

Binghamton Figure Skating Club, Inc. Financial Policy for Ice Time Accounts

- A. **Introduction:** The Binghamton Figure Skating Club “BFSC” or “Club” offers its Club Members various size Club Ice Time Packages “Ice Packages” to purchase, depending on the needs of the Member Skater or Skater Family “Skater”. Each Skater of the BFSC is given an Ice Time Account “ITA”, which tracks purchased and used hours or minutes of Club Ice Time. The Skater must fund their ITA by buying enough Ice Packages to keep a positive balance in their ITA at all times, subject to the rules that follow. The BFSC “Season” runs from July 1 of a given year to June 30 of the following year, to correspond with the US Figure Skating “USFS” membership year.
- B. **Ice Packages and ITAs**
1. Ice Packages to fund the ITA
 - a. Current rates for Ice Package costs, hours, and cost per hour are published on BFSC website, skatebing.org.
 - b. Ice Packages must be purchased by a Skater in the amounts listed on the BFSC website. An exception may be made for a Skater wishing to zero-out their account, with permission from the Ice Time Accountant.
 - c. Published Ice Costs per hour for the Ice Packages are for our Home Rink, the SUNY Broome Ice Center. The BFSC Board reserves the right to add a surcharge for Club Ice Time at other rinks, due to higher expenses. If a surcharge is in effect or not, and how much, will be announced by an email to the Club Membership from the BFSC President.
 - d. Ice time purchases are non-refundable after 60 days from time of purchase. Time value will remain on the skater’s account until used. Medical exemptions require a letter written to the Board and will be voted on.
 2. ITA Balances and Transactions
 - a. ITA balances and transactions on the BFSC website are kept current within a week of usage/payment.
 - b. A Skater’s ITA has time deducted from it based on the Club Ice Time used by the Skater, according to the rules in Part C of this document.
 - c. A Skater’s ITA current balance and transactions can be obtained at any time by logging in to the Portal available on the BFSC website, as per details available in Part D. Therefore, the Skater is expected to keep track of the Skater’s own balance.
 - d. A Skater’s ITA should be maintained at a positive balance at all times. A *small* (less than 2-hour) deficit will be allowed, but purchase of additional Club Ice Time is expected at the next Club Ice Session skated.
 3. End of Season Balances in ITAs (June 30 of Each Year)
 - a. A positive balance in an ITA at the end of a Season may roll over into the following season.
 - b. If the end-of-Season balance is in the negative by an amount greater than 2 hours, the Skater is expected to make a Club Ice purchase, by June 15 of that Season, of at least an amount sufficient to reduce the negative balance to less than 2 hours.
 - c. If the end-of-Season balance is a small deficit of less than 2 hours, a new Ice Package purchase by the Skater is only expected with the first skated session of next Season.
 4. Abuse of System: A Skater, who abuses the Ice Package and ITA system with excessive or recurring negative balances, will incur Sanctions as per Part E of this document.
 5. A Skater Leaving the BFSC
 - a. If the Skater has a positive ITA balance, the balance is non-refundable, and time value is forfeited.
 - b. If the Skater has a negative ITA balance, the Skater must make a Club Ice Time purchase to zero out the ITA. Failure to do so will make the Skater “not in good standing” with the BFSC and USFS until the balance is paid.
 6. Bounce Check Policy: The Skater must repay the Club, preferably with cash, the original amount of the Check, plus Visions FCU’s current Bounced Check Fee (as per Visions FCU website).

C. Rules for the BFSC Ice Session Log

1. A BFSC Ice Session Log via iPad is available for every Club Ice Session to track Skater usage of Ice Time.
2. Skaters must sign in and sign out for all Club Ice Time usage by entering their full name on the Club iPad.
3. If a Skater fails to sign in and/or out, BFSC reserves the right to charge for ice usage for up to the whole session.

D. ITA Balances and Transactions are Available on the BFSC Website (skatebing.org)

1. Directions for first-time log in to the BFSC website Ice Account Portal.
 - a. Select "Login" (at top right), then select "Lost Password."
 - b. Enter your email address* and select "Get New Password."
*You must use the email address you have given to the Club. If you do not know which email address we have on file for you or if you have difficulty logging in, contact skatebingweb@gmail.com.
 - c. View the confirmation email you receive (it might take several minutes), and find your user ID and a hyperlink. Select the hyperlink.
 - d. Accept the auto-generated password or type in your own and be sure to save it for future use.
 - e. Log in with the user ID from the email (or your email address) and the password that you just created.
2. Directions for log in to the BFSC website Ice Account Portal.
 - a. Select "Login" (at top right).
 - b. Enter your email address* or saved user ID and saved password, and select Log in.
 - c. Follow the directions for first-time log in if Skater password is forgotten.
3. Each prior Season's transactions are archived at the beginning of the next Season in July of each year. If Skaters want to retain that information for their records, they should view/print them before the end of June.

E. Sanctions to Occur if an ITA has a Deficit Greater than 2 hours

1. **Step 1:** A 1st email notice to the Skater will be sent when the Ice Accountant first notes a deficit of greater than 2 hours. The Skater will be advised to buy another Club Ice Package, sufficient to bring the ITA to a positive balance, at the next session skated, or at the very latest, by 2 weeks from the date of the 1st email notice. The 1st email notice will also state that if the ITA is still (or more) negative at the end of that 2-week period, the Skater will be charged a \$10 late payment fee. After that point, payment must be of sufficient amount to at least cover the negative balance plus the late payment fee.
2. **Step 2:** If the ITA is still (or more) negative after the first 2 weeks have passed, the Skater will receive a 2nd email notice stating if the Skater has not paid the \$10 late fee and purchased a sufficient Ice Package to bring the ITA to a positive balance by the end of the second 2-week period, the Skater's ice privileges will be suspended. Moreover, after the second 2-week period, the Skater will be charged a second \$10 late payment fee. After that point, payment must be of sufficient amount to at least cover the negative balance plus both late payment fees.
3. **Step 3:** If account is still (or more) negative after the second 2 weeks have passed, Skater will receive a 3rd email notice stating the Skater's ice privileges have been suspended and a third \$10 late payment fee will be charged if the ITA is not made positive by the end of the third 2-week period. The Skater may not use BFSC Ice until such time as the ITA is brought to a positive balance, and all late fees have been paid. After the third 2-week period, the total late payment fees of \$30 must be paid and purchase of an Ice Package must be of sufficient amount to cover the negative balance.
4. **Final Step:** If the ITA is not returned to a positive balance following Step 3, the Skater will be reported as a "Member Not in Good Standing" with the BFSC and USFS. The BFSC Board may take additional steps, such as expulsion from the BFSC.
5. **Special Case:** Procedure to be used in case of special considerations/circumstances (such as job loss/medical emergency/etc.) that have caused the negative balance in the ITA.
 - a. Skater will put in a written request for an extension of time to pay, to the BFSC Board.
 - b. The BFSC Board will consider and decide on an extension, if any, on a case-by-case basis.