

Southern New Hampshire Skating Club



Code of Conduct and SkateSafe Compliance

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I. Introduction

The purpose of this document is to set forth Southern New Hampshire Skating Club's ("SNHSC") Code of Conduct and SkateSafe® Compliance. This document also identifies SNHSC's procedure for receiving, reviewing, and responding to Code of Conduct complaints and SkateSafe® violations.

II. Code of Conduct

SNHSC is committed to creating a safe and positive environment for skaters' physical, emotional, and social development and ensuring that it promotes an environment free of misconduct. This Skater Code of Conduct has been established to ensure the safety of all skaters using our ice to ensure quality practice time for all SNHSC members and guests who purchase ice from the club and who participate in all club-related activities.

1. All skaters, regardless of whether they are SNHSC members or guests, must follow and uphold the provisions in this Skater Code of Conduct regarding behavior on and off the ice. All skaters are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents/guardians of skaters, U.S. Figure Skating officials and guests.
2. The SNHSC is committed to promoting a positive and friendly environment for all skaters. Remember 'The Golden Rule' — treat other people like you want to be treated — with respect.
3. The SNHSC prides itself on a culture of inclusion, kindness, fairness and consideration for all skaters, parents, coaches, and volunteers.

Additional guidance for SNHSC ice time is outline in Appendix 1, SNHSC Ice Rules. Failure to abide by the SNHSC Ice Rules may result in the following *immediate action(s)*:

1. A verbal warning at the time of, or shortly thereafter, the unsportsmanlike conduct.
2. If the skater continues to exhibit unsportsmanlike conduct, the skater will be asked to leave the ice.
3. Further unsportsmanlike conduct may result in a ban from all future SNHSC ice sessions.

A verbal warning may be given at the discretion of the rink monitor, SNHSC coaching staff or SNHSC Executive Board Members. The rink monitor or SNHSC Executive Board Member has the right to ask a skater to leave the ice. A verbal warning and/or dismissal from the ice must be recorded using the Code of Conduct Incident Action Form and saved to the offending skater's file.

III. SkateSafe® Compliance

As a member of U.S. Figure Skating, Inc. ("USFS"), SNHSC fully adopts and abides by the [U.S. Figure Skating SkateSafe® Handbook](#) . In addition to the Code of Conduct, certain behaviors or misconduct may warrant review either by SNHSC and/or SkateSafe®.

A. SkateSafe® Compliance Chair

All USFS member clubs must designate a SkateSafe® Compliance Chair. The SNHSC Compliance Chair is the Club President. USFS requires all Adult Participants¹ to complete SafeSport™ Training and a background check. The Compliance Chair is responsible for ensuring all Adult Participants have completed the SafeSport™ Training and the background check. In addition, the SkateSafe® Compliance Chair is required to:

1. Complete all required SafeSport™ Training and the background check with a green-light outcome.
2. Serve as the Club's primary SkateSafe® contact for U.S. Figure Skating and oversee the implementation of SkateSafe® educational programs for all Club Members, their parents or permanent legal guardians and Coaches.
3. Oversee the drafting and implementation of club policies based upon the recommendations of the U.S. Figure Skating SkateSafe® Program.
4. Verify all Coaches participating in all Club and U.S. Figure Skating-sanctioned events and activities are compliant per USFS rules and policies.
5. Understand the complaint reporting process and refer all reports of a possible violation of SkateSafe® Policies directly to U.S. Figure Skating or the U.S. Center for SafeSport, as appropriate.
6. Participate in workshops/webinars as provided by U.S. Figure Skating, collect, and share information about the U.S. Figure Skating SkateSafe® Program and disseminate information on best practices to Club members.
7. Work as a liaison with U.S. Figure Skating's Chair of the SkateSafe® Committee, the Chair of the Ethics Committee, and the Chair of the Grievance Committee.
8. Perform other functions as necessary in the fulfillment of U.S. Figure Skating's continuing efforts to foster a safe, healthy, and positive environment for its Members and Athletes or Participants.

B. SkateSafe® Misconduct²

Paragraphs A-F below provide a brief overview of various types of misconduct. For complete guidance, refer to the [U.S. Figure Skating SkateSafe® Handbook](#).

1. Sexual Misconduct³

All sexual misconduct, including suspicion or allegation thereof, must be reported directly to the U.S. Center for SafeSport. Per New Hampshire State Law requirements, any adult who knows of, or suspects abuse is mandated to report

¹ "Adult Participant" is defined by USFS as any individual 18 years of age or older who is seeking to be, currently is, or was at the time of the alleged Misconduct: a) A Member of U.S. Figure Skating; b) An employee or board member of U.S. Figure Skating or a Local Affiliated Organization ("Member Clubs"); c) Within the governance or disciplinary jurisdiction of U.S. Figure Skating or a Member Club; d) Authorized, approved, or appointed by U.S. Figure Skating or a Local Affiliated Organization ("Member Club") to have regular contact with Minor Athletes or authority over Minor Athletes; and/or e) Identified by U.S. Figure Skating as being within the jurisdiction of the U.S. Center for SafeSport.

² Derived/paraphrased from the SkateSafe® Handbook.

³ SkateSafe® Handbook, page 19.

the abuse. An adult who does not feel comfortable reporting the abuse may contact the SNHSC President, who will report directly to SafeSport. Examples of sexual misconduct include child sex abuse, non-consensual sexual conduct, sexual harassment, or intimate relationships involving an imbalance of power (i.e., an inappropriate relationship between a Coach and an Athlete, regardless of age)⁴. SkateSafe® defines sexual misconduct as:⁵

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.

To report sexual misconduct to the U.S. Center for SafeSport:

- Click [here](https://www.uscenterforsafesport.org) (or go to www.uscenterforsafesport.org) to make an online report involving sexual abuse and misconduct to the U.S. Center for SafeSport; or
- Call the U.S. Center for SafeSport at: 833.587.7233.

Reports to the U.S. Center for SafeSport may be made anonymously.

2. Physical Misconduct⁶

Physical misconduct can be defined as physical contact that intentionally causes or has the potential to cause a person bodily harm or personal injury.

For guidance specific to physical misconduct between an Adult Participant and a Minor Athlete, see the [U.S. Figure Skating SkateSafe® Handbook](#), Examples of Physical Misconduct.

3. Emotional Misconduct⁷

Emotional misconduct involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm. It is worth noting that a single incident, such as a verbal outburst, may be inappropriate, but does not constitute emotional misconduct, which requires a pattern of harmful behaviors over time.

4. Bullying, Threats, Harassment⁷

⁴ SkateSafe Handbook, page 19.

⁵ Id.

⁶ SkateSafe Handbook, page 21.

⁷ SkateSafe Handbook, page 22.

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.

Bullying behavior is different from mean or rude behavior in the following ways:

- *Mean* is defined as purposefully saying or doing something to hurt someone very infrequently.
- *Rude* is defined as intentionally saying or doing something that hurts someone else, infrequently.
- *Bullying* is defined as intentionally aggressive and persistent behavior repeated over time.

The main distinction between “rude” and “mean” behavior has to do with intention. While rudeness is often unintentional, mean behavior very much aims to hurt or degrade someone.

Harassment in sport includes any pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation or annoyance, (b) offend or degrade, (c) create a hostile environment, or (d) reflect discriminatory bias in an attempt to establish dominance, superiority or power.

Examples of harassment:

- Name-calling
- Taunts
- Threats
- Belittling

An athlete, parent or permanent legal guardian of an athlete or participant who engages in any act of harassing or sexually harassing behavior is subject to appropriate disciplinary action, including but not limited to, removal from the venue, suspension, permanent ban from club activities or referral to law enforcement authorities. The severity and pattern, if any, of the harassing or sexually harassing behavior and/or result caused by such behavior shall be taken into consideration when disciplinary decisions are made.

5. Hazing⁸

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.

⁸ SkateSafe Handbook, page 24.

6. Willful Toleration⁸

It is a violation of these SkateSafe 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.

IV. SNHSC Procedure: Reporting a Violation or Misconduct

The SNHSC takes all allegations of misconduct seriously. The Club has created this procedure to fairly and systematically review all complaints. Certain allegations of misconduct, such as sexual misconduct, must be reported immediately to the U.S. Center of SafeSport and local law enforcement. (See Appendix 3 for information on reporting to law enforcement).

Within the context of this document, the “Complainant” is the person who is alleging a violation of this Code or the SkateSafe Handbook. The “Respondent” is the person who allegedly committed the violation.

A. Procedure

1. Complainant shall submit complaint in writing to snhsc@yahoo.com or a SNHSC Executive Board Member. All complaints will be treated as confidential and only accessible by SNHSC Executive Board Members.
2. Complaints submitted to SNHSC will be acknowledged and addressed by the Compliance Chair and/or Safesport within three (3) days of receipt.
 - a. Compliance Chair will contact the reporting person to acknowledge receipt and learn any additional details as needed.
3. The Compliance Chair will review, seeking assistance from the SNHSC Executive Board Members.
 - a. As determined by the Compliance Chair, should the person about whom the complaint was submitted need to be contacted as part of the investigation, the Compliance Chair shall contact the alleged offender.
 - b. As a Mandatory Reporter under NH State law⁹, if applicable, Compliance Chair will escalate incident to Law Enforcement and/or to SkateSafe®.
4. Internal review must be completed within 30 days; however, in the event of a USFS or SkateSafe® complaint, the process may take longer.

B. Resolution

1. Resolution must be documented in confidential Club files, and communicated to involved parties, preserving the privacy of those involved, especially minor children.
2. If the Compliance Chair determines that there has been wrongdoing, one or more of the following will be implemented:
 - a. concrete resolution to physical safety concern not related to behavior;
 - b. informal counseling, education or support to reinforce training and promote proper behavior;
 - c. verbal warning/counseling with action plan. May include formal monitoring or mentoring; and/or
 - d. written warning with action plan. May include probation or suspension.

⁹ RSA 169-c:29-31 <http://www.gencourt.state.nh.us/rsa/html/XII/169-C/169-C-29.htm>

- e. Revocation of membership or ice privileges.
3. In the event of probation, suspension or membership revocation, the Compliance Chair will consult with the Executive Board Members.

C. 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 number (if any) of reports received, the nature of misconduct reported, whether or not they have also been reported to SkateSafe®, 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.

V. Retaliation is Prohibited

SNHSC will not tolerate retaliation against anyone who reports a problem in good faith, nor will we tolerate retaliation against anyone who participates in an investigation. If you believe you have been retaliated against or have witnessed retaliation, report it to the Compliance Chair.

Appendix 1

SNHSC Ice Rules

- A maximum of 22 contract/walk-on skaters will be permitted on the ice during a session. Priority will be given to SNHSC members.
- Keep Moving. If you are not moving, your back should be touching the boards.
- Get up immediately after a fall. Laying on the ice is not allowed, unless directed to do so by your coach.
- Be aware of your surroundings... Look both ways before leaving the boards!
- Do not sit or climb on the boards. Please use the penalty boxes or leave the ice if you need to sit.
- Only skaters, monitors, coaches or individuals approved by the monitor, are allowed in the hockey box, music box, or the door areas during club sessions. Skaters, if you must speak with your parents or a visitor during a session, please do so off the ice and away from the door.
- Your ice time is the wrong time to have conversations with your skating friends. If you must talk for extended periods (more than 30 seconds), please do so off the ice.
- Please show consideration towards the ice monitors, desk staff and all around you. They are volunteers and therefore must be treated with respect and courtesy regardless of the situation. "Please" and "Thank you" always go a long way!
- Be aware of your language and your actions. Swearing, yelling, or kicking the ice are not allowed, BUT excitement, kind words, and support are always allowed! Always respect the self-esteem of those sharing the ice with you.
- Program music will be played in the order in which they are turned in to the monitor. The monitor will indicate who is up to skate their program. If time allows, a program may be played a second time.
- A coach may request that a student's music be played out of order one time during that student's lesson. This rule does not apply if there are no others waiting to perform their program.
- The following priority will be followed regarding right of way:
 - Skaters performing their program (including ice dances)
 - Skaters in a lesson with a coach
 - All other skaters
- No more than one similar pair or two solo dancers can skate side-by-side at a time. NO shadow dance clusters of three or four skaters allowed.
- All spins should be practiced in/near the center of the ice. Jumps should be done in the corners when not being performed in a program.
- Please conduct yourself at all times with courtesy, common sense and respect for others. The Southern NH Skating Club prides itself on a culture of inclusion, kindness, fairness and consideration for all skaters, parents, coaches and volunteers. If you are not abiding by the foundational principles of our club's culture, you will be given a warning. If you choose to disregard these principles, you will be asked to leave the ice and will risk being banned from all future SNHSC sessions. This rule applies to all who skate on, volunteer for, or work on our ice.

By participating in SNHSC activities and programs, you agree to abide by the rules detailed above.