

TRI-STATE TOE PICKS F.S.C.

CODE OF CONDUCT | RULES AND REGULATIONS 2018



SAFESPORT STATEMENT FOR MEMBERSHIP RENEWAL

Learn to Skate USA/Tri-State Toe Picks FSC is committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct.

The following code of conduct applies to all participants in activities hosted, supported, sponsored or engaged in by Learn to Skate USA, US Figure Skating, The Tri-State Toe Picks FSC, and the Onalaska Omni Center including but not limited to competitions, exhibitions, training camps and local rink activities.

I recognize that my participation or my child's in all the activities associated with Learn to Skate USA/Tri-State Toe Picks FSC is an honor and privilege that carries certain responsibilities. I agree to fully abide by the rules and guidelines set forth by The Tri-State Toe Picks Figure Skating Club, US Figure Skating or its properly designated agents.

U.S. FIGURE SKATING MEMBER CODE OF CONDUCT GR 1.02

I recognize that my participation in all activities hosted, supported, sponsored or engaged in by U.S. Figure Skating, including but not limited to competitions, exhibitions and training camps, is an honor and privilege that carries certain responsibilities. I agree to fully abide by the rules and guidelines set forth by U.S. Figure Skating or its properly designated agents. As a precondition to participation in activities hosted, supported, sponsored or engaged in by U.S. Figure Skating, I will adhere to the following tenets in good faith:

A. I will exhibit the highest standards of fairness, ethical behavior and genuine good sportsmanship in all of my relations with others.

B. I will not damage public or private property. I understand that I may be held financially responsible for damage deemed to be wantonly or willfully executed on my part, and that I may be subject to disciplinary action by U.S. Figure Skating.

C. I will not use or possess illegal drugs, and I will not engage in criminal activity. I understand that, if I am found to use or possess illegal drugs, or if I am found to engage in any criminal activity during any activity hosted, supported, sponsored or engaged in by U.S. Figure Skating, I may be subject to criminal penalties as well as penalties imposed by U.S. Figure Skating.

D. I will adhere to the rules of U.S. Figure Skating and the host organization at all activities hosted, supported, sponsored or engaged in by U.S. Figure Skating.

E. I will comply with all applicable anti-doping rules including, but not limited to, ISU and USADA anti-doping rules.

F. I will conduct myself in a manner not detrimental to the welfare of figure skating. I understand that my actions reflect on U.S. Figure Skating and the sport of figure skating both positively and negatively. I understand that if my acts, statements, or conduct are considered detrimental to the welfare of figure skating by the appropriate authority, I may be subject to penalties imposed by U.S. Figure Skating pursuant to GR 1.04.

G. I understand that the penalties that may be imposed may include, but are not limited to, loss of future international selections, loss of financial support from U.S. Figure Skating and its Memorial Fund, and loss of participation in activities hosted, supported, sponsored or engaged in by U.S. Figure Skating.

H. I understand that all disciplinary proceedings will be conducted pursuant to Article XXV, Section 3, of the U.S. Figure Skating bylaws, and that my rights and remedies are derived therefrom.

EXPECTATIONS OF ICE SESSIONS

OFF ICE EXPECTATIONS INCLUDING BEFORE AND AFTER SESSION

- Pick up all belongings (including dirty tissues, music, bottles, etc.) at the end of the session.
- Exit the ice promptly at the end of your session.

GENERAL ON ICE EXPECTATIONS

- Respect and show good manners to all skaters (excuse me, sorry, etc.).
- Keep your head up at all times, watch for others and observe the right of way.
 - Skater who is already in a spin.
 - Skater has started the entry to a jump (watch the jump harness area).
 - Skating doing his/her program (should be wearing belt/vest).
 - Skater who is currently in lesson.
- Follow and try to recognize common ice patterns (jumps, spins, and moves).
 - Spin in the middle of the ice between blue lines.
 - Jump at ends of the ice (not between blue lines).
 - Moves patterns can be long axis, short axis, serpentine, circular, or diagonal.
- Refrain from talking on the ice. If you need to talk, please exit the ice.
- Do not interrupt another skater's lesson.
- Do not stand in the middle of the ice or in jump corners.
- Only water is allowed on the ice. No food, gum, or colored beverages allowed on the ice.
- Hair should be secured and pulled back when skating.
- Sitting or lying on the ice is not permitted.

MUSIC & SKATING PROGRAM EXPECTATIONS

- Music will be played on a rotational basis. After your program has been played, it can be placed back at the end of the line.
- It is required to wear the belt/vest when skating your program.
- Please be ready when your music starts. If there is a line, your music will not be restarted.
- On busy sessions, not everyone will have the chance to have their program music played. If you have more than one program, you can skate a second program if there is time. Turn in your music at beginning of session, if you want to practice it.

PROHIBITED BEHAVIORS

These actions violate our Safe Sport Policy and Code of Conduct and will not be tolerated. You will be asked to leave the session and/or rink if these behaviors are observed.

- Any signs of aggression: kicking, scraping, digging holes, stomping.
- Verbal abuse directed at skaters, coaches, or club volunteers.
- Deliberately challenging, scaring, or intentional blocking of another skater.
- Videotaping, recording, or taking any other skater without their permission on the ice.
- Using cell phones or other recording devices in the locker

PARENT AND SKATER AGREEMENT

In order to maintain a fun, safe environment for all participants, the following rules have been established and must be followed during all scheduled Learn to Skate USA/Tri-State Toe Picks F.S.C. (referred to in this document as the "Club") time. Violation of these rules by skater or parent can result in suspension from the Club.

RULES:

- Skaters and Parents in Club activities are expected to be courteous and considerate.
- Respect is to be shown toward all personnel and fellow skaters.
- Keep the ice and arena clean. Follow the rules of the arena.
- All skaters must be chemical free whenever participating in Club activities.
- Skaters must check in with the rink monitor prior to skating.
- Skaters must wear appropriate skating attire. Hair is to be pulled back and secured off the face.
- No jeans or exceptionally long pants are allowed.
- No gum chewing or food on the ice.
- An adult must be in the arena prior to anyone starting to skate.
- If a skater falls or is injured, please let a coach, rink monitor or an adult assist as needed.
- Avoid nonessentials talking while on the ice; Leave the ice for visiting.
- Coaches will approve all music.
- Rink monitors and volunteers will play music in the order it is received. All skaters must receive equal time to play their music.
- ***Clear the ice immediately at the end of your skating session. Please have your personal items collected before the session is over. All skaters need to off the ice when the Zamboni is running.***

DISCIPLINE:

- Coaches, Instructors, Board Members and Rink Monitors have the authority to enforce and regulate rules, using verbal direction to skaters as needed.
- Participants will receive one verbal warning when violating any rule. The participant will be asked to leave the ice for the remainder of the session if a second violation occurs.

PARENTS EXPECTATIONS:

- To help keep a safe environment for all, rink monitors will be requested. Rink monitor's duties include assisting with checking skaters in for lessons, monitoring the flow and discipline of the rink, maintaining a safe skating environment and overseeing that the required documents are accessible for emergencies. Such documents contain skater's medical releases.
- Keep up to date on information. Read notes sent home with the skaters, check website and openly talk to board members and coaches.
- Questions regarding competitions or technical questions regarding skating should be directed to the skater's coach. These questions should be addressed well in advance of skating time or post skating time. Due to our precious ice time, do not keep the coaching staff off the ice during lesson time.
- Contact a board member if you have any questions, comments, and/or concerns.
- If a skater taking private lessons switches coaches for any reason, it is the parent/guardian's responsibility to give notification to the coach and make sure that all bills are paid. The Club is not responsible for any private lesson fees, competition costs, unpaid coach fees or any costs associated with private lessons.

TRI-STATE TOE PICKS FSC GRIEVANCE POLICY (PART ONE) -- Adopted April 2018

The Board of Directors shall have the power to discipline, suspend or terminate membership in the club in accordance with the policies and procedures set forth in the Bylaws, Parent and Skater Agreement, SafeSport Statement, Club Handbook, and/or the US Figure Skating Code of Conduct. It is the expectation that the board will make every effort to resolve any conflict or dispute occurring between members. All conflicts brought to the board will be handled in a timely and confidential manner using due process.

Any member or members having a complaint against another member for an infraction of any bylaw, rule, policy, procedure, or behavioral misconduct may report in writing as outlined below. The complaint must be filed within 7 days of the incident, infraction or discovery of the alleged violation.

All complaints will be submitted in writing to the club president and will contain the following information. If the club president has a conflict of interest in the matter, the complaint will be submitted to another club officer.

1. Name, contact information, U.S. Figure Skating membership number, and signature of the party/parties filing the complaint.
2. Name of the party/parties against whom the complaint is brought.
3. The specific bylaw, rule, policy, procedure, or guideline allegedly violated.
4. A statement of the facts surrounding the alleged violation. Include all necessary information such as date and time, location, specific facts, witnesses and testimony.
5. Description of actions taken to attempt to resolve this matter informally.

The club president or club officer who has received the complaint will appoint a review panel of three unbiased people from within the club board or club membership, not related or involved with the alleged incident/infraction. The president or officer will name one of the members of the review panel as chair of the review panel. The review panel will evaluate the complaint and determine what, if any, further action is necessary.

If accepted, a copy of the complaint will be sent to the person against whom the complaint has been filed. The parties to the matter will be notified in writing of the names of the members of the review panel. In the event any party believes that a member of the review panel has a conflict of interest, an objection to that member shall be submitted in writing to the club president or officer within three days of the notification in writing. The objection will indicate with specificity what is the basis of the conflict of interest. The club president or officer shall determine if the review panel member will be replaced. The decision of the club president or officer is final. The respondent will have 10 days to respond to the complaint in writing. The review panel will send a copy of the response to the person filing the complaint.

Unless the chair of the review panel determines otherwise, the chair of the review panel will then schedule a meeting with all parties involved within seven days for a full investigation in the matter and come to a decision to resolve the complaint.

The review panel will report the findings and recommendations to the club board within seven days of the last meeting scheduled in the matter. The decision will be presented to the board who may adopt the recommendation modify the recommendation or return the matter to the review panel with directions for further investigation and or for further recommendations by the review panel. Once the decision is adopted or modified by the board the outcome is considered final and will be communicated in writing to both parties within seven days of the action by the board.

STRATEGY FOR DISCIPLINARY ACTIONS – GRIEVANCE POLICY (PART TWO)

The board and/or review panel may or may not choose to use the following strategies depending on the severity of the incident.

First Offense: Verbal Warning will be given to the member, and parent if member is under 18, and filed as a first offense – verbal warning.

Second Offense: Written Warning will be given to the member, and parent if member is under 18. A meeting with member will also be scheduled to develop a plan to correct inappropriate behavior, with follow-up. Plan must be documented at meeting and signed by member. If plan is not executed as agreed upon, this then constitutes a third violation.

Third Offense: Two-Week Suspension from all club activities including activities that represent the TriState Toe Picks, its Learn to Skate Program, and the Coulee Region High School Team. These activities include but not limited to: competition, shows, contract ice, testing, learn to skate, volunteer time. No refunds will be given for program fees or any missed activities due to suspension.

Fourth Offense: Revoked Club Membership – Board will submit to US Figure Skating that the member is no longer in good standing with club. No refunds will be given for any membership, program fees or any missed activities.

It is up to the discretion of the Executive Committee and/or Board of Directors if offenses will sustain the entire life of the member's membership with the club, or if the offenses reset each year. Documentation will be filled after determination.

LEARN TO SKATE USA INSTRUCTOR CODE OF CONDUCT

Learn to Skate USA is committed to creating a safe and positive environment for the physical, emotional and social development of all skaters, ensuring the welfare and protection of the individuals and groups with whom our instructors work. It is the individual responsibility of each instructor to aspire to the highest possible standards of conduct.

Learn to Skate USA has set forth this code of conduct to guide our instructors and protect their students for the mutual benefit of all concerned.

General Principles:

Competence: Instructors must strive to maintain high standards of excellence in their work.

Integrity: Instructors should always be honest, fair and respectful of others.

Professional Responsibility: Instructors must uphold professional standards of conduct, clarify their roles and obligations, accept appropriate responsibility for their behavior and adapt their methods to the needs of different skaters.

Respect for Participants and Dignity: Instructors must respect the fundamental rights, dignity and worth of all participants.

Concern for Others' Welfare: In their actions, instructors must consider the welfare and rights of their skaters and other participants.

Responsible Teaching: Instructors must be aware of their ethical responsibility to the community and the society in which they work and live.

Ethical Standards:

Compliance with Rule Requirements: All instructors must complete all annual requirements set forth by Learn to Skate USA.

Competence: Instructors should not undertake the duties of teaching until they have first obtained the proper training.

Maintaining Expertise: Instructors should maintain a level of expertise through continued education and experience.

Respecting Others: Instructors must respect the rights of others' values, opinions and beliefs even if they differ from their own.

Non-discrimination: Instructors must not engage in discrimination based on age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status, or any other basis as prescribed by law.

SafeSport: Learn to Skate USA instructors must adhere to the principles set forth by the SafeSport Program.