



US SPEEDSKATING

Check List for US Speedskating Clubs

Club Organization

- Develop a network of people interested in organizing a speed skating club. Organize an election to select people to serve as the Club Officers. For recommended positions and responsibilities, please see the next page.

Register the Speedskating Club

- New clubs may choose to register with their regional Association, if there is one in the area. Regardless of whether a new club is part of an Association or chooses to become a Direct Club, all clubs must register with US Speedskating. All newly formed clubs must be approved by the Membership and Development Committee. In order to accomplish this, please submit the information below to the USS National Headquarters at 5662 South Cougar Lane, Kearns, UT, 84118:
- Develop Club Bylaws to submit to US Speedskating for approval with the MPDC. Sample bylaws are available on the USS website for reference.
- Complete the following required documents and submit to the USS National Headquarters:
 - Club Application Form (this includes providing the name of the organization, a list of members, a list of club board officers, the principle address of the club)
 - Please keep in mind that all officers of the club must be members of USS within 30 days of approval as an official USS club.
 - Club Bylaws
 - Coaches roster
 - Officials roster, if any
 - Board Meeting minutes, if available
 - Payment of dues (\$100 yearly for Direct Clubs)

Coaches and Ice Time

- Clubs should obtain a qualified coaching staff and secure ice time at the local rink. Also, determine if additional ice time is available through other area clubs and create supportive relationships.

Obtain Necessary Equipment

- Pads (consult rules for pad placement)
- Blocks (14 blocks on the track plus 4 extra)
- Starting gun and shells (22 caliber and 22 caliber caps)
- Water Buckets (3-4 large plastic buckets with handles)
- Two large Squeegees
- First-Aid Kit equipped with laceration products

Optional Equipment

- Club skates to loan
- Jigs to loan
- Helmets, neck guards or knee pads to sell

- Pad carts to hold and move pads
- Lap counter

Develop a Club Promotion Program

- Create methods suitable to your area to recruit new skaters and maintain current club membership
- Develop materials to help promote club. Some ideas for promotional materials:
 - Develop a club newsletter
 - Set up an Open House and distribute invitations to local schools
 - Have brochures available which explain the sport of speed skating
 - Materials available through US Speedskating:
 - Full page posters (both long and short track versions)
 - Half page posters (both long and short track versions)
 - Flyers (both long and short track)
 - “About Speedskating” information booklet
 - Learn to Speedskate information booklet
 - Customizable promotional videos (short and extended versions)

Regular Contact with USS

- Each year, all Direct Clubs must renew with USS by June 1 and no later than August 31.
- To complete the renewal process, all Direct Clubs must submit an updated club application, coaches roster, officials roster (if any), bylaws (if any changes have been made in the last year), a copy of the minutes of its most recent general membership meeting (held anytime in the previous 6-month period), and a \$100 renewal fee. This is an annual process.
- Clubs that are a part of an association must submit all of this information to their association, which will then submit renewals to USS on behalf of all of their clubs, along with a \$300 association renewal fee.
- Associations may have additional renewal requirements for clubs.
- Meets can be sanctioned by USS if sanctioning requirements are met. Sanctioned events will be posted on the USS website speed skating schedule with registration information and results.



U S SPEEDSKATING

Board of Directors and Key Personnel Duties at the Club Level

(Recommendations)

OFFICERS

President: The president presides at all general membership and special meetings of the club or Board of Directors. The president assures business operations are conducted in accordance with all applicable laws, regulations, accounting standards and good business practices and performs other chief executive office duties.

Vice President: The vice-president serves as the senior officer in the absence, disability, removal or resignation of the president, with the same authority and duties as the president.

Secretary: The secretary keeps an accurate record of all proceedings of the club. The secretary shall also keep an accurate membership list and handle club correspondence.

Treasurer: The treasurer receives and manages all club finances from dues, donations and fundraising, pays all club expenses, keeps accurate records of all financial transactions and provides financial reports at each regular and special meeting of the club.

COACHES

Head Coach: The head coach represents the collective coaches at any club meeting. The head coach shall be responsible for the long-range skater development program.

Assistant Coaches: Assists the Head Coach with ice practice and demonstrations.

Dryland Coach: Prepares and leads the dryland workouts including weight training and general conditioning.

OTHER POTENTIAL PERSONNEL OR RESPONSIBILITIES

Equipment Manager: Inventories and manages the club's rental skates, uniforms, and jigs; keeps a detailed spreadsheet of size and condition of boots and blades; maintains skates and keeps them in good skating condition; decides when equipment needs repair or if additional skate equipment needs to be purchased; maintains the repair and cleaning of the pads.

Meet Director: Organizes local or regional meets. Forms a relationship with the rink manager in order to hold efficient, fun and marketable events.

Badge Program Coordinator: Is in charge of distributing the badge book to all skaters in the club. Keeps the badge inventory and distributes the badges to the skaters as they achieve the new level. Keeps a record of the skaters' performances.

Webmaster: Designs, maintains and keeps the club's web site current.