

FORT WAYNE ICE SKATING CLUB – COMPLAINT REPORTING PROCEDURE

Complaints and allegations will be addressed under U.S. Figure Skating’s disciplinary rules and procedures. **All complaints and allegations will be reported to Jane Fransen, FWISC USFS SafeSport Director, Alena Lunin, Figure Skating Director, and/or Designated FWISC Event Volunteer.** It is not appropriate for a parent or skater to approach another skater regarding complaints and allegations for the safety of all parties involved.

Complaints and allegations will be addressed at the time they occur depending upon the seriousness of the offense by **assigned security, skater’s coach, skating director or rink manager** 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: Repeated 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.

FWISC Complaint Reporting Procedure Acknowledgement

I, _____ [member’s name printed], have read the Code of Conduct, and agree to uphold all guidelines and tenets of this document.

_____ Skater’s signature if 18 years or older

_____ Parent’s or Legal Guardian’s signature if
under 18 years of age

_____ Date