

U.S. FIGURE SKATING CLUB SAFESPORT COMPLIANCE CHAIR JOB DESCRIPTION

SCOPE:

The primary role of the Club SafeSport Compliance Chair is to oversee compliance with U.S. Figure Skating's SafeSport policies within their local club. The Chair will serve as the club liaison to U.S. Figure Skating's SafeSport team and will work within their local club to facilitate implementation of all applicable aspects of the SafeSport Program.

QUALIFICATIONS:

The Club SafeSport Compliance Chair must be a current member of U.S. Figure Skating in good standing, a home club member and preferably, where feasible, not a current board member of the respective club.

The Club SafeSport Compliance Chair must meet U.S. Skating's SafeSport compliance requirements (U.S. Figure Skating green light background check and online SafeSport training).

JOB DESCRIPTION:

1. Compliance
 - Oversee the drafting and implementation of club policies and best practices based upon the minimum requirements and recommendations of U.S. Figure Skating's SafeSport program.
 - Communicate compliance requirements to Covered Individuals and volunteers within the club as outlined in U.S. Figure Skating's SafeSport Program Handbook (i.e. Coach, Athlete, Official, etc. – compliance requirements vary depending on the individual's status).
 - Verify all club Covered Individuals and required volunteers participating in club and U.S. Figure Skating-sanctioned events and activities are compliant per U.S. Figure Skating rules and policies.
2. Routinely audit club compliance by using the Full Compliance Report located in the SafeSport Compliance section of Members Only Education.
 - Serve as the club's primary SafeSport contact for U.S. Figure Skating.
 - Engage club Members by utilizing available SafeSport educational programs and resources.
 - Participate in SafeSport education workshops/webinars as provided by U.S. Figure Skating, collect and share information with club members and parents about the SafeSport program and disseminate information to them on best SafeSport practices.
3. Conflict Resolution Management
 - Understand the SafeSport complaint reporting structure and applicable mandatory reporting requirements in order to appropriately respond to reports of alleged abuse and misconduct.
 - Promote conflict resolution at the club level to address alleged misconduct or unprofessional conduct that does not rise to the level of being a SafeSport violation.
 - Maintain detailed records of all reports directed through the club's conflict resolution process including inquiries and outcomes.
 - Maintain confidentiality for all matters handled through the club's dispute resolution process, U.S. Figure Skating's SafeSport Program, and/or the U.S. Center for SafeSport's response and resolution process.
4. Perform other functions within the club as necessary in the fulfillment of U.S. Figure Skating's continuing efforts to foster safe, healthy and positive environments for its members.