

Job Description

SCOPE:

The primary role of the Club SkateSafe® Compliance Chair is to oversee compliance with U.S. Figure Skating's SkateSafe® policies within their local club. The Chair will serve as the club liaison to U.S. Figure Skating's SkateSafe® team and will work within their local club to facilitate implementation of all applicable aspects of the SkateSafe® Program.

QUALIFICATIONS:

The Club SkateSafe® Compliance Chair must be 18 or older and a current member of U.S. Figure Skating in good standing, a home club member and preferably, where feasible, not a current board member of the respective club.

The Club SkateSafe® Compliance Chair must meet U.S. Skating's SkateSafe® compliance requirements (pass a U.S. Figure Skating approved background check and complete the U.S. Center for SafeSport's online SafeSport™ Training).

JOB DESCRIPTION:

1. Compliance
 - Oversee the drafting and implementation of club policies and best practices based upon the minimum requirements and recommendations of U.S. Figure Skating's SkateSafe® program.
 - Communicate compliance requirements to Participants and volunteers within the club as outlined in U.S. Figure Skating's [SkateSafe® Handbook](#) and [Rulebook](#) (i.e., Coach, Athlete, Official, etc. – compliance requirements vary depending on the individual's role).
 - Verify all club Participants and required volunteers participating in club and U.S. Figure Skating-sanctioned events and activities are compliant per U.S. Figure Skating rules and policies.
2. Routinely audit club compliance by using the Full Compliance Report located in the SkateSafe® Compliance section of [Members Only](#).
 - Serve as the club's primary SkateSafe® contact for U.S. Figure Skating.
 - Engage club Members by utilizing available SkateSafe® and U.S. Center for SafeSport educational programs and resources.
 - Participate in SkateSafe® education workshops/webinars as provided by U.S. Figure Skating, collect, and share information with club members and parents about the SkateSafe® program and disseminate information to them on best practices.
3. Conflict Resolution Management
 - Understand the SkateSafe® and U.S. Center for SafeSport complaint reporting structure and applicable mandatory reporting requirements in order to appropriately respond to allegations of abuse and misconduct.
 - Promote conflict resolution at the club level to address alleged misconduct or unprofessional conduct that does not rise to the level of being a SkateSafe® violation.
 - Maintain detailed records of all reports directed through the club's conflict resolution process including inquiries and outcomes.
 - Maintain confidentiality for all matters handled through the club's dispute resolution process, U.S. Figure Skating's SkateSafe® Program, and/or the U.S. Center for SafeSport's response and resolution process.
4. Perform other functions within the club as necessary in the fulfillment of U.S. Figure Skating's continuing efforts to foster safe, healthy, and positive environments for its members.