



Reporting Policy

It is the policy of JFSC 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 JFSC 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

Suspicious or Allegations of Child Physical or Sexual Abuse

1. Report to law enforcement: Suspicious or allegations of child physical or sexual abuse should be reported first to Wisconsin law enforcement. Reports can be made by phone to Janesville Policy Department, Rock County Human Services, or online at: <http://dcf.wisconsin.gov/default.htm>
2. Report to U.S. Figure Skating: Suspicious 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
3. Report to JFSC: Suspicious or allegations of child physical or sexual abuse should be reported to any of the JFSC Reporting Contacts:
 - a. Michelle Cordio, SafeSport Compliance Chair
 - b. Erica Boehlke, JFSC Board President
 - c. Tonyia Fulton, JFSC Board Member
 - d. Danielle Rogacki, JFSC Board Member
 - e. Tracy Hegg, JFSC 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 JFSC SafeSport Reporting Contacts.

Violations of JFSC SafeSport Policies or USFS SafeSport Program Handbook

1. Report to U.S. Figure Skating: Violations of any of the JFSC 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.
2. Report to JFSC: Violations of any of the JFSC SafeSport Policies or the USFS SafeSport Program Handbook should be reported to any of the JFSC Reporting Contacts as listed above.

Failures to appropriately report, making a false report, or retaliating against a reporter are violations of the USFS SafeSport Program Handbook, the JFSC SafeSport Policies, and U.S. Figure Skating's Policy on Harassment and Abuse.

Violations of JFSC Club Policies or Codes of Conduct

Violations of JFSC Club Policies or Codes of Conduct should be reported to any of the JFSC Reporting Contacts as listed above. For a violation of a Code of Conduct, the member may file a written complaint with the JFSC Board of Directors pursuant to Article X of the JFSC by-laws. Depending on the severity of the offense, discipline may include the following:

First offense: club member will be addressed verbally (in private) regarding the violation.

Second offense: club member will be removed from the activity and given a written warning. A meeting with the member and/or member's parents may be held.

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

JFSC 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 JFSC to investigate the claim.

Wisconsin 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 JFSC Reporting Contacts, or send an email to U.S. Figure Skating at safesport@usfigureskating.org.

More information on the SafeSport Program can be found on the JFSC website at www.janesvillefsc.org or the U.S. Figure Skating website at www.usfsa.org.