



Policy Manual



Watertown Figure Skating Club Concussion Management Policy

PURPOSE

The primary purpose of this management plan is to ensure the safety of members of Watertown Figure Skating Club and promptly identify signs and symptoms of a concussion to allow for the most appropriate treatment process.

Athletes will be managed in accordance with the Concussion Management Plan to ensure a consistent process and provide the best practice of identifying those with a possible concussion.

EDUCATION and ACKNOWLEDGEMENT

- The parent information handout will be included in the information provided to all parents/skaters during the mandatory meeting at the beginning of the ice skating season. Prior to the athlete utilizing the ice, all skaters and their parents must read the handout. The parent and athlete must sign the document as an acknowledgement that they have read and understand the information and their responsibility to report their injury to the coach, as well as to be honest in regard to any signs and symptoms they may be experiencing.
- Any athlete experiencing symptoms should report those to a coach as soon as possible.
- Any athlete exhibiting signs, symptoms, or behaviors consistent with concussion shall be removed from the ice by a coach, volunteer or board member and be evaluated by a licensed healthcare provider as soon as possible.
- If a licensed healthcare provider diagnoses a concussion, the athlete should provide written clearance of ability to return to athletic activity before being allowed to participate in on-ice or off-ice activities.

RETURN TO ICE CRITERIA

- No athlete diagnosed with concussion will be allowed to return to on-ice or off-ice activity on the same day the injury occurred.
- The athlete will follow proper medical direction and protocols for treatment and return to play after a concussion as directed by their healthcare professional.
- No athlete will be permitted on the ice if symptomatic. A graduated return to activity plan is recommended for the athlete, parent, and healthcare professional to discuss together.
- Concussion symptoms can evolve over time and any symptoms should be reported to the coach and the athlete's healthcare provider.
- WFSC coaches and volunteer recommendations should not be construed as medical advice and it is the parent/guardian's responsibility to seek medical attention for the athlete.

COACHING RESPONSIBILITY

- The coaches are responsible to know the symptoms of concussions, respond in congruence with

USFS, state, and WFSC policies, to notify parents of concerns, and to use their judgment in decisions about whether an athlete should sit out from practice due to an injury, to advise athletes/families to seek medical treatment from a healthcare provider for injury, and to follow the healthcare provider's directions regarding activity level and participation in sports activity. The coach will not return the athlete to activity until medical clearance is obtained.

PARENT RESPONSIBILITY

- Parents are responsible for discussions with their child regarding concussions, review the educational handout provided with their child, communicate concerns and symptoms with the coach and healthcare providers, to seek medical care for their child when a suspected injury occurs, to follow medical advice and direction from the healthcare provider regarding activity level and participation in sports activity, to monitor their child for symptoms, and to remember that their child's well-being and health is more important than the sport.

ATHLETE RESPONSIBILITY

- The youth athlete is responsible for reviewing concussion education material with their parent, to report any symptoms to their parent, coach, and healthcare provider, and to follow the provider's instructions.



WFSC Disciplinary Action Guidelines Policy Adopted January 6, 2016

The WFSC Code of Conduct is intended to provide a safe and enjoyable skating experience for all members. All skaters of WFSC need to represent our club both on *and* off the ice. Their behavior is a direct reflection of our club and is an example to all other skaters. Violations of the Code of Conduct will be subject to disciplinary action by the WFSC.

When a violation occurs, the WFSC executive board will meet and decide final consequences according to the below guidelines. If necessary, the behavior will be brought to the attention of the entire board. Depending on the offense, consequences may be modified from the below list and behavior may be reported to USFSA, resulting in the skater being placed on the skater not in good standing list and possible suspension.

As a guideline violation will be handled as follows; however, certain situations may warrant different action. Offenses not listed below will be grouped into a Class accordingly by the executive board. Unless stated as a permanent consequence, these actions will be yearly.

SPECIFIC CLASSES OF OFFENSES

CLASS I

- Running, spitting, littering, yelling, tossing of objects or snowballs. Chewing gum, eating or drinking on the ice. (Exception for water bottles kept at the rink edge).
Discourteous/Rude/Inappropriate behavior or bullying of any kind.

CLASS II

- Abusive or obscene language, profanity written or verbal, or any gesture of profanity. Insubordination toward any coach, official, parent or member acting as rink attendant. Refusal to comply with directive from coach or rink attendant. Displaying or promoting unsafe actions on the ice, locker room or rink facility. Deliberately skating in a manner that interferes with another skater's safety. Any destruction or defacement of property including the ice surface.

CLASS III

- Any intentional physical contact, bodily or by throwing objects, which would be considered aggressive in nature by a responsible, prudent person. Threatening or harassing of other skaters or persons on and off ice. Stealing of any item or property. Possession or use of any illegal substance, alcohol or tobacco on the premises or off. Using social media (Facebook, Twitter, Instagram, Snapchat etc) in any way to promote illegal substances, activity, alcohol or tobacco. Having any innuendos or direct references to illegal substances, activity, alcohol or tobacco on social media, whether posted by skater or a friend, will not be tolerated.

CONSEQUENCES FOR OFFENSES

CLASS I

- 1st offense - verbal warning
- 2nd offense - verbal warning with written warning of upgrade upon next offense
- 3rd offense - Upgrade to Class II, 1st offense

CLASS II

- 1st offense
 - -Removal from ice for up to 7 calendar days; suspension from competitions and any club sponsored performances during this time

- -Written apology to offended party
- -Letter of reprimand, warning of status upgrade upon next offense
- 2nd offense
 - -Upgrade to Class III
 - -Meeting of all parties concerned for disposition.

CLASS III

- A Class III infraction will involve a meeting of the executive board, skater, and parents (if skater is a minor). Consequences may include any or all of the following.
 - 1st offense
 - -Removal from ice for 14 calendar days; suspension from competitions and any club sponsored performances during this time
 - -Written letter of apology to person or to the club before return
 - -Upon return to ice, parent must accompany skater (if minor) to the rink for the next 30 calendar days
 - 2nd offense
 - -Removal from ice for 30 calendar days; suspension from competitions and any club sponsored performances during this time
 - -Written letter of apology to person or to the club before return
 - -Upon return to ice, parent must accompany skater (if minor) to the rink for the next 30 calendar days
 - -A warning will be provided telling individual of seriousness if another offense occurs
 - 3rd offense
 - -Club suspension for the rest of the year and recommended suspension from the rink. Depending on the violation, this may include a permanent suspension from the club and USFSA.
 - -Notification of conduct violation and suspension sent to USFS



Watertown Figure Skate Club Conflict Resolution Policy

The Watertown Figure Skate Club (WFSC) conflict resolution policy is intended to provide a safe and enjoyable skating experience for all members. All skaters of WFSC need to represent our club both on *and* off the ice. Their behavior is a direct reflection of our club and is an example to all other skaters. Violations of the Code of Conduct will be subject to disciplinary action by the WFSC.

The board shall have the power to discipline, suspend or terminate membership in the club. 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 15 days of the incident, infraction or discovery of the alleged violation.

All complaints/grievances 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. Please use the Grievance Form.

1. Name, contact information, 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.
6. The desired action or outcome the grievant wishes to be taken to resolve the conflict by the board.

The club president will appoint a review panel at the beginning of the fiscal year. The panel will be comprised of at least three unbiased people from within the club board, not related or involved with the alleged incident/infraction. The president will act as the chair of the review panel. The review panel will evaluate the complaint and determine what, if any, further action is necessary.

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 is final.

The President will schedule a meeting with all parties involved within seven (7) days for a full investigation in the matter and the review panel will come to a decision to resolve the complaint.

Once the decision is made the outcome is considered final and will be communicated in writing to both parties within seven days after the decision is made by the review panel.



Watertown Figure Skate Club Grievance Form

This form should be completed by the aggrieved individual and delivered to the WFSC President.

Name of person making grievance: _____

Email address to send correspondence: _____

Telephone number: _____

Name of person your grievance is against? _____

What date/s did the actions occur? _____

What do you allege occurred? (Please be specific, provide details, and use the reverse of this sheet if needed)

Is there a specific policy/guideline that you believe has been violated?

If so, which one(s)?

In your opinion, what could be done to reasonably resolve this grievance?

Print Name

Signature

Date

Signature of WFSC President

Date Form Received

Created November 2018



WFSC Camps, Clinics, & Resource Coaches Policy

- All WFSC Coaches can present a proposal for classes:
 - Proposal must include:
 - Class name & description
 - Levels eligible
 - Length of class
 - Proposed dates
 - Estimated number of skaters who are eligible to participate
 - Additional resources – such as who is coaching, etc
- The proposal is due a minimum of five days to the President prior to the monthly board meeting.
- The proposal must be in writing.
- The Board of Directors, after vetted by the Camp Committee, will review the proposal and reserves the right to accept, modify, or deny the proposal.
- Private Lessons will be scheduled and overseen by the camp committee.
- The board of directors will estimate cost and income.
- The board of directors will approve, upon the recommendation of the camp committee, the class fee(s).
- All resource coaches must be approved for hire by the board of directors and they reserve the right to select the WFSC coaches and resource coaches.
- The definition of a Resource Coach is a coach who regularly gives instruction at WFSC regularly.
Example: Jason Dilworth & Peter Sasmore

-Adopted by the BOD May 2023



Electronic Device Policy

- Electronic devices (iPads, Cell Phones, Cameras, etc) used for taking photographs, videos, or any other media are not allowed on the ice unless being used by a coach, when in lesson with that skater, for coaching/training lessons.
 - In these cases, the coach must stand off by the boards and remain stationary.
- Parents or Guardians or Friends who video tape or take pictures of other skaters are NOT allowed to do so when standing or being on the ice.
- Electronic devices cannot be propped up on the boards or mounted on the glass.
- Coaches should not be videoing or taking pictures while in motion.
- If a coach asks another skater to take a video or picture, ex: jump belt – they must be on skates and again to the boards. If a non-skater is asked to take the picture – they are to remain in the hockey box or bleacher areas.
- Allowing virtual lessons is at the discretion of the board of directors.

- **Adopted by the BOD April 2022**



WFSC Parent Code of Conduct Policy

WFSC 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.

Preamble: The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: respect, responsibility, fairness, caring, trustworthiness and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character" (Arizona Sports Summit Accord).

I will encourage good sportsmanship by my actions, demonstrating positive support for all skaters, coaches, and officials at every practice, competition and test session.

I will place the emotional and physical well-being of my child and others ahead of my desire to win.

I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.

I will promptly inform my child's coach of any physical/mental disability or challenge affecting my child that may affect the safety of my child or others.

I will teach my child that doing his/her best is more important than winning.

I will not ridicule, bully, blame, or yell at my child or other skaters, other parents, coaches, officials or volunteers in response to a poor performance or for any other reason. This includes on and off ice time and my social media sites.

I will do my best to make skating fun at all times and will remember that my child participates in sports for his/her own enjoyment and satisfaction.

I will teach my child to treat other skaters, coaches, fans, volunteers, officials, other parents and rink staff with respect, regardless of race, creed, color, sexual orientation or ability. I will also take action and report any acts of bullying, harassment or abuse to the appropriate authorities.

I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.

I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.

I will be a positive role model for my child and others.

I will demand a figure skating environment for my child that is free of drug or alcohol abuse and agree that I will not use for myself or provide to a third-party any illegal drug prohibited by applicable federal, state, or municipal law. This includes all on and off ice time.

I will not assist or condone any athlete's use of a banned substance as described by the International Olympic Committee, International Skating Union, United States Olympic Committee, or U.S. Figure

Skating, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.

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.

I will conduct myself in a manner not detrimental to the welfare of figure skating and the reputation of WFSC. I understand that my actions reflect on U.S. Figure Skating, WFSC and the sport of figure skating both positively and negatively. I understand that if my acts, statements, or conduct are considered detrimental to WFSC or 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 or WFSC policies. I understand that my actions at all WFSC ice time and activities and while I am outside of the skating rink hours may also be subject to penalties imposed by WFSC.

I will expect my child's coach to be in compliance with all requirements of U.S. Figure Skating and the Professional Skaters Association, to continue their education and training through programs offered by U.S. Figure Skating, the Professional Skaters Association and other accredited organizations.

I will respect my child's coach and refrain from "sideline" coaching my child or other skaters.

I agree to educate myself regarding the proper procedures to follow when establishing or terminating a coaching relationship.

I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same. I also will never approach any official/coach at a competition/test session to request information or dispute results. I will go through my coach and follow the proper procedures. Disputing decisions by myself and not through a coach is never acceptable and will result in disciplinary actions.

I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, competitions and test sessions or follow through with the consequences.

I will become familiar with the rules of the U.S. Figure Skating and teach my child accordingly.

I will support and respect all skaters and their right to participate.

I will at no time approach a Watertown City official or rink official on my own to ask for schedules, additional ice time or to complain about ice conditions. This may result in loss of ice time for WFSC. If there is a complaint, I will take it to the Board President to follow up.

I will at no time claim to represent WFSC if I have not asked or been given permission to (ex. going to other clubs/USFSA asking for funds on behalf of WFSC or a WFSC skater). I will first take my request to the Board of Directors.

I will not use the WFSC logo to create my own apparel. I understand the logo and name WFSC belongs to WFSC.

I agree that I will ensure that my skater abides by all sections of the Skater Code of Conduct. I will report to the President or SafeSport Chair within 48 hours any violation of the Skater Code of Conduct.



WFSC Skater Code of Conduct Policy

WFSC 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. This Skater Code of Conduct has been established to ensure the safety of all members using our ice to and the quality practice time for all home club, associate, non-members and guests who purchase ice from the club and who participate in all club related activities. As a member of WFSC, all skaters must adhere to the Code of Conduct at all times. Unsafe or Discourteous Behavior will not be tolerated.

By signing below, I hereby agree that:

All skaters, regardless of whether they hold home club, associate, non-member or guest status must follow and uphold the tenets in this Skater Code of Conduct regarding behavior on and off the ice. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents of skaters, USFS officials and guests.

BULLYING AND ILLEGAL ACTIVITIES:

- Any illegal activity or drugs of any kind, bullying, smoking tobacco and drinking alcoholic beverages will NOT be tolerated either on ice or DURING OFF ICE HOURS! This Code of Conduct continues and applies during all OFF-SEASON periods as well.
- It is the duty of the skater to report to the WFSC Club President or SafeSport Chair within 48 hours of arrest, citation or summons for any violation of federal, state or municipal laws. Failure to disclose will result in additional sanctions.
- It is the responsibility of the skater to review the Disciplinary Action form.

SOCIAL MEDIA:

- All skaters will refrain from posting or participating in any social media activities that violate this code of conduct.
- All skaters agree that their social media accounts shall be free from profanity, illegal activities, obscene gestures, innuendo and bullying. There shall be no posting of photos depicting full or partial nudity of the skater or any other person.

ICE ETIQUETTE AND SAFETY:

- While in lesson or practice, it is the skater's responsibility to always be conscientious and aware of skaters around them.
- Skaters must skate with the flow of other skaters and familiarize themselves with the most used areas for jumps and spins.
- When you hear another member's music, or see a skater/coach in a lesson, please extend that person the courtesy and move out of the path. This only takes a moment and you will enjoy the same courtesy while you are performing your program.
- Advanced skaters are expected to exhibit patience toward beginner members of the club. Remember, you were an inexperienced skater once, and it takes time for our future generation to advance to the point where they are completely comfortable skating with all levels of skaters.

OTHER:

- Skaters will not take it upon themselves to contact any city or rink official for any reason.
- Skaters will listen to any and all rink monitors. If they have an issue, they will respectfully bring it up to the President of the Board to be handled.



WFSC Club Skate Freestyle Etiquette & Rights of Way Policy

Good behavior and sportsmanship are expected at all times, both on and off the ice.

Respect the U.S. Figure Skating Coaches. Coaches are empowered to monitor safety on freestyle sessions, regardless of whether or not it is the skater's own coach.

- RIGHT OF WAY SKATERS:
 - **Skaters in a lesson with a coach have the first right of way.**
 - **Skaters running their programs have the next right of way.**
 - EVERYONE needs to look and watch – regardless.
 - COACHES should be guiding the skaters away from collisions. They are also eyes for the skater.
 - If a blade is lifted (spiral) coach must follow behind as a guard.
- Skaters in lessons or running their programs MUST have an orange safety vest on.
- Think of each session as if it is a busy street with lots of traffic. Be on the lookout at all times for other skaters. With skaters of varying levels on one session, it is up to each skater to watch out for their own safety. Check behind you before you change direction.
- Be aware of skaters setting up for jumps or spins and DO NOT cross their path.
- If you fall, please get up immediately. Unless you are injured and need assistance, immediately get up from a fall to avoid any collisions. Laying on, kicking, gouging the ice is strictly prohibited. If you are injured, call for assistance.
- Spins are primarily practiced in the center of the rink. Most jumps are done in corners, with stand-still and some edge jumps practiced by the long-side boards.
- Do not stand around in groups talking or playing.
- See the diagram for more info on traffic flow in an ice rink. This is standard across the United States.



WFSC Rules of the Ice Policy

- Skaters are not to lay, sit, roll around, or crawl on club ice unless it's part of their routine they are practicing.
- No playing tag or 'chasing' each other on the ice
- No digging holes in the ice intentionally
- Talking should be done at the side boards - not in the middle of the ice
- Be aware of your surroundings. If someone has a vest on for a private lesson - they have the right away
- Watch where you are going
- ALWAYS wear the vest when in a lesson
- Only the music monitor should be in the sound box.
- Only skaters should be in the bench area by the music box.
- No skating on the ice before it's our time and the volunteers are in place - even if no one is on the ice. For instance, Wednesday ice begins at 5:30 pm - that is the time skaters should get on the ice - not any earlier. No exceptions!
- No misuse of equipment.



Inclement Weather Policy

WFSC will cancel ice when the city closes the facility.

Otherwise, we will have ice as scheduled. We encourage skaters and parents to use their discretion when traveling.



Coaching Policy

- All coaches must meet the USFS and WFSC LTS Coach Certifications to coach on WFSC ice.
- All private coaches must be LTS coaches in order to be a private coach unless otherwise approved by the board of directors.
- Coaches who teach private lessons and coach at test sessions, competitions and other figure skating events:
 - must be a member of U.S. Figure Skating,
 - complete an annual background check
 - adhere to designated coach compliance requirements for their desired level of activity.
 - Must be approved by the board of directors as a private or resource coach.
- Select coaching activities require the completion of mandatory continuing education requirements (CERs) that are conducted by the PSA, and some require a PSA membership in addition to the U.S. Figure Skating membership. Review the Coach Compliance Requirements to determine the requirements associated with your desired coaching activities.
- U.S. Figure Skating requires coaches to be compliant in order to instruct/coach at the following sanctioned activities: international competitions on behalf of Team USA, developmental international competitions, qualifying and nonqualifying competitions, test sessions, all performances (including ice shows, exhibitions, recitals and carnivals) and any other sanctioned club activities (including club ice).
- In order to be considered compliant, coaches must identify as a coach within their [Members Only](#) profile and complete the following ten requirements by July 1 of each year:
 - U.S. Figure Skating Full Membership (either through a member club or as an individual)
 - Completion of the U.S. Center for SafeSport's online SafeSport™ Training
 - Successfully pass a bi-seasonal background check (includes automatic recheck at the 12-month mark)
 - Agree to the U.S. Figure Skating Code of Ethics
 - Verification of liability insurance, if applicable
 - Completion of CER Courses (administered via PSA)
 - Agree to Waivers and Release
 - Agree to Medical Consent
 - PSA Membership (if coaching in qualifying competitions)
- Coaches who have completed their compliance requirements are advised to have a copy of their membership and compliance cards with them at all sanctioned activities and events.
- Only the board of directors can hire/fire coaches.
- Coaches outside of WFSC must be approved by the board of directors before coaching on our ice.



Coach Changing Policy

The relationship between skater and coach is, of course, very important. Parents are usually a key additional component. Courtesy and communication are vital in this partnership, but when special situations arise and a coaching change is requested, both coaches and parents must utilize the following guidelines regarding the proper and ethical sequence of behavior.

The skater or parent of the skater must inform the current coach the desire to discontinue the business relationship in person or via phone BEFORE changing coaches. The current coach and parent must notify the WFSC President of the request for change immediately.

The new coach should confirm with the previous coach that notification has been provided and that the final bill has been paid. The new coach must notify the WFSC President of the request for change immediately.

The new coach and the parent or skater can then set up lessons.

Failure to follow these guidelines will result in a reprimand, up to termination.



Non-WFSC Events – Skating & Sanctioning Policy

WFSC skaters can not attend a non-WFSC event without prior approval by the board of directors.
Examples: non USFS events (Groton Festival of Silver Blades), a guest skater at another club, etc.

If the event is not USFS sanctioned, the WFSC Board of Directors must, by a majority vote, motion to sanction each skater individually via USFS.

Sanctioning events can only be done by a majority board vote and only the WFSC President can apply for the Sanction via USFS.

Adopted by the WFSC BOD 02/06/2022