

SkateSafe® Procedures for Event, Program and Activity Organizers

OVERVIEW:

This document outlines what steps event, program, and activity organizers must take to pre-authorize event and activity access for all registered Participants and event personnel which will include, but is not limited to, volunteers, medical personnel, coaches, officials, and athletes. In this document, organizers are defined as U.S. Figure Skating clubs, teams, organizations, and Learn to Skate USA® Programs in their entirety or as a facilitator of the event, activity, or program.

The following requirements must be adhered to at all U.S. Figure Skating sanctioned events, Compete USA approved events, U.S. Figure Skating and Learn to Skate USA® programs and activities. It is the responsibility of each U.S. Figure Skating and Learn to Skate USA® event, program, and activity organizer to monitor and enforce the requirements set forth in this document.

U.S. Figure Skating and/or the U.S. Center for SafeSport may audit any U.S. Figure Skating event, program, or activity at any time to verify compliance with the requirements within this document and other U.S. Figure Skating/Learn to Skate USA rules and policies. These random audits may occur either in person or through a digital request for event information.

Failure to abide by the requirements within this document may impact a club/program's (organizer) active status within U.S. Figure Skating or Learn to Skate USA®. Disciplinary action for failure to abide by these requirements may include, but is not limited to, removing an organizer, club, or program's ability to host a U.S. Figure Skating, Compete USA or Learn to Skate USA® event, program or activity in the future.

SECTION 1: COMPLIANCE REQUIREMENTS AND CREDENTIALING

Organizers must verify compliance for all individuals identified in a compliance group as outlined in the [U.S. Figure Skating SkateSafe® Handbook](#) and [Rulebook](#). This includes identified compliance roles, such as coaches, instructors, and officials, along with other Adults who are determined to have regular contact with or authority over Minor Athletes. Regular contact is defined as ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any Minor Athlete(s).

If a person is missing one or more compliance components, they are not permitted to participate in the role that requires compliance. This includes missing waivers, SafeSport™ Training, a U.S. Figure Skating approved background check, Coach I.C.E., Learn to Skate USA® instructor course, etc.

If an organizer has questions about who requires compliance or how to verify compliance, they may contact skatesafe@figureskating.org.

The above compliance verification applies to day-of or last-minute Participants (including volunteers, coaches, etc.). Credentialing is strongly recommended for all events and activities.

SECTION 2: FIGURE SKATING BANNED AND SUSPENDED VERIFICATION

Organizers are required to ensure that no Participants or personnel for their event/activity are currently listed as being banned, suspended, on Administrative Hold, or ineligible on the [U.S. Figure Skating's banned/suspended list](#). This includes any walk-up registrations/volunteers.

Organizers can access the list of individuals with an Administrative Hold [here](#). This document is password protected and is only to be accessed by event, program, and activity organizers as well as club and program leadership. These individuals may contact skatesafe@usfigureskating.org to request access to the document. Note that when this list is emailed to organizers and leaders twice annually, the email includes the password.

Organizers must prevent individuals on the Administrative Hold list from participating and must notify U.S. Figure Skating and/or the U.S. Center for SafeSport immediately when an individual on Administrative Hold has attempted to participate in any capacity, including as a volunteer.

Immediately before and throughout the event/activity/program, organizers must verify the final Participant and personnel lists for their event/activity/program against the [U.S. Figure Skating banned/suspended list](#) and [Administrative Hold list](#) as both can be updated daily. Any person listed as being banned, suspended, or on Administrative Hold at the time of or during the event must be prohibited from participating in any capacity (i.e., coach, athlete, vendor, volunteer, etc.).

If you are using EMS for event management; banned, suspended, and Administrative Hold Participants and personnel will be automatically prevented from registering with or checking into your event. Organizers using any other event management software will be required to manually verify that Participants and personnel are NOT listed on the banned/suspended list. This can be accomplished by searching [U.S. Figure Skating's banned/suspended list](#) and the [Administrative Hold list](#) for event Participants and personnel who are members of U.S. Figure Skating and have had their ability to participate restricted or revoked.

In addition, all organizers may utilize the U.S. Center for SafeSport's [Centralized Disciplinary Database](#) to easily search for Participants and personnel who may be temporarily suspended, deemed as ineligible, or otherwise have had their ability to participate restricted by the U.S. Center for SafeSport or another National Governing Body (i.e., USA Hockey, US Speedskating, etc.)

Regardless of a person's sport affiliation(s), sanctions which impact a person's ability to participate per the Centralized Disciplinary Database apply to their participation in U.S. Figure Skating sanctioned events, Compete USA approved events, U.S. Figure Skating and Learn to Skate USA® programs and activities.

SECTION 3: COMMUNICATION OF U.S. FIGURE SKATING SKATESAFE® POLICIES AND REPORTING PROCEDURES

Prior to each event, through the registration process or some other form of electronic communication, all registered Participants and event personnel must receive a copy of U.S. Figure Skating's SkateSafe® Handbook.

Further, organizers must communicate to all registered Participants and event personnel that they will be required to adhere to U.S. Figure Skating's SkateSafe® Handbook, which includes mandatory reporting requirements, for the duration of the event.

An example of an email to registered Participants and event personnel can be found below:

Dear [Participant or personnel],

In preparation for the upcoming [insert event/program/activity name], please ensure that you are aware of and familiar with the policies within the [U.S. Figure Skating SkateSafe® Handbook](#). All Participants and personnel are required to adhere to these policies for the duration of the event/activity/program. In addition, Adult Participants are required to be familiar with and adhere to the SkateSafe® Travel Policy located within this document.

As a reminder, all Adult Participants of U.S. Figure Skating are mandatory reporters and must report sexual misconduct and child abuse to [the U.S. Center for SafeSport](#) and to local law enforcement. All other violations, such as emotional and physical misconduct, bullying, harassment, or violations of the U.S. Figure Skating SkateSafe® Handbook, must be made directly to [U.S. Figure Skating](#).

If you registered for this event on behalf of a family or team member, we ask that you forward this message to them for review.

Please contact skatesafe@usfigureskating.org for more information. Sincerely,

[Organizer]

Organizers at sanctioned events, activities, and programs must have a process for communicating U.S. Figure Skating's SkateSafe® Handbook (which includes reporting requirements and protocol) to day-of registrants and volunteers. This can be accomplished by instructing day-of registrants to scan a QR code leading to the handbook upon registration, or by using another method the organizer chooses that meets this requirement. A downloadable SkateSafe® branded poster with a QR code leading to the SkateSafe® Handbook and reporting form can be found [here](#).

Upon request by U.S. Figure Skating, organizers will be required to provide proof that this information was sent to event Participants and personnel. For this reason, event organizers are encouraged to keep a record of this communication.

SECTION 4: ADHERENCE TO U.S. FIGURE SKATING SKATESAFE® POLICIES

Organizers should proactively complete a risk assessment related to U.S. Figure Skating's SkateSafe® Handbook policies and eliminate all areas of vulnerability or concern that may exist. This includes eliminating or restricting access to hallways, offices, or other rooms that will not be monitored. Below is a list of areas to be assessed for risk. Please note that this is not intended to be an exhaustive list.

Areas of assessment:

One-on-One Interactions:

- Check the venue for areas where one-on-one interactions could occur and determine how this could be eliminated (e.g., lock doors, post signs, put up stanchions to limit access).
- If there are rooms or hallways that are not being used or monitored, eliminate or restrict access.
- Actively monitor to ensure all interactions between Minor Athletes and unrelated Adult Participants are observable and interruptible and determine a method or point person to provide Two-Deep Leadership as needed.

Locker Rooms/Changing Areas

- Post the locker room policy outside of the locker room/changing area.
 - Printable locker room policies and signs can be found [here](#).
- Assign a SkateSafe® compliant (requires U.S. Figure Skating approved background check and completed SafeSport™ Training) locker room monitor who will ensure regular and random monitoring of the locker room/changing area.
 - A locker room monitor job description can be found [here](#).
- If ready rooms are being utilized, ensure doors remain open, signs are posted, and no changing/undressing takes place.
 - A printable ready room sign can be found [here](#).

Electronic Communications

- Any electronic communication being sent to a Minor Athlete must include at least one of the following Adults:
 1. The Minor Athlete's parent or permanent legal guardian
 2. An Adult Immediate Family Member of the Minor Athlete
 3. Another Adult Participant (i.e., an Adult Athlete, Team Leader, Coach, Club Board Member)
- If a Minor Athlete initiates electronic communication without copying another Adult, the Adult must include one of the Adults listed above in their response.

SkateSafe® Travel Policy

- Event Participants must adhere to the SkateSafe® Travel Policy located on page 12 of the [U.S. Figure Skating SkateSafe® Handbook](#).

For more information about these procedures, please contact us at skatesafe@usfigureskating.org.

SECTION 5: CHECKLIST

Name of Event _____ Date of Event _____

Person(s) responsible for ensuring the event is compliant with the requirements herein:

Section 1: Compliance Requirements and Credentialing

- Run list of registered Participants requiring compliance Date _____
- Verify participant compliance in EMS OR manually with the [Compliance Report](#) Date _____
- Run list of registered participants who are not compliant/cannot participate Date _____
- Create plan for day-of/last minute volunteers/participants (e.g., how to verify their compliance and banned/suspended status) Date _____
- Create plan to educate registration volunteers on verifying compliance and banned/suspended status Date _____
- Best Practice: Notify registered participants who are not compliant prior to event Date _____
- Best Practice: Plan for addressing non-compliance at check-in Date _____
- Best Practice: Print credentials for event (withhold anyone who is not compliant) Date _____

Section 2: U.S. Figure Skating Banned and Suspended Verification

- 1st time: Compare personnel and registered participant list to [Banned/Suspended list](#) Date _____
- 2nd time: Compare personnel and registered participant list to [Banned/Suspended list](#) Date _____

Section 3: Communication of U.S. Figure Skating SkateSafe® Policies and Reporting Procedures

- Share [SkateSafe® Handbook](#) link in Event Announcement Date _____
- Send communication to personnel and participants including [SkateSafe® Handbook](#) and required adherence to policies (a sample can be found in this document) Date _____
- Access to SkateSafe® Handbook for walk-up participants (e.g., [SkateSafe® flyer](#)) Date _____

Section 4: Adherence to U.S. Figure Skating SkateSafe® Policies

- Walk through facility and perform SkateSafe® Risk Assessment Date _____
- Plan to limit one-on-one interactions Date _____
- Plan for locker rooms Date _____
- Plan for electronic communication (i.e., Two-Deep Leadership) Date _____
- Plan for Travel Policy Date _____

