



WEBINAR SERIES PART TWO  
August 8, 2013

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**Tonight's Presenters:**

Karen Terry Perreault, Chair of the newly formed SafeSport Subcommittee  
Heidi Thibert – PSA Staff  
Susi Wehrli-McLaughlin - U.S. Figure Skating Staff




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**Webinar Agenda**

- Brief Overview of SafeSport Program and available resources
- Requirements of Member Clubs
- Role of SafeSport Compliance Chair
- Review of Reporting Process
- Successful Club Program – ‘Be Nice on the Ice’
- Frequently Asked Questions (FAQ's)
- Question and Answer

**\*\*\*SafeSport Webinar Part One is posted in Member's Only and is available for on-demand viewing\*\*\***




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### Mission and Purpose:

- Created by the United States Olympic Committee (USOC)
- SafeSport is the Olympic community’s initiative to recognize, reduce and respond to misconduct in sport.
- We all play a role in creating a healthy environment for our skaters to participate
- Raising awareness about the different types of misconduct, providing tools for education and training, implementing policies and guidelines for athlete protection, offer clear reporting process




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### USOC Minimum Standards Policy for Athlete Protection

It shall be the policy of the United States Olympic Committee that each National Governing Body adopt an athlete safety program by December 31, 2013.

The athlete safety program shall include, at a minimum, the following components:

1. Prohibited Conduct - A policy which prohibits and defines the six types of misconduct
2. Criminal Background Checks
3. Education and Training
4. Reporting
5. Enforcement




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### 5 Steps Your Club Must Do

1. Appoint a SafeSport Compliance Chair to the club board
2. Adopt and implement the SafeSport policies found within the SafeSport Handbook as applicable to your club
3. Select at least three persons within the club to complete the USOC SafeSport Video Training
4. Communicate and educate your members on the definitions of abuse and misconduct – ask everyone to help monitor and govern areas where potential abuse and misconduct could occur
5. When in doubt, report! Send to [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org)
6. Optional – Join the USOC ‘Make the Commitment Campaign’




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### SafeSport Resources

- [www.usfigureskating.org/safesport](http://www.usfigureskating.org/safesport)
- Complete SafeSport Handbook
- Policies and Guidelines for Athlete Protection
- Codes of Conduct for skaters, parents, coaches, and board members
- Link to register for the USOC SafeSport Video Training
- Club SafeSport Compliance Chair job description
- How to Make a Report – link to state laws
- Monthly USOC SafeSport e-newsletters
- FAQ’s section – coming soon




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### SafeSport Handbook Contents

Download at [www.usfigureskating.org/safesport](http://www.usfigureskating.org/safesport)

- Section I – SafeSport Policies and Definitions
- Section II – Athlete Protection Policies and Guidelines
- Section III – SafeSport Awareness Training
- Section IV – Screening and Background Check Program
- Section V – U.S. Figure Skating Policy on Harassment and Abuse
- Section VI – Reporting Abuse, Misconduct and Policy Violations
- Section VII – Monitoring and Supervision of the SafeSport Program




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### Six Primary Types of Misconduct Addressed in SafeSport Program

- Bullying
- Harassment
- Hazing
- Emotional Abuse and Misconduct
- Physical Abuse and Misconduct
- Sexual Abuse and Misconduct




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### Athlete Protection Policies and Guidelines for Clubs

- Proper Supervision of Athletes and Participants
- Two-Deep Leadership
- Locker Rooms and Changing Areas
- Social Media, Mobile and Electronic Communications Policy
- Travel Guidelines
- Sample Codes of Conduct
  - Member (GR 1.02)
  - Skaters
  - Coaches
  - Parents
  - Club board members



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### Club SafeSport Compliance Chair

**Responsibilities and Duties:**

1. Serve as the primary contact and oversee the implementation of effective SafeSport educational programs for all members, their parents, and coaches, as provided by U.S. Figure Skating
2. Implement club SafeSport policies
3. Verify all club coaches are compliant per U.S. Figure Skating rules
4. Understand the reporting structure for alleged incidents of abuse and refer individuals to make reports of a violation directly – see GR 1.03
5. Participate in workshops/Webinars as provided by U.S. Figure Skating and the USOC and disseminate information on best practices
6. Assist in the fulfillment of U.S. Figure Skating’s continuing efforts to foster safe, healthy and positive environments for all members



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### Reporting Process

Based upon the severity of the incident

1. Violation of Club Code of Conduct –file a complaint at the Club level
  - A. Follow procedures set forth in club conflict resolution policy
  - B. Report the incident to Club SafeSport Compliance Chair, if appropriate
2. Violation of SafeSport Policies – Report the incident to U.S. Figure Skating by sending a detailed description to [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org) and U.S. Figure Skating will take appropriate action by engaging the appropriate committee and process
3. If observed or suspected physical or sexual abuse may be occurring, contact your local child protective services office or law enforcement agency so the proper professionals can make an assessment - visit [www.childwelfare.gov](http://www.childwelfare.gov) to find out where to call.
4. Mandatory Reporters – Mandatory reporter occupations include health practitioners, teachers, social workers, psychologists, clergy, firefighters, police officers, day camp administrators and youth organization and youth recreation program employees and coaches, among others, as prescribed by state law.



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### GR 1.03

- U. S. Figure Skating will not tolerate or condone any form of harassment (including sexual harassment), misconduct (including sexual, physical and emotional misconduct), bullying or hazing of any of its members including coaches, officials, directors, employees, parents, athletes 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.
- Harassment of such nature between or among U. S. Figure Skating members shall be reported to the chair of the Ethics or Grievance Committee as soon as is practicably possible, per ECR 2.00 and GCR 2.00.
  - A. If any form of child abuse is observed or suspected, the observer should immediately contact either local law enforcement or a public child welfare agency and make a report.
  - B. Any person who violates this rule, who fails to appropriately report or who makes a false report or otherwise violates U. S. Figure Skating's Policy on Harassment and Abuse will be subject to disciplinary action in accordance with Article XXIV, Section 3, of U. S. Figure Skating bylaws.
- The U. S. Figure Skating Policy Statement on Harassment and Abuse may be found in its entirety online at [www.usfigureskating.org](http://www.usfigureskating.org)



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### Successful Club Program

- 'Be Nice on the Ice'
- Taught by Edora Pool & Ice Center Skate Staff
- Fort Collins, CO
- Presented by Heidi Thibert



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## "BE NICE ON THE ICE"

**Annual Workshop on Safety and Courtesy  
for Parents and Skaters  
Taught by Edora Pool & Ice Center Skate Staff**

The purpose of the workshop is to educate and inform the skaters and their parents of the procedures in place at EPIC to help ensure a safe and pleasant experience for all.  
The content of the workshop will address safety and courtesy issues common in ice arenas with regard to figure skating sessions.



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**Safety First!**

- Authority of Employees
- Levels of Sessions Rules
- Emergency Procedures
  - Fire Alarm, Tornado Siren and Evacuation
  - Suspicious Individuals or Conditions
  - SafeSport Discussion

**Code Of Conduct**

- Appropriate Behaviors
- Inappropriate Behaviors
  - Skaters
  - Parents
- Acceptable Attire

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**General On-Ice Rules of Etiquette**

- Music Procedure
  - Music Order and Use of the Belt
- Sessions Transitions, Zamboni, and Tardiness
- Traffic Patterns and use of props for artistic numbers
- Lessons

**General Off-Ice Rules**

- Front Desk
  - Notices, Check-in and Payments
- Pros Room
- Lobby, Locker Rooms and Restrooms
- Parking and Entrances

**Fort Collins Figure Skating Club**

- Annual Club Awards Banquet
- "Be Nice On The Ice" Award (PrePreliminary-Juvenile)
- "Sportsmanship" Award (Intermediate-Senior)
- Nominations and votes by the skaters; approved by coaches and Board of Directors

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**On Ice Traffic Patterns:**

- Jump Zones
- Spin Zones
- MIF / Dance Zones
- Pair Zones
- Harness Zone

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# Frequently Asked Questions (FAQ's)

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**Question:** How do I register for the USOC SafeSport video training program? What does it cost?

**Answer:**

- It is completely FREE!
- The USOC created the training program, which is comprised of short video segments that take approximately 90 minutes to complete.
- The training can be completed in one session or over several sessions.
- To access the training program, click on the link <http://safesport.org/take-the-training/> and then click on the "register" button on the bottom right hand side of the page.
- Fill in your email address as well as a password (please note that each individual taking the training program needs a unique email address).
- In the drop-down menu for "Select Organization," be sure to select **U.S. Figure Skating**. You will then be asked for your U.S. Figure Skating membership number.
- Next, click on the red "register" button on the bottom left side of the page. You now have an account with SafeSport. You will only need to register the first time to set up the account.
- Once the account is set up, you will sign in using your email address and password you created.
- **There is no limit on how many people from each club can take the training – the more, the better**

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**Question:** In terms of policy development for clubs, is the verbiage in the handbook comprehensive or do we need to create additional policy?

**Answer:**

- The verbiage in the handbook is comprehensive and can be applied to your club as is, or adapted as appropriate.
- Begin with implementing the Codes of Conduct for skaters, parents, and board members and communicating consequences of violating any club or SafeSport policy
- All coaches sign the Code of Ethics, Standards of Conduct when they register for coach compliance requirements this year
- PSA member coaches are also bound by Code of Ethics and Tenets of Professionalism
- Review all Athlete Protection Policies and Guidelines and implement those that are applicable to your club and its programs/activities
- Monitor and enforce compliance of all U.S. Figure Skating rules and implemented policies

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Question: We have had a few members receive suspensions from club activities for posting derogatory statements (bullying and harassing) on their Facebook pages last year- what should we do to prevent this in the future?

Answer:

- Develop a social media policy that addresses appropriate use and have all club members sign it
- All electronic communication of any kind between adults and minors, including use of social media, should be non-personal in nature and be for the purpose of communicating information about skating-related activities - appropriate, productive, and transparent.
- All content between adults and minors should be readily available to share with the public or families of the minor member.
- Refer to [Social Media, Mobile, and Electronic Communications Policy](#)
- Additional resource from USOC – [Tips for Clubs and Coaches](#)

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Question: Can you please address how to handle retaliation issues that may result when a club or individual reports or files a grievance on SafeSport violations. When acts of retaliation are done by the 'respondent' or other third parties against the reporter(s), what, specifically should the reporters do?

Answer: Anyone who retaliates can be brought up on disciplinary charges per GR 1.03. The reporter should immediately inform the appropriate Club SafeSport Compliance Chair or contact [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org) – whichever is applicable. If a grievance involving SafeSport violations is pending, it should be reported to the Grievance Committee chair.

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Question: Can reports be made confidentially?

Answer:

Yes. Reports can be made by email, phone or by mailing a letter. The identity of the reporter may be kept confidential, however, there must be enough detailed information within the report for U.S. Figure Skating to independently investigate the claim.

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Question: Is there a forum with USA Hockey to address SafeSport issues that may span the organizations? What about other National Governing Bodies?

Answer:  
 Yes – all National Governing Bodies are held to the same standard of implementing the USOC Minimum Standards Policy for Athlete Protection Specifically - USA Hockey has Zero Tolerance for abuse and misconduct  
 USA Hockey Contacts:  
 Hotline: 800-888-4656  
 Email: [safesport@usahockey.org](mailto:safesport@usahockey.org)  
 Website: [www.usahockey.com/safesport](http://www.usahockey.com/safesport)

If any club volunteer is a member of both organizations (or any other NGB), they only need to complete the training under one organization and it will apply to the other(s).

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Question: If a coach falsely implies to skaters and parents that another coach is a predator or possible predator, in order to gain competitive business advantage, is that reportable under SafeSport?

Answer:  
 Yes. Anyone who behaves unethically can be brought up on disciplinary charges as per GR 1.03. If a coach, or any other person who is a member of U.S. Figure Skating falsely accuses another coach of sexual abuse, his/her behavior can be reported to U.S. Figure Skating.

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Question: Is the Compliance Chair and/or Club responsible for monitoring compliance of coaches on rink-owned ice/practice sessions? What is the responsibility/involvement of the facilities?

Answer:  
 With the assistance of STAR (Serving the American Rinks), both USA Hockey and U.S. Figure Skating have been communicating the new SafeSport Program to all rink and arena owners/operators/management. An article was recently published in RINK magazine and we will continue to educate and bring awareness to the rink industry throughout the coming year.  
 Depending on the severity of the incident - if an incident occurs on rink-run practice ice or rink sponsored ice time, please report it to rink management or rink staff.  
 If it is a SafeSport policy violation and the people involved are U.S. Figure Skating members, please report it to [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org) in addition to rink management/staff.

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Question: With regard to Synchronized Skating and Theatre on Ice - do Team Managers, Locker room "moms", other volunteers, etc. require background checks? What about club board members?

Answer:

Best practice – All parents and volunteers who serve a role within a club should be members of that club and U.S. Figure Skating.

U.S. Figure Skating has developed a new club program with the National Center for Safety Initiatives (NCSI), our background screening company. NCSI is a full-service screening organization that works in accordance with the Recommended Guidelines established by the National Council on Youth Sports ("NCYS").

This program is open to all member clubs that wish to register with NCSI, set-up their own account for club member volunteer background screens using the same established criteria and at a special discounted rate of \$20 per screen (plus some additional state charges may apply). Please contact John at (866) 833-7100 x109 to register for an account.



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Question: What are the responsibilities of the SafeSport Compliance Chair?

Answer:

Some of the duties assigned to this newly created position of Club SafeSport Compliance Chair are:

- To understand the reporting structure for alleged incidents of abuse and refer individuals to make reports of a violation directly – see GR 1.03
- Oversee the club's implementation of SafeSport policies and guidelines
- Verify coach compliance with all coaches participating in club activities
- A resource
- Knowledgeable about the reporting process under GR 1.03

**IS NOT:**

- Responsible for conducting an investigation
- Unless the Safe Sport Compliance Chair is the person who witnessed abuse or suspects that abuse has occurred, the SafeSport Compliance Chair is NOT responsible for the actual reporting of incidents of abuse. The responsibility for reporting of abuse is set forth in GR 1.03



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Question: Does the sexual activity have to happen at the rink? What if it happens in a home between two minors? Does this fall into this category?

Answer:

If prohibited sexual activity occurs, as per the SafeSport guidelines, where that activity takes place is irrelevant. It is the behavior that is prohibited, not the place where it occurs that matters. Some sexual activity between minors is prohibited, depending on the age of the minors and the state laws. Any sexual activity between an adult and a minor is prohibited, and there is always an imbalance of power between a coach and a skater despite the age.



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Question: Where can we sign the 'USOC Make the Commitment' pledge?

Answer: About the Campaign -

- Want to make sport safer? Then join *Make the Commitment: Stop Abuse in Sport*, the U.S. Olympic Committee's 12-month safe sport campaign, which runs through April 2014.
- One in four girls and one in six boys are sexually abused before the age of 18 – and with 44 million kids under the age of 18 participating in sport, we have an opportunity to change the odds.
- Through free monthly newsletters, supporting resources and webinars, learn how clubs, coaches and parents can work together stop child sexual abuse.
- Free downloads to get posters, brochures, web banners and more
- U.S. Figure Skating and the PSA have joined

Go to: <http://www.teamusa.org/StopAbuse> to join




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Question: What is the grooming process?

Answer: Learn the Six Stages of Grooming-

Grooming is the process by which an offender creates and maintains a sexual relationship with a child. The process involves a carefully planned and gradual process, which can be described in the following stages:

- 1: Targeting the victim
- 2: Gaining the victim's trust
- 3: Fulfilling a need
- 4: Isolating the child
- 5: Sexualizing the relationship
- 6: Maintaining control

Offenders also groom parents and the community to gain one-on-one access to children.

Refer to [Grooming Behaviors \(PDF\)](#) – [www.usfigureskating.org/safesport](http://www.usfigureskating.org/safesport)

Watch the [USOC Training Video on grooming behaviors](#)




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### Recognizing Grooming Behaviors

- While it can be nearly impossible to spot an offender, recognizing sexual predators through a pattern of behaviors - called grooming behaviors - can help us better detect abusers.
- **High-risk opportunities:**  
Predators often look for ways to be alone with children. Local and distant travel, locker rooms and private training sessions all provide environments for abuse. Minimizing one-on-one time among adults and children may help reduce the risk of child abuse. Below are tips for you to consider to help you reduce high-risk opportunities for abuse in your sport:
  - Review and communicate all athlete protection policies:
  - Proper supervision (two-deep leadership)
  - Safe travel guidelines – local and overnight
  - Locker Room usage
  - Social media communication




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**Question: What are your suggestions for appropriate consequences for violations of club policies?**

Answer:

- The following are suggested approaches to addressing offenses to the codes of conduct- depending upon the seriousness of the offense. Adhere to the conflict resolution process should be outlined in the club's bylaws.
- *Violations and the manner in which they will be dealt with:*
- Violations of any tenets will be addressed at the time they occur depending upon the seriousness of the offense by a member of the club board of directors following the procedures outlined in the conflict resolution or grievance process.
- *First offense:*
- Club member will be addressed verbally (in private) regarding the violation.
- *Second offense:*
- If there is a second violation, the member will be removed from the activity and given a written warning. A face-to-face meeting with the member and/or member's parent or legal guardian may be in order.
- *Repeated offenses:*
- If the member continually violates any tenet of the code of conduct, repeat offenses will be taken very seriously by the club board of directors. Discipline may include loss of club privileges for extended periods, and/or revocation of club membership.

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**Question: What are the requirements fro Coach Compliance?**

Answer: Coach Compliance MR 5.11

In order to be granted access to work within U.S. Figure Skating sanctioned activities, each coach must complete the following requirements on an annual basis by July 1:

- Must be a current full member of U.S. Figure Skating - either through a member club or as an individual member;
- Must complete the coach registration process through the U.S. Figure Skating Members Only site, and successfully pass the background screen.
- Must complete the appropriate CER courses (A, B, C or D) depending on the highest level of students being coached as of July 1. See rule MR 5.12.
- Must submit proof of current general liability insurance with limits of \$1 million per occurrence/\$5 million aggregate.

Basic Skills Instructors: Any person, 18 and older, instructing in a U.S. Figure Skating Basic Skills Program must have successfully passed the annual background screen and be registered as a Basic Skills instructor member.

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**Question: How does one verify Coach Compliance? Are there any resources to assist us with the process of verifying and enforcement?**

Answer:

1. Verify Coach Compliance on [www.usfigureskating.org](http://www.usfigureskating.org) – go to ‘Coaches’ then ‘Information for Clubs’ page – look in Resources box on right side
2. Verify CER Completion on the PSA website if not stated on the list at [www.skatepsa.com](http://www.skatepsa.com)
3. Download the [Coach Compliance Toolkit](#)– offers step by step instructions
4. New document titled “Tips for Clubs” – offers sample emails to customize
5. Coaching at U.S. Figure Skating events without compliance is an ethics violation which is to be reported to U.S. Figure Skating and PSA – form found within Coach Compliance Toolkit

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Question: Do you have any suggestions to handle locker rooms? We have a locker room for younger skaters (ages 10-17) and older skaters (18+), but are having an issue with some of the kids going into the older (18+) locker room.

Answer:  
The club/facility should develop a locker room policy specifying that the locker rooms are gender-specific and that girls should not go into the boys' locker room and boys cannot go into the girls' locker room. Club officers or rink managers should enforce the policy, and encourage the skaters to congregate in public spaces rather than the locker rooms. If there is an issue with some of the younger kids violating the locker room policy, the parents should be contacted.

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Question: What if the member is an individual member and not a club member? Who should their behavior be reported to?

Answer:  
Unethical behavior by individual members can be reported directly to the regional SafeSport subcommittee member or to [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org)

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### SafeSport Subcommittee

**Chair**

- Karen Terry Perreault (NA) [karen.j.terry@gmail.com](mailto:karen.j.terry@gmail.com)

**Pacific Coast Section**

- Bill Cloran (NWP) [cloranwf@aol.com](mailto:cloranwf@aol.com)
- Alison Hershberger Filo (CP) [alisonfilo@yahoo.com](mailto:alisonfilo@yahoo.com)
- Sharon Watson (SWP) [sharonla12@aol.com](mailto:sharonla12@aol.com)

**Midwestern Section**

- Kris Arneson Cutler (UGL) [kristin.arneson@wellsfargo.com](mailto:kristin.arneson@wellsfargo.com)
- Brandon Forsyth (EGL) [brandonforsyth@rocketmail.com](mailto:brandonforsyth@rocketmail.com)
- Dawn Doray (SW) [dawnpsvt@yahoo.com](mailto:dawnpsvt@yahoo.com)

**Eastern Section**

- Alan Wolf (NE) [aew123@aol.com](mailto:aew123@aol.com)
- Paul Wylie (SA) [gowylie@yahoo.com](mailto:gowylie@yahoo.com)

**Coach Member**

- Alex Chang (SWP) [iceskateralex@aol.com](mailto:iceskateralex@aol.com)

**Athletes**

- Jonathan Cassar (SWP) [jcassar@oakland.edu](mailto:jcassar@oakland.edu)
- Noelle Pearson (UGL) [goldedges@aol.com](mailto:goldedges@aol.com)
- Jennifer Wester (NE) [jeforacause@aol.com](mailto:jeforacause@aol.com)

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### SafeSport Implementation Plan

- Continuous implementation throughout the year
- Will be discussing during all upcoming VP sectional conference calls
- Present at all PSA Nationwide Seminars this fall
- Will forward all monthly USOC "Make the Commitment" e-newsletters and resources to Club SafeSport Compliance Chair
- Will continue to add new resources to SafeSport webpage – check back often for new information
- Hosting a SafeSport Seminar at Governing Council in Seattle




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### USOC Announcement – July 30, 2013

**U.S. Olympic Committee announces formation of SafeSport Working Group**  
 Members tasked with developing recommendations aimed at investigation, adjudication and sanctions

The United States Olympic Committee announced the formation of the SafeSport Working Group on Investigation, Adjudication and Sanctions. The working group is charged with making an informed recommendation to the USOC regarding possible models for sport organizations to use for the investigation, adjudication and sanctioning of prohibited conduct.

"Sport plays a significant role in the lives of children," said USOC CEO Scott Blackmun. "We have to do everything we can to make sure that their exposure to sport is positive and not negative. We have to invest in creating safe environments. We have made good progress on that front, and I want to make sure we stay focused on putting the best possible systems in place. That is why this group is being assembled."




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### In Conclusion:

U.S. Figure Skating is committed to providing a safe and positive environment for our members' physical, emotional and social development and ensuring we promote an environment free from abuse and misconduct. Through the U.S. Figure Skating SafeSport Program, U.S. Figure Skating is committed to providing the safest possible environment for all participants.




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**Contacts:**

- Contact: [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org)
- Webpage: [www.usfigureskating.org/safesport](http://www.usfigureskating.org/safesport)

Please send all questions to:  
[safesport@usfigureskating.org](mailto:safesport@usfigureskating.org)



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