



RESPONSE & RESOLUTION STANDARDS

Response & Resolution Organizational Liaison(s)

U.S. Figure Skating's Executive Director, General Counsel, Director, SkateSafe®, and Legal Counsel shall act as the organization's primary liaisons to the U.S. Center for SafeSport.

Specifically, the U.S. Center for SafeSport requires U.S. Figure Skating to designate representatives to oversee:

1. Response to all Center Requests
 - a. It is the responsibility of U.S. Figure Skating's Director, SkateSafe® and General Counsel to ensure all requests from the Center are responded to preferably within 24 hours of receipt, but no later than 72 hours after receipt. This does not apply to requests regarding Participant eligibility status and the existence of U.S. Figure Skating-imposed temporary measures or safety plans as these specific requests are addressed later in this document.
2. Adherence to all Center Response and Resolution policies and practices.
 - a. It is the responsibility of U.S. Figure Skating's Director, SkateSafe® to ensure the organization is adhering to all Center Response and Resolution policies and processes. While the primary responsibility of this requirement lies with this person, it is still the responsibility of the entire U.S. Figure Skating SkateSafe® Team to work collaboratively and proactively to ensure adherence to all Center Response and Resolution policies and processes.

Reporting Mechanism

U.S. Figure Skating must have a mechanism on its public website enabling individuals to report all concerns involving alleged physical, emotional, or sexual misconduct, or violations of its SkateSafe® Policies. The reporting mechanism must:

1. have no associated costs, fees, or other financial barriers attached to submitting a report,
2. provide the option to report anonymously, and
3. clearly define for end users and provide online reporting mechanisms for the respective jurisdictional authority of the Center and the Organization (i.e., the Center has exclusive jurisdiction over allegations of sexual misconduct) and include a link to the Center's reporting portal (at uscenterforsafesport.org/report-a-concern).

U.S. Figure Skating's reporting mechanism can be found at www.usfigureskating.org/skatesafe.

At least twice annually, U.S. Figure Skating will communicate reporting requirements and information to all Adult members. The email shall include:

1. Mandatory Reporting requirements for Adult Participants
2. Information on where to file a report (i.e., U.S. Figure Skating's reporting form and the U.S. Center for SafeSport's reporting form)
3. Contact information for the SkateSafe® Team (skatesafe@usfigureskating.org and the department's primary phone number) along with a note that both the email and voicemail inboxes are regularly monitored by multiple staff members.

This communication will be sent to Adult members of U.S. Figure Skating and Adult Members of Learn to Skate USA®. U.S. Figure Skating's Coordinator, SkateSafe®, is responsible for planning and scheduling these e-communications with the oversight of the Director, SkateSafe®.



Referral of Report to the U.S. Center for SafeSport

Any report received by U.S. Figure Skating of an allegation that falls within the U.S. Center for SafeSport's exclusive jurisdiction must be referred to the Center immediately and no later than within 24 hours.

It is the responsibility of the Director, SkateSafe® to ensure all reports received are reviewed and referred to the Center as required above. All members of the SkateSafe® Team shall have access to the U.S. Figure Skating reporting portal and must be trained on 1) what triggers a report needing to be filed with the Center or another agency such as Local Law Enforcement or Child Protective Services and 2) how to properly refer a report to both the U.S. Center for SafeSport and other agencies. When the Director, SkateSafe® will not be available to review/refer reports, the Director, SkateSafe® will designate another SkateSafe® team member to manage this responsibility.

Jurisdiction Notification

U.S. Figure Skating must promptly inform an identified reporting party of its jurisdictional determination regarding their report to U.S. Figure Skating, communicating that the matter either is being:

1. referred to the U.S. Center for SafeSport,
2. addressed by U.S. Figure Skating,
3. or referred to a U.S. Figure Skating Club or Program leader for review and resolution.

To determine if U.S. Figure Skating has jurisdiction over a reported matter, the SkateSafe® team will review member records for the Respondent. If the Respondent is a member or was a member at the time of the alleged misconduct, U.S. Figure Skating will determine if it has Personal Jurisdiction (who is governed by policies) and/or Subject-Matter Jurisdiction (what conduct the policies address, and when they applied to U.S. Figure Skating Participants).

U.S. Figure Skating shall utilize templates to notify a reporting party of the jurisdictional decision. These documents shall be reviewed regularly to ensure they are current and relevant. The jurisdiction notification shall be sent to the reporting party by U.S. Figure Skating's Legal Counsel with the oversight of U.S. Figure Skating's Director, SkateSafe®.

Mandatory Reporting

U.S. Figure Skating must have a Mandatory Reporting policy that comports with the mandatory reporting of child abuse provisions in the U.S. Center for SafeSport's Code, including mandatory reports to law enforcement, compliance with any other applicable reporting requirements under state law, and mandatory reports to the U.S. Center for SafeSport.

U.S. Figure Skating's Mandatory Reporting policy can be found in its SkateSafe® Handbook which can be found at www.usfigureskating.org/skatesafe.

Prohibition of Retaliation

U.S. Figure Skating expressly prohibits retaliation before, during, and after the resolution process (whether led by U.S. Figure Skating or by the U.S. Center for SafeSport) regarding any allegations of abuse or misconduct.

U.S. Figure Skating's anti-retaliation policy can be found in its SkateSafe® Handbook which can be found at www.usfigureskating.org/skatesafe.

Response and Resolution of Reported Allegations

U.S. Figure Skating must establish a policy that clearly states how it, and its Clubs/Programs, will respond to and resolve reported allegations of abuse and misconduct that fall within its jurisdiction, as well as over which the U.S. Center for SafeSport declines jurisdiction. This policy shall include:

1. A mechanism/system for tracking reported allegations within U.S. Figure Skating's (or the Club's/Program's) jurisdiction, reflecting how allegations were responded to, and their respective outcomes.



2. The designation of a representative at U.S. Figure Skating who ensures the Response and Resolution policy is being followed.

U.S. Figure Skating's historical Response and Resolution records are tracked via Excel and Sharepoint (an online version of Excel). Beginning in 2023, all Response and Resolution records will be tracked via i-Sight. Tracking includes matters reported to and resolved by U.S. Figure Skating, including outcomes, along with matters that were referred to either the U.S. Center for SafeSport or the local Club/Program.

U.S. Figure Skating's policy for response and resolution of reported allegations can be found below:

1. Intake/Initial Review
 - a. An assessment of the alleged misconduct will be completed to determine if U.S. Figure Skating has jurisdiction over the matter. If the Respondent is not or was not a member or volunteer at the time of the alleged misconduct, U.S. Figure Skating does not have jurisdiction and the report, depending on the nature of the allegations, may be referred to the local Club/Program or facility.
 - b. If the alleged misconduct falls within the exclusive jurisdiction of the U.S. Center for SafeSport, U.S. Figure Skating will send the report to the Center (and Local Law Enforcement/Child Protective Services as needed).
 - c. If the alleged misconduct is a violation of U.S. Figure Skating's SkateSafe® program and the alleged misconduct was committed by a U.S. Figure Skating or Learn to Skate USA® member or volunteer, further assessment will be conducted. Preliminary information gathering will begin which may include initial contact to involved parties and requesting information from a local Club/Program to gather any relevant historical information.
 - d. A determination will be made whether further investigation is needed. This review is conducted by the SkateSafe® Team, the SkateSafe® Committee Chair, and a SkateSafe® Committee member. Other potential outcomes for this stage include an informal resolution such as a policy reminder, referral to the relevant Club/Program, or closure of the matter with no action.
2. Investigation
 - a. If further investigation is needed, the SkateSafe® Team will schedule calls/meetings with relevant parties to gather additional information which may include gathering applicable documents, footage, images, etc. If at any time during the response and resolution process information is received that falls within the exclusive jurisdiction of the U.S. Center for SafeSport, the matter will be referred to the Center and the reporting party will be notified of such. Unless the Center declines jurisdiction, U.S. Figure Skating will stay its process as not to interfere with the Center's process.
 - b. Once U.S. Figure Skating's investigation is complete, the SkateSafe® Team will compile all information and evidence and prepare a report with a synopsis and recommendation. The SkateSafe® Team, in conjunction with the SkateSafe® Committee Chair and a SkateSafe® Committee member, will determine if the matter will be closed with no action, if a sanction will be implemented, or if the matter should be referred to the Ethics or Grievance process. The response and resolution process of such matters is outlined in U.S. Figure Skating's Rulebook.
3. Resolution
 - a. If a sanction is warranted, the Respondent will be notified via electronic communication.
 - b. Once a matter is considered to be closed, the reporting party will be notified via electronic communication. Due to confidentiality rules the reporting party may not be notified of the specific outcome.

Resolutions

U.S. Figure Skating shall impose one or more of the following Resolutions following the completion of investigation.

1. SkateSafe® Violations
 - a. No Action



- b. **Policy Reminder:** A policy reminder will be sent to Respondents which outlines the alleged policy violation, policy violated, and proposed steps forward. Policy reminders are not disciplinary action and are meant to be treated as a means of education. Policy reminders may be in writing or communicated via telecommunication means by U.S. Figure Skating staff and/or their designees.
 - c. **Compliance Reminder Letter:** A compliance reminder letter will be sent to Respondents when it is found that a Respondent is not compliant with one or more of the requirements for their role and after an opportunity to resolve the non-compliance status goes unheard. Compliance reminders are a formal documented warning.
 - d. **Letters of Concern:** A Letter of Concern will be sent to Respondents which outlines the alleged violation, policy or rule violation, and formal warning to cease all non-compliant behavior if the allegations are true. Letters of Concern are a formal documented warning but not a finding of guilt.
 - e. **Other Remedies:** The SkateSafe® Committee, U.S. Figure Skating staff, and/or their designees may impose other Resolutions as necessary consistent with the authority of U.S. Figure Skating Bylaw SSCR 4.04.
2. **Ethics and Professional Standards Violations**
- a. **No Action**
 - b. **Policy Reminder:** A policy reminder will be sent to Respondents which outlines the alleged policy violation, policy violated, and proposed steps forward. Policy reminders are not disciplinary action and are meant to be treated as a means of education. Policy reminders may be in writing or communicated via telecommunication means by U.S. Figure Skating staff and/or their designees.
 - c. **Letter of Admonition:** A letter of admonition is a formal reprimand. These letters will be disseminated per U.S. Figure Skating ECR 3.06 Disciplinary Proceedings Regarding Standards of Professionalism.
 - d. **Disciplinary Proceedings:** May be initiated by based on a violation of U.S. Figure Skating GR 1.01, GR 1.02, or GR 1.03 in accordance with Article XXV, Section 1(B) of the U.S. Figure Skating Bylaws.

No Interference

U.S. Figure Skating shall not interfere in, attempt to interfere in, or attempt to influence the outcome of, any U.S. Center for SafeSport investigation.

Responsiveness to Requests from the U.S. Center for SafeSport

U.S. Figure Skating must have a designated representative(s) and an established policy to respond to requests from the Center within 72 hours for:

1. The eligibility status of a Participant
2. The existence of U.S. Figure Skating-imposed temporary measures or safety plans.

It shall be the responsibility of U.S. Figure Skating's Legal Counsel to respond to the above requests from the U.S. Center for SafeSport, and it shall be the responsibility of U.S. Figure Skating's Director, SkateSafe® to ensure the request has been fulfilled.

The Legal Counsel shall respond to these requests preferably within 24 hours, but no later than the Center imposed timeline of 72 hours. If the Legal Counsel is unable to fulfill the request within the preferred 24 hours, they must request assistance from another member of the SkateSafe® team to meet the preferred 24-hour timeframe.

The Legal Counsel must track all information pertaining to these requests: 1) name(s) of involved parties, 2) date the request was received and fulfilled, and 3) the document provided to the Center as part of the request.

Policy to Enforce Sanctions or Temporary Measures

U.S. Figure Skating must have a Quality Control System meeting U.S. Center for SafeSport standards that prohibits



individuals with sanctions or temporary measures (issued by the Center or U.S. Figure Skating) from participating in any event, program, activity, or competition authorized by, organized by, or under the auspices of U.S. Figure Skating. The Quality Control System also must ensure that individuals who are required to be but are not compliant (including background checks, SafeSport™ Training, and other compliance requirements) are either prevented from participating or are in a role that does not include Regular Contact with or Authority over Athletes.

Within U.S. Figure Skating, this Quality Control System is titled "Procedures for Event Organizers - SkateSafe® Procedures for Event, Program and Activity Organizers". This document includes the following categories:

1. Compliance Requirements and Credentialing
2. Figure Skating Banned and Suspended Verification
3. Communication of U.S. Figure SkateSafe® Policies and Reporting Procedures
4. Adherence to U.S. Figure Skating's SkateSafe® Policies

This Quality Control System can be found at www.usfigureskating.org/skatesafe

Compliance with the USOPC's NGB Athlete Safety Policy

U.S. Figure Skating must adhere to the following requirements as outlined by the U.S. Olympic and Paralympic Committee's National Governing Body Athlete Safety Policy:

1. U.S. Figure Skating must notify the USOPC's Security & Athlete Safety Office of any allegations of prohibited conduct that occurred at an Olympic and Paralympic Training Center (OPTC) or USOPC Delegation Event and any temporary measures imposed.
2. U.S. Figure Skating must notify the USOPC's Security & Safety Office of any temporary measure(s) (imposed or removed) affecting Participants who might or will be attending a Delegation event, have access to an OPTC, or receive a benefit and/or service from the USOPC.

Data of Matters Addressed by U.S. Figure Skating

U.S. Figure Skating must annually submit to the U.S. Center for SafeSport (first submission by March 31, 2024, and by March 31 each year thereafter) data regarding:

- a. Reports of emotional and physical misconduct made to U.S. Figure Skating and its Clubs/Programs
 - i. Total reported incidents of alleged emotional misconduct
 - ii. Total reported incidents of alleged physical misconduct
 - iii. Total number of investigations of alleged emotional misconduct
 - iv. Total number of investigations of alleged physical misconduct
 - v. Total number of violations for emotional misconduct adjudicated by U.S. Figure Skating, separated by cases adjudicated by U.S. Figure Skating and cases adjudicated by U.S. Figure Skating Clubs/Programs.
 - vi. Total number of violations for physical misconduct adjudicated by U.S. Figure Skating, separated by cases adjudicated by U.S. Figure Skating and cases adjudicated by U.S. Figure Skating Clubs/Programs
- b. Reports to U.S. Figure Skating or U.S. Figure Skating Clubs/Programs that a Participant violated the SkateSafe® Policies
 - i. Total reported incidents of alleged violations of U.S. Figure Skating's SkateSafe® Policies
 - ii. Total number of investigations of alleged violations of U.S. Figure Skating's SkateSafe® Policies
 - iii. Total number of violations of U.S. Figure Skating's SkateSafe® Policies, separated by cases adjudicated by U.S. Figure Skating and cases adjudicated by a U.S. Figure Skating Club/Program
- c. Reports to U.S. Figure Skating or U.S. Figure Skating Clubs/Programs that a Participant engaged in retaliation
 - i. Total reported incidents of alleged retaliation
 - ii. Total number of investigations of alleged retaliation



- iii. Total number of violations of retaliation policy separated by cases adjudicated by U.S. Figure Skating and cases adjudicated by U.S. Figure Skating Clubs/Programs.

U.S. Figure Skating will collect this data on a quarterly basis. Prior to the data being collected, U.S. Figure Skating will send an e-communication to Club/Program leaders outlining the specific information being requested (noted above) and the mechanism in which Clubs/Programs will report that information. In summary, the email will include the information being requested, the applicable dates for the data request, the due date, and an online mechanism (Google Form) where clubs/Programs can submit this data.