



Charter Oak Figure Skating, Inc.

CODES OF CONDUCT

For the 2013 – 2014 Membership Year

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Skater Code of Conduct

As a member of our club, all skaters must adhere to this Code of Conduct at all times.

General Guidelines:

Charter Oak Figure Skating, Inc. 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 who participate in all club-related activities.

1. All club members, regardless of membership type, are expected to abide by the rules as set forth in the U.S. Figure Skating Rulebook and the U.S. Figure Skating Member Code of Conduct (GR 1.02).

2. All skaters must follow and uphold the tenets in this Skater Code of Conduct regarding behavior on and off the ice, regardless of where they primarily train. This applies to all club-related activities sponsored by either COFS or other Clubs (competitions, test sessions, exhibitions, shows, banquets, etc.)

3. All club members are expected to exhibit good sportsmanship and be courteous toward their fellow skaters, coaches, parents of skaters, U.S. Figure Skating officials and guests.

4. Our club 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.

Ice Etiquette and Safety:

1. While in lesson or practice, it is the skater's responsibility to always be conscientious and aware of other skaters around them.

2. Skaters must skate with the flow of other skaters and familiarize themselves with the most commonly used areas for jumps and spins.

3. The only time a skater has the SOLE right of way is when they are skating their program to music. When you hear another member's music, please extend that person the courtesy and move out of their path momentarily. This only takes a moment and you will enjoy the same courtesy while you are performing your program.

4. 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.

Unsafe or Discourteous Behavior:

Unsafe or discourteous behavior of any kind will not be tolerated. For more detailed guidelines, please refer to the Basic Ice Usage and Freeskating Etiquette Safety Rules section of this document.

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Parent Code of Conduct

Charter Oak Figure Skating, Inc. is committed to creating a safe and positive environment for its 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 hereby agree that:

1. I will encourage good sportsmanship by my actions, demonstrating positive support for ALL skaters, coaches, and officials at every practice, competition and test session.
2. I will place the emotional and physical well-being of my child and others ahead of my desire to win.
3. I will encourage my child to skate in a safe and healthy environment by maintaining a respectful and courteous attitude to others.
4. 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.
5. I will teach my child that doing his/her best is more important than winning.
6. I will do my best not to ridicule, bully, blame, or yell at my child or other skaters, coaches, officials or volunteers in response to a poor performance or for any other reason.
7. 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.
8. I will teach my child to treat other skaters, coaches, fans, volunteers, officials, 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.
9. I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
10. I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
11. I will be a positive role model for my child and others.
12. 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 or provide to a third-party any illegal drug prohibited by applicable federal, state, or municipal law.
13. 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

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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.

14. 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.

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

16. I agree to educate myself regarding the proper procedures to follow when establishing or terminating the coaching relationship and refrain from third-party solicitation as outlined on the PSA website.

17. I will respect the decisions of officials, their authority and decisions during competitions and test sessions and teach my child to do the same.

18. I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my volunteer requirement to help my club with membership, special projects, competitions and test sessions.

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

20. I will support and respect ALL skaters and their right to participate.

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Coach's Code of Conduct

Mission Statement: To provide a standardized guideline of ethics, standards and conduct to ensure the quality, integrity and moral environment of U.S. Figure Skating, its member clubs and programs.

Purpose: Charter Oak Figure Skating, Inc. is committed to creating a safe and positive environment for its members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. This information is intended to provide both the general principles and the decision rules to cover most situations encountered by coaches and instructors. It has, as its primary goal, the welfare and protection of the individuals and groups with whom coaches work.

It is the individual responsibility of each coach to aspire to the highest possible standards of conduct. Above all, coaches of young people can have great influence on developing athletes who are reliant on these coaches for the basic instruction and guidance necessary to reach the top levels. Coaches can have tremendous power over these athletes in their quest to the top. This power must not be abused. Therefore, we have set forth these codes of ethics and conduct to guide our coaches and protect our athletes for the mutual benefit of all concerned.

General Principles:

1. *Competence*: Coaches must strive to maintain high standards of excellence in their work. They should recognize the boundaries of their particular competencies and the limitations of their expertise. They should provide only those services and use only those techniques for which they are qualified by education, training and/or experience. In those areas, where recognized professional standards do not yet exist, coaches must exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work. They shall maintain knowledge of relevant scientific and professional information related to the services they render, and they must recognize the need for ongoing education. Coaches should make appropriate use of scientific, professional, technical and administrative resources.
2. *Integrity*: Coaches should seek to promote integrity in their coaching profession. Coaches should always be honest, fair and respectful of others. They must not make representations about their qualifications, services, products, or fees that are false, misleading or deceptive. Coaches should strive to be aware of their own belief systems, values, needs and limitations and the effect of these on their work. To the extent feasible, they should attempt to clarify for relevant parties, the roles they are performing and to function appropriately in accordance with those roles. Coaches must avoid conflicts of interest.
3. *Professional Responsibility*: Coaches must uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of different athletes. Coaches should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of their athletes, or other recipients of their services. Coaches should be concerned about the ethical compliance of their colleagues'

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conduct. When appropriate, they should consult with their colleagues in order to prevent or avoid unethical conduct.

4. *Respect for Participants and Dignity*: Coaches shall respect the fundamental rights, dignity and worth of all participants. Coaches must be aware of cultural, individual and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socioeconomic status. Coaches must eliminate the effect on their work of biases based on those factors, and they do not knowingly participate in or condone unfair discriminatory practices.
5. *Concern for Others Welfare*: In their actions, coaches must consider the welfare and rights of their athletes and other participants. When conflicts occur among coaches' obligations or concerns, they should attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches shall be sensitive to differences in power between themselves and others, and should not exploit nor mislead other people during or after their relationship.
6. *Responsible Coaching*: Coaches must be aware of their ethical responsibility to the community and the society in which they work and live. Coaches must comply with the law and encourage the development of law and policies that serve the interest of sport or activity. The coach shall strive to serve as a leader and model in the development of appropriate conduct for the athlete both within and beyond the U.S. Figure Skating setting. The coach shall strive to use strategies in practice and competition that are designed to encourage play within the letter and spirit of the rules. The coach shall strive to keep the concepts of winning and losing in proper perspective. The coach shall strive to enforce policies and rules with fairness, consistency and an appreciation for individual differences.

Ethical Standards:

1. **Compliance with Rule Requirements**: All coaches must complete all annual coaching member requirements set forth by U.S. Figure Skating Rules and the PSA that apply to them by the appropriate deadlines.
2. **Competence**: Coaches should not undertake these duties until they have first obtained the proper training, study and advice that they are competent to do so.
3. **Maintaining Expertise**: Coaches should maintain a level of expertise through continued education and experience and shall strive to acquire additional education and experience through sources available to them.
4. **Respecting Others**: Coaches shall respect the rights of other's values, opinions and beliefs even if they differ from their own.
5. **Nondiscrimination**: Coaches must not engage in discrimination based upon age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status, or any other basis as proscribed by law.
6. **Sexual Harassment**: Coaches must not, under any circumstances, engage in sexual harassment which includes solicitation, physical advances, verbal or non-verbal conduct which is sexual in nature and will respond to complaints of such a nature to respondents with dignity and respect.
7. **Personal Problems or Conflicts**: Coaches should have a responsibility to be aware if there are personal problems or conflicts which may affect their ability to work with

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athletes. They should also be able to identify problems affecting their athletes, which could potentially create situations that place their athletes in harm or danger of injury, and take the appropriate steps to remove the athlete from this environment.

Further, any person who makes groundless allegations or complaints of abuse or harassment may be subject to disciplinary action per Article XXV, Section 3B, of the U.S. Figure Skating bylaws.

Coaches Code of Conduct:

1. Must obey and abide by all U.S. Figure Skating published rules, regulations and procedures.
2. Shall maintain exemplary standards of personal conduct.
3. Must obey all state, national and international laws.
4. Must not use alcohol, illegal drugs or substances, which could impair ability or judgment as a coach.
5. Must refrain from using any profane or abusive language.
6. Must not engage in sexual harassment or sexual misconduct with any athlete
7. Must teach and support the athletes fairly and equitably.
8. Never discriminate against any athlete

*Also refer to the PSA Code of Ethics and Tenets of Professionalism for more information.

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GUIDELINES | SOCIAL MEDIA, MOBILE AND ELECTRONIC COMMUNICATIONS

As part of U.S. Figure Skating's emphasis on participant safety, communications involving minor participants should be appropriate, productive, and transparent. Effective communication concerning activities, schedules, and administrative issues among coaches, members and their families, officials, and volunteers is critical.

U.S. Figure Skating encourages and supports members, member clubs, programs, and teams to take part in social media by posting, blogging and tweeting positive experiences in skating as a show of support of its members and for promotion of the club, its programs and events. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of mobile and electronic communications can result in misconduct.

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. The club, program or team should have a signed name and likeness consent and release agreement form (see SafeSport webpage for sample) by the minor's parent or legal guardian before any distribution or posting of photos, videos, images, etc. No contact information for any minor should be placed on any social media site.

Coaches, skaters and club volunteers must follow common sense guidelines regarding the volume and time of day of any allowable electronic communication. All content between adults and minors should be readily available to share with the public or families of the minor member. If the member is under the age of 18, any email, text, social media, or similar communication should also copy or include a parent.

Social Media

U.S. Figure Skating recognizes, however, that social media, mobile and other electronic communications can be concerning where minor participants are involved. Coaches, especially, are cautioned from having their skaters joined to their personal Facebook page or any other similar social media application.

As a best practice to facilitate communication, an official club, program or team page may be set up and members and parents may join (i.e., "friend") the official organization or team page.

Email, Text Messaging and Similar Electronic Communication

Coaches, volunteers and skaters may use email and text messaging to communicate among each other about non-personal matters. All email and text message content between adults and minors must be non-personal in nature and be for the purpose of communicating information about club/skating-related activities. Emails and text messages from an adult to any minor participant should copy or include a parent.

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Request To Discontinue All Electronic Communication or Imagery with Minors

Following receipt of a written request by the parents of a minor that their child not be contacted by any form of electronic communication by adults, the local club, program or team administrators shall immediately comply with such request without any repercussions for such request.

Abuse and Misconduct

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, 'sexting', bullying, harassment, and hazing). Such communications by a coach, official, director, employee, parent, skater or volunteer of a U.S. Figure Skating club or program will not be tolerated and are considered violations of U.S. Figure Skating's SafeSport Program.

Reporting

Infractions of U.S. Figure Skating's mobile and electronic communications policy should be reported to the appropriate person as described in Section V of this Handbook. A participant or parent of a participant who violates this social media, mobile and electronic communications policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

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Basic Ice Usage and Free Skating Etiquette Safety Rules

Basic rules governing all behavior

1. Respect the rights of others.
2. Respect the arena's property and the property of others.

Specific rules governing free skating sessions

1. Sign in at the box office and pay for each session before stepping on to the ice.
2. No breakable containers are allowed rink side. Drinks are allowed on or below the railing. Food is not permitted near the rail or on the ice.
3. Please pick up all belongings (including dirty tissues, water cups, bottles, etc.) at the end of the session.
4. Parents, skaters not in the session or other spectators should not loiter at the rail or entrance to the rink surface. This is unsafe and it interferes with a constructive training session.
5. Coaching by parents from the bleachers, benches or railing is **not** allowed at any time. Parents will be asked to leave the arena if this happens.
6. The benches by the ice are to be used by the skaters and coaches only.
7. If skaters must talk to someone **off** the ice, even if for a brief time, they need to get off the ice to do so or the skater will be asked to leave the ice.
8. It is important for everyone's safety that all skaters stay aware of other skaters on the ice. Try to anticipate their patterns as you decide your own pattern.
9. If you are a less experienced skater, please be extra careful to stay aware of other skaters and to look ahead of where you are skating to see what others are doing or are about to do.
10. If you are an experienced skater, please be patient with the less experienced skaters. Remember, you were new to freestyles at one time, too.
11. Please be understanding if someone gets in your way.
12. Remember to look both ways before leaving the railing or skating across the ice.
13. Keep moving while on the ice, as it is dangerous for both you and other skaters to stand still during a session. It is especially important not to stop in the middle of the ice or any of the jumping corners.

Right of Way

1. The skater doing a routine to music has the right of way. Orange vests and colorful belts are provided to help identify the skater whose music is being played. Please stay aware of which skater is doing his or her routine and do your best to stay clear of his or her pattern. Please wear the vest or belt when you play your music to help other skaters know you are skating your routine.
2. Skaters taking a lesson have the right of way over general skaters in the session.
3. Skaters on the harness also have the right away. Please be careful of the harness area.

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Music

1. Program music will be played on a rotational basis. This will be done on the honor system, with the responsibility left to the skaters and coaches.
2. After a skater's music has been played, their music or another program may be put at end of the line to re-enter the rotation. Dance music can take the place of program music.
3. Not everyone will be able to play their music on full sessions due to lengths of programs.
4. Coaches may put the music of the student they are teaching ahead of other skaters. Everyone should appreciate this policy when they are in a lesson enjoying this privilege and graciously accept this policy when they are the ones being asked to wait in line.
5. Please do not stop and restart your music if others are waiting in line.
6. Please handle the music equipment with extreme care.

Prohibited Behavior

1. Kicking, digging holes, scraping or stomping the ice with your blades and kicking the railings are prohibited. Any skater engaging in this behavior will be asked to leave the session immediately.
2. Being verbally abusive to other skaters or coaches is prohibited. Any skater engaging in this behavior will be asked to leave the session immediately.
3. Deliberately challenging, scaring or intentionally blocking another skater is prohibited. Any skater engaging in this behavior will be asked to leave the ice immediately for an indefinite period of time.
4. Videotaping anyone other than your own skater is strictly prohibited and will not be tolerated. Anyone engaging in this behavior will be asked to leave the arena for an indefinite period of time.

Clearing the Ice

When the ice-resurfacer horn sounds, all skaters and coaches must leave the ice immediately. If you are skating to your music, please stop skating immediately, turn off music and clear the ice - no exceptions.