



BISMARCK
FIGURE
SKATING CLUB

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CODE OF CONDUCT

The *Bismarck Figure Skating Club* supports a zero tolerance policy for unsportsmanlike behavior. Its members, coaches and parents should continually raise the standard of behavior both on and off the ice.

Membership in the *Bismarck Figure Skating Club* is a privilege and should carry a sense of pride. Participation in programs offered will require that members and parents accept certain responsibilities.

Member Responsibilities:

- I will not verbally or physically abuse any of my fellow members, other USFS members, USFS officials, Club Board Members, volunteers, or coaches.
- I understand that poor sportsmanship, on or off the ice, will not be tolerated.
- I will also read and follow the Code of Conduct provided by BFSC.

Parent/Guardian Responsibilities:

- I will encourage sportsmanship by showing positive support for all members, coaches, board members, club officers, and other officials during all on and off ice sessions.
- I will encourage my child to treat all other members, coaches, board members, club officers and other member's parents and other officials with respect.
- I will refrain from coaching my child or "manipulating" other members during any on and off ice sessions.
- I will not verbally, mentally, or physically abuse any club members (including my own child), coaches, club officers, officials, or other club volunteers.
- I will represent myself positively and not undermine the authority of coaches, club board members or officers, officials or other club volunteers.
- I will also read and follow the Code of Conduct provide by BFSC.

COURSE OF ACTION:

Should a parent or member not adhere to the above or the Code of Conduct, the *Bismarck Figure Skating Club* holds the member and/or parent accountable and the Board of Directors is empowered to take necessary action. Actions could be as simple as a verbal or written warning to the parent or member up to disciplinary hearings before the Conflict Resolution Committee leading to suspension or expulsion from the *Bismarck Figure Skating Club*. All decisions of the Board of Directors are final and binding.

Signature (member)

DATE

Signature (parent/guardian)

DATE

IMPLEMENTATION (Conflict Resolution):

ATTEMPT AT RESOLUTION PRIOR TO THE FILING OF THE WRITTEN COMPLAINT

The *Bismarck Figure Skating Club* encourages all club member to make every reasonable effort to address their concerns and resolve their issues(s) with another club member informally before filing a formal written grievance. It is in the best interest of all involved with the BFSC if we are able to resolve our differences on our own, without the need for a formal grievance. Also, please remember the Codes of Conduct in addressing these issues privately. Please do not raise an issue or a difference in a setting where other members of the Club are present, especially the children. BFSC recommends that the matter be addressed either outside of the ice rink or in a setting outside of the view and hearing of others.

If you are unable to resolve your grievance informally and wish to have intervention by the *Bismarck Figure Skating Club*, then you must file a formal, written grievance. The procedure for filing a written grievance is as follows:

*Step 1 – Filing of the Written Grievance**

1. *Your written grievance must be filed within 14 days of the event in question.*
2. *The written grievance is considered filed when it is submitted to the President of the Bismarck Figure Skating Club.* The form to complete for a written grievance is attached to this document.
3. The President of the BFSC will acknowledge receipt of the written grievance to the individual(s) filing the grievance.
4. The President of BFSC or a designee will speak with the individual(s) raising the grievance and attempt to resolve the issue prior to the process described in Step 2. If the grievance and/or dispute is able to be resolved to the satisfaction of the individual(s) raising the grievance and the individual(s) raising the grievance has agreed not to proceed to Step 2 of the Grievance Procedure, then the President will report the fact that a grievance was filed and the grievance was resolved, to the Executive Board at the next scheduled meeting.

**If the grievance is being filed against the President or the individual filing the grievance is not comfortable with the President handling the issue, the Vice President or Secretary can fulfill the steps listed in this process where the term "President" is used.*

Step 2 – Distribution of the Formal Written Grievance

Within 15 days of the date that the written grievance is filed, the President will:

1. Provide a copy of the written grievance to the individual(s) whom the grievance addresses.
2. Submit the written grievance to the Conflict Resolution committee.
3. The Conflict Resolution Committee will discuss the matter as a Committee and determine whether a hearing is necessary.

Step 3 – Hearing on Grievance

1. If deemed necessary and appropriate, a Grievance Hearing date will be scheduled and all parties are required to appear in front of the Conflict Resolution Committee.
2. Prior to the Hearing, the individual(s) to whom the grievance is addressed will be afforded an opportunity to respond in writing and the same will be provided to all members of the Conflict Resolution Committee, as well as the individual(s) who filed the grievance. The time intervals for the written responses will be established at the time that the Hearing date is scheduled.

Step 4 – Determination of the Committee

If the Conflict Resolution Committee finds the accused member, parent/guardian and/or professional/coach guilty of a violation, the Committee may recommend to the Board a penalty for misconduct. All disciplinary action will be determined on a case-by-case basis. The board will vote on a disciplinary action based on the Committee recommendation.

Disciplinary Actions

The Bismarck Figure Skating Club values its members and believes that immediate termination of membership/contract is appropriate only in serious cases of misconduct. Consistent with this belief, it is the BFSC's general policy to correct misconduct before it rises to a level requiring discharge. Accordingly, the BFSC has the option of using the following progressive discipline process:

Step 1: Verbal Warning

Step 2: Written Reprimand

Step 3: Suspension and/or Termination of Membership

Because some misconduct warrants skipping steps in the process, the BFSC reserves the right to immediately terminate a membership/contract or skip any step(s) in the progressive discipline process. The decision of the BFSC in this process will be final and binding.

Bismarck Figure Skating Club

Grievance Form

NAME: _____

PHONE: _____

EMAIL: _____

You must provide the following information in the grievance report:

1. The date, time, and place of the event in question:

2. A specific statement of the written code of conduct, policy, and/or procedure violated. What action or conduct constituted the violation and what happened? Who was involved

Total number of pages attached _____

3. The resolution or remedy you want the Conflict Resolution Committed to take.

Total number of pages attached _____

4. Are there any witnesses? Will they be willing to testify if needed? If yes, please provide name(s) and phone number or email addresses.

