given to the Accountant who runs the requests through the credit card machine daily. The accepted transactions are then entered into the computer and invoiced. The invoices are attached to the documentation and delivered to the staff members who can process the invoice requests. If a credit card is declined, an attempt is made at least one more time later that week. If it is declined again, contact is made to the customer to request alternate payment. All credit cards not processed are locked in the fireproof file cabinet until they are processed. Once credit card forms are processed the forms are shredded. If the card number is on an application form that number is erased.

3. Refund Request
   Refunds are NOT given for memberships, entry fees, or club dues unless the party has paid twice and issued two memberships, etc. The Director of Operations approves all refunds before being issued.

   Staff fills out a refund request form (see page 28) and attaches supporting documentation to it before submitting to the Accountant. Refunds are processed at least every two weeks.
Checks may be issued to the customer, however, if the original transaction was run on a credit card, the refund must go back on that same credit card. The Accountant processes the request in the computer, obtains approval from the Director of Operations, issues the refund, and files all appropriate documentation.

4. Athlete Insurance Claims
An athlete/injured party must complete and submit an Accident Report Form to the National Office. Once received, the designated staff member will verify membership of injured, complete a letter, and send the letter and claim packet to the injured party. Once this is completed, documentation is filed and the insured party will then deal directly with the insurance company.

5. Applications with Underpayment, Overpayment, or No Payment
For applications with no payment received in the office, contact the sender to request payment. For underpayment applications, process application as usual, note the sender’s demographic information, and contact them to remit payment for their balance. Make sure this balance appears in AR. Use discretion with an overpayment. Under $10, mark this overpayment as a “DONATION” item number in the computer. At the end of the year, this account can be researched, and refunds given. Over $10, enter into the computer, then write up a refund request, and issue the refund.

6. Returned Checks
Checks returned from the bank are re-deposited once. If they are returned again, they are kept, a $25 return check fee is assessed, and the party is billed for the amount due with a letter. If the party is a member of a USA Roller Sports chartered club, this outstanding amount will be on the club’s monthly A/R statement. It will be noted on the statement that it is an NSF check and that the National Office will be in contact with that individual to collect the outstanding amount. When a party has 2 separate instances of returned checks, they are placed on “probation” and can only issue payment with credit card or money order for a period of 2 years. After the probationary period, checks may be accepted from the party again. However, if just one check is returned after this probation, no checks will be accepted again from the party.

7. Aging
This process is done the first week of each month. A report is printed, reviewed and filed.

8. Statements
Statements are sent, after the aging process, the first week of each month. Credit balances and “state cash” accounts are purged from the statements for research. Statements are then sorted into 3 groups: 0-30 days, 31-60 days, and 60+ days. Because statements are sent monthly, any statement in the category of 0-30 days has not yet been sent. However, in the 31-60 day category, the customer has already received one statement, these should be stamped with “second notice.” It is beneficial for the customer if supporting documentation is
sent with the second notice statements indicating where the balance originated from. The 60+ day statements are then stamped with “final notice,” as this is the third attempt at the balance. No other statements will be sent to the customer. The Accountant and the department head responsible for the area where the past due amount exists will meet to discuss on how to handle the outstanding account. If no other options are available and the past due amount is over $100, a collection agency should be contacted to collect that amount. If not, a write off can be done to clear the account. The Director of Operations must approve all write offs.

Any reoccurring delinquencies in this matter should be brought to the Treasurer’s attention. Notes can be made on the statements as necessary before mailing. Copies of all statements sent are filed.

9. Returns
Returns for merchandise are accepted when the mistake is that of the National Office. In this case, issue the correct merchandise and include a self addressed stamped envelope for the customer to return the unwanted merchandise. Returns are good for credit only, not for refund.

10. Deadlines
Deadlines on entry fees, transfers, and other charges must be enforced. Late fees will be determined on an event by event basis.

11. Crediting and Debiting Accounts
Adjustments on accounts must be approved by the Treasurer or President and must be accompanied with backup.

12. Entering items in A/R
If a department head or staff member needs to have an invoice placed in A/R they need to submit an invoice request form (see page 25). This form needs to be approved by the Director of Operations and then it is given to the Accountant to create the invoice and mail it out. All invoice requests for business taking place during the month need to give the invoice request form to the Accountant by the final day of the month.
D. Payroll

1. The employees of USA Roller Sports will be paid the amount set in the budget, less withholding, as required by law. The payments will be made semimonthly on the 15th and the last day of the month.

2. Payroll is done two business days prior to pay date. Once payroll is calculated and checks/direct deposit statements are printed a transfer of funds spreadsheet is printed and signed by two bank authorized check signers. This form is then faxed to the bank to transfer the funds needed for payroll from USARS general operating account to our payroll account. Direct deposit payroll information is transferred to the bank via online transfer by 2:00pm two business days prior to pay date.

3. On the morning of pay day, all direct deposit statements are copied for backup. Paper checks are signed by the Director of Operations or in the case of absence, the designated signatory and one other signatory. Checks and direct deposit statements are distributed to the employees by the Director of Operations. If the employee is out of the office the check and/or direct deposit statement is held in the locked fireproof file cabinet until the individual is back in the office. Federal tax deposits are made via phone call as directed by the IRS schedule and pay date. State withholding tax is due by the 15th of the following month. This payment is issued through AP and is signed by the Director of Operations.

4. The Director of Operations shall obtain IRS Form W-4 from each employee to keep with the payroll files. Employees must notify the Director of Operations of any changes to withholding by submitting a new IRS Form W-4.

5. By January 31st, the Payroll Accountant shall issue IRS Form W-2 to all employees at their last known address. All quarterly and yearly payroll tax reports are completed by the Payroll Accountant and mailed by the due dates outlined by the IRS.

6. Employees turning in timesheets need to have them approved by their department head or by the Director of Operations. Overtime is not allowed unless pre-approved by the Director of Operations. The Director of Operations holds all information for employee voluntary withholdings in personnel files. These files are locked and the Director of Operations is the only individual with access to them.
E. Accounts Payable

1. Check Request/Bill Pay
   Documentation must support any request for payment. A check request form (see page 24) needs to be filled out and approved by the Treasurer or board authorized person. Documentation is coded by Treasurer or designated staff and given to the Accountant to enter into the computer. A check is done of the totals before printing checks. After checks are printed, checks are matched up to documentation and given to two check signers to verify and sign checks. Once checks are signed, they are separated from documentation, the lower portion of the check is torn off and stapled to documentation to file, and the check is mailed or delivered.

   a. List of Check Signers:
      - President
      - Corporate Secretary
      - Others Designated by the Board of Directors

   b. Authorized signers reconsidered annually at Fall Board Meeting

2. Purchase Orders
   A purchase order requisition is filled out and submitted to the Director of Operations for any purchases made or services requested by staff. This insures that when the bill comes in for these products or services there is sufficient information for accounting to process the payment. If an employee consistently fails to submit a purchase order to accompany an invoice this will be documented in their personnel file and will be taken into consideration during their yearly performance review. See form, page 23.

3. Expense Reports
   An expense report is filled out when expenses greater than $25 are incurred with regards to the office or USA Roller Sports. See form, page 26. Supporting receipts must accompany the report before it is turned in to finance. A check will be cut for these expenses once approved. Expenses incurred under $25 should be submitted for petty cash reimbursement.

(a) Finance Interim Policy for escalation of intervention
   As a result of discovery that previous personnel and previous administrations have not maintained appropriate documentation for check requests or sufficient documentation once money has been expended, the finance committee desires to create an interim policy to obtain the documentation needed.

   This policy will apply to all employees and volunteers operating on behalf of USARS. Documentation and receipts are required for all expenditures by USARS. If a receipt is not possible due to cultural or different country for expense, the person seeking and utilizing the money will create a document to support the expenditure in detail.
All receipts are to be submitted to the person in office responsible for accounting ASAP and ideally within 10 days of the expenditure.

The person in the office responsible for documenting the receipt of supporting data may need additional documents to support the expenditure of USARS resources. He/she will contact the person involved by telephone and email to request additional documentation and in what format he/she expects. Those documents are expected to arrive at the office within 10 days of request. If that does not occur:

- The accounting person will notify their supervisor that he/she is implementing an escalation plan.
- At the same time, he/she will notify the person who has not provided the documents that he/she is notifying the next person in the chain of command when the request was made, that a response has not been received and seeking their assistance to encourage the person to provide documentation (for employees this would be the Director of Operations). For Board members this would be the President of USARS, for volunteers and committee members this would be the President of USARS. Should the negligent party be the President of USARS, the accounting person will contact the Chairperson of the Board of Directors.
- If within another 10 days the documents are not presented then the accounting person will notify the Chairperson of the Board and the issue will be communicated electronically to the Board of Directors for a discussion of actions to take or referral to the executive committee.

4. Honorariums
USA Roller Sports will reimburse coaches who work at an athlete training clinic or camp at the rate of $100 per day, up to a maximum of $600 per week, depending on how many days the coaches are working in a USARS capacity at the clinic or camp. Any individual who earns $600 or more in honorariums in a calendar year must receive a Form 1099 as dictated by IRS reporting requirements.

5. Every effort should be made to pay accounts due when possible and in a timely manner (within 90 days). This is a good business practice and avoids the organization being responsible to interest and finance charges. If USARS is unable to pay an account in a timely manner, it shall list it as a liability in the appropriate category and notify the treasurer and chair of the finance committee.
F. Capital Assets

1. Definition: A capital purchase includes any durable, tangible, and material item that has an estimated long term (five year) useful life. Items under $500 are generally NOT considered capital in nature and are expensed in the year of purchase. Common examples of capital purchases include office and team equipment, furniture, fixtures, computers, speakers, and audio/video equipment. Inventory (items for resale) are not considered capital purchases.

2. Prior approval from the Finance Committee or Chairman of Finance Committee is required as follows for all capital purchases:

   - Less than $1000
   - Over $1000, but less than $5000
   - Over $5000
   - Not to exceed $10,000

   Director of Operations or Treasurer
   Chairman of Finance Committee or Treasurer
   Finance Committee
   President

   Capital purchases should be made using accumulated surplus funds.

3. An exception to prior approval can be made in the case of an emergency (broken computer, fax machine, etc.) at the discretion of the following: Director of Operations and Chairman of Finance Committee.
G. Depreciation Policy
Equipment is stated at cost, less accumulated depreciation. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives, on a straight-line basis.

H. Cash Management
1. Responsibility
   While the ultimate responsibility rests with the BOD, the day to day supervision of the controls is the responsibility of the Chairman of the Finance Committee and the Director of Operations.

2. Bank Accounts
   With the approval of the Chairman of the Finance Committee, the Director of Operations shall open and supervise such bank accounts as are needed for the transaction of business. As a matter of policy, the number of accounts shall be kept to a minimum. Wherever appropriate, the accounts shall be interest bearing.

3. Investments and Cash Management
   When the cash position in banks permits, the Treasurer shall place such funds in reasonably liquid and safe interest bearing money market instruments such as, but not limited to, Certificates of Deposit and Bankers Acceptances.
   
   - At the end of the month, excess operating account funds over $300,000 are to be transferred to the money market (Olympic account).
   - At the end of the quarter, excess money market (Olympic account) funds over $200,000 are to be transferred to USARS investment account with UBS.

4. Credit
   Bank lines of credit or credit card applications require Finance Committee approval. Two signatures are required on any promissory note, with one being that of the Chairman of the Board or President.

5. Timeliness of deposits
   Deposits of funds received are to be made as soon as possible.

6. Loans
   No loans to employees of USA Roller Sports shall ever be permitted.

7. Petty Cash
   The Financial Services Department will keep petty cash not to exceed $200. All expenditures of petty cash need to be accompanied by a receipt and this is reconciled on the last day of the month. The petty cash box is kept by the Financial Services Department in the locked fireproof file cabinet and it is reconciled monthly by the Financial Services
Department/Director of Operations. The maximum that can be reimbursed out of petty cash is $25. Disbursement Form to be used.
F. Month End
1. Checks and deposit posting
   All checks, deposits, and transfers must be input into the general ledger. All deposits and transfers must be made before 5:00 p.m. on the last day of the month to be applied to the current month of business.

2. Bank Reconciliation
   Once the monthly bank statement is received it is given to Finance to review. The Director of Operations gives the monthly bank statement to the Accountant to process the monthly bank reconciliation. Once the reconciliation is complete and all adjustments posted, the reconciliation is given to the Director of Operations for final approval. The bank reconciliation should tie to the cash account in the general ledger. Any discrepancies should be investigated and resolved immediately. Unresolved discrepancies must be reported to the treasurer and the chair of the finance committee.

3. Monthly A/R and A/P reports
   After all invoices are entered in the accounting system and posted to the general ledger, monthly reports are run and the total of these reports should tie to their respective A/R and A/P general ledger accounts. Any discrepancies should be investigated and resolved immediately.

4. Journal Entries
   Any and all adjusting journal entries (AJE’s) need to be accompanied by backup documentation. The following is to be considered an adjustment: posting errors, adjustment from one account to another, wire transfers, bank fees, expense prepaids, etc. Adjusting journal entries are prepared by the Accountant. The Director of Operations reviews and approves, then the Accountant posts the adjusting journal entries.

5. Posting all transactions
   After all transactions- which include deposits, disbursements (checks), transfers, and adjustments are input into the computer, a final posting to the general ledger account is then made.

6. Printing monthly reports
   After the final posting is completed, a year-to-date Revenue and Expense report will be printed.

7. Review financial reports
   Once printed, the Accountant will review the financial reports. All discrepancies will be discussed with the Director of Operations.

8. Make final adjustments to reports
Input and post all final adjustments to the financial reports and reprint the reports.

9. Distribution financial reports
The monthly financial reports are distributed as follows: a copy of the final report is given to the Director of Operations and Finance Committee and the Board of Directors.
J. Year End

1. All accounts payable for current year paid
   It is necessary to pay all invoices for the current year by December 31. If an invoice is not paid by this time, the expense account and the accounts payable account need to be charged to properly adjust the year-end expenses.

2. All money for the current year received
   All money owed for the current year should be received by December 31. If an invoice is not paid yet, the income account and the accounts receivable account need to be charged to properly adjust money owed.

3. Inventory
   On December 31 or right away the first business day of the new year, inventory needs to be manually counted. The inventory numbers are given to the auditing firm so they can calculate the year-end adjustments.

4. Monthly Journal Entries
   Any and all adjusting journal entries (AJE’s) need to accompanied by backup documentation. The following is to be considered an adjustment: posting errors, adjustment from one account to another, wire transfers, bank fees, expense prepaids, etc.

5. Audit
   In January or February of each year, an accounting firm is engaged to review the previous year’s books. All accounting records need to be made available for their review. The purpose of the audit is to express an opinion on the financial statements. The accounting firm conducts their audit in accordance with generally accepted auditing standards, planning and performing the audit to obtain reasonable assurance about whether the financial statements are free of misstated material. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principle used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

6. Adjusting End of Year Entries
   When the accounting firm is finished with the audit they will provide a list of year-end aje’s for the Accountant. The main purpose of the aje’s is to adjust inventory, depreciation and any other misstatements they find in their audit. Once the Accountant enters the aje’s a summary trial balance is printed and is compared to the accounting firm’s final audited trial balance. These numbers will need to tie before closing the fiscal year.

7. Closing Fiscal Year End
   Once the audit is complete and all final adjusting entries have been entered, the fiscal year can be closed. This is accomplished in the accounting system by choosing fiscal year end
close for accounts payable, accounts receivable and the general ledger. Once this is accomplished the accounting system will go ahead and make the closing year end adjustments. All reports from this process are filed with the rest of the audit information.
K. Travel

1. General Procedures
   In general, USARS will provide comfortable, but economical travel arrangements for employees, volunteer staff, and team members in accordance with policy established by USARS or the committee member responsible for the budget line items for which the travel is funded. This policy applies to all individuals who travel at USARS expense. USARS provides reimbursement of travel expenses, not for cash advance. A check is released after the Director of Operations receives an Expense Report (see page 26) form with all receipts attached. Any unauthorized requests for travel need to be approved by the Director of Operations.

   a. Air Travel
      Whenever possible, USARS will book travel approximately 30 days prior to departure. Super saver air coach transportation will be booked and paid for by USARS. All individuals who are traveling at the expense of USARS must book their travel through the National Office or use the USARS Official Travel Agency. Preferred departure times and airport usage should be provided by the traveler on the event’s travel request/confirmation form. USARS will attempt to book airline tickets based upon this information, but may be required to book alternate transportation due to flight availability or lower ticket cost. In the event the traveler wishes to travel on a more expensive airline ticket than the one USARS can provide, the difference in cost must be paid to USARS by the traveler at the time of booking; a credit card is required to charge this extra cost. A ticket will not be booked until the payment for the upgrade is received at the National Office.

      i. Changes
         Any additional costs incurred by altering an itinerary or changing the departure or return dates after an airline ticket has been booked, must be borne by the individual who requested the change and paid directly to the agency booking the travel (AAA).

      ii. Cancellations
         By agreeing to participate as an official (including, but not limited to: athlete, speaker, clinic leader, committee member, coach, manager, doctor, trainer...) at a USARS sponsored event at the expense of USARS, the traveler is responsible for any additional costs if he/she cancels an airline ticket. If after a ticket is purchased by USARS the airline ticket is not used and sufficient reason is not given to justify the traveler’s withdrawal, in the opinion of the Finance and Chair of Finance, the traveler is personally responsible for full reimbursement to USARS of the entire cost of the airline ticket. The traveler will then own the ticket for his/her own personal use. Non-refundable tickets can be used again by the person named on the ticket after paying an airline imposed reissue penalty.

   b. Ground Travel
      Should the traveler wish to drive to the event, mileage is reimbursed at a rate of $.42 per mile for round trip mileage or for the lowest cost of a round trip airline ticket, whichever is least expensive. Transportation in the same automobile by two or more
invited expense compensated individuals will cause USARS to only reimburse the individual that is providing the vehicle. The individual is reimbursed either round trip mileage or the cost of round trip airfare, whichever is least expensive. No additional funds will be provided for (ie; motels, gas, parking fees, meals) when driving to the event.

c. Rental cars
All rental cars that will be paid or reimbursed by USARS must be booked through USARS unless otherwise authorized. It is expected that the least expensive car will be booked that is commensurate with the needs of the traveler. Generally, this is compact. When making a reservation, USARS staff and volunteers will be instructed to use the authorized rental agency whenever possible. If the authorized rental agency is not available, the staff and volunteers are to research all car companies and book whichever offers the lowest rate. Promotional rates will be booked where possible (i.e.; weekend, weekly, or other special rates). If there are no promotional rates available, then corporate rates will be utilized.
The only exception to this policy is where the need for a car could not be reasonably foreseen prior to departure. A traveler should not rent a car if hotel courtesy vans, cabs, or limousines provide adequate transportation and are less expensive than a rental car.

d. Meals/Per Diem
Meals are NOT reimbursed in all circumstances. Officials traveling at the expense of USARS will receive $40.00 per diem for each full day at an event, and $20.00 for each travel day to the event. The per diem is to cover costs such as meals, airport parking, shuttle and taxi services. When travel to or from an event occurs on the same day as the traveler’s participation in the event itself, the individual will receive per diem for the full day, but not an additional per diem for half day travel. No expense itemization is required by USARS for this per diem. No per diem, except for the two travel days ($40.00 total) is given to individuals staying at the Olympic Training Center, since housing and food are provided. If meals are provided at an event the per diem amount can be adjusted on the following basis: $10 for breakfast, $10 for lunch, and $20 for dinner.

e. Lodging
Housing will be provided on a double occupancy basis for an official traveling at the expense of USARS unless otherwise noted. All individuals must stay at the established headquarters hotel. Roommate preferences will be sought at time of invitation. Individuals requesting single room or sharing a room with someone other than another expense compensated individual will be compensated for half the cost of the hotel room including tax for the required stay; USARS will provide this amount in the per diem check at the event. The individual must provide USARS with a credit card to reserve the hotel room, and will be responsible for paying the hotel directly for the entire hotel stay. Individuals requesting hotel accommodations beyond the designated days of the event will be financially responsible for the cost of the room for the extra days and must provide USARS with a credit card to reserve their room at the time they
accept the invitation. A separate reservation will be made at the hotel on the individual’s behalf for the extra days. Dormitory rooms at the OTC are limited, so it may be necessary to assign up to 3 people per room. Those assigned to a single room shall not be required to pay any additional housing costs.

f. Company Credit Cards
   All charges made to USARS credit cards must be documented. A receipt must be taken for each and every charge. The staff is encouraged to turn in receipts as soon as possible. No personal expenditures may be made on a USARS credit card. The exception is only in the case of an emergency. In this case the Director of Operations must be notified immediately.

g. Travel Advances
   No cash advances will be given to any staff for travel purposes. The per diem check for the travel is given at least one day in advance in order for that staff member to properly equip himself or herself with the cash they require. No checks can be written to USARS for cash at any time during the travel.

h. Business Entertainment/Meal Meetings
   All business entertainment/meal meetings involving staff must be approved by the President or they will be at the individual’s own cost. The names of participants and purpose of the meeting must be documented on all receipts.

i. Miscellaneous
   When conducting USARS business in a travel status, ordinary and necessary expenses are reimbursed; this includes: business phone calls, tips for baggage handling, and other miscellaneous expenses. **Personal expenses such as: personal phone calls, snacks, magazines or newspapers, in-room movies, in-room mini bar, massage, health club, room service, etc. will not be reimbursed.**

2. Staff
   Any USARS staff member scheduled to travel on federation business must first have approval from the Director of Operations. An Expense Report must be turned in to the Director of Operations within seven (7) days of return from travel, including all receipts if reimbursement is expected.
L. World Team Financial Procedures

1. World Team Managers act as an extension of the Financial staff at USARS, and are therefore responsible for complying not only with USARS policies, but with some state and federal regulations as well. The key to success is close communication between the World Team Manager, Coaches, and Director of Operations. The following procedures are in addition to the general financial procedure in this manual. More detailed information, guidance and support are also distributed to Team Managers each year.

2. A team budget is prepared for the Team Manager by the Events Coordinator and is approved by the Director of Operations.

3. World Team expenses should be paid directly by the National Office whenever possible. The Director of Operations can establish credit with the National Team’s vendors, pre-pay expenses, and pay reimbursement requests. Team Managers will be given information and training by the Director of Operations on IRS 1099 (miscellaneous income) and W-9 (request for taxpayer ID) for payments to individuals, sole proprietors and partnerships. Stipends for staff will be paid directly by the National Office.

4. Per Diems will be issued to athletes and officials by Team Manager during training and competition.
   a. Per Diems are to be used as meal allowances and for other personal expenses, not to cover team expenses.
   b. Per Diem rates vary based on the number of meals that the team members must purchase on their own, the budget, and the city where training or competition is being held.

5. All per diems, whether for athletes, officials, or staff, and any other reimbursement paid by cash must have a signed receipt (see page 25). Reasonable faxes of this form are acceptable.

6. Monthly reporting
   a. Team managers should forward all receipts and check duplicates with proper documentation to the Accountant at the National Office within 10 days of returning from travel. Deadlines can be extended with approval from the Director of Operations. Managers are required to make copies of financial documents in case they are lost in transit.
   b. Any deposits made by the Team Manager should also be documented and submitted with the Manager’s report to the Accountant.
   c. Any funds given to the Team Manager that ARE NOT accounted for will result in the outstanding balance going on an IRS Form 1099 for that individual. This procedure has been approved by the IRS to guarantee that all funds are accounted for.
USA ROLLER SPORTS

Purchasing Requisition

DATE: __________________________

INSTRUCTIONS: (1) List, in detail, the items to be purchased including description, quantity, price per unit, and total price per item.

(2) Submit to USARS Director for approval PRIOR to making purchase.

(3) Submit to USARS Accounting within 2 days of purchase. (Requisitions without proper approval will not be accepted by Accounting.)

(4) Contact USARS Accounting should you have any questions concerning the completion of this form.

<table>
<thead>
<tr>
<th>QUANTITY TO BE PURCHASED</th>
<th>DESCRIPTION (I.E. WHO, WHAT, WHEN, WHERE)</th>
<th>DEPT/EVENT TO BE EXPENSED</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
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REQUISITION TOTAL

METHOD OF PAYMENT (CIRCLE ONE):

- USARS DIRECT BILL
- USARS VISA
- USARS AMX
- PERSONAL CR CARD OR CASH

Other Payment Method: __________________________

SIGNATURE: __________________________

APPROVED BY: __________________________
Check Request Form

For use in requesting a check for pre-payment of a purchase, Per Diem check, or other payment needed prior to an event. **This form must be completed and turned in to the Finance Director at least 5 days prior to the event.**

Check here is this is a travel/ event Per Diem request 📈

Date of Request_________________

Name________________________________________________________

Description of Request
________________________________________________________________
________________________________________________________________
________________________________________________________________

Event/ Account to be charged____________________________________

(amount must be charged toward up-coming event to be attended)

Executive Director Signature Date

Financial Director Signature Date

Upon receipt of funds, I hereby acknowledge that I will be held personally accountable for the advanced funds until proper receipts have been presented to the National Office. Upon completion of the event or travel, I will submit to the Financial Director a completed Expense Report and receipts.

Staff (Requestor) Signature Date
INVOICE REQUEST FORM

Complete this form when you need to bill a customer or put an amount into Accounts Receivable through Financial Services. Submit to Assistant Finance Director.

Date: ____________________ Requestor (staff): ____________________

Name of Company: ____________________________________________________________

Complete Address: ____________________________________________________________

<table>
<thead>
<tr>
<th>DATE TO SEND INVOICE (may be postdated)</th>
<th>AMOUNT</th>
<th>DESCRIPTION (EVENT, ACCOUNT, ETC)</th>
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An invoice will be sent as directed. If the balance goes unpaid a statement will be generated at the beginning of each month. 3 statements are sent before further collection action is pursued. If the balance remains after 3 statements the Assistant Finance Director may need to involve the requestor for collection.

Per Diem Signature Form

Please complete, sign, and return to USARS.

I, ______________________________________, have received my per diem monies

Print Name

for ___________________________________________________________________.

Reason for per diem

______________________________________________________________________

Signature Date

For Office Use

Check # ______________ Date Issued ______________ Amount $ _____________

___________________________________________________________

Signature (Director of Financial Services) Date

kk c:/kristin/mydocs/forms/perdiemsignature.doc

29
# Expense Report

**USA ROLLER SKATING**

**INSTRUCTIONS:**

1. Itemize expenses and their details below, please be sure to complete all requested information.
2. Attach all receipts and get director approval.
3. Submit to USARS Accounting within 10 days of event.
4. Contact USARS Accounting should you have any questions concerning the completion of this form.

## Dates Covered:

**From**

**Purpose:**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION (I.E. WHO, WHAT, WHEN, WHERE)</th>
<th>DEPT/EVENT TO BE EXPENSED</th>
<th>LODGING</th>
<th>AIRFARE</th>
<th>GROUND TRAN.</th>
<th>FUEL</th>
<th>MEALS</th>
<th>MISC</th>
<th>PERSONAL CR/CASH</th>
<th>USARS VISA</th>
<th>USARS AMX</th>
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## Item Totals

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<tr>
<th>ITEM TOTALS</th>
<th>LOADING</th>
<th>AIRFARE</th>
<th>GROUND TRAN.</th>
<th>FUEL</th>
<th>MEALS</th>
<th>MISC</th>
<th>PERSONAL CR/CASH</th>
<th>USARS VISA</th>
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**Signature:**

**Approved By:**

**Report/Trip/Event Grand Total**

**Total Amount to Be Reimbursed**

*REVISED 9/9/0105: 11 AM*
A. Money Distribution Sheet- actual form requires signature

<table>
<thead>
<tr>
<th>NAME</th>
<th>STATUS</th>
<th>DISCIP.</th>
<th>AMOUNT GIVEN PER DAY</th>
<th>DESCRIPTION</th>
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</table>
B. Money Distribution Sheet - actual form requires signature

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<tr>
<th>NAME</th>
<th>SIGNATURE REQUIRED</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
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**Refund Request**

Date of Request: _________________  Club ID #: ______________

Person Calling: __________________________________________

Phone #: ______________________________________________

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<th>Items to Refund</th>
<th>Price</th>
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Total Refund: ____________________________

Reason for Refund: ___________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Circle Form of refund:   Check    Credit Card (must go back on original card charged)

CC Number: ___________________________  Exp date: __________

Check Payable to: __________________________________________

Address: ______________________________________________

Refund Requested by: _____________________________________

Verified By:__________

**Turn in completed form along with copy of original invoice and any additional paperwork to the Assistant Finance Director.**

**Refunds could take 2 weeks to process.**
No.____________ Amount $__________________

RECEIVED OF PETTY CASH

Date_____________________ 20 _____

For _________________________________________________

____________________

Charge to

____________________

Account

____________________

Approved By Received By
SIGNERS ON USARS BANK ACCOUNTS
April 30, 2015

Danny Brown - USARS President
Richelle Porter - Director of Operations
Peggy Young - Corporate Secretary
Committee Members: Richard Hawkins- Chairman, George Pickard, Annelle Anderson, John Gustafson, Tom Hughes and Jim Pollard by telephone connection due to illness. All members are participating.

The Hall of Fame and Honors Committee meeting was called to order on Friday, April 24, 2015 at 5:00 PM by Chairman Richard Hawkins.

The first item for consideration was a recommended change in the procedural rules for nominations to the Hall of Fame in all three divisions. During the 32 year history of the USA Roller Skating Hall of Fame, some applicants have unsuccessfully been nominated a dozen or more times, by overzealous family members and friends, and found each time by the majority of the committee to not meet the published criteria for that particular division of the Hall of Fame. So notified yet undeterred, their names were resubmitted time and time again. In the interest of focusing the committee’s attention on new candidates and avoiding the process bogging down with repetitious distractions, the Hall of Fame Committee unanimously recommends the following change to nominating procedures submitted from the field:

**MOTION:**
Any candidate for the USA Roller Sports Hall of Fame who received nominations for Athlete, Coach or Distinguished Service in three or more years for the same Hall of Fame category, but was found unqualified by the committee under the published criteria for such position, shall be made ineligible for future consideration, unless additional data which demonstrates greater merit has been submitted, as reviewed by the Committee Chair.

**ATHLETE HALL OF FAME**

The Committee unanimously nominates the following for 2015 Active Athletes Hall of Fame:

**Brittany Bowe, Summerville, Florida** - In FIRS World Speed Skating Championship scompetitions, Brittany won 32 medals (8 bronze, 6 silver, and 18 gold) from 2003 until 2008. Brittany also has won numerous National Championship titles and still holds seven national records dating back to 2002. Brittany also holds several ice speed skating records and is currently an ice Olympian.

**ATHLETE HALL OF FAME - VETERAN,** unanimously proposed by the Committee:

**Carol Langolis, Bristol, Connecticut** - Carol was a ballerina studying in New York and London prior to age 13 when she discovered roller skating and fell in love with the competitive sport in 1961. She was three times Senior Ladies National Figure Skating Champion 1966-67-68, taking second place her first year in Senior Figures at the 1965 Nationals. During her era, under RSROA sponsorship, no world championships entered in those years for figure skaters.
COACHES HALL OF FAME - Committee unanimously recommends:

Renee Hildebrand, Bushnell, Florida - Registered as a speed coach and a graduate physical therapist since 1987, Renee has many times volunteered as a USOC banked track clinic leader, was named Team Coach for Pan American Games, at World Championships, World Games, and personal coach of numerous World Champion title holders: Joey Mantia, Brittany Bowe, Briana Kramer, Emily Scott, Erin Jackson and Mario Valencia.

Samuel Johnson, Tampa, Florida - Began Coaching speed skating in 1984, has coached numerous clinics at OTC, has produced over 50 National Champions, and 3 World Champions, his Stardust Club has placed in the top ten at the National Championships 5 times and has been with this same club over 30 years.

Patricia Jacques, Roseville, California - Has been a certified teacher of skating for over 40 years during which her successful class program has developed community ties through beginner skating encouragement. USOC Coach of the Year for 1997. Has developed numerous regional and national champions from 1973 until present. A mentor coach and clinic leader widely recognized for her four decades of success at teaching beginning skaters and coaching champions to Regional, National and World Artistic Roller Skating titles.

DISTINGUISHED SERVICE HALL OF FAME - The Committee unanimously recommends the following individual:

Bill Spooner, Battle Ground, Washington – A roller skate competitor since 1958, Bill has made this sport a major part of his life. He has been a participant in every artistic discipline, a skating judge since age 15, has five times judged the World Artistic Championships. Bill was elected to the USARS Board of Directors and served as Chairman of its Finance Committee, Figure Committee and Marketing Committee. He is a member of the US Foundation of Amateur Roller Skating and has spent countless days sorting out the financial difficulties experienced in the relationships of both organizations.

OTHER HONORS NOMINATIONS

(1) CHARLES WAHLIG MEMORIAL USARS LIFE MEMBERSHIP

Gloria Manning, Miami, Florida has been an Elite Artistic Coach since 2008, a Certified Coach since 1969, an Artistic Competitive Judge since 1966, member of the USARS Board of Directors since 2008. Gloria is coach of multiple National Champion medalists, National Coach of the year in 2001 and a member of the Distinguished Service and Coaches Halls of Fame. Her service to the sport is noted as a tireless volunteer for regional and national events where she is always ready to lend a hand.

(2) M.M. SHATTUCK DISTINGUISHED SERVICE – Begun in 1961 as the "Amateur of the Year Award," the recipient of this award must have consistently demonstrated outstanding service to Confederation programs throughout the competitive season, whether at the local, league, state, regional, national or international levels.

Jane Wojnarowsky, Willoughby, Ohio - is a three-time World Dance Champion, an Elite Figure Coach much in demand for seminars and clinics throughout the world, and has served as World Team Coach for the USA 14 times from 1985 to 2011. She has served on the USARS Board of
Directors as Athlete Representative from 1977 to 1989 and then was elected Coach representative
to the Board from 1999 until 2009 when she took a position with USARS as Figure Director on
staff. Jane was inducted into the Athletes Hall of Fame in 1985 and in 1990 was named to the
Roller Sport Coaches Hall of Fame.

(3) ELMER RINGEISEN SPORTSMANSHIP

Erin Jackson, Ocala, Florida - Erin was incorrectly disqualified in the 1000 meter track
race at the 2014 World Speed Championships. This resulted in not only a loss of a medal
in that race, but according to the CIC rules, she was disqualified from her next event
which was the event where she placed third in 2013. Through the many protests, reviews
and indecision of the championship officials, Erin exhibited true sportsmanship, poise and
dignity through the remainder of the championships.

GORDON B. VAN ROEKEL LIFETIME SERVICE

Not Awarded for 2015.

(4) USARS ARTISTIC SKATER OF THE YEAR for 2014 – Natalie Motley, Alexandria,
    Virginia - Gold Medalist in Inline Women's Freeskating at the World Championships who
    beat the eight time Italian defending Champion.

(5) USARS SPEED SKATER OF THE YEAR for 2014 – Darian O'Neil, Clinton Township,
    Michigan - Darian was the top placing medalist at the 2014 World Speed Skating
    Championship, placing second in the 1000 meters on the track.

(6) USARS RINK HOCKEY PLAYER OF THE YEAR for 2014 - Kylie Hughes for her
    performance and help with the new players at tryouts, her travel at her own expense to a
    training camp in California and one in Texas to help get the new skaters aware of the
    elements they needed to work on and try to help them adjust to our game plan. Also, her
    performance and help tutoring the new skaters in France at the World Championships

(7) USARS INLINE HOCKEY PLAYER OF THE YEAR for 2014 – Joseph Todd Mazzie,
    East Meadow, New York - During the 2014 FIRS World Inline Hockey Championships, all-
    star forward Mazzie took over midway as team motivator, which led his team to recapture
    Gold Medal honors for the 15th time in 20 years of the Inline Hockey Championship.

(8) USARS DERBY PLAYER OF THE YEAR for 2014 – not awarded

(9) MERITORIOUS SERVICE AWARD –

- Gerry Lullove, Farmington Hills, Michigan - for his contribution of time, talent and world
  team apparel for the Inline Hockey World Teams.
- Bill Davis, Jersey City, New Jersey for meritorious service on behalf of the National
  Museum of Roller Skating
- Scott Clifford, Morgan Hill, California - multiple roles in the success of the Pan American
  Figure Club Championships
- Janet Pavilonis, Lake Worth, Florida - scheduling and meet set-up for the Pan American
  Figure Club Championships.
- Joe Hanna, Altamonte, Florida - set-up and logistics for the Pan American Speed Club
  Championships
- Sam Johnson, Tampa, Florida - Set-up and logistics for the Pan American Speed Club
  Championships
- **Bill Mihay, Shoreline, Washington** - for his performance at the tournament before and during the World Championships, his financial help with some of the players and his help securing sponsorship for the men’s uniforms.

(10) The Committee recommends deleting the **RINK HOCKEY ACHIEVEMENT AWARD** for unity of discipline honors.

(11) **THE MARIE WALKER AWARD FOR FIGURE SKATING**
The purpose of this roller figure skating award is to honor individuals who have shown exceptional efforts in the advancement of roller figure skating through their dedication in the service of competitive roller figure skating under the aegis of USARS as judges, referees, scorers and other significant competition support officials.

**Proposed for the Walker Award** – **Judy Graves, Friedheim, Missouri** - Past chair of Judges Selection Committee and continues to donate her time to judge. An advocate of Figure Skating. Has served on the USARS Finance committee and other committees.

(12) **THE BILLY SISSON AWARD FOR BALL RINK HOCKEY**
The purpose of this roller hockey award is to honor individuals who have shown exceptional efforts in the advancement of ball roller hockey through their dedication in the service of competitive ball rink hockey under the aegis of USARS as referees, meet directors, scorers and other significant competition support officials. and by their actions that have been an example of fairness and competent officiating.

**Proposed for the Sisson Award** – **Irene Allen** for her many years of long hard hours devoted to our sport at the National Championships. She has spent many long days setting up the score sheets and stat sheets on the computer, keeping the statistics, training others to run the game clock and record statistics, and many hours after the day’s games checking and double checking the accuracy of the statistics.

(13) **THE GEORGE PICKARD AWARD FOR INLINE ROLLER HOCKEY**

**Pickard Award not awarded for 2015**

(14) **THE DENNIS SNEAD ROLLER SPEED SKATING AWARD**
The purpose of this speed skating award is to honor individuals who have shown exceptional efforts in the advancement of roller speed skating through their dedication as speed skating and track officials. The award criteria will be: (1) Consideration of their contribution through the years as an official. (2) Their support and contribution to speed skating seminars and other educational programs supporting the development of officials. (3) Contribution of written materials such as rule books, guidelines and speed skating technical articles. (4) By their actions have been an example of fairness and competent track officiating.

**Proposed for the Snead Award** – **Jim Pitsch, Manitowoc, Wisconsin** - Jim Pitsch has dedicated many years of service to the USARS officials program as a local, regional, national and international official. He has served in numerous capacities at both the Indoor and Outdoor National Championships as well as other international duties. He was the US official for the 2009 World Games and the 2011 Pan Am Games,

(15) **USOC AWARDS for ROLLER SPORTS**

(A) **USOC ROLLER SPORTS TEAM OF 2014 – Men’s Inline Hockey Team USA** - Jose Cadiz, Jr., Stephen Campbell, Andrew Cripps, Brian Ganz, Skylar Hoar, Corey Hodge,
Taylor Kane, Peter Kavaya, Joseph Mazzie, Jonathan Mosenson, Darren Nowick, Ian Rezac, Goalies Blake Ducker and Troy Redmann

(B) USOC ROLLER SPORTS MALE ATHLETE OF THE YEAR FOR 2014 – Troy Redman - Goalie, Walnut, California - Nominated by his coaches as one of the main contributing factors for Team USA capturing the 2014 FIRS Inline Hockey World Championship gold medal in France against the strongest collection of National Team opponents in the history of this event, including Russia for the first time.

(C) USOC FEMALE ATHLETE OF THE YEAR FOR 2014 – Catherine Santo, St. James, New York - Santo was one of the top scorers and play makers at the 2014 FIRS World Inline Hockey Championships in France. During the gold medal game, tied up at 2-2 in overtime, she faked out a great Canadian goalie to score the winning goal for the successful defense of Team USA consecutive world championships.

(D) USOC NATIONAL COACH OF THE YEAR FOR 2014 – Ken Murchison, Corona, California - Murchison coached the 2014 World Champion Inline Hockey TEAM USA to gold medal victory in Toulouse, France against 24 of the world’s finest inline roller hockey teams.

(E) USOC DEVELOPMENTAL COACH OF THE YEAR FOR 2014 – Laura Sweers, Auburn, Washington - Level 3 Coach, member of the speed skating committee, doing clinics and teaching both artistic and speed skating.

RESPECTFULLY SUBMITTED
USARS HALL OF FAME AND HONORS COMMITTEE.
4/25/2015