



Colonial Figure Skating Club Safety Report

Colonial Figure Skating Club (CFSC) strives to provide a healthy and supportive Club environment that ensures the safety and well-being of its members. The environment must be free of misconduct or harassment. The club will not tolerate any form of misconduct by any of its members, and will address any such concerns in a consistent, fair and timely manner. As a member of U.S. Figure Skating, CFSC complies with all SafeSport requirements, and this reporting portal is intended to provide a safe and easy way for individuals to report their concerns.

Misconduct that includes the following types of actions should be reported both to CFSC using this form, and to USFS, following instructions found at the end of this form.

- On ice rule infractions
- Off ice rule infractions
- Skater Code of Conduct infractions
- Professional Member Code of Conduct infractions

All individuals, regardless of membership with CFSC or U.S. Figure Skating, are encouraged to report suspected ethical violations and violations of SafeSport - <https://usfigureskating.i-sight.com/portal>.

All reports are kept strictly confidential by Colonial staff and appropriate committee members. Reports may be submitted anonymously, however, providing your contact information is helpful to a timely and thorough investigation. A person reporting alleged misconduct should not fear retribution when filing a report he/she believes to be true.

NOTE: A report of abuse, misconduct or other violation that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of CFSC and SafeSport policies, and grounds for disciplinary action.

All reports will be addressed within 14 days of receipt. However, please note that the resolution may take longer, depending on the nature of the reported incident.



Colonial Figure Skating Club Safety Report

INCIDENT REPORT

Please provide information about the incident or concern. Providing your name and contact information is not required, but may be helpful to a timely response. If there is a victim (or victims) of misconduct, providing their name and contact information is also helpful.

What is your first and last name?

How do you want to be contacted?

☐ Phone

☐ Email

What is the best phone # or email address to reach you? Is there a particular time of day that is best?

Please describe the incident and people involved. If you would prefer to receive a phone call instead of completing this form, please simply type, "PLEASE CALL ME." If you do complete the form, helpful information includes: Name of person you are reporting, names of any victims, names of any witnesses, date of incident, what happened, was it a one-time incident or is it ongoing, and if a minor is involved, parent/guardian information you know it.



Colonial Figure Skating Club Safety Report

Please attach any documents or photos you feel may be helpful to an investigation of this incident.

If you have any questions or would like to speak to someone, please contact the Executive Director by stopping in at the Colonial office, email kimbery@colonialfsc.com or call 978-263-3450.

IMPORTANT REMINDER: Misconduct that includes the following types of actions MUST ALSO be reported to USFS, following instructions found here <https://www.usfigureskating.org/safesport>

- Sexual misconduct
- Physical misconduct
- Emotional misconduct
- Bullying, threats and harassment
- Hazing
- Willfully tolerating misconduct

All individuals, regardless of membership with CFSC or U.S. Figure Skating, are encouraged to report suspected ethical violations and violations of SafeSport by using this form.