



**Colonial Figure Skating Club, Inc.
Coaches' Code of Ethics, Standards and Conduct**

Mission: To provide a standardized guideline of ethics, standards and conduct to ensure the quality, integrity and moral environment of Colonial Figure Skating Club, Inc. ("Colonial FSC") and its programs.

Purpose: Colonial FSC is committed to creating a safe, healthy, and positive environment for members' physical, emotional and social development, and ensuring that our professional staff promotes these values and goals in an environment free of misconduct. This Coaches' Code of Ethics, Standards and Conduct ("Code of Conduct") is intended to provide both the general principles and the rules to cover most situations encountered by coaches and instructors. It has, as its primary goal, the welfare and protection of the individuals and groups with whom coaches work.

It is the responsibility of each individual coach to aspire to the highest possible standards of ethics, integrity and professional conduct. Above all, coaches of young people can have great influence on developing athletes who are reliant on these coaches for the basic instruction and guidance necessary to reach the top levels. Coaches can have tremendous power over these athletes in their quest to the top. This power must not be abused. Therefore, we have set forth this Code of Conduct to guide our coaches and protect our athletes for the mutual benefit of all concerned.

General Principles:

1. *Competence:* Coaches must strive to maintain high standards of excellence in their work. They should recognize the boundaries of their particular competencies and the limitations of their expertise. They should provide only those services and use only those techniques for which they are qualified by education, training and/or experience. Coaches should not undertake these duties until they have first obtained proper training, study and advice that they are competent to do so as outlined by the Professional Skaters Association (PSA).

In those areas where recognized professional standards do not yet exist, coaches must exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work. They shall maintain knowledge of relevant information related to the services they render, and they must recognize the need for ongoing education.

2. *Integrity:* Coaches should seek to promote integrity in their coaching profession. Coaches should always be honest, fair and respectful of others. They must not make representations about their qualifications, services, products, or fees that are false, misleading or deceptive. Coaches should strive to be aware of their own belief systems, values, needs and limitations and the effect of these on their work. To the extent feasible, they should attempt to clarify for relevant parties, the roles they are performing and to function appropriately in accordance with those roles. Coaches must avoid conflicts of interest.
3. *Professional Responsibility:* Coaches must uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of different athletes. Coaches should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of their athletes, or other recipients of their services. Coaches should be concerned about the ethical compliance of their colleagues' conduct. When appropriate, they should consult with their colleagues in order to prevent or avoid unethical conduct. If a coach becomes aware of actions of a colleague that he/she believes has an adverse impact on a Colonial FSC member or other professional, and especially in cases involving the health safety or well-being of a minor, he/she should immediately bring it to the attention of the Colonial FSC Board of Directors.

4. *Respect for Participants and Dignity:* Coaches shall respect the fundamental rights, dignity and worth of all participants (i.e., skaters, parents, facility staff, officials, volunteers, etc.). Coaches must be aware of cultural, individual and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socioeconomic status. Coaches must eliminate the effect of biases on their work and should not participate in, or condone, any unfair discriminatory practices.
5. *Concern for Others Welfare:* In their actions, coaches must consider the welfare and rights of their athletes and other participants. When conflicts occur among coaches' obligations or concerns, they should attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches shall be sensitive to differences in power between themselves and others, and should not exploit nor mislead other people during or after their relationship.
6. *Responsible Coaching:* Coaches must be aware of their ethical responsibility to the community and the society in which they work and live. Coaches must comply with the law and encourage the development of policies that serve the interest of figure skating. The coach shall strive to serve as a leader and model in the development of appropriate conduct for the athlete both within and beyond the figure skating setting. The coach shall strive to use strategies in practice and competition that are designed to encourage play within the letter and spirit of the rules. The coach shall strive to keep the concepts of winning and losing in proper perspective. The coach shall strive to enforce policies and rules with fairness, consistency and an appreciation for individual differences.
7. *Compliance with Rule Requirements:* All coaches must complete all annual coaching member requirements set forth by U.S. Figure Skating Rules and the PSA that apply to them by the appropriate deadlines.
8. *Sexual Harassment:* Colonial FSC requires all coaches to conduct themselves in a manner, and promote an environment, that is free of sexual harassment. Sexual harassment of students, other coaches, skaters, Colonial FSC or NVO staff, competitors at competitions or any other individual in settings in which coaches may find themselves in connection with their coaching

duties is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment, or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is similarly unlawful and will not be tolerated. While the definition of “sexual harassment” is broad, it includes, but is not limited to, the following types of conduct:

- Any sexual advances (whether or not they involve physical touching), requests for sexual favors, verbal or physical conduct of a sexual nature.
- Actions or statements of a sexual nature that have the purpose or effect of creating an intimidating, hostile, humiliating or sexually offensive environment.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comment on an individual’s body, comments about an individual’s sexual activity, deficiencies or prowess.
- Displaying or distributing sexually suggestive objects, pictures, emails, cartoons, or other images, whether in paper, electronic or other forms of communication.
- Unwelcome leering, brushing against the body, sexual gestures, suggestive or insulting comments.
- Inquiries into one’s sexual experiences or discussion of one’s sexual activities.

Colonial FSC adopts, abides by, and requires that all coaches adhere to, the [US Figure Skating Policy on Harassment and Abuse](#). Coaches are expected to carefully read and follow all aspects of this policy.

9. *Personal Problems or Conflicts:* Coaches have a responsibility to be aware if there are personal problems or conflicts which may affect their ability to work with athletes or other professionals. They should also be able to identify problems affecting their athletes, which could potentially create situations that place their athletes in harm or danger of injury, and take the appropriate steps to remove the athlete from this environment.

Further, any person who makes groundless allegations or complaints of abuse or harassment may be subject to disciplinary action per Article XXV, Section 3B, of the U.S. Figure Skating bylaws.

SafeSport for Coaches

1. Athlete Protection and Commitment to Safety

- If a coach observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse or misconduct, it is the personal responsibility of the coach to immediately report the observations and take the appropriate action stated in applicable U.S. Figure Skating Rules. (GR 1.03 Reporting Procedures).

2. Two-Deep Leadership and Appropriate Supervision

- Two-deep leadership means that at least two adults are present at all times with individual minors when off the ice.
- Any meeting between a coach and one individual athlete is to take place in an open and observable environment or publicly visible and open area, such as the corner of the arena.
- Any meeting between a coach and one individual athlete in an office or a locker room the door is to take place with the door unlocked and open.
- If a closed-door meeting is absolutely necessary, the coach should inform another adult and ensure the door remains unlocked.

3. Social Media, Mobile and Electronic Communications Policy

- All electronic communication of any kind between coaches and minors, including use of social media, should be non-personal in nature and be solely for the purpose of communicating information about skating-related activities.
- If the Colonial FSC member is under the age of 18, any email, text, or similar communication from a coach must also copy or include a parent.
- Coaches are prohibited from having skaters under the age of 18 linked or joined to their personal Facebook, Instagram or other social media pages or accounts.
 - All coaches must remove all social media connections between themselves and members under the age of 18, within 7 days of receipt of this Code of Conduct, and notify parents with written communication of the policy change.

4. Travel Guidelines

- Coaches must agree to sign travel guidelines designated by Colonial FSC.
 - Coaches must not operate a motor vehicle occupied by another Colonial FSC member while distracted by texting, phone usages or under the influence of alcohol or any other substance (whether or not prescribed) that would impair their driving.

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling of that particular athlete).
- When only one athlete and one coach travel to a competition, the athlete must have written permission from a parent or legal guardian in advance to travel alone with the coach.
- Team Travel (Synchronized Skating and Theatre On Ice Teams)
 - Coaches will not engage in team travel without the proper safety requirements in place, including valid drivers' licenses, proper insurance, well-maintained vehicles and compliance with all state laws.

5. Coaches Code of Conduct Agreement

- Every new membership year, when renewing their Coach Registration, all coaches will be required to read and agree to the Coaches Code of Conduct.

The [U.S. Figure Skating SafeSport Handbook](#) contains more valuable information for coaches, and it is strongly encouraged that each and every coach takes the time to read and understand the contents of the SafeSport Handbook.

Coaches Code of Conduct Certification

I understand that as a U.S. Figure Skating member coach, and a Colonial FSC Professional, I have assumed certain responsibilities as an advocate and role model, to:

- Obey and abide by all U.S. Figure Skating, SafeSport and Colonial FSC published rules, regulations and procedures, including this Code of Conduct.
- Maintain exemplary standards of personal conduct.
- Obey all state, national and international laws.
- Not use alcohol, illegal drugs or substances, which could impair my ability or judgment as a coach.
- Not provide or condone the use of alcohol, illegal drugs or substances to any minor (member or otherwise) under the age of 21.
- Not appear intoxicated in public while conducting business for, or representing, Colonial FSC.
- Refrain from using profane or abusive language.
- Refrain from texting or other forms of distracted driving while transporting another Colonial FSC member.
- Abide by the Social Media Policies of this Code of Conduct, U.S. Figure Skating and SafeSport.
- Not engage in sexual harassment or sexual misconduct with any athlete or coaching professional.
- Teach and support the athletes fairly and equitably.
- Never discriminate against any athlete.

I agree to abide by and follow the above Coaches Code of Conduct, and understand what is expected of me. I understand that I should review the [Colonial FSC Rules](#), U.S. Figure Skating Harassment and Abuse Policy, SafeSport, and PSA Code of Ethics and Tenets of Professionalism, as I am expected to abide by all rules and regulations of these organizations.

I understand that failure to adhere to these guidelines may result in disciplinary actions by the Colonial FSC Board of Directors that may include suspension or termination of my professional membership and eligibility.

Signature

Printed Name

Date