

Genesee Figure Skating Club (GFSC) – Conflict Resolution Process

The Genesee Figure Skating Club encourages all club members to make every effort to address their concerns and resolve their issues with another club member informally before filing a formal written complaint. If you are unable to resolve your conflict and wish to have GFSC intervene or if you believe there has been a violation of USFSA rules or GFSC policies or rules, then you should file a formal written complaint. All conflicts brought before the board will be handled in a timely and confidential manner.

Filing a Written Complaint

- 1- Fill out the attached form and submit the form to the club president within 15 days of the alleged incident or violation. If the club president has a conflict of interest in the matter, the complaint may be submitted to another club officer.
- 2- The club president will acknowledge receipt of the written complaint to the individual(s) filing the complaint. The president or a club officer will speak with the individual(s) raising the complaint and attempt to resolve the issue.
- 3- If the complaint or dispute cannot be easily resolved, the president will appoint a review panel of 3 people from within the club board or club membership not related to or involved with the complaint. The review panel will evaluate the complaint and determine what, if any, further action is necessary.

Distribution of the Formal Complaint

- 1- A copy of the complaint will be sent to the individual(s) against whom the complaint has been filed. Both parties will be notified in writing of the names of the members of the review panel. In the event any party believes that a member of the review panel has a conflict of interest, an objection can be submitted in writing to the club president or club officer within 3 days of the notification in writing. The club president or club officer shall determine if the review panel member will be replaced.
- 2- The respondent will have 10 days to respond to the complaint in writing. The review panel will send a copy of the response to the person filing the complaint.
- 3- The review panel will discuss the matter and may then schedule a meeting with all parties involved for a full investigation to come to a decision to resolve the complaint.

Determination of the Review Panel

- 1- The review panel will report its findings and recommendations to the GFSC Board. The GFSC Board may adopt the recommendation, modify the recommendation, or return the matter to the review panel with directions for further investigation or recommendations.
- 2- Once the decision is adopted or modified by the GFSC Board, the outcome is final. The outcome will be communicated in writing to both parties within 7 days of the action of the board.

Disciplinary Actions

The GFSC Board reserves the right to take any disciplinary actions it deems necessary. Actions may include:

- 1- Written or verbal warning
- 2- Probation
- 3- Suspension
- 4- Expulsion
- 5- Any other disciplinary actions, e.g., restitution.

Because some misconduct warrants skipping steps in the process, the GFSC Board reserves the right to immediately terminate membership or skip any steps in the resolution process.

