

Introduction

The San Diego Figure Skating Club (SDFSC) strives to provide a safe environment for its members and to protect the opportunity of its members to participate in the sport in an atmosphere that is free of harassment and abusive practices. The U.S. Figure Skating (USFS) and SDFSC will not tolerate or condone any form of harassment or abuse of any of its members including athletes, coaches, officials, directors, employees, parents/ guardians, and volunteers or any other persons while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating.

SDFSC is mandated by USFS to adhere to the policies set forth in the SafeSport Handbook published by USFS.

SDFSC Board of Directors (BOD) will ensure the policies denoted in the USFS SafeSport Handbook are implemented and reviewed on a yearly basis.

SafeSport training and NSCI background checks will be valid for two years.

- **After the two-year mark, a renewal of the training program is required.**
- **It is advisable that the SafeSport refresher training program be completed each year.**
- **The NSCI background check is valid for two years from the date of the current background check.**

The following list of abuses as defined in the SafeSport Handbook will not be tolerated by all members of the SDFSC. All the below definitions are required by USFSA to be part of all member clubs polices and all members shall be informed of these definitions.

I. Abuse Definitions

A. Sexual Misconduct

Sexual misconduct involves any touching or non-touching sexual interaction that is nonconsensual or forced, coerced or manipulated, or perpetrated in an aggressive, harassing, exploitative or threatening manner. It also includes any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Last, any act or conduct described as sexual abuse or misconduct under federal or state law (e.g., sexual abuse, sexual exploitation, rape) qualifies as sexual misconduct.

B. Physical Misconduct

Physical misconduct means physical contact with a participant that intentionally causes or has the potential to cause the participant to sustain bodily harm or personal injury.

C. Emotional Misconduct

Emotional misconduct involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a participant. These behaviors may include verbal acts, physical acts or acts that deny attention or support.

D. Bullying

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying involves an intentional, persistent or repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate another person emotionally, physically or sexually.

E. Sexual Harassment

Sexual Harassment is a form of harassment prohibited by this policy. It shall be a violation for any member, coach, official, director, employee, parent or volunteer, to harass a participant(s) through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

F. Hazing

Hazing includes any conduct which is intimidating, humiliating, offensive or physically harmful. The hazing conduct is typically an activity that serves as a condition for joining a group or being socially accepted by a group's members.

G. Willfully Tolerating Misconduct

It is a violation of the Athlete Protection policy if a coach, official, director, employee, parent/guardian or volunteer knows of misconduct, *but takes no action to intervene* on behalf of the athlete(s), participant(s), staff member and/or volunteer. In addition, it is a violation of the SafeSport Guidelines to observe any form of misconduct and fail to timely report it as details in this program.

Further descriptions and examples of the above abuses are delineated in the SafeSport Handbook.

The SafeSport policies below set forth the boundaries for appropriate and inappropriate conduct and shall be implemented by the SDFSC to reduce the risks of potential misconduct.

II. Athlete Protection Policy and Commitment to Safety

A. Athlete Protection Policy

The San Diego Figure Skating Club is absolutely committed to the safety and well being of all its athletes.

This policy is directed to those athletes who are members of the SDFSC in addition to athletes from other clubs who have association with the SDFSC.

As defined in the SafeSport handbook all athletes will be educated in the forms of emotional, physical, and sexual misconduct through ongoing training. Training for new athletes will commence upon membership registration.

Bullying, Harassment, or Hazing will not be tolerated at any time as a member of SDFSC. Any member of the club, or non-home club member, who suspects misconduct of any form is responsible to report the incident to the Safe Sport Compliance Chair immediately. Since the sensitivity of the incident is paramount it is the responsibility of the reporting person not to divulge any

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information to others concerning the incident. Any unauthorized release of the incident by any member shall be considered a violation of privacy and dealt with accordingly.

The Safe Sport Compliance Chair will gather unbiased senior members of the club and create a panel to investigate the incident. Depending upon the severity of the incident the panel will make recommendations to the SDFSC Board of Directors. If any of the allegations of abuse are directed towards a coach no other coach may be part of the panel to investigate the allegation. These recommendations will span from issuing written warning to the individual up to reporting the incident to the USFS SafeSport Committee or, in the most severe case report the incident to local law enforcement.

B. Commitment to Safety

In the event that a coach, official, director, employee, parent/guardian or volunteer observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual misconduct, it is the personal responsibility of each member to immediately report his or her observations to the club's SafeSport Compliance Officer and take the appropriate action stated in applicable U.S. Figure Skating Rules.

III. Supervision and Leadership

A. Two-Deep Leadership and Appropriate Supervision

Two-deep leadership is a preventative method to minimize one-on-one interactions between minors and adults. Two-deep leadership means that at least two individuals, preferably adults are present at all times with individual minors when off the ice.

B. Locker Room and Changing Room Policy

Other than parents, adults in the locker rooms or changing rooms where minors are present shall adhere to the Two-Deep policy. No person shall enter into a controlled locker room unless that person is SafeSport trained. Separate locker rooms shall be provided for male and female athletes. No recording or photographic devices will be displayed in a changing room. Volunteers stationed in changing rooms must be SafeSport trained.

C. Social Media, Mobile and Digital Communications Policy

Coaches, volunteers and skaters may use email and text messaging to communicate with each other about non-personal matters. All email and text message content between adults and minors must be non-personal in nature and for the purpose of communicating information about club/skating-related activities. Emails and text messages from an adult to any minor participant should copy or include a parent/guardian.

Social media and other means of digital communication can be used to commit misconduct (e.g., emotional, sexual, "sexting," bullying, harassment and hazing). Such communications by a coach, official, director, employee, parent/guardian, skater or volunteer of a U.S. Figure Skating club or program will not be tolerated and will be considered violations of U.S. Figure Skating's SafeSport Program.

IV. Travel Policies for individual and team travel

A. Individual Travel

At times a coach and athlete may travel to a competition without other athletes, parents or guardians, or chaperones. The parents shall provide written permission to the SafeSport Compliance Chair for any coach to travel with their minor to a local competition. At no time will a coach and athlete share a room at a hotel when travel requires overnight stay. A parent or guardian must be present when overnight stay is required.

B. Team Travel

The policies for team travel are generally concerned with overnight travel. All team Coaches, Team Managers, and Chaperones must have completed the "standard" SafeSport Training Program and complete an NSCI background check before performing the duties assigned for the travel.

C. Team Managers

All Team Managers must complete the "standard" SafeSport training program and submit to an NSCI background check. Must ensure that chaperones are performing their duties to comply with the policies set forth for Chaperones.

D. Chaperones

All Chaperones will complete the "standard" SafeSport training program and submit to an NSCI background check before acting as a chaperone. The following guidelines will be met by all chaperone during team travel.

- Once an athlete is turned over to you at the airport the athlete is now your responsibility and will remain with you at all times except when they are on the ice during an event or practicing with the coach.
- At no time can the athlete be away from you for any reason.
- You cannot allow athletes to visit athletes in other rooms without the team managers consent and approval of the other chaperone.
- The athlete will be escorted back and forth from room to room by a chaperone and only a chaperone.
- An athlete cannot have an unscheduled visit with their parent(s) unless that visit is approved by a team manager. In that case the athlete will be escorted by the chaperone to and from the parent's room as long as it is in the same hotel. Keeping this to a minimum is preferred to accommodate team schedules and events. However, encourage regular, if not daily, communication with parents or guardians.
- Make certain that an athlete is not alone in a hotel room with any adult apart from a family member (this includes coaches, staff and chaperones).
- All meals will be with your group together to and from the dining facility. If you wish to eat with other chaperones you can only do so as long as your group is with you.
- At no time will an athlete be left in a room alone without a chaperone or team manager.
- Sleep hours will be set by the team managers and chaperones will comply.
- Absolutely no smoking or the consumption of alcohol will be permitted by a chaperone during the trip. Prescription drugs that will make you less effective may not be taken.

- Your responsibility towards each child in that group is terminated when you arrive back at the place of origin and hand them over to their parents.

V. Codes of Conduct for Skaters, Parents/Guardians, Coaches and Learn to Skate USA Instructors and Club Board Members

The code of conduct is a set of standards describing the behavior expected of U.S. Figure Skating and SDFSC members, especially when serving in different capacities within the organization – athlete, parent/ guardian, coach, official or board member. It is meant to clarify the mission, values and principles, and linking them with standards of conduct we expect from members.

All Members, Athletes, Coaches, Parents/Guardians, and Board members will adhere to the SDFSC Code of Conduct and sign a Code of Conduct contract specific to their role with the SDFSC.

NSCI Background Check website <http://www.ncsisafe.com/>

SafeSport Training website <https://safesport.org/what-we-do>