

# IJS System Procurement and Rules for Use

## Utility

(mini) In order to support up to two qualifying competitions a year (SWP Regionals and PC Sectionals), with reliable uninterrupted operation and without U.S. Figure Skating's shipping costs, the system shall be no less capable than the mini-systems provided by U.S. Figure Skating headquarters for qualifying competition.

(micro) The system shall be capable of supporting all IJS competitions held by Interclub member clubs.

## Insurance

Subject to availability at a cost effective price, Interclub shall insure the system for loss due to theft or accidental breakage/damage or other accidental loss, at full cost to repair or replace. The cost of insurance premiums and deductibles shall be paid from a restricted-use account created by Interclub for use in connection with the IJS system only.

## Scheduling

Requests to use the system should be placed with the system custodian no less than 60 days in advance of use.

Member clubs have first right of use for the system when a non-member club requests rental of the system, so long as the request for use by an Interclub member club is made 60 days in advance of the member's competition.

Within 60 days of a competition, use of the system shall be first-come-first-served for both Interclub member clubs and non-member clubs. Use of the system by a non-member club must be approved by the custodian of Interclub's IJS system and the Chairman of Interclub's Board of Directors.

## Maintenance Support Fee

(mini) The maintenance support fee for Interclub and Interclub member clubs shall be \$150 for the first day of use (or part thereof) and \$100 for each additional day of use (or part thereof)

(micro) The maintenance support fee for Interclub and Interclub member clubs shall be \$100 for the first day of use (or part thereof) and \$75 for each additional day of use (or part thereof)

Fees shall only be charged for days on which one or more IJS events are scheduled. There shall be no fee for days that are scheduled for 6.0 events only, or for days of transportation to or from the competition.

In determining days of usage, the 104 at the start of the competition shall govern.

(mini) The rental fee for non-member clubs shall be a flat rate of \$1,100 per competition.

(micro) The rental fee for non-member clubs shall be a flat rate of \$500 per competition.

Interclub member clubs whose dues are in arrears to Interclub, or have other outstanding debts to Interclub, will be charged the non-member rate for use.

Failure of a user to return the system to Interclub's system custodian in time to allow use at a competition booked for the subsequent week will incur a late return charge of \$500.

Fees are not refundable in whole or in part due to failure of the system during a competition, or to changes in the schedule of the competition.

Fees shall be deposited in a restricted-use account, and are intended solely to fund system maintenance and repairs.

All fees are due to be paid to Interclub within 10 days of the last day of the competition at which Interclub's IJS system was used.

### **Storage**

When not in use, the system shall be stored in a locked, secure location, free of standing or running water, and protected from potential sources of running water.

The system shall be packed in water resistant cases, such as Pelican-type cases with o-ring seals – not plastic tubs or cardboard boxes, etc.

The system must be protected from lightning or damaging electrical discharge.

The system must be protected from damage due to vermin.

The system may never be stored anywhere the temperature falls below 35 F, or exceeds 120 F.

The system must always be readily accessible for pickup when needed by users.

If separate storage is necessitated, the maintenance support fee will be adjusted.

### **Transportation**

The system shall only be transported by private vehicle by the system custodian, or an appropriate member of an Interclub member club approved by the system custodian, when used by an Interclub member club.

The system shall only be transported by private vehicle by the system custodian when used by a non-member club. The system custodian must maintain positive control over the system at all times when it is rented by a non-member club.

Following the completion of a competition, the system must be returned to the system custodian no later than will allow the system to be used at a booked competition the subsequent weekend.

The system shall **not** be shipped by commercial carrier, checked airline baggage or US Postal Service, etc.

### **System Custodian**

The system custodian must be at least a Level 2 Technical Accountant for a mini-system or a Level 1 Technical Accountant for a micro-system.

The system custodian has the following duties:

Store the system in accordance with the requirements specified in this document.

Receive, coordinate and manage all requests for use of the system.

When a non-member club requests use of the system on a weekend that an Interclub member-club competition is scheduled, the Interclub member club shall first be contacted and given the opportunity to rent the system that weekend.

Check the system for damage and verify functionality after return from each use, where the system custodian was not responsible for setup/teardown, competition use and transportation of the system (all three).

Verify full system functionality before transportation to a competition, if the system has been stored unused for more than two weeks.

Install all software upgrades within one week of when they are released to system users.

Install ISUCalc updates on the accounting computers when they are released to the accountants.

Make all repairs and conduct all maintenance needed to insure the system is fully functional for each competition.

Make all system upgrades approved by the Interclub Board.

When used by an Interclub member club, coordinate delivery to each competition and return from each competition, in accordance with the transportation requirements specified in this document.

When used by a non-member club, deliver the system to the competition, return the system from the competition, and maintain full positive control over the system at the competition, generally by serving as the technical accountant for the non-member competition.

For all uses of the system by an Interclub member club, when not present at a competition, be available by cell phone during all competition hours for consulting, assistance to the competition technical accountants, and trouble shooting.

For all requests for use by non-member clubs, be available all weekends throughout the season to service all non-member requests for use.

Keep the Interclub treasurer informed of all rental details to allow accurate billing and records of use.

Keep the Interclub Board informed of all damage to the system and repairs needed by the system, and their cost.

The system custodian may expend up to \$250 for any individual repair or maintenance event without requesting prior authorization from the Interclub Board.

For all repairs or maintenance activities costing more than \$250, and for any system upgrades, the system custodian must first obtain prior authorization from the Interclub Board to make the expenditure.

### **Cost**

Appended to this document is a chart outlining the parts and price list for both the mini-system and the micro-system.

### **Implementation**

Implementation of this plan is contingent upon acceptance of the plan by seven or more Interclub member clubs. (for mini or micro)

## Use and Income Estimates

User	Members	Annual Events	Annual Days of Use	Annual Rental Income (mini)	Annual Rental Income (micro)	Notes
SWP Regional	n/a	1	4	\$450	n/a	
SWP non-qual	n/a	0	1	\$100	\$0	Assumes one day of competition added to Qual
Interclub	n/a	2	5	\$0	\$0	June, Invitational
AYFSC	600	2	6	\$700	\$500	AY Open, Golden West
LAFSC	445	3	7	\$850	\$600	Cal Champs, LA Open, Adult Mid-Winter
Glacier	334	1	4	\$450	\$325	One rink
San Diego	313	1	2	\$250	\$175	
Pasadena	229	1	3	\$350	\$250	
FSCSC	192	1	3	\$350	\$250	
North County	161	1	2	\$250	\$175	
Orange County	131	1	3	\$350	\$250	
La Jolla	131	1	2	\$250	\$175	
South Bay	58	0	0	\$0	\$0	
Arrowhead	42	1	1	\$150	\$100	
Ice In Paradise	25	0	0	\$0	\$0	
	<b>2661</b>	<b>16</b>	<b>43</b>	<b>\$4500</b>	<b>\$2800</b>	

Members as of June, 2016 - last time they were published at Governing Council.

Table is best case scenario for annual rental income. Due to club size or space constraints, some competitions might not use a system for their event. A more likely estimate for annual rental income may be \$3700 (mini) and \$2250 (micro).

Interclub use in June and September results in a transfer of rental cost (\$600 or \$425) from general funds to restricted funds, but does not result in a net increase in Interclub assets.