



Conflict Resolution Statement 2024 - 2025

The board shall have the power to discipline, suspend or terminate membership in the club in accordance with the policies and procedures set forth in the bylaws and/or club policy handbook. It is the expectation that the board will make every effort to resolve any conflict or dispute that occurs between members. All conflicts brought to the board should be handled in a timely and confidential manner using due process.

Any member(s) with a complaint against another member for an infraction of any bylaw, rule, policy, procedure or behavioral misconduct may report in writing as outlined below. The complaint must be filed within 15 days of the incident, infraction or discovery of the alleged violation.

All complaints will be submitted in writing to the club president and will contain the following information. If the club president has a conflict of interest in the matter, the complaint will be submitted to another club officer.

1. Name, contact information, U.S. Figure Skating membership number and signature of the party/parties filing the complaint.
2. Name of the party/parties against whom the complaint is brought.
3. The specific bylaw, rule, policy, procedure or guideline allegedly violated.
4. A statement of facts surrounding the alleged violation. Include all necessary information such as date and time. Location, specific facts, witnesses and testimony.
5. Description of actions taken to attempt to resolve this matter informally.
6. The desired action or outcome the grievant wishes to be taken to resolve the conflict by the board.

The club president or officer who received the complaint will, along with one additional club officer or if an additional club officer is not available, club board director, will evaluate the complaint and determine a recommendation for further action if deemed necessary. The recommendation will then be communicated to the board as soon as possible via electronic communication, to review the complaint and recommended action.

If accepted, a copy of the complaint will be sent to the person against whom the complaint has been filed. The parties to the matter will be notified in writing the names of the two officers/board of directors who reviewed the complaint. 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 officer within three days of the notification in writing. The objection will indicate with specificity the basis of the conflict of interest. The club president or officer shall determine if the review panel member will be replaced. The decision of the club president or officer is final. The respondent will have 10 days to respond to the complaint in writing. The board will send a copy of the response to the person filing the complaint. Unless the board determines otherwise, the two officers or board of directors will then schedule a meeting with all parties involved within seven days for a full investigation in the matter and come to a decision to resolve the complaint.

The two officers or board of directors will report the findings and recommendations to the club board within seven days of the last meeting scheduled in the matter. The decision will be presented to the board who may adopt the recommendation, modify the recommendation or return the matter for further review. Once the decision is adopted or modified by the board, the outcome is considered final and will be communicated in writing to both parties within seven days of the action by the board.