

WRFSC Conflict Resolution Policy

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 will be reported in writing to the club's President and SafeSport Representative.

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 president and SafeSport representative and sometimes a selected review panel (subgroup of the board) will evaluate the complaint and determine what, if any, further action is necessary. If accepted, the person against whom the complaint has been filed will be notified of the complaint, the names of the review panel members and the review steps to follow. In the event, any party believes that a member of the review panel has a conflict of interests; 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 or officer is final. The respondent will have seven days to respond and/or meet with the review board for a formal investigative meeting. If the issue is simple, the review panel will make a decision at the meeting or may require more time to come to a final decision. The review board will need to report the decision, findings, or recommendations to the parties involved within **five days** of the meeting with the defendant.

The WRFSC review panel 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.

Violations of WRFSC Codes of Conduct

Violations of WRFSC Club Codes of Conduct should be reported to any of the WRFSC Reporting Contacts as listed above in writing. Depending on the severity of the offense, discipline may include the following:

Step 1 - First offense: club member, coach, or parent will be addressed verbally (in

private) regarding the violation.

Step 2 - Second offense: club member will be REMOVED from the activity and given a written warning. A meeting with the member and/or member's parents must be held before the member can resume participation in activities at the club.

Step 3 - Repeated offenses: if a club member continually violates any tenet of the Code of Conduct, repeat offenses will be taken very seriously by the club board. Discipline may include loss of club privileges for extended periods (suspension), and/or revocation of club membership (termination). **IN THE EVENT OF A SUSPENSION OR REVOCATION OF CLUB MEMBERSHIP, NO MEMBERSHIP DUES (PRORATED OR FULL) WILL BE REFUNDED. ADDITIONALLY, ANY SUSPENSION OR REVOCATION OF CLUB MEMBERSHIP WILL CREATE A LAPSE IN MEMBERSHIP STATUS AND THEREFORE, INELIGIBILITY FOR COMPETITOR FUNDING.**

Because some misconduct/offenses warrant skipping steps in the process, the WRFSC Board of Directors, following the guidelines stated in the next section, reserves the right to immediately terminate a membership/contract or skip any step(s) in the progressive discipline process. The decision of the WRFSC Board of Directors in this process will be final and binding.

Additional Guidelines

The WRFSC Board designee will ensure that only non-involved, objective parties are mediating the problem. In certain cases, to avoid a conflict of interests, a board member may substitute one or more members of the review panel on a case. To seek guidance, the review panel may involve the OSC, US Figure Skating Liaison, US Figure Skating Membership Chair, US Figure Skating Committee Chairs, or other Subject Matter Experts. The WRFSC protects the rights of all parties. This includes but not limited to: non-retaliation to member/s submitting a complaint and the presumption of innocence of the member/s receiving the complaint. Please consider all facts before filing a complaint; a history of submitting non-substantial complaints based on rumors or falsified information may lead to disciplinary actions.

Prior to any grievance being filed with US Figure Skating or PSA, conflict resolution within the WRFSC as defined above must be attempted.