

# Eastern Freestyle Competition Committee (EFCC)

## Management and Governance



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# Eastern Freestyle Competition Committee (EFCC)

## General Information

Eastern Freestyle Competition Committee is a non-profit organization recognized as an affiliated entity by the United States Ski and Snowboard Association (USSA), and recognized by the United States Olympic Committee and International Ski Federation. The EFCC is dedicated to the training and development of competitive freestyle and freeskiing athletes. Competition events are hosted at major resorts across the Northeast in Maine, New Hampshire, New Jersey, New York, Pennsylvania and Vermont. We organize competitions in the US Freestyle disciplines of aerials, moguls, dual moguls, and in the US Freeskiing disciplines of big air, half pipe and slopestyle. Ski cross events have yet to be scheduled and our athletes compete in USASA events for this discipline.

## Office, Website and E-mail List

The USSA Eastern Division website serves as a hub for all information regarding Eastern Freestyle-Freeskiing and helps to point individuals in the right direction for questions and concerns. The Division Office can direct questions and concerns to the appropriate party in EFCC, if the information cannot be found on the website. Members should register for the divisional email list at that site to receive notice of schedule changes, meetings and important information.

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## Organization

### Board of Directors

- The **EFCC Board of Directors** is responsible for the overall organization.
- The Board of Directors acts as the highest-ranking authority of EFCC and acts in accordance with the EFCC By-Laws.
- The Board of Directors ensures compliance and reporting for the organization as a non-profit. Instead of "The Board of Directors ensures compliance and reporting for organization as a non-profit."
- The Board of Directors will appoint an **Executive Director** to oversee the Eastern Freestyle Competition Committee (EFCC).
- The Board of Directors will appoint a **Secretary** and **Treasurer** to round out the **Officers of the EFCC membership**.
- The Board of Directors shall have no less than 3 members and always an odd number of members.
- New members of the Board shall be nominated by the EFCC Nomination Screening Committee and elected at the annual meeting of the Board.
- A member of the Board of Directors shall be elected for two years, and may serve no more than 3 consecutive terms.

### Officers – Executive Director, Secretary, Treasurer

#### Executive Director

- The EFCC Board of Directors will appoint an Executive Director.

- The Executive Director shall lead the **EFCC membership**, a group of volunteers, permanent and appointed, by the Executive Director that support the EFCC member organization.
- The Executive Director shall employ **sub-contractors of the EFCC** to assist in the management and operations of the organization, as he or she sees fit. (**Office Manager, System Operations, Communications**)
- The Executive Director is responsible for overseeing all facets of EFCC.
- The Executive Director acts as the Chair of the USSA Freestyle-Freeskiing Eastern Division or designates a person to serve as Eastern Chair.
- The Executive Director maintains a Management and Governance document for the organization and all positions of the organization, as approved by the Board of Directors.

#### Secretary

- The EFCC Board of Directors will appoint a Secretary.
- The Secretary shall record and publish the minutes from the BOD meetings.
- The Secretary shall maintain all official records.

#### Treasurer

- The EFCC Board of Directors will appoint a Secretary.
- Oversees the management and reporting of the organization's finances.
- Bank account maintenance – Selecting a bank, signing checks, and invests excess funds wisely
- Financial transaction oversight – Knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed, as well as develops systems for keeping cash flow manageable
- Budgets – Develops the annual budget as well as comparing the actual revenues and expenses incurred against the budget
- Financial Policies – Oversees the development and observation of the organization's financial policies
- Reports – Keeps the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board.

#### EFCC Members

- The EFCC shall be led by the Executive Director
- All EFCC members must be members in good standing of USSA.
- The Executive Director shall organize and publish information regarding the EFCC Annual Meeting.
- The Executive Director shall coordinate the agenda for all EFCC meetings with the members of the EFCC and Board of Directors.

- The Executive Director shall oversee operations, office management and communications for EFCC.
- The Executive Director shall have the power to act between EFCC membership meetings in the administration and management of EFCC affairs, especially where the interests of the sport require prompt action. All such actions shall be reported to the EFCC members as soon as practical, and must be presented for approval by the EFCC at its next meeting.
- The EFCC members shall take such actions and conduct such affairs, as it deems necessary to further the sport in accordance with the Eastern Division, USSA bylaws and EFCC bylaws. All decisions shall be confirmed by a majority of votes cast by a duly elected recognized quorum present at a meeting announced in writing at least two weeks in advance of the meeting date. A quorum shall be declared in existence when a minimum of 50% of EFCC members is present in person. The Executive Director shall vote only to break ties.
- The EFCC shall host an Annual Meeting in May, where the date does not conflict with the USSA Spring Congress. The time, place and agenda for the meeting will be posted on the Eastern Freestyle-Freeskiing website. Agenda items are due two weeks prior to the date of the meetings. The meetings are open to all interested parties. The EFCC also meets at other times with whatever frequency is required for the proper conduct of business. Any member of the freestyle and/or freeskiing community at large who requires clarification or desires consideration of rule change(s) is urged to contact the Eastern Freestyle-Freeskiing office or the appropriate member of the EFCC. Contact information for the EFCC is available on the division website.
- This organization is dependent upon administrative participation from program directors, event organizers, coaches, former athletes, current parents and former parents. In some scenarios it is required. (All mountains in the East that hold events MUST send a representative to the EFCC Annual Meeting and have a Technical Delegate, Judge and a Scorer in the Eastern pool. Lack of participation could jeopardize offending mountains' meet scheduling.) There are many positions to fill and jobs to complete in order to provide our athletes with the best opportunities to achieve their goals and dreams in the sport of freestyle.

#### *Elected Members*

- Nominations for EFCC elected positions shall be made at the annual meeting, having previously been submitted to the Eastern Office. Elections are held following the annual meeting on even numbered years (2016, 2018, etc.).
- A sub-committee chairperson of the permanent subcommittees is elected every two years by the appropriate constituencies in accordance with USSA bylaws.

#### **Judges, Eastern Sub-Committee Chair**

- Position elected by constituency, serves a two-year term.

- Represents the Eastern judges at USSA Congress and EFCC meetings.
- Provides related items for EFCC Annual Meeting agenda to the EFCC Executive Director by April 15th.
- Ensures that fall and spring clinics are held and that the membership is informed of their occurrence.
- Schedules all judging assignments for the Eastern schedule, as well as, at the national and international level.
- Works with Eastern Office to ensure proper licenses are attained, employment paperwork is filed and employees are properly compensated.

#### **Rules and Technical, Eastern Sub-Committee Chair**

- Position elected by constituency, serves a two-year term.
- Updates the Eastern Addendum to the USSA Competition Guide annually with changes and updates from the USSA Spring Congress and Annual EFCC Meeting.
- Represents the Eastern technical delegates at the USSA and EFCC meetings
- Provides related items for EFCC Annual Meeting agenda to the EFCC Executive Director by April 15th.
- Ensures that fall and spring clinics are held and that the membership is informed of their occurrence.
- Schedules all technical delegate assignments for the Eastern schedule, as well as, at the national and international level.
- Works with Eastern Office to ensure proper licenses are attained, employment paperwork is filed and employees are properly compensated.

#### **ECS "A" Series Sub-Committee Chair**

- Position elected by constituency, serves a two-year term.
- Serves as Eastern representative on the USSA Freestyle Sport Committee (FSC) Moguls Sub-Committee
- Represents the Eastern Freestyle-Freeskiing full-time programs and weekend programs as they relate to the ECS at the EFCC meetings
- Provides related items for EFCC Annual Meeting agenda to the EFCC Executive Director by April 15th.
- Monitors the ECS events and ensures that they are progressing in a positive manner for the athletes.
- Helps to develop EQS Schedule
- Should correspond with all Eastern Program Directors and ECS Head Coaches on a frequent basis to discuss issues at hand

#### **EQS "B" Series Sub-Committee Chair**

- Position elected by constituency, serves a two-year term.
- Represents the Eastern Freestyle-Freeskiing full-time programs and weekend programs as they relate to the EQS at the EFCC meetings

- Provides related items for EFCC Annual Meeting agenda to the EFCC Executive Director by April 15th.
- Monitors the EQS events and ensures that they are progressing in a positive manner for the athletes.
- Helps to develop EQS Schedule
- Should correspond with all Eastern Program Directors and EQS Head Coaches on a frequent basis to discuss issues at hand

#### **EASTFREE Tour Sub-Committee Chair**

- Position elected by constituency, serves a two-year term.
- Serves as Eastern representative on the USSA Freestyle Sport Committee (FSC) Freeskiing Sub-Committee
- Represents freeskiing programs and athletes at the EFCC meetings
- Provides related items for EFCC Annual Meeting agenda to the EFCC Executive Director by April 15.
- Monitors freeskiing events in the East and ensures that they are progressing in a positive manner for the athletes.
- Helps design a tour schedule that works with other non-USSA events.
- Should correspond with all Eastern Program Directors and Freeskiing Head Coaches on a frequent basis to discuss issues at hand

#### *Appointed Members and Sub-Committee Chairs*

- The Executive Director may establish additional subcommittees, and appoint a subcommittee chairpersons thereof, to serve as members of the EFCC, as deemed necessary by him/her for the conduct of committee business.
- Additionally, at his/her discretion the Executive Director may also appoint individuals to committee membership either for specific assignments or as members at large.

#### **Athlete Representative(s)**

- 20% of the EFCC membership must include an athlete representative.
- The athlete representatives shall be named by the Executive Director and approved by the majority vote of the members of the EFCC.
- Provides related items for EFCC Annual Meeting agenda to the EFCC Executive Director by April 15th.
- Represents Eastern athletes at the EFCC meetings

#### **Members-at-Large**

- Appointed by EFCC Executive Director.
- Monitors all Eastern Freestyle-Freeskiing activity to ensure that the EFCC is performing its function.
- Provides related items for EFCC Annual Meeting agenda to the EFCC Executive Director by April 15.

- This (or these) individual (s) are selected for the EFCC based upon their years of experience as former members of the EFCC and active participants in Eastern Freestyle-Freeskiing.

### *Appointed Working Groups*

#### **Selections/Appeals**

- The Vice-Chair, Judges Chair and the Rules and Technical Chairs serve on this working group.
- Handles all appeals made to the EFCC Appeals sub-committee.
- Provides related items for EFCC Annual Meeting agenda to the EFCC Executive Director by April 15th.
- Presents a report to EFCC Annual Meeting of summary of appeals granted and denied.

#### **Schedule**

- The Executive Director, ECS A, EQS B and EASTFREE Tour sub committee chairs serve on this working group.
- Correspond with all Eastern Event Organizers on a frequent basis to discuss issues at hand
- Produces a competition schedule that is fair and in the best interests of Eastern Freestyle-Freeskiing, after collaboration with the all sub committee chairs of the EFCC.
- Handles all communication with the mountains in respect to scheduling their events.
- Maintains the EQS and ECS Championship rotational schedules.
- Coordinates bids for East Coast Young Gun and Junior Championships

### *Sub-contractors*

- Contracted by the Executive Director

#### **Office Manager**

- Employed by USSA, subsidized by EFCC.
- Manages the Eastern Office.
- Provides compensation to officials and operational positions.
- Works with Eastern event organizers to submit USSA Schedule Agreements and the payments for sanction fees.
- Oversees Eastern head tax payments and event registration reimbursement.
- Issues refunds for athlete event registrations per Eastern Refund Policy.

#### **System Operations**

- Manages on-line registration by establishing a working relationship with the internet company, providing all specific information of the Eastern Freestyle-



Freeskiing event schedule, monitoring the payments made to the Eastern Office, and acting as the liaison between the company and the EFCC and athletes.

- Maintains Eastern Points List.
- Publishes and administers the invitation/alternate process for EQS State Championships, EQS B Championships and ECS A Championships.
- Manages or oversees the servers and software related to the Eastern Freestyle web sites, Eastern Points List, invitations, and email services.

#### Communications

- Maintains the division web site and all social media with division information.
- Maintains accurate contact information for all members of the Eastern Freestyle-Freeskiing community.
- Updates member with all news and information relative to freestyle-freeskiing.
- Sends a weekly newsletter in season and when appropriate out of season.
- Maintains the Eastern Division Freestyle-Freeskiing Community Handbook, Policies and Procedure Manual, and the Event Organizers Manual each year with changes and updates.
- Ensures the Eastern Coaches' List is updated annually for the Eastern Event Organizers.
- Ensures that all coaches on the Eastern Coaches' List have updated USSA coaches' licenses.