**Cascade Valley FSC Reporting Policy[[1]](#footnote-1)**

It is the policy of Cascade Valley Figure Skating Club that every member, parent, or volunteer must report (1) suspicions or allegations of child physical or sexual abuse; (2) actual or perceived violations of the USFS SafeSport Program Handbook; or (3) actual or perceived violations of the CVFS SafeSport Policies, Club Policies, or Codes of Conduct.

It is critical that all members, parents, and volunteers understand that they should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to U.S. Figure Skating or to appropriate law enforcement officials.

**Reporting Procedures**

*Suspicions or Allegations of Child Physical or Sexual Abuse*

1. Report to law enforcement: Suspicions or allegations of child physical or sexual abuse should be reported first to Washington state or local city law enforcement. Reports can be made by phone at (360) 704-2410 or online at: http://www.wsp.wa.gov/crime/mectf.htm
2. Report to U.S. Figure Skating: Suspicions or allegations of child physical or sexual abuse should be reported to U.S. Figure Skating by sending a detailed description of the abuse situation to [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org)
3. Report to Cascade Valley Figure Skating Club: Suspicions or allegations of child physical or sexual abuse should be reported to any of the CVFSC Reporting Contacts. Names of current contacts can be found on the club website at www.cascadevalleyskating.com
   1. CVFSC SafeSport Compliance Chair
   2. CVFSC Board President
   3. Any CVFSC Board Member

It is possible that a coach, member, parent, volunteer, or other participant may witness behavior intended to “groom” a child for sexual abuse. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to U.S. Figure Skating or any of the Cascade Valley Figure Skating Club SafeSport Reporting Contacts.

*Violations of Cascade Valley Figure Skating Club SafeSport Policies or USFS SafeSport Program Handbook*

1. Report to U.S. Figure Skating: Violations of any of the Cascade Valley Figure Skating Club SafeSport Policies or the USFS SafeSport Program Handbook should be reported to U.S. Figure Skating by sending a detailed description of the violation to [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org).
2. Report to Cascade Valley Figure Skating Club: Violations of any of the Cascade Valley Figure Skating Club SafeSport Policies or the USFS SafeSport Program Handbook should be reported to any of the Cascade Valley Figure Skating Club Reporting Contacts as listed above.

***Failure to appropriately report, making a false report, or retaliating against a reporter are violations of the USFS SafeSport Program Handbook, the Cascade Valley Figure Skating Club SafeSport Policies, and U.S. Figure Skating’s Policy on Harassment and Abuse.***

***Violations of CVFSC Policies or Codes of Conduct***

Violations of Cascade Valley Figure Skating Club Club Policies or Codes of Conduct should be reported to any of the Cascade Valley Figure Skating Club Reporting Contacts as listed above. For a violation of a Code of Conduct, the member may file a written complaint with the Cascade Valley Figure Skating Club Board of Directors. Depending on the severity of the offense, discipline may include the following:

* First offense: Club member will be contacted and addressed verbally (in private) regarding the nature of the violation. The club compliance chair and one other board member will review the violated policy with the transgressor to assure their understanding of the policy. If the transgressor is a minor, the parent will also be contacted and present during the educational review process.
* Second offense: Club member will be removed from the activity and given a written warning. A follow-up meeting with the member and/or member’s parents, club compliance chair and secondary board member will be held to notify transgressor of the violation, review the policy again and will be restricted from participating in the activity in the future. The compliance chair may choose the length of the restriction and any other stipulations to participation in other club events.
* 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. **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.**

***Confidentiality***

Cascade Valley Figure Skating Club and U.S. Figure Skating will maintain confidentiality with respect to the complaint, complainant, victim, accused, and other information related to the report and incident(s) until “notice” must be given about a suspension or the outcome of any proceedings.

Reports can be made anonymously, however, there must be enough detailed information within the report to allow U.S. Figure Skating or Cascade Valley Figure Skating Club to investigate the claim.

Washington state law allows for the protection of the identity of a child abuse/neglect reporter.

**When in doubt – report!** If you have questions or concerns, ask any of the Cascade Valley Figure Skating Club Reporting Contacts, or send an email to U.S. Figure Skating at [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org).

More information on the SafeSport Program can be found on the Cascade Valley FSC website at [www.cascadevalleyskating.com](http://www.rmfsc.org) or the U.S. Figure Skating website at [www.usfsa.org](http://www.usfsa.org).

1. Adopted May 25, 2014 [↑](#footnote-ref-1)