



Skater Safety and Wellness Program

Colonial Figure Skating Club (CFSC) strives to provide a healthy and supportive Club environment, free from misconduct or harassment, which ensures the safety and well-being of its members. The Compliance and Safety Committee of CFSC has created the Skater Safety and Wellness Program which outlines a program of prevention and education, establishes a system for reporting and resolution of misconduct or safety concerns, and defines an accountability structure that requires responsible adults to act on suspected harassment, misconduct or other safety issues.

As a member of U.S. Figure Skating, Inc., Colonial Figure Skating Club is required to designate a SafeSport Compliance Chair. At this time, the Compliance Chair is the Club Executive Director, and those titles may be used interchangeably throughout this document.

Program Components are as follows:

PREVENTION AND EDUCATION

The Club will provide educational and social activities and resources to promote primary prevention, and clearly outline expectations of adults related to observation and reporting.

- a. Parents, Professionals and Staff are required annually to complete the following (effective starting with the 2021-2022 season)
 - i. Read and acknowledge safety and welfare policies and reporting responsibilities
 - ii. Complete a quiz that indicates they know what is reportable and how the Club's systems intersect with SafeSport
 - iii. Individuals identified as Colonial Figure Skating Club Mandated Reporters are also required to maintain SafeSport certification, and annually acknowledge their required reporting responsibilities.
- b. Educational programming will be provided for parents, skaters and Professionals addressing topics related to primary prevention. These may include physical, mental and emotional health topics such as bullying, peer aggression, nutrition/disordered eating, depression/anxiety, etc.
- c. The Club will hold Club-wide team-building events that promote positive skater/parent/coach interactions across and outside of formal coaching relationships
- d. A glossary of definitions of types of misconduct and Safesport information is located in the Appendix A of this document.

CLUB ACCOUNTABILITY STRUCTURE

Adult individuals associated with the club, whether as parents, professionals or staff, are encouraged to be aware of day-to-day activities while they are involved in Club activities, and to report any suspected misconduct as described above. In addition, certain adults are designated as Colonial Figure Skating Club Mandated Reporters, and as such, are required to report suspected misconduct to the Compliance Chair. Failure to do so may result in disciplinary action, up to and including termination of privileges, membership or employment.

- a. The following adults are considered Colonial Figure Skating Club Mandated Reporters
 1. All paid employees
 2. All Professional members
 3. All members of the Board of Directors, Committees and Chairs



4. In addition, parents, whether or not they are Mandated Reporters, are always encouraged to be vigilant; the “eyes and ears” looking out for skaters
- b. Suspected misconduct must be reported immediately, within 48 hours of the Reporter becoming aware or suspicious of wrongdoing.

REPORTING

An online reporting portal is available [Colonial Report Form](#) on the Colonial website. Individuals may also report any concerns regarding the safety of skaters or others by calling or emailing the Club’s SafeSport Compliance Chair, Patty Flanagan at 978-263-3450, patty@colonialfsc.com .

- a. As a member of U.S. Figure Skating, Inc., Colonial complies with all USFS and U.S. Center for SafeSport requirements, and encourages our members to visit <https://www.usfigureskating.org/> and <https://www.usfigureskating.org/safesport> to learn more about Safesport requirements, policies and procedures.
- b. Misconduct that includes the types of actions listed below must be reported to USFS. Any claim that is subject to US Center for SafeSport reporting requirements must also be reported to that body. It is strongly recommended that these also be reported to CFSC, to ensure that internal processes are followed to promote safety at a Club level. If a report is first placed with CFSC, the USFS or SafeSport report may be placed by the Executive Director or the initial reporting party. Please see the [Reporting Requirements and Recommendations](#) Chart below.
 - i. Sexual misconduct
 - ii. Physical misconduct
 - iii. Emotional misconduct
 - iv. Bullying, threats and harassment
 - v. Hazing
 - vi. Willfully tolerating misconduct
- c. All individuals, regardless of membership with CFSC or U.S. Figure Skating, are encouraged to report suspected ethical violations and violations of SafeSport.
- d. All responsible adults in the club are expected to follow this reporting protocol to ensure that any claim of bullying, abusive or harmful behavior toward a child is reported and investigated. Note that interpersonal conflict between adults may be harmful to children, and this should also be reported, even if the behavior is not directed specifically toward a child.
- e. Physical safety concerns not related to behavior may also be reported using the online portal, by email, phone or in person.
- f. Expanded flowcharts describing reporting and resolution processes of US Center for SafeSport, USFS, PSA and Colonial are in the attached Appendix B.



REPORTING REQUIREMENTS AND RECOMMENDATIONS

		TYPE OF VIOLATION OR CONCERN				
		Sexual Abuse or Misconduct	Safesport NOT involving Sexual Abuse or Misconduct	Violations of USFS Code of Ethics, Code of Conduct, Conflict of Interest	Professional Skaters Association violation of Code of Ethics or Tenets of Professionalism	On-Ice Safety or Club Rules Violation
REPORT TO ORGANIZATION	U.S. Center for Safesport	REQUIRED				
	U.S. Figure Skating		REQUIRED	REQUIRED		
	Professional Skaters Association				REQUIRED	
	Local Law Enforcement	MAY BE REQUIRED	MAY BE REQUIRED			
	Parent/Guardian or Trusted Adult	Encouraged	Encouraged	Encouraged	Encouraged	Encouraged
	Colonial Figure Skating Club	Encouraged CFSC Mandated Reporters REQUIRED	Encouraged CFSC Mandated Reporters REQUIRED	Encouraged CFSC Mandated Reporters REQUIRED	Encouraged CFSC Mandated Reporters REQUIRED	Encouraged CFSC Mandated Reporters REQUIRED

RESOLUTION

Reports submitted to Colonial will be acknowledged and addressed by the Executive Director/Safesport Compliance Chair within 3 days of receipt. The following procedures will be observed to ensure that there is a timely and fair resolution that provides for skater safety and privacy of all involved individuals.

- a. Compliance Chair will contact the reporting person to acknowledge receipt and learn any additional details as needed.
- b. If applicable, Compliance Chair will delegate investigation and resolution to the appropriate Committee (e.g. an on-ice rules violation may be addressed by the Rules or Professionals Committee, in conjunction with the Executive Director)
- c. Compliance Chair will investigate, seeking outside counsel (legal or other) as needed.
- d. Internal Club investigation must be completed within 14 days; however, in the event of a USFS or SafeSport complaint, resolution by that body may take a longer time.
- e. Resolution must be documented in confidential Club files, and communicated to involved parties, preserving privacy of those involved, especially children.
- f. If the Compliance Chair determines that there has been wrongdoing, the Executive Director will implement one or more of the following:
 1. Concrete resolution to physical safety concern not related to behavior.
 2. Informal counseling, education or support to reinforce training and promote proper behavior
 3. Verbal warning/counseling with action plan. May include formal monitoring or mentoring.
 4. Written warning with action plan. May include probation or suspension.
 5. Revocation of membership.
- g. In the event of probation, suspension or membership revocation, the Compliance Chair will consult with the Executive Committee of the Board of Directors



CHECKS & BALANCES

To ensure transparency and adherence to these policies and procedures, the Compliance Chair will report monthly to the Board of Directors. The report will include the # (if any) of reports received, the nature of misconduct reported, whether or not they have also been reported to USFS, SafeSport or other authorities, and the status of the investigation and resolution. The report will NOT include names of the reporter or any involved individuals nor specific details of the allegations. In the event it is necessary to share additional details or personal information, this will

BAD-FAITH REPORTING

A report of abuse, misconduct or other violation that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of CFSC and SafeSport policies, and grounds for disciplinary action. Depending on the nature of the allegation, a person making a bad-faith report may also be subject to civil and/or criminal proceedings.

WHISTLEBLOWER PROTECTION

Regardless of whether the allegation is proven, CFSC will support the reporting person and their right to express concerns in good faith. CFSC will not allow or tolerate attempts from any individual to retaliate, punish or in any way harm an individual who reports a concern in good faith. Any such retaliatory actions may be grounds for disciplinary action.

APPENDICES

APPENDIX A: Glossary of Terms

APPENDIX B: Useful links

APPENDIX C: Hard-copy report form sample



APPENDIX A

Glossary of Terms: Types of Misconduct

Please refer to the [USFS SafeSport Handbook](#) for detailed descriptions and examples.

SEXUAL MISCONDUCT

Sexual misconduct involves any touching or non-touching sexual interaction that is non-consensual or forced, coerced or manipulated, or perpetrated in an aggressive, harassing, exploitative or threatening manner. It also includes any sexual interaction between an Athlete of any age and a Participant with evaluative, direct or indirect authority (called an “imbalance of power”). 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.

PHYSICAL MISCONDUCT

Physical misconduct is physical contact with a Minor Athlete or Participant that intentionally causes or has the potential to cause the Minor Athlete or Participant to sustain bodily harm or personal injury. Physical misconduct may also include intentionally hitting or threatening to hit a Minor Athlete or Participant with objects or sports equipment. Physical misconduct includes providing alcohol to a Minor Athlete or Participant under the age of 21 and providing illegal drugs or non-prescribed medications to an Athlete or Participant. Physical misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving Athlete performance.

EMOTIONAL MISCONDUCT

Emotional misconduct involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a Minor Athlete or Participant. These behaviors may include verbal acts, physical acts or acts that deny attention or support. Emotional Misconduct is typically perpetuated by a person in a position of authority over a Minor Athlete.

BULLYING, THREATS AND HARASSMENT

Bullying and threats can be written, verbal, physical or digitally transmitted expressions. 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. A threat is any intent to physically injure or harm someone.

HAZING

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

WILLFUL TOLERATION

It is a violation of these SafeSport policies to willfully tolerate any misconduct where an Athlete or Participant observes or otherwise knows of misconduct but takes no action to report it on behalf of the affected Athlete or Participant.



APPENDIX B

Useful Links

U.S. Figure Skating SafeSport Handbook: https://www.usfigureskating.org/sites/default/files/media-files/U.S.%20Figure%20Skating%20SafeSport%20Handbook_2.pdf

U.S. Figure Skating Report Form: <https://fs11.formsite.com/xUyYPc/bqn02y97u4/index.html>

U.S. Center for SafeSport Report Information: <https://uscenterforsafesport.org/report-a-concern/>

Professional Skaters Association Bylaws and Ethics: <https://skatepsa.com/bylaws-ethics>

Colonial Figure Skating Club Report Form: <https://forms.gle/kQG2mTsHhgDLuWqkZ>



Appendix C

Colonial Figure Skating Club Safety Report

INCIDENT REPORT

Please provide information about the incident or concern. Providing your name and contact information is not required, but may be helpful to a timely response. If there is a victim (or victims) of misconduct, providing their name and contact information is also helpful.

What is your first and last name?

How do you want to be contacted?

Phone

Email

What is the best phone # or email address to reach you? Is there a particular time of day that is best?

Please describe the incident and people involved. If you would prefer to receive a phone call instead of completing this form, please simply type, "PLEASE CALL ME." If you do complete the form, helpful information includes: Name of person you are reporting, names of any victims, names of any witnesses, date of incident, what happened, was it a one-time incident or is it ongoing, and if a minor is involved, parent/guardian information you know it.



Please attach any documents or photos you feel may be helpful to an investigation of this incident.

If you have any questions or would like to speak to someone, please contact the Executive Director by stopping in at the Colonial office, email patty@colonialfsc.com or call 978-263-3450.

IMPORTANT REMINDER: Misconduct that includes the following types of actions MUST ALSO be reported to USFS, following instructions found here <https://www.usfigureskating.org/safesport>

- Sexual misconduct
- Physical misconduct
- Emotional misconduct
- Bullying, threats and harassment
- Hazing
- Willfully tolerating misconduct

All individuals, regardless of membership with CFSC or U.S. Figure Skating, are encouraged to report suspected ethical violations and violations of SafeSport by using this form.