



OFFICIALS' POLICY MANUAL

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Table of Contents

OFFICIALS' CODE OF CONDUCT.....	2
INTRODUCTION.....	3
DEFINITIONS.....	4
INTERPRETATION.....	4
GENERAL PRINCIPLES.....	5
FURTHER EXPLANATORY NOTES TO THE CODE OF CONDUCT.....	6
GENERAL RULES.....	7
ANTI-DOPING RULES OF IMPAIRED SKATING.....	19
IMPAIRED SKATING EQUITY POLICY.....	26
CHILD AND VULNERABLE PERSON PROTECTION PROCEDURES.....	29

OFFICIALS' CODE OF CONDUCT

NOTES TO RECIPIENTS OF THE CODE OF CONDUCT

BY

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1. This document is based on the Officials' Code of Conduct that I prepared on behalf of the National Ice Skating Association of the United Kingdom. In putting together that document I had the benefit of the drafts prepared earlier by Noel Grimshaw, materials sent from Canada, the Lawn Tennis Association, Sports Coach UK and my own experience of creating and working within a system of regulation for the securities industry. I would like to extend my thanks to them again for the benefit of their documents and for sharing their expertise. That earlier version of the code is now being applied and developed to incorporate the United Nations Convention of the Rights of Persons with Disability and the additional procedures and officials necessary to allow impaired and vulnerable skaters to participate in competitions and events. The provisions of this Code are however of general application to all skaters and officials as they seek to establish and maintain the highest ethical standards possible and will apply at all times.
2. It is intended that this code should be capable of application to all officials within ice-skating. This includes figure, dance, coaching, speed, synchronised skating and employees of the Association. It will also apply to the Classification Panel and the facilitators.
3. The code takes the form of a general code of principles and rules. Guidance notes are attached to the relevant provisions to provide more specific guidance on a particular matter if it is thought appropriate. The code may be applied to any special situations through the interpretation of the general code provisions in the light of the spirit of the Code.

INTRODUCTION

1 THE CODE OF CONDUCT

The Code of Conduct sets out General Principles, more detailed Rules and Guidance Notes on the interpretation of the general principles. In general the Code of Conduct outlines standards of behaviour in competence, integrity and impartiality.

Persons acting as officials should be aware that the spirit as well as the precise wording of the General Principles and the ensuing Rules must be observed. Moreover, it must be accepted that the General Principles and the spirit of the Code will apply in areas or circumstances not explicitly covered by any rule.

In making a decision about the propriety of a particular action, whether or not it is covered specifically by a rule or guidance note in this Impaired Skating Code of Conduct, ask yourself the following question: "would I feel comfortable by explaining this action to my family or close friends or seeing my action reported on the front page of the association/ national / local newspaper?" Impaired Skating, your fellow members and yourself are best served when your answer is an unqualified "Yes".

2 THE PURPOSE OF THE CODE

The purpose of this Code of Conduct is to advise all officials on appropriate ethical behaviour in the context of Impaired Skating and its related activities. The code seeks to define the official's role in the context of Impaired Skating, the principles officials stand for, how official functions are performed within Impaired Skating and to outline appropriate conduct for officials.

3 THE ROLE OF IMPAIRED SKATING

Impaired Skating recognises that it has an obligation to its members, employees and the communities where it operates, to observe and maintain the highest standards of integrity and ethics. These standards are expressed in the Code of Conduct and they must be upheld and complied with by Impaired Skating. Impaired Skating must also ensure that all officials who are acting on behalf of Impaired Skating uphold and comply with these standards.

4 THE ROLE OF OFFICIALS

Judges, referees, elected members and all other officials and coaches are official representatives of Impaired Skating and will at all times conduct themselves in a manner befitting such a privileged position. They will also be held responsible for seeing that all rules and policies of Impaired Skating are observed on any occasion when they are present.

5 THE ROLE OF STAKEHOLDERS

The mission of Impaired Skating can only be accomplished if all stakeholders involved in the sport of ice-skating, including skaters, skater's parents, officials, coaches etc., share a common vision and understanding of their role in the creation of a positive skating environment for all involved. This requires a positive learning environment and a supportive framework for all concerned. Impaired Skating recognises the importance of the contribution by all stakeholders to the creation of a positive skating environment within which all individuals can ultimately benefit.

6 OFFICIALS STATEMENT OF ACCEPTANCE

The importance of establishing and maintaining appropriate ethical behaviour in the pursuit of the objectives of Impaired Skating falls on and must be accepted by all officials who act on behalf of Impaired Skating. To further this policy all officials who are subject to official procedures of appointment, will be required to acknowledge in writing that he or she has received and reviewed a copy of this Code of Conduct and that he or she agrees to be bound by and comply with the Code of Conduct. Where there is no official appointment procedure the official will still be expected to comply with the Code of Conduct and the responsibility for ensuring that the Code of Conduct is complied with will rest with the official who has exercised his or her delegated authority to appoint the official on an informal basis.

DEFINITIONS

CODE OF CONDUCT	The code of conduct is the Impaired Skating Code of Conduct. All Impaired Skating policies contained within the Impaired Skating Policy Manual are deemed to be included and governed by the Impaired Skating Code of Conduct.
CONFLICT OF INTEREST	<p>A conflict of interest arises when you permit the prospect of direct or indirect personal gain to influence you.</p> <p>Personal gain arises when you or persons connected to you, through family connection or otherwise, may benefit directly or indirectly.</p> <p>Influence arises when your judgement and actions are no longer independent and free from bias or more generally when you favour some one else's interest over that of Impaired Skating and the correct performance and conduct of Impaired Skating business, functions and activities generally.</p>
ETHICAL	Ethics are those matters pertaining to morals or moral principles; philosophy, which governs human character and conduct, i.e. the distinction between right and wrong and/or moral duty and obligations to the community.
IMPAIRED SKATING	Impaired Skating or IS refers to the Global Project for Impaired Skating and the organisation known as Impaired Skating which will upon incorporation be a Scottish Charitable Incorporated Association.
JUDGES	Reference to judges is deemed to include all persons who are involved in evaluating skating performances on an official basis and where appropriate the technical panel members and the Classification Panel members
OFFICIALS	All individuals who are acting in an official capacity on behalf of Impaired Skating and individuals who may be providing assistance at an event sanctioned and/or permitted by Impaired Skating (e.g. Test organiser, Event Co-Ordinator, Results Official, Judge, Referee, Classifiers, Technical Panel, Facilitators, employees, elected representatives of Impaired Skating and coaches where appropriate). The term "official" will apply to coaches where relevant as specified under the code.
STAKEHOLDERS	All skaters, parents or guardians of skaters, officials, judges and referees, coaches, employees and official representatives of Impaired Skating.

INTERPRETATION

- Where appropriate the singular includes the plural and vice versa.
- Where appropriate the masculine includes the feminine and vice versa.

GENERAL PRINCIPLES

1. All stakeholders in the Impaired Skating must be treated equally and their rights as individuals must be respected.
2. All officials must be competent.
3. All officials must act fairly, honestly and with integrity.
4. All officials must be independent and impartial.
5. All officials must use every endeavour to avoid any actual or potential conflict of interest.
6. All officials must avoid any activities that could lead to the Impaired Skating and its activities being brought into disrepute.
7. All officials must act in a manner appropriate to the office that they hold.
8. All officials must not improperly divulge any confidential information that they have obtained about any stakeholder in the course of acting in their office or otherwise.
9. All officials must use every endeavour to promote Impaired Skating, its activities and the sport of ice-skating in general.
10. All officials must promptly report to Impaired Skating all violations that come to the official's attention.

FURTHER EXPLANATORY NOTES TO THE CODE OF CONDUCT

(August 2011)

- Officials may find it helpful to read the following notes prior to reading the main document.
- Impaired Skating may appoint a complaints officer and devise a complaints procedure.
- All persons who are subject to the Code of Conduct are deemed to be subject to the Complaints procedure and must abide by any decision imposed by the Impaired Skating Board. In making any decision the Impaired Skating Board should take into account the advice of the duly appointed Complaints Officer.
- For competitions the local helpers, parents etc. do not have to sign the code or even be Impaired Skating members, but the club/rink must confirm that all helpers will be made aware of the code and contents.

GENERAL RULES

1 THE APPOINTMENT OF OFFICIALS

- 1.1 All officials must provide Impaired Skating with accurate and reliable information at all times.
- 1.2 All officials appointed under formal appointment procedures must acknowledge in writing that he or she has reviewed a copy of the Code of Conduct and that he or she agrees to be bound by and comply with the Code of Conduct.
- 1.3 All officials appointed under formal appointment procedures must maintain membership in good standing with Impaired Skating.
- 1.4 All officials must inform Impaired Skating of any change in circumstances that may affect" their ability to perform the functions of their position, at present or in the future, as soon as it is reasonably practical to do so.
- 1.5 Officials must report any criminal conviction by a court of law, disciplinary proceedings by an employer leading to dismissal from employment or any related court proceedings that have not resulted in conviction as soon as it is reasonably practicable to do so.

Guidance Note 1: Judges are expected to maintain the highest standards of fairness, integrity and honesty.

Guidance Note 2: Any conviction by a court of law, disciplinary proceeding or any related court proceeding is capable of reflecting adversely on the official and Impaired Skating and may affect the ability of the official to perform the functions of their position.

- 1.6 Officials are required to certify that they are not known to ANY Social Service Department or any similar agency as being an actual or potential risk to children and vulnerable persons; that they have not been disqualified or prohibited from fostering children and vulnerable persons or had any rights or powers in respect of any child or vulnerable person vested in or assumed by a local authority; or been ordered to have any child ordered to be removed from their care.
- 1.7 Officials may periodically be asked to confirm in writing that they have complied with the Code of Conduct.
- 1.8 Impaired Skating or any of its authorised agents or officials may as principal appoint Officials on an informal ad hoc basis without requiring such persons to become members of Impaired Skating or formally sign the 'Official Statement of Acceptance'. Where officials are appointed on an informal basis then such persons must agree to comply with the Code of Conduct in all other respects and the principal is responsible for ensuring that such persons comply with the Code of Conduct. Judges, Test Organisers or other officials of a similar level of responsibility must not be appointed on an informal ad hoc basis

2 ALL OFFICIALS MUST BE COMPETENT

- 2.1 All officials must be physically competent to perform the office that they hold.
- 2.2 Officials must not officiate while under the influence of alcohol or drugs, which impact on their ability to perform their functions as an official.
- 2.3 All officials must be technically competent to perform the office that they hold and must confine their practice to those areas of practice where they are competent.

Guidance Note 1: All judges and officials must be fully aware of the rules for tests, competitions and championships at the level appropriate to the functions being carried out by that judge and official.
- 2.4 All officials must understand and comply with the standards for officiating, the legal requirements and internal policies and procedures that apply to the duties assigned to the official, as defined by the general law, the Impaired Skating regulations, rules and policies, and where appropriate, the ISU regulations, rules and policies and any regulations, rules and policies of any national or international governing body of sport where relevant.
- 2.5 All officials must maintain competence to perform the functions of the office that they hold by continually pursuing continuing education or where appropriate technical upgrading in their knowledge of skating and of related fields beneficial to skating (for example the performing arts, sports science, sport psychology, etc.) and by complying with any activity, training, seminar, upgrading, or other certification requirements as determined by Impaired Skating from time to time.

3 ALL OFFICIALS MUST ACT FAIRLY, HONESTLY AND WITH INTEGRITY

- 3.1 All officials must exhibit the important character traits of fairness, honesty, integrity, independence, impartiality, reliability, dependability and co-operation when dealing with all participants in skating so as to bring credit to officiating.

Guidance Note 1: If any of these character traits are put into question then the official must voluntarily stand down until these character traits can be clearly established.

Guidance Note 2: The onus is on the official to establish that they exhibit these important character traits at all times.

Guidance Note 3: Where an official is not able to demonstrate that they exhibit these important character traits then the official may be removed from office forthwith.

- 3.2 All officials must be independent and free from bias.

Guidance Note 1: Test and competition organisers should arrange tests and competitions fairly, independently and free from any external influence from coaches, skaters or their parents and follow the general procedures specified by Impaired Skating for this purpose. Deviations from the general procedures should be explained in advance to the skater, the coach and the parents of the skater (where the skater is below the age of 18) if they are present and where it is practicable to do so, if such deviation could cause unfairness to the skater.

Guidance Note 2: Test or competition organisers must not disclose to the skaters, parents or coaches the judges or officials that they are intending to use for a test or competition.

- 3.3 All officials must be seen to be independent and free from bias.

Guidance Note 1: When judging, judges must mark independently and from the commencement to the conclusion of the event they must not discuss or converse with any person, except where appropriate the Referee and /or Assistant Referee of that event, one's own assessment or marks or the assessment or marks of other judges.

- 3.4 All officials must maintain objectivity and integrity of judging by assessing a performance based on sound technical knowledge. When judging to mark only the skating being performed without bias or prejudice.

Guidance Note 1: Judges and officials should not be influenced by audience approval / disapproval, the reputation and/or the past performance of the skater.

Guidance Note 2: Judges must not use previously prepared marks.

Guidance note 3: Judges must not keep private protocols and/or notes.

Guidance Note 4: Judges must not write down other judge's marks.

Guidance Note 5: When attending the event review meeting judges and referees should present their assessment of the performance of the skater or the event in an impartial and technically sound manner while respecting the assessment of one's colleagues.

- 3.5 All officials are responsible for seeing that the Code of Conduct is observed on any occasion when they are present

4 ALL OFFICIALS MUST ACT IN A PROPER MANNER

- 4.1 Officials must not display disorderly or indecent conduct.

- 4.2 Within the limits of their control, officials have a responsibility to ensure as far as possible the safety, health and protection of all persons with whom they work or owe a duty of care to.

Guidance Note 1: Officials have a duty to protect children and vulnerable persons from harm and abuse.

Guidance Note 2: Officials have a duty to protect those who have special needs from harm and abuse where appropriate.

Guidance Note 3: The Facilitator has the primary responsibility to ensure the health, safety and well being of the impaired skater.

Guidance Note 4: If the Facilitator has to take action to ensure the health, safety and well being of the impaired skater then the Facilitator should inform the Referee at the earliest opportunity.

Guidance Note 5: The Referee's decision as to the correct course of action to be taken during the course of the event will be final.

- 4.3 Officials must consistently display high personal standards and project a favourable image of

ice-skating.

- 4.4 Officials should not drink alcohol so soon before officiating that it would affect their competence to officiate, compromise the safety of the skaters or obviously indicate that they had been drinking.

- 4.5 Officials must dress to an acceptable standard.

Guidance Note 1: Personal appearance is a matter of personal taste but the official has an obligation to project an image of health, cleanliness and functional efficiency.

- 4.6 Officials must be punctual.

- 4.7 Officials must fulfil all the obligations of the event they have agreed to officiate.

Guidance Note 1: Judges and officials must attend pre and post event meetings where appropriate and complete all necessary paperwork to an acceptable standard within 30 days.

- 4.8 Officials must always comport themselves with discretion. All officials must not improperly divulge any confidential information that they have obtained about Impaired Skating or any stakeholder in the course of acting in their office or otherwise.

Guidance Note 1: During the course of acting as an official and after the termination of office, for whatever reason, officials must not disclose to anyone nor use for any purpose other than the business of Impaired Skating any information relating to Impaired Skating or its employees, which is not already available to the public, unless authorised to do so. Such information includes confidential or business information of Impaired Skating.

Guidance Note 2: The confidentiality of information must be respected regardless of how you may come across it. If you receive or hold information, which you know or believe, is confidential to another person or organisation, for example a competitor or former employer, you should not use that information or disclose that information to anyone else. The distinction between confidential information, which should be treated in this way and other non-protected information, is not always clear. If in doubt consult a member of the Impaired Skating Board.

Guidance Note 3: Confidentiality does not preclude the disclosure about a person to another person who can be judged to have a right to know.

Guidance Note 4: In the storage and disposal of personal records officials should be aware of the requirements of the Data Protection Act and any amending legislation. An individual official or stakeholder must be allowed reasonable access to their personal data records held by Impaired Skating or its authorised agents.

- 4.9 Officials must avoid criticising another official, their assessment or their performance, at all times.

Guidance Note 1: Officials should use the official assessment procedures and reporting channels for communicating all assessments.

- 4.10 Officials must avoid criticising skaters at all times.

Guidance Note 1: Officials must avoid personal criticism of skaters without the presence of his or her coach.

Guidance Note 2: Officials must avoid personal criticism of a skater in the presence of other skaters or stakeholders.

Guidance Note 3: Officials should use the formal assessment systems of test, competition and squad review procedures to provide an objective assessment of the performance of the skater.

- 4.11 Officials must not adopt the role of a coach to a skater.

Guidance Note 1: Judges may not monitor and/or liaise with skater(s) or their coaches regarding said skater(s) 14 days or less, before they judge the skater(s).

Guidance Note 2: Judges may monitor and/or liaise with coaches and skaters on behalf of Impaired Skating. In such circumstances the judge must follow the procedures specified by the Impaired Skating. At all times the judge must ensure that no conflict of interest is created by reason of the monitoring and /or liaison with the skater.

Guidance Note 3: Judges seeking to monitor and/or liaise with skaters on behalf of Impaired Skating must obtain the consent of the athlete's coach and that coach or another qualified coach must be present during the attendance of the monitoring judge or judges.

Guidance Note 4: A judge may, at the invitation or request of a coach or a skater, advise that skater and their coach of any technical matters that are relevant to the skater and their coach on

an individual basis during a training session providing that the judge records the advice given.

Guidance Note 5: Judges may, at the invitation or request of a coach and skater, give advice on any technical matter on a group basis. Where the judge accepts this invitation the coach responsible for organising the session must record which persons were present at the session as well as when and where the session took place. The coach must then send a copy of this information to the judge. The judge should record an outline of the advice that was given. A group for this purpose will only be deemed to exist if, where reasonably practicable, all skaters and their coaches of a similar standard at the rink or in the vicinity have been invited to attend the group session. During the group session the judge should give advice in general terms and should ensure that all skaters and coaches present are treated equally and that no conflict of interest is created.

Guidance Note 6: Impaired Skating may appoint judges to provide advice on technical matters over the phone, e-mail or other electronic form of communication. In such circumstances the judge should give advice in general terms and should ensure that a conflict of interest is not created.

Guidance Note 7: Where judges attend training sessions for the purposes of monitoring and/or liaison on behalf of Impaired Skating, or give advice on an individual or a group basis, judges must not have any physical contact with the skaters or their coaches and must not wear skates and be on the ice unless express prior approval from Impaired Skating has been obtained. Such approval will only be given if it is necessary for the judge to be on ice.

Guidance Note 8: For each individual single skater, pair, couple or team, a judge may not attend more than six training sessions in any year and may not attend more than one training session in any month.

Guidance Note 9: If at any time during monitoring, liaison or the giving of advice a conflict of interest arises then the judge must refrain from judging those skaters with whom they were involved.

Guidance Note 10: Failure to comply with the above guidance notes is prima facie evidence that a conflict of interest has arisen and will result in the judge being suspended from judging the discipline concerned pending an enquiry by Impaired Skating or any of its organs or officials or a Complaints Officer, where appropriate, and removal from judging Impaired Skating Open competitions, Championship events and Tests for a period to be specified.

- 4.12 All monitoring of and/ or liaison with skaters by officials should be conducted fairly and impartially.

Guidance Note 1: All monitoring of skaters by officials should be recorded on behalf of Impaired Skating.

Guidance Note 2: Officials should use the official forms prepared by Impaired Skating for monitoring sessions where available and follow the appropriate procedures for notifying Impaired Skating of the outcome of the monitoring session.

Guidance Note 3: Officials must not allow the role of monitoring and/or liaison with skaters to compromise their independence as officials and/or judges. If the independence of the official is compromised then a conflict of interest situation is created and the official will be required to refrain from judging or refereeing those skaters with whom they were involved.

- 4.13 All officials must be mindful of the influence that they can exert over a skater and other stakeholders by virtue of the office that they hold and to respect that trust by conducting themselves in an appropriate manner at all times.

- 4.14 Officials must not smoke whilst officiating in public.

5 ALL OFFICIALS MUST AVOID ANY ACTUAL OR POTENTIAL CONFLICT OF INTEREST

- 5.1 All officials must promptly declare a conflict of interest on occasions when applicable and to refrain from officiating in situations where a conflict of interest arises or the perception of conflict of interest may be present.

Guidance Note 1: All officials must not hold a position of director, consultant, employee, representative or agent with any supplier, competitor or organisation either doing or seeking to do business with Impaired Skating or where there may be other compromises of confidentiality, without the prior consent of Impaired Skating.

Guidance Note 2: If any immediate family member holds a position with any organisation doing

or seeking to do business with Impaired Skating, or is in a competitive position with Impaired Skating, a written disclosure must be made promptly to the Impaired Skating Board.

- 5.2 All officials must not accept bribes in any form to influence the outcome of a test, competition, speed trial, exhibition or event or the entering into by Impaired Skating of contracts, obligations and duties.

Guidance Note 1: No official or immediate family member may accept any of the following from any stakeholder, supplier or any potential supplier: services, payments, loans, inappropriate entertainment, inappropriate travel, holidays, substantial gifts of any gifts of cash or cash equivalent. The usual courtesies of trade (calendars, company diaries, advertising material, etc.) are not considered to be gifts. Modest hospitality at a level at which Impaired Skating would reciprocate is normally acceptable and is not considered to be a personal benefit.

Guidance Note 2: If any such personal benefit is offered or received then a written disclosure must be made promptly to the Board, and it is the Board who will determine whether there is a conflict of interest and what necessary action should be taken. A written disclosure should also be made if there is any doubt about how the transaction may be viewed.

- 5.3 All officials must, where practicable, avoid socialising with competitors, coaches and/or parents throughout the published duration of the event at which they are officiating except at official functions.
- 5.4 Officials should not express a preference for any Impaired Skating athlete, coach or official in any manner that suggests that their independence, impartiality or judgement is compromised.
- 5.5 All stakeholders should respect the responsibility that officials have to maintain independence and avoid conflicts of interest and should avoid putting the official in a position where his or her independence is compromised and a conflict of interest situation may be created.

6 ALL OFFICIALS MUST AVOID BRINGING IMPAIRED SKATING INTO DISREPUTE

- 6.1 Officials should refrain from public criticism of Impaired Skating, its officials, members, staff and other stakeholders at all times. Public in this context means criticism expressed in any branch of the media or in a lecture or in a seminar.

Guidance Note 1: Officials must not publicly criticise fellow officials and/or judges at tests or during the published duration of an event to any member of the media or in a manner that is likely to be transmitted to a member of the media.

- 6.2 Officials should use the appropriate internal communication channels and protocols, which are established by Impaired Skating from time to time, to communicate concerns or criticism.

- 6.3 Officials should avoid any activities that could involve or lead to involvement in any unlawful practice.

Guidance Note 1: Officials have a duty to protect children and vulnerable persons from harm and abuse and must be mindful of the need to ensure that all activities within the officials control are organized in a manner that promotes the protection of children and vulnerable persons.

- 6.4 All officials must promptly make a report in writing addressed to the Chairman of the Impaired Skating Board or Impaired Skating Chief Executive Officer of all violations of any principles, rules, policy or guidance that come to the official's attention.

Guidance Note 1: Judges, test organisers and/or officials generally should also copy the report of any violations in a test situation in writing to the appropriate discipline committee.

Guidance Note 2: Officials should also report any violation in a specific event in a competition to the Event Referee and it should then be the responsibility of that Referee to take all necessary steps to deal with the matter and then to report to the appropriate discipline committee where the Referee is of the view that it is necessary to do so or warranted in the circumstances.

Guidance Note 3: Examples of violations that should be reported include concerns over health and safety matters, concerns over judges/ officials physical or technical competence, financial malpractice, discrimination or unethical conduct.

- 6.5 All officials should represent the Impaired Skating in a respectful manner and ensure that all communications are consistent with the mission of the Impaired Skating and in compliance with Impaired Skating principles, rules and policies.

7 ALL OFFICIALS MUST USE EVERY ENDEAVOUR TO PROMOTE ICE SKATING

- 7.1 All officials must use every endeavour to promote the sport of ice-skating and to this end Impaired Skating and its activities.
- 7.2 All officials should share technical and experiential knowledge of ice-skating with stakeholders to enhance the development of the sport.
- 7.3 All officials should share responsibility with officiating colleagues, coaches, clubs and other stakeholders to initiate and support actions that are required to meet the needs of the skater, the skating club, the skating school and ice-skating in general to the extent that those needs are supported by the stated policies and objectives of Impaired Skating.
- 7.4 All officials should participate in the maintenance and/or the development of desirable standards of officiating through regular and on-going communication with other stakeholders, partners and agents in the delivery of ice-skating programs.

8 COMPLAINT AND INVESTIGATION PROCEDURES

- 8.1 All complaints raising disciplinary matters resulting from the application of this Code of Conduct shall be processed in accordance with the Impaired Skating Constitution, the General Rules and any policy or rules on complaints that the Impaired Skating may from time to time formulate. For this purpose any relevant provisions of the Impaired Skating Constitution and the General Rules of Impaired Skating is deemed incorporated into this Code.

Where a complaint does not raise disciplinary matters or it is not clear what the position is then Impaired Skating, or its authorised agent or delegate for this purpose, may refer the matter to an appropriate Complaints Officer who shall then investigate the complaint

- 8.2 The Complaints Officer may or may not be a member of a discipline committee or working group.
- 8.3 The Complaints Officer has a duty to investigate the matter fairly and impartially and must be completely independent of the matters under investigation. For this purpose the Complaints Officer may where appropriate rely on information that they have already acquired on the matter. The Complaints Officer should inform the person who is the subject of the investigation or complaint of the matter and give them the opportunity to speak or reply. The Complaints Officer should seek to protect the confidentiality of all concerned during the course of the investigation.
- 8.4 The Complaints Officer should then make a report to the Impaired Skating Board of Directors who may then take whatever action is appropriate in the circumstances. The final arbiter in such matters will, at all times, be the Board.

Guidance Note 1: The outcome of the investigation should be communicated to the person making the complaint and the person who is the subject of the complaint. Where appropriate an explanation should be provided.

- 8.5 If at any time the Complaints officer is of the view that the matter should be referred to another person or that it may be more appropriate to progress the matter through other procedures then the Complaints officer may advise the Impaired Skating Board of Directors of this. The Board may on the advice of the Complaints Officer or at the discretion of the Board refer the matter to another person or procedure as the case may be.
- 8.6 If at any time the person subject to the complaint wishes the matter to be dealt with as specified in Code 8.1 above then the matter shall be so referred.
- 8.7 Officials are encouraged to express personal concerns in good faith.
- 8.8 Raising unfounded allegations with malicious intent is a serious disciplinary offence.
- 8.9 Pressurising, victimising or deterring any stakeholder from raising concerns about improper conduct is a serious disciplinary offence.
 - 8.9.1 Impaired Skating will seek to maintain confidentiality in respect of all concerns raised.

9 APPLICATION OF THE CODE TO COACHES

- 9.1 Coaches must comply with any relevant National or International Code of Conduct for Sports Coaches that may from time to time apply to them.
- 9.2 Breach of the Code of Conduct for Sports Coaches will be deemed to be a breach of the Impaired Skating Code and will render the coach liable to sanctions and/or

discipline from Impaired Skating.

- 9.3 In all matters not governed by the Code of Conduct for Sports Coaches the coach will, where appropriate, be required to comply with the Impaired Skating Code of Conduct.
- 9.4 Coaches must agree to abide by the Impaired Skating Code and with any disciplinary action, sanctions or decisions taken by Impaired Skating, the Impaired Skating Board or any relevant discipline Committee or Activity Group or complaints Officer.

OFFICIALS' CODE OF CONDUCT

STATEMENT OF ACCEPTANCE

- I hereby acknowledge receipt of the Impaired Skating Code of Conduct.
- I hereby confirm that I have read the Impaired Skating Code of conduct and I will retain a copy for my files.
- I hereby agree to accept the terms of the Code of Conduct and I agree to be bound by the Code of Conduct.
- I understand that under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986 and any further amending legislation and the above code of conduct I must declare all convictions (including spent convictions), disciplinary and related court proceedings.
- I have completed the attached self declaration form and I understand that Impaired Skating reserves the right to make reference to any agency including the Local Authority Social Services Department and Police Records to verify information given by this form. This form will be held securely by Impaired Skating.
- I will advise Impaired Skating of all convictions, disciplinary and related court proceedings incurred by me after completion of this form forthwith.
- I hereby agree that the Impaired Skating Code of Conduct incorporates any Code of Conduct for Sports Coaches currently in force and any amendments that are made to that Code from time to time and I agree that breaches of the Code of Conduct for Sports Coaches will be deemed to be breaches of the Impaired Skating Code of Conduct.
- I hereby agree to abide by any decision made by Impaired Skating, a Complaints Officer, a relevant Discipline Committee, an activity group or disciplinary action that is taken against me by any of the aforesaid on any matter contained within this Code of Conduct or within the jurisdiction of Impaired Skating.

Date.....

Official's signature.....

Name of official (print).....

Membership Number (where relevant).....

SELF DECLARATION

(for completion by the individual named in this document)

1. Have you ever been convicted of any criminal offenses? **YES/NO***

If YES, please supply details of any criminal convictions:

NOTE You are advised under the provision of Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 Exceptions Amended Order 1986 you should declare all convictions including "spent" convictions.

2. Are you a person known to any social services department as being an actual or potential risk to children or vulnerable persons? **YES/NO***

If YES, please give details:

3. Have you had a disciplinary sanction (from a sports or other organisation's governing body) relating to child abuse or the abuse of **vulnerable** persons? **YES/NO***

If YES, please give details:

*Please delete as appropriate

IMPORTANT

I have read and understood the information contained with in the Impaired Skating Code of Conduct. I hereby consent to the Impaired Skating undertaking police and/or other social services checks against me. I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, will be included on the Impaired Skating Code of Conduct List, and may be notified to my club/organisation and may be supplied by Impaired Skating to other persons or organisations who have an interest in child protection or the protection of vulnerable persons.

Signed :.....

Print Name :.....

Date:.....

FOR OFFICIAL USE ONLY

DATE RECEIVED:.....

METHOD OF RECEIPT:.....

RECEIVED BY:

THIS PAGE MUST BE SIGNED AND RETURNED TO THE IMPAIRED SKATING OFFICE AS SOON AS POSSIBLE AFTER RECEIPT OF THIS DOCUMENT

OFFICIALS' CODE OF CONDUCT

STATEMENT OF ACCEPTANCE

- I hereby acknowledge receipt of the Impaired Skating Code of Conduct.
- I hereby confirm that I have read the Impaired Skating Code of conduct and I will retain a copy for my files.
- I hereby agree to accept the terms of the Code of Conduct and I agree to be bound by the Code of Conduct.
- I understand that under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986 and any further amending legislation and the above code of conduct I must declare all convictions (including spent convictions), disciplinary and related court proceedings.
- I have completed the attached self declaration form and I understand that Impaired Skating reserves the right to make reference to any agency including the Local Authority Social Services Department and Police Records to verify information given by this form. This form will be held securely by Impaired Skating.
- I will advise Impaired Skating of all convictions, disciplinary and related court proceedings incurred by me after completion of this form forthwith.
- I hereby agree that the Impaired Skating Code of Conduct incorporates any Code of Conduct for Sports Coaches currently in force and any amendments that are made to that Code from time to time and I agree that breaches of the Code of Conduct for Sports Coaches will be deemed to be breaches of the Impaired Skating Code of Conduct.
- I hereby agree to abide by any decision made by Impaired Skating, a Complaints Officer, a relevant Discipline Committee, an activity group or disciplinary action that is taken against me by any of the aforesaid on any matter contained within this Code of Conduct or within the jurisdiction of Impaired Skating.

Date.....

Official's signature.....

Name of official (print).....

Membership Number (where relevant).....

SELF DECLARATION

(for completion by the individual named in this document)

4. Have you ever been convicted of any criminal offenses? **YES/NO***

If YES, please supply details of any criminal convictions:

NOTE You are advised under the provision of Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 Exceptions Amended Order 1986 you should declare all convictions including "spent" convictions.

5. Are you a person known to any social services department as being an actual or potential risk to children or vulnerable persons? **YES/NO***

If YES, please give details:

6. Have you had a disciplinary sanction (from a sports or other organisation's governing body) relating to child abuse or the abuse of **vulnerable** persons? **YES/NO***

If YES, please give details:

*Please delete as appropriate

IMPORTANT

I have read and understood the information contained with in the Impaired Skating Code of Conduct. I hereby consent to the Impaired Skating undertaking police and/or other social services checks against me. I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, will be included on the Impaired Skating Code of Conduct List, and may be notified to my club/organisation and may be supplied by Impaired Skating to other persons or organisations who have an interest in child protection or the protection of vulnerable persons.

Signed :

Print Name :

Date:.....

FOR OFFICIAL USE ONLY

DATE RECEIVED:.....

METHOD OF RECEIPT:.....

RECEIVED BY:



ANTI-DOPING RULES OF IMPAIRED SKATING

ANTI-DOPING RULES OF IMPAIRED SKATING

1 Doping or Doping Methods

are contrary to the spirit of good and fair sportsmanship and are strictly forbidden according to ISU Rule 139. A competitor who is found to have used doping substances or methods and any person who has aided the competitor in the use of doping substances or methods is subject to sanctions of this Rule. Impaired Skating's anti-doping rules are based upon the ISU anti-doping rules and Impaired Skating will abide by whatever ISU Rules are in force in respect of doping. In the event of any discrepancy at any time, between Impaired Skating rules and the ISU Rules, the ISU Rule will take precedence. If as a result of a permit to hold an event or the rules of a national or international governing body taking precedence over the rules of impaired Skating then the anti-doping rules of the respective national or international governing body will apply and those rules will take precedence over the rules of Impaired Skating.

1.1 Definitions

Doping - is defined as the use of an artifice, whether substance or method, potentially dangerous to athletes' health and/or capable of enhancing their performances, or the presence in the athletes' body of a substance, or the ascertainment of the use of a method on the list annexed to the Olympic Movement Anti-Doping Code.

This Code applies to all athletes, coaches, instructors, officials, and to all medical and paramedical staff working with athletes or treating athletes participating in or training for sports competitions organised within the framework of Impaired Skating.

The identification of a prohibited substance or metabolites of a prohibited substance in a competitor's urine will constitute an offence. The offender may be penalised or sanctioned. Evidence of blood doping, pharmacological or physical manipulation is also an offence, which may be penalised.

1.2 Doping Methods

1.2.1 Blood Doping

is any use of transfusions of blood or blood products either obtained, stored and re-infused from the competitor, or obtained from another individual and transfused into the competitor in order to increase athletic performance and is forbidden.

1.2.2 Pharmacological, chemical, and physical manipulation

- any use of forbidden substances or methods to enhance performance including those which alter the integrity or validity of the urine or blood samples used in doping controls is forbidden.

2 Classes of drugs subject to certain restrictions

- 2.1 The use of corticosteroids is limited to topical use (creams etc.), inhalation (e.g. in asthma rhinitis) and local or intra-articular injections. Of the Beta 2 agonists, only salbutamol, terbutaline and salmeterol are permitted and only by inhalation. Written notification of insulin dependant diabetes must be submitted to the Impaired Skating office by the skater's endocrinologist, physician or team physician.

The administration and use of corticosteroids or Beta 2 agonists as listed above must be reported on the Impaired Skating Medical Notification Form, which must be submitted to the Impaired Skating Hon. Medical Advisor before Sept 30th of the preceding season. This fact should be included on a anti doping sample collection form

- 2.2 Doping classes and Methods

Impaired Skating recognises the current International Olympic Committee (IOC) list of doping **classes** and methods, which is upgraded frequently and may be obtained from the Impaired

3 Rule 139 ISU General Regulations

All coaches, skaters and officials are expected to know, enforce and fully respect ISU Rule 139 at all times.

4 Anti-Doping Tests

- 4.1 Without any notice at any time and at any place, Impaired Skating has the right to carry out Anti-Doping tests of skaters, including suspended skaters, subject to definition by Impaired Skating of skaters eligible for testing. All testing including out of competition tests (see Rule 139, paragraph 3) may be done by a doping control agency approved and appointed by Impaired Skating.
- 4.2 Anti-Doping tests may be carried out at any time, in or out of competition, wherever the competitor may be. The competitor must if requested by an authorised official, submit to an anti-doping test. Refusal or failure to do so may be taken as if a positive test result had been obtained and dealt with accordingly.
- 4.3 Any person assisting or inciting others in the contravention of Impaired Skating's anti-doping regulations shall be considered as having committed an offence and may be penalised.
- 4.4 Anti-Doping collection procedures shall conform to the current International Olympic Committee and the International Skating Union regulations.
- 4.5 Anti-Doping Facilities
- It is an absolute condition that rinks, clubs or event organisers provide a separate secure area on the premises for use by Impaired Skating's appointed Anti-Doping Control Agency to carry out its duties in accordance with the Impaired Skating doping control procedures. This should include at minimum a separate waiting area and an administration area with toilet, washing facilities and a sink.
- 4.6 Medical Doping Control Laboratory
- Only laboratories approved by the International Olympic Committee shall be used by Impaired Skating for testing specimens. All competitive Impaired Skating skaters, team physicians, officials and coaches should make themselves aware of the current IOC list.

5 Reports

Reports of all anti-doping tests shall be sent directly to Impaired Skating for the attention of the Board within 15 working days, and in no case more than four weeks after the receipt of the specimens. All athletes subjected to an anti-doping test shall be informed, in writing, by the Board of Impaired Skating, of the result of their test, whether negative or positive, within 7 days of receipt by the Board of Impaired Skating of the result from the doping control agency or laboratory.

6 Eligibility of Skaters for Anti-Doping Tests

It is Impaired Skating's policy that no skater who is a vulnerable person and not able to consent on their own behalf or who is under the age of 16 years at the time of anti-doping may be tested without written parental or guardian consent.

6.1 Anti-Doping Testing Programme - Impaired Skating Policy

Impaired Skating has determined that anti-doping testing may be carried out at any of the following:

- Competition Testing:
- International events held in the UK
 - UK Championships
 - Regional Championships
 - (England/Scotland/Wales/N Ireland) National Competitions (Series)
- Squad Testing:
- International Squad
 - National Squad (Junior/Senior)
- Out-of-Comp Testing:
(including camps)
- International Squad
 - National Squad (Junior/Senior)

- Disciplines:
- Figure
 - Dance
 - Synchronised
 - Short Track Speed
- Genders:
- Male / Female
- Age/ Vulnerable person:
- Not vulnerable persons or under 16 without written parental/guardian consent.

6.2 Selection of Skaters - Impaired Skating Policy

6.2.1 Competitions

Impaired Skating policy is that of random selection not exceeding 5 competitors (in the case of Pairs and Dance each couple shall be regarded as 1 competitor), from all competitors entering a qualifying event, which must include at least 2 competitors from the top 5.

In the case of Synchronised Skating, whole teams shall not be tested, but 2 skaters will be selected at random from up to 2 teams, one of which to include the first placed team.

6.2.2 Out-of-Competition

Random selection from Register of Elite Athletes (National/International Squad) Out of competition tests may be conducted at any time and any place on eligible skaters, including suspended skaters.

- 6.3 A skater may be tested for doping substances on more than one occasion.
- 6.4 It shall be the responsibility of each competitor to ensure that he or she has not been selected for anti-doping before leaving the competition site after the completion of the final event in which he or she is entered. Impaired Skating's Anti-Doping Liaison Officer (ADLO) at the event shall post a list of those competitors selected for testing outside the Anti-Doping Station immediately after the final result has been determined. In addition, each competitor selected for Anti-Doping testing shall be notified by appointed anti doping control officials.
- 6.5 Should the competitor fail to report to the Anti-Doping Station as required, the fact shall be recorded, signed by the Anti-Doping Officer at the event and delivered immediately to the Association via the Associations Anti-Doping Liaison Officer. The skater is then liable for sanctions according to ISU Rule 139.
- 6.6 Any competitor who achieves a Short Track World Record time at a qualifying event must have been selected for doping control and have been tested negative on the day of the race in order to have the World Record ratified, see ISU Rule 295, paragraph 4 d).
- 6.7 In case of a skater suspended for a doping offence, at least one doping test must be conducted with a negative result during the suspension before the skater can return to competition. In the year following reinstatement of a suspended skater for a doping offence at least one doping test should be conducted.
- 6.8 Every competitor should note that in all ISU Events, Olympic Winter Games and any other International Competition, they are subject to Anti-Doping at any time during his or her presence in the country or city where the competitions are scheduled to occur, including the official practice sessions in Figure Skating, at the discretion of the ISU Representative. A random selection will be drawn in the presence of the Medical Advisor (if appointed and attending the event) and the ISU Representative or Representative of the Technical Committee.

7 Guidelines for Sample - Taking Procedure

- 7.1 These guidelines must be followed as closely as possible, however deviation(s) from these guidelines shall not invalidate the finding of a prohibited substance or method, unless it was such as to cast substantial doubt on the reliability of the finding.
- 7.2 Competitors once notified according to 6.4 must appear immediately with identification. They must be accompanied at all times after notification by Impaired Skating's ADLO or an authorised representative of the ADLO. Brief delays for press conferences (not more than one hour), may

be allowed with the permission of the ADLO.

- 7.3 Upon arrival at the Anti-Doping Station, the competitor and one person acceptable to the competitor may be present in the waiting room. The Anti-Doping Officer will confirm the identity of the competitor, and will note the time of arrival. Once the skater has reported to the Anti-Doping Station he or she must remain there unless continuously chaperoned by an anti-doping official until the sampling procedure is complete.
- 7.4 Personal belongings of the competitor and accompanying person may be searched for evidence of manipulation any time during the sampling procedure.
- 7.5 No photographs, video or tape recordings may be taken inside the station during doping procedures.
- 7.6 In addition to the competitor and the one accompanying person, only the following persons may be present in the Anti-Doping Station:
 - The Anti-Doping Officer in charge of the Anti-Doping Station
 - Impaired Skatings Anti-Doping Liaison Officer and/or Assistant ADLO
 - A medical technician, whose duties may include keeping records
 - A representative of the Association
 - Impaired Skating Hon. Medical Advisor or Deputy Medical Advisor
 - The Official (lady and/or man) in charge of taking and witnessing samples
 - An Interpreter (where necessary)
 - Escorts/Chaperones.
- 7.7 The competitor shall select a sealed sterile urine collector. He or she shall then void minimum of 70 ml of urine into the collector, witnessed by a member of the Anti-Doping Agency of the same sex. Any clothing preventing the direct observation of the urination shall be removed.
- 7.8 If the competitor refuses to comply, this shall be noted on records and the Associations ADLO informed.
- 7.9 If a competitor is unable to provide a sufficient volume of urine, the sample shall be sealed with a tamper-proof seal and documented. If needed, only sealed drinks should be provided for the competitors to drink. When an adequate sample volume is available from the competitor, the sample container seal may be opened and the sampling procedure completed.
- 7.10 The competitor shall then select two tamper-proof bottles in a sealed bag, and transfer approximately two thirds of the urine from the collecting vessel into bottle A and one third into bottle B and close the bottles to ensure that there is no leak. The Doping Control Officer shall measure the specific gravity and the pH. of the urine left in the collecting vessel. If the sample does not meet the criteria of the sg of 1.010 or higher (using sticks) or 1.005 (using refractometer) and a pH of not less than 5 and not greater than 7 then further samples may be required. Code numbers selected by the competitor will be affixed to these bottles unless already on the bottles (Versapak or Bereg Systems).
- 7.11 The bottles shall then be sealed with a tamper-proof method, which cannot be violated without leaving obvious evidence of such violation.
- 7.12 The code numbers shall be entered on the Doping Control Form.
- 7.13 The competitor and team official shall certify by signing the form that the details are correct and accurate and that there have been no irregularities in the entire sample taking and sealing procedure. The Anti-Doping Officer shall check and sign the Anti-Doping Form. The competitor is given his/ her copy. Laboratory copies should be placed in the sealed bag for return to the laboratory. The Impaired Skating copy is returned to the Impaired Skating Office by the Anti-Doping agency.
- 7.14 Sealed samples are placed in transmittal bags or containers and sent with the appropriate transmittal forms, and chain of custody shall be maintained by signature until arrival at the laboratory.

8 Sample Analysis

- 8.1 The sample analysis shall be completed as soon as possible after its arrival at the laboratory, and shall be carried out according to the IOC requirements of the laboratory and the current IOC list of prohibited doping substances.

- 8.2 In addition to the head of the laboratory and the laboratory staff, only the following persons may be admitted to the laboratory during analysis:
- An Association Hon. Medical Advisor
 - Persons with special authorisation from the Association.

9 Procedures for Analysing Positive 'A' Samples

- 9.1 Should an analysis prove positive, the accredited laboratory shall send the results to the Board of Impaired Skating. The skater will be informed of the result and asked to submit an explanation in writing within 14 days. An investigating committee will be appointed by the Impaired Skating Board and meet within 21 days of the announcement of the offence. The competitor may bring one representative to this hearing. The individual will be given the opportunity to insist on the analysis of the B sample and to be present or represented at the analysis.
- 9.2 If the skater accepts in writing the positive result in the "A" sample, no analysis of the "B" sample will be carried out and sanctions according to Rule 139 will be taken.
- 9.3 The competitor will be suspended from competition until the B samples analysed and/or disciplinary proceedings have been conducted.
- 9.4 In the case of non-acceptance of the positive result in the "A" sample, or failure to submit an explanation within 14 days, arrangements will be made with the laboratory to analyse the "B" sample within 14 days.
- 9.5 The analysis of the "B" sample will be carried out in an IOC accredited laboratory and may be supervised by an Impaired Skating Medical Advisor or his/her representative. The skater in question shall be allowed to send a maximum of three representatives, which may include the skater and a representative of Impaired Skating, to the laboratory, but at the skater's expense.
- 9.6 If after the B sample has been analysed and/or an investigation has occurred, a disciplinary hearing shall be conducted.
- 9.7 If the results are confirmed, the laboratory informs the Association and sanctions will be taken immediately according to ISU Rule 139.
- 9.8 The skater and respective Discipline Committee Chairperson will be informed in writing of the sanction imposed and any results achieved and/or medals awarded will be declared void, starting from the day of sampling. Any sanctions imposed will begin from that time.

10 Sanctions

- 10.1 A competitor or other person found guilty of a doping offence shall have the right of appeal. Appeals to any sanction may be made to the Court of Arbitration for Sport (CAS) Lausanne, Switzerland whose decision is final.
- 10.2 If a competitor
- refuses to sign the notification form;
 - refuses to give the required sample for doping out of or during competition;
 - is not present at the rink when the doping control selections are posted if accordingly notified it shall be considered as a violation of this rule and sanctions under ISU Rule 139 paragraph 9a) applies.
- 10.3 Penalties for breach of doping regulations will be according to International Skating Union Rule 139.
- These are: -
- (a) All IOC prohibited/restricted classes of substances and methods NOT listed under b) are subject to the following sanctions:
- 2 years (suspension) for the first offence,
 - at least 3 years for the second offence beginning at the day of the sample taking;
- (b) ephedrine, phenylpropanolamine, pseudoephedrine, caffeine, strychnine and related substances:
- 3 months for the first offence,
 - 2 years for the second offence,

at least 3 years for the third offence beginning at the day of the sample taking;

- (c) All restricted substances as listed in the current IOC list of doping classes. An Association medical notification form must be completed and submitted to the relevant medical authority before competition. Failure to do so may result in sanctions;
- (d) In team competitions any member of the team testing positive will result in:
 - (i) The team being disqualified;
 - (ii) The individual subject to the sanctions in 9 a), b) and c). ISU rule 139

10.4 Athletes suspended or banned in other sports because of doping violations shall be deemed to be suspended or banned as to all Association skating competitions and activities for an equal period of time. The Association in its absolute discretion may modify any such suspension or ban upon petition of an athlete.

10.5 Any sanctions imposed for doping by the Association may not be less severe than those specified in ISU Rule 139 paragraph 9) (see 10.3 above).



IMPAIRED SKATING EQUITY POLICY

IMPAIRED SKATING EQUITY POLICY

1 Statement of intent

- 1.1 Impaired Skating is fully committed to the principles of the equality of opportunity. It is responsible for ensuring that no job applicant, employee or volunteer receives less favourable treatment, on the grounds of age, colour, disability, ethnic minority, parental or marital status, nationality, religious belief, social status or sexual preference, than any other.
- 1.2 Impaired Skating will ensure that there is open access for all those who wish to participate in the sport and that they are treated fairly.

2 Purpose of the equity policy

- 2.1 Impaired Skating recognises that certain sections of the community have been affected by past discrimination and may be denied the opportunity to participate equally and fully in the sport at all levels.
- 2.2 The Association will take steps to prevent discrimination or other unfair treatment of its employees, members or volunteers.

3 Legal requirements

- 3.1 The Association is required by law not to discriminate against its employees and recognises its legal obligations under the following acts:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995.

- 3.2 Types of discrimination

Discrimination can take the following forms:

- 3.2.1 Direct discrimination

This means treating someone less favourably than you would treat others in the same circumstances.

- 3.2.2 Indirect discrimination

This occurs when a job requirement or condition is applied equally to all, and has a disproportionate and detrimental effect on one sex or racial group because fewer of that group can comply with it, and the requirement cannot be justified in relation to the job.

When decisions are made about an individual, the only personal characteristics taken into account will be those that, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.

- 3.2.3 Harassment

Harassment can be described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be of a sexual or racial nature or it may be directed towards people because of their age, their sexuality, a disability or some other characteristic.

The Association is committed to ensuring that its employees, members and skaters / participants are able to conduct their activities in an environment that is free from harassment or intimidation.

The Association regards discrimination and harassment as described above as gross misconduct and any employee of the Association, participant or volunteer who discriminates against any other person will be liable to appropriate disciplinary action.

3.2.4 Victimisation

This occurs when someone is treated less favourably than others because he or she has taken action against the Association under one of the relevant acts (as previously outlined) or provided information about such discrimination.

4 Implementation

- 4.1 A copy of this document will be available to all staff, members and volunteers of the Association.
- 4.2 All employees have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.
- 4.3 The Association will take measures to ensure that its employment practices are non-discriminatory.
- 4.4 No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination.
- 4.5 A planned approach will be adopted to eliminate barriers that discriminate against particular groups.
- 4.6 The Association will ensure that its consultants and advisers can demonstrate their commitment to equity principles and practice

5 Positive action

- 5.1 The Association may take positive action or introduce special measures for any group that is currently under-represented in its membership, representative bodies or workforce.

6 Monitoring and evaluation

- 6.1 The Association will regularly monitor and evaluate the policy, practices, procedures and operations on an ongoing basis and will inform employees and members of their impact.
- 6.2 The General Secretary has overall responsibility for the implementation of the equal opportunities policy.
- 6.3 The Impaired Skating Board of Directors is responsible for ensuring that this equity policy is followed and for dealing with any actual or potential breaches.

7 Disciplinary and grievance procedures

- 7.1 To safeguard individual rights under the policy, an employee who believes that he / she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure.
- 7.2 Appropriate disciplinary action will be taken against any employee who violates the Associations equity policy.
- 7.3 The Association is concerned that individuals should feel able to raise any grievance and no employee will be penalised for doing so unless the complaint is untrue and not made in good faith



CHILD AND VULNERABLE PERSON PROTECTION PROCEDURES

CHILD AND VULNERABLE PERSON PROTECTION PROCEDURES

1 FOREWORD

It is widely accepted that it is the responsibility of every adult to protect children and vulnerable persons from abuse. Child and vulnerable person abuse and particularly sexual abuse can arouse strong emotions in those facing such a situation and it is important to understand these feelings and not allow them to interfere with your judgement about any action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Many individuals will actively seek employment or voluntary work with children and vulnerable persons in order to harm them. Everyone working in Impaired Skating either in a paid or voluntary capacity, together with those working in affiliated organisations have a role to play in safeguarding the welfare of children and vulnerable persons and preventing their abuse.

A coach, teacher, instructor, or volunteer may have regular contact with children and vulnerable persons and be a very important link in identifying cases where a child or vulnerable person needs protection. When establishing guidelines concerning the protection of children and vulnerable persons it is important to recognise that Impaired Skating has both a moral and possibly legal obligation to ensure that when it is given responsibility for children it provides them with the highest possible standard of care.

Members of Impaired Skating recognise that they have a responsibility to:

Safeguard and promote the interests and well being of children with whom they are working. Take all reasonable practical steps to protect them from harm, discrimination, or degrading treatment; and respect their rights, wishes and feelings.

Child and vulnerable person protection procedures can:

Offer safeguards to the children with whom we work, and to our members of staff, volunteers and those in affiliated organisations; and help to maintain the professionalism and the standards of practice, which are associated with membership of Impaired Skating.

We recognise that any procedure is only as effective as the ability and skill of those who operate it. We are committed therefore to sound recruitment, the provision of support, appropriate training and adequate supervision to all our staff and volunteers so that they can work together with parents/carers and other organisations to ensure that the needs and the welfare of children and vulnerable persons remain paramount.

2 PRINCIPLES

The child and/or vulnerable person's welfare is paramount.

All children and vulnerable person's whatever their age, culture, disability, gender, language, racial origin, religious belief and / or sexual identity have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously; and responded to swiftly and appropriately.

Anyone under the age of 18 years should be considered as a child for the purposes of this document.

Working in partnership with children and their parents/carers is essential for the protection of the children. The members of Impaired Skating recognise the statutory responsibility of the social services department to ensure the welfare of children and is committed to working together with the local Area Child Protection Committee (ACPC) and any similar organizations to complying with its procedures.

3 RECOGNITION OF ABUSE

Even for those experienced in working with child or vulnerable person abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Impaired Skating acknowledge that their staff, whether in a paid or voluntary capacity, are not experts at such recognition. It therefore expects them to discuss any concern they may have about the welfare of a child immediately with the person in charge, as follows:

3.1 Working within a club

If you are working within a skating club, you should inform the person in charge of the club. If you are the head coach within the club then you will need to inform the club Chairman / President.

3.2 Working with schools:

If you are working with schools as part of the school curriculum you should inform the Head Teacher of the school.

Working within a local authority Learn to Skate scheme (or similar) you should inform the Head Teacher of the school.

If you are working within a Learn to Skate scheme, (or similar) you should inform the manager of the ice rink.

3.3 Working with skaters away from home:

If you are working with skaters away from home (for example on Training Camps), then you should inform the Team Manager or Head Coach.

It is the responsibility of these people to ensure that appropriate advice is obtained from the local Social Services department or the NSPCC. (Also see the section "Responding to Suspicions or Allegations of Child Abuse", (which details exactly what action to take.) If the person in charge is not available, or the concern is about the person in charge, the person in receipt of the information will contact the Social Services direct.

3.4 Indications that a child is being abused include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- An injury for which the explanation seems inconsistent;
- The child or vulnerable person describes what appears to be an abusive act involving him / her;
- Someone else - a child or adult, expresses concern about the welfare of another child or vulnerable person;
- Unexplained changes in behaviour - e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper;
- Inappropriate sexual awareness;
- Engages in sexually explicit behaviour in games.
- Is distrustful of adults, particularly those with whom a close relationship will normally be

expected.

- Has difficulty in making friends.
- Is prevented from socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite;
- Loses weight for no apparent reason;
- Becomes increasingly dirty or unkempt.

It must be recognised that the above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those working in Impaired Skating to decide that child or vulnerable person abuse is occurring, but it is their responsibility to act on any concerns. (See section "Responding to Suspicions or Allegations of Child or Vulnerable Person Abuse").

4 THE MAIN FORMS OF ABUSE

4.1 Physical Abuse

Where adults physically hurt or injure children or vulnerable persons by hitting, shaking, squeezing, burning and biting or by giving children or vulnerable persons alcohol, inappropriate drugs or poison. Attempted suffocation or drowning also comes within this category.

In sports situations, physical abuse might occur when the nature and intensity of training disregard the capacity of the child's immature and growing body or the limitations of the impairment or the lack of capacity of the vulnerable person.

4.2 Sexual Abuse

Girls and boys and vulnerable persons can be abused by adults, both male and female, who may use children and vulnerable persons to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, fondling. Showing children or vulnerable persons pornographic material is also a form of sexual abuse.

Ice Skating or related activities, which might involve physical contact with children or vulnerable persons, could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young or vulnerable athletes, if misused, may lead to abusive situations developing.

4.3 Emotional Abuse

Persistent lack of love and affection, where a child or vulnerable person may be constantly shouted at, threatened or taunted which may make the child or vulnerable person very nervous and withdrawn. Emotional abuse also occurs when there is constant overprotection, which prevents children or vulnerable person from socialising.

Emotional abuse in sport might include situations where children or vulnerable persons are subjected to unrealistic pressure by the parent or coach, or bullied in order to consistently perform to high expectations.

4.4 Neglect

Where adults fail to meet a child or vulnerable person's basic needs like food or warm clothing. Children might also be constantly left alone or unsupervised. Adults may also fail to, or refuse to, give children love and affection and this could be seen to be emotional neglect.

Neglect in a sporting situation could include a teacher or coach not ensuring children were safe, or exposing them to undue cold.

5 THE EFFECTS OF ABUSE

Abuse in all its forms can affect a child or vulnerable person at any age. The effects can be so damaging, that if not treated, they may follow an individual into adulthood. For example, an adult who has been abused as a child may find it difficult, or impossible, to maintain a stable, trusting relationship; may become involved with drugs or prostitution; may attempt suicide, or may abuse a child or vulnerable person in the future.

There have been a number of studies, which suggest children with disabilities are at increased risk of abuse through various factors such as stereo-typing, prejudice, discrimination, isolation, and a powerlessness to protect themselves, or to adequately communicate that abuse has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be doubly

powerless.

6 LISTENING TO THE CHILD OR VULNERABLE PERSON

If a child or vulnerable person says or indicates that he or she is being abused, or information is obtained which gives concern that a child or vulnerable person is being abused, the person receiving this information should:

React calmly so as not to frighten the child or vulnerable person;

Tell the child or vulnerable person they are not to blame and that it was right to tell.

Take what the child or vulnerable person says seriously, recognising the difficulties inherent in interpreting what is said by a child or vulnerable person who has a speech disability and / or differences in language.

Keep questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said.

Reassure the child or vulnerable person, but do not make promises of confidentiality, which might not be feasible in the light of subsequent developments.

Make a full record of what had been said, heard and / or seen as soon as possible.

Wescott Helen "The Abuse of Children and Adults with Disabilities" Published - London NSPCC 1993.

7 RESPONDING TO SUSPICIONS OR ALLEGATIONS OF CHILD ABUSE

It is not the responsibility of anyone working under the auspices of Impaired Skating in a paid or voluntary capacity, or those working in affiliated organisations to take responsibility or to decide whether or not child or vulnerable person abuse is taking place. There is however, a responsibility to protect children or vulnerable persons in order that appropriate agencies can then make inquiries and take any necessary action to protect the child or vulnerable persons.

The social services department in the UK has a statutory duty under the Children Act 1989 to ensure the welfare of a child. When a child protection referral is made it's staff have a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child. Inquiries may be carried out jointly with the police.

7.1 What to do if there are Concerns

There is always a commitment to work in partnership with parents or carers where there are concerns about their children or vulnerable persons in their care. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child or vulnerable person seems withdrawn, they may have experienced bereavement in the family.

However, there are circumstances in which a child or vulnerable person might be placed at even greater risk were such concerns to be shared, e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately.

In these situations, or where concerns still exist, any suspicion, allegation, or incident of abuse must be reported to the person in charge as soon as possible, and recorded. (See section "Recognition of Abuse")

It is the responsibility of the person in charge to inform the social services department without delay. If a person in charge is not available, the person discovering or being informed of the abuse should immediately contact the social services department or the police. The telephone number is in the phone book. If you're not sure about what to do, you can also obtain advice in the UK by telephoning the NSPCC free phone Helpline. The number is 0800 800 500.

It operates a 24-hour service. You do not have to give your name but it is helpful if you can.

In these circumstances the social services department, together with the person in charge, where appropriate, will decide how and when parents or carers will be informed.

Recording and Information

Information passed to the social services department or the police must be as helpful as possible, hence the necessity for making a detailed record. Information should include the following:

The nature of the allegation;

A description of any visible bruising or other injuries;

The child's account, if he or she can give them, of what has happened and how any bruising or other injuries occurred;

Any times, dates, or other relevant information;

A clear distinction between what is fact, opinion, or hearsay.

Reporting the matter to the police or social services department should not however be delayed by attempts to obtain more information.

Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

8 ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF AND VOLUNTEERS

(This would include anyone working with children or vulnerable persons in a paid or voluntary capacity. For example, volunteers in clubs, club helpers, tutors on training camps and coaches.

Child and vulnerable person abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child and vulnerable person abuse has occurred within institutions and may occur within other settings, for example, sport or other social activities. Recent Inquiries indicate that abuse which, takes place within a public setting, is rarely a one-off event. It is crucial that those involved in ice-skating are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

The person in charge may be informed of situations where they are unsure about whether the allegation constitutes abuse or not, and are therefore unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult with senior colleagues, and gain advice from social services, or the NSPCC where there is any doubt. This is because this may be just one of a series of other instances which together cause concern. It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be abusing a child or vulnerable person, will raise concerns among other staff or volunteers, including the difficulties inherent in reporting such matters. However, it is important that any concerns for the welfare of the child or vulnerable person arising from abuse or harassment by a member of staff or volunteer should be reported immediately.

Impaired Skating would want to assure all staff and volunteers that it would fully support and protect anyone who, in good faith, reports his or her concern that a colleague is or may be abusing a child.

Where there is a complaint of abuse against a member of staff, there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the police and social services investigation may well influence the disciplinary investigation, but not necessarily.

(The Report of the Independent Inquiry into Multiple Abuse in Nursery Classes in Newcastle UponTyne" Published - Newcastle City Council 1994.

If, following consideration the allegation is clearly about poor practice then the person in charge will deal with this as a misconduct issue.

If the allegation is about poor practice by the person in charge, or where the matter has been handled inadequately and concerns remain, then this should be referred to a senior officer of Impaired Skating. Senior officers of Impaired Skating will need to decide how this will be dealt with and whether or not to initiate disciplinary proceedings.

Any suspicion that a child or vulnerable person has been abused by either a member of staff, coach or a volunteer will be reported to a person in charge who will take such steps as he or she considers necessary to ensure the safety of the child or vulnerable person in question and any other child or vulnerable person who may be at risk.

The person in charge will refer the allegation to the social services department who may involve the police.

The parents or carers of the child or vulnerable person will be contacted as soon as possible following advice from the social services department.

The person in charge should also notify a senior officer within Impaired Skating, and between them decide who should deal with any media enquiries.

Every effort should be made to ensure that confidentiality is maintained for all concerned.

If the person in charge is the subject of the suspicion, the report must be made to impaired Skating who is then responsible for taking the action outlined above.

Impaired Skating will make an immediate decision as to whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries, impaired Skating must assess all individual cases under the appropriate misconduct / disciplinary procedure, to decide whether a member of staff, coach or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, Impaired Skating must reach a decision based upon the information that is available which could suggest that on a balance of probability it is more likely than not that the allegation is true. The welfare of children and vulnerable persons should always remain paramount.

Consideration should be given to what support may be appropriate to both children, vulnerable persons, parents and members of staff.

8.1 Allegations of Previous Abuse

Allegations of abuse may be made some period of time after the event. For example, by an adult who was abused as a child by a member of staff who is still currently working with children or vulnerable persons. Where such an allegation is made, Impaired Skating should follow the procedures given above and report the matter to the social services department or the police. This is because other children and vulnerable persons, either within the sport or outside it, may be at risk from this person. Anyone who has a previous criminal conviction for offenses related to abuse is automatically excluded from working with children and vulnerable persons.

9 PROMOTING GOOD PRACTICE TO REDUCE THE LIKELIHOOD OF ABUSE BY MEMBERS OF STAFF

All children and vulnerable persons have a right to be safe and to be treated with dignity and respect.

False allegations of abuse are rare, but certain basic guidelines will help safeguard both children, vulnerable persons, coaches, volunteers and Impaired Skating and those concerned. These are listed below.

Recruitment and Selecting Staff and Volunteers

Anyone may have the potential to abuse children and vulnerable person in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children and vulnerable person. It is essential the same procedure be used consistently whether staff be paid or unpaid in part-time or full-time occupation.

When undertaking pre-selection checks the following should be included:

All volunteers and staff working for a club should complete an application form.

Application forms should be designed to elicit information about an applicants past career (including any gaps), and to establish any criminal record. Failure to disclose information will result in exclusion from the club or Impaired Skating.

Consent should be obtained from applicants for police and social services checks.

At least two references should be taken up, including at least one regarding previous work with children and/ or vulnerable persons.

Clubs should have effective measures in place to ensure the confidentiality of information received in relation to applicants is treated with the strictest of confidence.

There should be a check with the following organisations that maintain information about individuals who are deemed unsuitable to work with children: -

- In England and Wales: - The Department of Health Consultancy Index
- In Scotland: - The Scottish Office (Social Work Services Group)
- In Northern Ireland: - The DHSS Pre-Employment Consultancy Service (PECS)

9.1 Policy and Procedure

To help prevent abuse of children the club or organisation that Impaired Skating is working with should have a policy, which ensures that children and vulnerable persons are protected and kept safe from harm. Everyone involved in the care of children and vulnerable persons should know what to do if there are concerns about abuse and where procedures are kept.

9.2 Training

It should be clearly recognised that checks are only part of the process to protect children and vulnerable persons from possible abuse by members of staff. They must be operated in conjunction with appropriate training of staff and volunteers so that they are aware and sensitive to potentially abusive situations.

9.3 Supervision

Managers should be sensitive to any concerns about abuse, and act on them at an early stage. They should also offer appropriate support to those who report concerns.

9.4 Complaints

The Management Committee of all clubs will ensure that there is a well-established complaints procedure in operation and that parents and their children and vulnerable persons have the relevant information that will allow easy access to this procedure.

10 GOOD PRACTICE IN THE CARE OF CHILDREN AND VULNERABLE PERSONS

You can reduce situations for the abuse of children and vulnerable persons and help to protect coaches and volunteers by promoting good practice. The following are more specific examples of care that should be taken when working within an ice skating context.

Always be publicly open when working with children and vulnerable persons. Avoid situations where a teacher/coach and individual skaters are completely unobserved.

Where any form of manual support is required, this should be provided openly. The teacher should also be extremely careful, as it is difficult to maintain hand positions when the child or vulnerable person is constantly moving. Some parents and carers are becoming increasingly sensitive about manual support and their views should always be carefully considered.

Where possible parents should take on the responsibility for their children and vulnerable persons in the changing rooms. Where classes have to be supervised in the changing rooms always ensure that teachers/coaches work in pairs. Encourage an open environment, e.g. no secrets.

Where there are mixed teams individuals away from home, they should always be accompanied by a male and female qualified coach

Also, everyone should be aware that as a general rule it does not make sense to:

Spend excessive amounts of time alone with children or vulnerable persons away from others.

Take children or vulnerable persons alone in a car on journeys, however short.

Take children or vulnerable persons to your home where they will be alone with you.

Where cases arise where it is unavoidable that these things do happen, they should only occur with the full knowledge and consent of someone in charge in the Impaired Skating, or the child or vulnerable person's parents or carers.

10.1 And you should never.

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child or a vulnerable person.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child or vulnerable person even in fun.
- Let allegations a child or vulnerable person makes go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature that children or vulnerable persons can do for themselves.

- Have children or vulnerable persons stay at your home with you unsupervised.

It may be sometimes necessary for staff or volunteers to do things of a personal nature for children or vulnerable persons, particularly if they are young or are children with disabilities. These tasks should only be carried out with a full understanding and consent of parents and of the children and vulnerable persons involved.

There is a need to be responsive to a child or vulnerable person's reactions and if a child or vulnerable person is fully dependent upon you, talk with them about what you are doing and give them choices where possible. This is particularly so if you are involved in any dressing, or undressing of outer clothing, or where there is physical contact of lifting or assisting a child or vulnerable person to carry out particular activities.

If during your care of a child or vulnerable person you accidentally hurt them, the child or vulnerable person seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Parents or carers should be informed of the incident.

11 APPENDIX - PROCESSES



