



MEMBERS HANDBOOK



WHITLEY BAY ICE SKATING CLUB



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CHAIRPERSON'S WELCOME

Welcome to **Whitley Bay Ice Skating Club**

Hello and welcome to WBISC, our friendly and inclusive club aims to provide the best experience for all our members, old and new.

Our priority is to provide a fun and learning experience for all with competitions, simulations, events, trips and support all round from Sammy the Seagull...

We have pulled together this document with all the codes we work too to align proudly with British Ice Skating and the aim to clarify how and why we are a safe space for our junior and senior skaters alike. We are proud to have a membership and active participant age range from age six to age seventy five! Everyone is welcome and everyone is equal.

Rachael Richards, March 2026





Welcome to **Whitley Bay Ice Skating Club!**

We ask that all members and parents read the handbook and acknowledge that they have read the code of conduct via email to the club (Please see form on page 27).

Committee Contacts:

MAIN EMAIL: whitleybayisc@gmail.com (monitored)

COMPETITION AND EVENTS: wbisc@post.com (only monitored around club events)

If you need to contact us please ring the rink and leave a message, or email as above. Preferred method of contact is via email.

Website: <https://wbisc.org.uk/>

Facebook: <https://facebook.com/WBISClub>

Instagram: @whitleybayiceskatingclub

Please tag us and let us know your competition and test successes!

Join our mailing list to get news on events first and receive our newsletter.



MEET THE CLUB OFFICIALS

Honorary President and BIS Test Organiser- Sue Tweddle

Chairperson- Rachael Richards

Secretary- Ksenia Rea

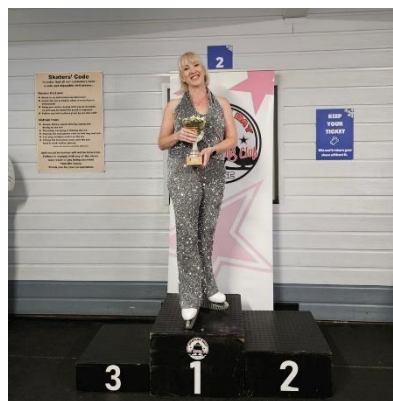
Treasurer- Helen Wei

Welfare Officer- Kathy Grainger

Fundraising Officer- Karen Williamson

Competition Secretaries- Mandy Kirby and Kristiana Beasy

Club Mascot- Sammy the Seagull





MEMBERSHIP

A club membership form can be found here <https://wbisc.org.uk/membership-form/>

This needs to be completed and returned to the club secretary either via the online form or via email to whitleybayisc@gmail.com along with the relevant payment. Please note that Club membership runs from January to December each year. Anyone applying to compete at our Club competitions or simulations must be a member of WBISC.

Whitley Bay Ice Skating Club provides a membership scheme with exclusive benefits and services, available to all members.

Membership Costs 2026 (Fees are reviewed in our AGM each year)

Family £35

Junior £20 per member

Adult £25 per member

Insurance

Whitley Bay Ice Skating Club holds club affiliation with **British Ice Skating** that includes Public Liability Insurance cover for ice skating recognised activities

Grant Application

Should the committee decide that Club funds allow, it is the Club's intention to give a grant to WBISC skaters attending the British Championships. The grant will be awarded to skaters who are representing **Whitley Bay Ice Skating Club**, either wholly or jointly, and the Club must be named on the skater's entry to BIS. The skater must also have represented the Club, either wholly or jointly, in any qualifying event. (This is granted fully at the committee's discretion)



CLUB CONSTITUTION

The name of the Club shall be the **Whitley Bay Ice Skating Club**, hereinafter referred to as **WBISC**.

1. OBJECT: the promotion and advancement of Ice Figure Skating in the technical and artistic field.

2. MEMBERSHIP:

(a) The membership of the Club shall be confined to amateurs – as defined by British Ice Skating, U.K. hereinafter referred to as BIS.

(b) There shall be three categories of membership – Senior, Junior and Family.

i. Junior Member – A person under the age of 18 years with no power to vote.

ii. Senior Member – A person of 18 years and over with the power to vote.

iii. Family Member – Parent(s)/Legal Guardians and all the children in their family UNDER THE AGE OF 18 YEARS. Only parent(s)/Legal Guardians have the right to vote.

(c) Annual membership fees will be determined at the AGM each year and will become due immediately for existing members. Fees for new members must be paid with the application for membership. Members must have paid their annual fee before they can participate in Club events and activities. Members failing to pay their annual fees shall cease to be members.

(d) Club membership is necessary to be able to skate on Whitley Bay Ice Rink patch sessions and to take part in W.B.I.S.C. competitions.

(e) The Committee shall have the power to confer Honorary Life Membership on a Club Member or a previous Club Member, for Long Service, attaining a certain age, or have rendered special service to the Club. Such Life Member shall be entitled to all Club rights and privileges.

(f) A copy of the constitution will be displayed on the Club Notice Board at all times, other copies will be available from the committee.

3. AFFILIATION: The W.B.I.S.C. shall be affiliated to BIS, and affiliation fee shall be paid on the due date each year.

4. GENERAL MEETINGS:

(a) The Annual General Meeting of the W.B.I.S.C. shall be held in January each year or, in special circumstances at some other time by Committee decision. Paid up members and parent(s)/legal guardians of paid up members may attend. Only paid up members are allowed to vote.

(b) The Annual General Meeting will be convened by posting of an Agenda 14 days before the due date.

(c) The only persons entitled to vote are Senior Members and Parents/Legal Guardians of a Family Membership who are not in arrears with their subscription to W.B.I.S.C.

(d) The method of voting, except for the election of the officers, which will be ballot if and when necessary, shall be by the show of hands.



5. ALTERATIONS TO THE CONSTITUTION:

(a) There shall be no alterations or additions to the Constitution of W.B.I.S.C. unless passed by two thirds of the voting members present at the Annual General Meeting and any such alteration shall not be retrospective.

(b) When it is desired to alter rules at a General Meeting, notice must be given to the members in accordance with the rules. Alteration of rules cannot be included in such items as "General" or "Any other business".

6. ELECTION OF OFFICERS:

(a) The Committee will consist of:

i. A Chairman

ii. A Treasurer

iii. A Secretary

iv. A Competition Secretary

v. A Fundraising Secretary

vi. An Honorary President

vii. A Child Protection Officer

viii. A Maximum of 20 Committee Members

(b) An Officer will be elected for a term of 1 year without challenge, and will be fully empowered to conduct the management of W.B.I.S.C. If an officer wishes to resign their position early, this must be officially done at the Annual General Meeting and notice must be given of at least 6 weeks to allow ballot for a new officer.

(c) The minimum age of an Officer or Committee member shall be 18 years.

(d) A quorum shall be decided by an incoming Committee at its Inaugural Meeting.

(e) The nominations and seconds of new officers can be done via email to the club and recorded in the AGM minutes of the meeting (no need of paper form to be signed)

(f) The Proposer and Seconder will sign the nomination form together with the Nominee who must indicate willingness to accept nomination.

(g) All nominees must be fully paid up members of W.B.I.S.C.

(h) If there is no new nomination for an officer's role, the previous person can be voted in at AGM with their agreement to stay for another year

(i) Only one officer role per person

(j) Each committee member is required to attend at least 3 meetings per year and actively contribute to the discussions, as well to volunteer for a minimum of 2 competitions or events each year. This participation will be reviewed annually.



(k) Members who are absent from meetings where decisions are made cannot later challenge or overturn those decisions.

(l) No member shall be eligible to stand for a committee member position if he/she has resigned from his/her previous position within the last year.

(m) Nominations will close 7 days prior to the date of the Annual General Meeting.

7. WELFARE:

The Club acknowledges the duty of care to safeguard and promote the welfare of children, young people and vulnerable adults who are members of the club and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance specifically the Child Protection Procedures (England and Wales) and complies with BIS Policy for officials.

8. GRIEVANCES:

Should any member/parent/legal guardian have any concerns regarding the running of the W.B.I.S.C. then their concerns must be put in writing, signed and sent/given to the W.B.I.S.C. The item will be discussed at the committee meeting following receipt and a written reply will be given shortly after.

9. CONDUCT OF MEMBERS:

Any member deemed to bring the Club into disrepute due to any inappropriate action on their part will have their membership revoked at the discretion of the committee in consultation with the Whitley Bay Rink Management and Coaches.

10. DISOLVEMENT:

Should the Club cease to operate for a period in excess of 2 years the balances of any accounts held in the Club's name will be donated to a local children's charity, at the decision of the Committee.



SAFEGUARDING

Whitley Bay Ice Skating Club

Sport can and does have a very powerful and positive influence on people – especially young people. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands, namely in the hands of those who prioritise the welfare of all and adopt practices that support, protect and empower them.

BRITISH ICE SKATING and **WHITLEY BAY ICE SKATING CLUB** have a duty of care, based in law and guidance, in order to safeguard all skaters from abuse. We believe that every person has the right to feel safe and be protected from any situation or practice that could result in him or her being physically or psychologically harmed. It is essential that the people we work with do not feel threatened or abused by anything we say or do and this policy sets out the safeguards we have in place to protect them from abuse. It is also essential that they themselves are aware of the safeguards we have in place and to know where to go should they have concerns of this nature. Every person involved in ice skating has therefore a legal and moral responsibility to protect children and young people from abuse.

BRITISH ICE SKATING and **WHITLEY BAY ICE SKATING CLUB** are committed to safeguarding the well-being of all skaters, children and young people, vulnerable adults, parents, carers, coaches, staff and volunteers who are involved in the organisations. We recognise that children and young people have rights as individuals and should be valued, listened to and treated with respect. All children and vulnerable young people are at risk of abuse and we therefore aim to achieve excellent standards of safeguarding in all areas.

All **WHITLEY BAY ICE SKATING CLUB** affiliates and members will:

- accept the moral and legal responsibility to implement procedures to provide a duty of care for young people and vulnerable adults, safeguard their wellbeing and protect them from harm;
- respect and promote the rights, wishes and feelings of young people and vulnerable adults
- recognise that some young people and vulnerable adults face additional barriers to getting help because of increased vulnerabilities which could include their ethnicity, gender, age, religion, disability, sexual orientation, social background or culture
- ensure they adopt best practice to safeguard and protect young people and vulnerable adults from abuse and to reduce the likelihood of allegations being made against themselves
- accept and abide by the Safeguarding Policy and Procedures and the **BRITISH ICE SKATING** Code of Ethics and Conduct as well as all other policies, procedures and guidance respond appropriately to any complaints about poor practice or allegations of abuse.



We are committed to recruiting staff, coaches and volunteers safely, ensuring all the necessary checks are made. We recognise and promote that all committee members and coaches in paid and voluntary positions have a duty to prevent the abuse of children and vulnerable adults and report any safeguarding concerns to the relevant person. **BRITISH ICE SKATING** will share concerns with agencies that need to know, involving parents, carers / enablers, children and vulnerable adults appropriately. This document sets out the policy, case management processes and reporting procedures for all staff, coaches or volunteers when engaged in skating activities with children and young people. Any complaint about the way that **BRITISH ICE SKATING** has handled a particular safeguarding concern will be logged through the Complaints Policy and addressed by the relevant team.

WHITLEY BAY ICE SKATING CLUB acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and **BRITISH ICE SKATING** requirements.

The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children are able to safely participate in sport.



As part of our safeguarding policy, **WHITLEY BAY ICE SKATING CLUB** will:

- Ensure all Club coaches, helpers and officials working with young people and vulnerable adults should read and adhere to the **BRITISH ICE SKATING** Safeguarding Children and Young People Policy. The Club will follow the guidance of the policy in the event of any concerns or allegations
- Promote and prioritise the safety and wellbeing of children and young people and vulnerable adults.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people and vulnerable adults.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Prevent the employment/deployment of unsuitable individuals
- The Club will ensure that anyone who meets the eligibility criteria for a Disclosure check will not be deployed until a satisfactory check has been returned
- Ensure robust safeguarding arrangements and procedures are in operation
- The Club will obtain written contact, and medical details of all club players which will be made known to coaches, where deemed appropriate and/or necessary
- The Club will identify a person whose role it is to deal with any issues concerning Child Protection and Harassment (Club Welfare Officer) and notify this person to all members. Anyone with concerns with respect to Child Abuse or Harassment should contact that person. If that person is unavailable they can contact the **BRITISH ICE SKATING** Lead Safeguarding Officer
- The policy and procedures will be widely promoted and are mandatory for everyone involved in **WHITLEY BAY ICE SKATING CLUB**. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Club



Safeguarding Roles & Responsibilities of the Club

Club Welfare Officer (CWO)

The club Welfare Officer is the person appointed at club level and provides the essential point of contact for welfare within the club. The CWO is the person who has responsibility for receiving and acting upon concerns reported to them within the club setting. The club Welfare Officer should be selected for their skills and knowledge, such as being able to handle safeguarding matters in an appropriate and confidential manner. They should be approachable for any concerns regarding safeguarding and be appropriately supported by other members of the club. The CWO will report concerns to the SLO and offer advice at a club level where safeguarding concerns have arisen. Along with the club committee and rink management, the Club Welfare Officer should ensure that the club is adopting and implementing the safeguarding policy. Clubs are advised to ideally have two Club Welfare Officers, with at least one not holding a coaching position or being related to a coach at the Club.

BRITISH ICE SKATING Safeguarding Lead Officer (SLO)

Every sports organisation should designate a person to promote the welfare of children and vulnerable adults within the sport. The role includes liaising with the DBS recruitment process, co-ordinating the dissemination of relevant safeguarding policies, procedures and resources as well as supporting Club Welfare Officers in their roles. The SLO also provides support for the **BRITISH ICE SKATING** board, as well as managing the administration of cases of poor practice/abuse within the sport and contribution to the Case management panel when cases arise. This includes being the central point of contact for enquiries such as from complainants, the LADO, Children's Social Care and/or the Police. The SLO is the **BRITISH ICE SKATING** national lead for receiving and acting upon concerns of a safeguarding nature. This person will receive concerns about:

- unacceptable behaviour of a member of staff or volunteer towards a child
- unacceptable behaviour towards a child by someone within a club setting
- concerns of a serious or significant nature
- any concerns arising outside of a club situation, such as privately owned and run Ice rinks
- any concerns outside the scope of the CWO.

Further information can be found in the Safeguarding and Protecting Young People policy

<http://iceskating.org.uk/is/assets/File/Safeguarding%20and%20protecting.pdf>



CODE OF CONDUCT – ICE SKATERS

Code of conduct for members of **WHITLEY BAY ICE SKATING CLUB**

The Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should at all times show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the club welfare officer.

Sports clubs should offer a positive experience for all members, where they can learn new things in a safe and positive environment.

As a member of **WHITLEY BAY ICE SKATING CLUB** you are expected to abide by the following members code of practice:

All members are expected to:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Keep yourself safe.
- Report inappropriate behaviour or risky situations for other members.
- Be fair and be trustworthy
- Respect coaches, judges and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or be violent and aggressive.
- Make your club a fun place to be.
- Behave and listen to all instructions from the coach.
- Show respect to other skaters and show team spirit.
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using social media or texting.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Keep to agreed timings for training and competitions or inform their coach if they are going to be late.
- Wear suitable clothing and footwear.
- Pay any fees for training or events promptly.
- No smoking or vaping on club premises or whilst representing the club at competitions.
- Not consume alcohol or drugs of any kind on the club premises or whilst representing the club.



Members have the right to:

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
- Have any concerns taken seriously and acted upon.

Any minor misdemeanours and general misbehaviour will be addressed by the coach and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the club/sport. In the case of children and young people, parents will be informed at all stages.

Disciplinary action can be appealed to the coach with final decisions taken by the club committee or referred to BIS depending on the disciplinary procedures within the sport.



CODE OF CONDUCT – PARENTS/CARERS of under 18's

Parents play an essential part in a child's enjoyment of sports

To help your child have a positive experience remember to:

- Focus on what your child wants to get out of sport.
- Be the best role model you can be.
- Help your child achieve their potential.
- Be respectful of other children and coaches.
- Communicate with the coach and Club.

As parents, you are expected to:

- Positively reinforce your child and show an interest in their chosen activity.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete and return the any Registration, Medical and Consent Forms pertaining to your child's participation with the Club.
- Be responsible for ensuring your child arrives and is collected punctually before and after sessions/competitions/events.
- Ensure your child has appropriate kit and clothing. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any relevant medical concerns or conditions pertaining to their child on the registration/consent form. Any changes in the state of the child's health should be reported to the coach or Club staff prior to the activity.
- To inform the coach prior to the activity starting if your child is to be collected early.
- Encourage your child to play by the rules, and teach them that they can only do their best.
- Ensure that your child understands their code of conduct.
- Behave responsibly whilst spectating; do not embarrass your child.
- Show appreciation and support the coach.
- Be realistic and supportive.
- Ensure your child has appropriate equipment, plus adequate food and drink when necessary.
- Accept the decisions of coaches, judges and other officials.
- Promote your child's participation in participating for the love and fun of the sport.

As parents/carers you have the right to:

- Be assured that your child is safeguarded during their participation in sport.
- Be informed of problems or concerns relating to your children.
- Be informed if your child is injured.
- Have your consent sought for participation in event, trips and competition.
- Have your consent sought for participation in film or photography.
- Contribute to decisions within the Club.
- Have any concerns about any aspect of your child's welfare listened to responded to.



Any breaches of this code of conduct will be dealt with immediately by a Designated Person. Persistent concerns or breaches may result in you being asked not to attend events/training sessions if your attendance is considered detrimental to the welfare of participants.



CODE OF CONDUCT – CLUB COMMITTEE, OFFICERS AND VOLUNTEERS

Committee members and volunteers involved in sport for all members to have a great opportunity, to be a positive role model, and help build an individual's confidence.

Committee members and volunteers are expected to:

- Ensure the safety of all member by providing effective supervision, proper pre-planning of events, using safe methods at all times.
- Consider the wellbeing and safety of the individual before the development of performance.
- Encourage all members to accept responsibility for their own performance and behaviour.
- Treat all members fairly and ensure they feel valued. Have no favourites.
- Encourage all members not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all members and do not push individuals unnecessarily. Never exert undue influence over performers to obtain personal benefit or reward.
- Always be positive, approachable and offer praise to promote the objectives of the Club.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the Club's procedures. In the case of children and young people, parents must be informed.
- Never use sanctions that humiliate or harm people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the Club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of members in their care.
- Ensure the rights and responsibilities of members are enforced.
- Establish and address the additional needs of disabled children or other vulnerable groups.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible.
- Maintain confidentiality about personal or sensitive information.
- Respect and listen to the opinions of young people and all members.



- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking, vaping, and consumption of alcohol during club activities or coaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not spending excessive amounts of time alone with children unless in exceptional circumstances.
- Never taking children to their home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.
- Hold appropriate valid qualifications and insurance cover.
- Make the sport/activity fun.

Committee members and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by *British Ice Skating* and the Club.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from the club/sport.

Dismissals can be appealed by the committee member/volunteer with final decisions taken by the Club committee or referred to the governing body depending on the disciplinary procedures within the sport.

Emergency action and first aid

All committee members and volunteers should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures

This will include:

- Access to first aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the emergency services

The Club will:

- Recognise its duty of care and responsibility to safeguard all participants from harm.



- Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures.
- Seek to ensure that bullying behaviour is not accepted or condoned.
- Require all members of the Club to be given information about, and sign up to, this policy.
- Take action to investigate and respond to any alleged incidents of bullying.
- Encourage and facilitate all members to play an active part in developing and adopting a code of conduct to address bullying.
- Ensure that coaches are given access to information, guidance and/or training on bullying.

Each participant, volunteer or official will:

- Respect every members need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect the feelings and views of others.
- Recognise that everyone is important and that our differences make each of us special and should be valued.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Be committed to the early identification of bullying, and prompt and collective action to deal with it.
- Ensure safety by having rules and practices carefully explained and displayed for all to see.
- Report incidents of bullying they see – by doing nothing you are condoning bullying.



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- ensure that coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official will:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
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ANTI-BULLYING POLICY

WHITLEY BAY ICE SKATING CLUB

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Bullying

Everyone has the right to participate in ice-skating free from the fear of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Bullying has the potential to cause permanent harm (physical, emotional or psychological). Rinks and clubs should take steps to prevent bullying behaviour wherever possible and respond to incidents when they occur. A preventative approach means that sport is playing its part to create an environment and society in which people treat each other with respect.



Bullying can take the form of:

- verbal: name calling, teasing, threatening, spreading rumours, sarcasm, racist taunts, homophobic bullying, graffiti and gestures
- physical: hitting, kicking, punching, spitting, stealing/breaking belongings
- emotional: ignoring, hurtful emails/text messages, excluding from activities, tormenting, ridiculing, humiliating.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Bullies come from all walks of life; they bully for a variety of different reasons and may even have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive or jealous. Crucially, they have learned how to gain power over others. Identifying bullying

The competitive nature of sport can make it an ideal environment for the bully. The bully in ice skating can be:

- a parent who pushes too hard
- a coach who adopts a 'win-at-all costs' philosophy
- a player who intimidates
- an official who places unfair pressure on a person
- a spectator who shouts abuse.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, young people and vulnerable adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm including self-harm or in extreme cases, suicide.

There are a number of signs that may indicate a person is being bullied:

- sudden reluctance to go to activities such as training or events that they used to enjoy or a drop off in performance/attendance
- regularly feeling ill before training or events
- physical signs such as stomach-aches, headaches, difficulty in sleeping, bedwetting, scratching and bruising, coming home with damaged equipment or clothes
- behavioural changes such as becoming withdrawn, anxious, clingy, depressed, tearful, aggressive, unreasonable
- start bullying others; a shortage of money or frequent loss of possessions
- In more extreme cases, they might stop eating, start stammering, cry themselves to sleep, have nightmares, run away or threaten/attempt suicide.

These signs may indicate other problems or be a reaction to other events in a child or young person's life but the possibility of bullying should be considered.



Homophobic bullying

Lesbian, gay and bisexual (LGB) people may face homophobic bullying. Homophobia is often driven by a lack of understanding which only serves to strengthen stereotypes and can lead to actions that cause LGB people to feel excluded, isolated or undervalued.

Adults Bullying Children or Young People

Serious cases for example if the bullying included physical abuse or racist name calling, may be considered abuse and so may be referred to the Police or Children's Social Care.

The adult should receive clear guidance on how their behaviour needs to be modified and monitored to ensure this is achieved.

Support for the Victim and the Bully

The bully will need support to help them realise why their behaviour is wrong and assistance to change their behaviour. The Club and BIS should involve the bully's parents (where under 18) in ensuring their behaviour is improving and any problems which may have caused them to bully are being addressed.

The victim's parents should be involved when under 18, and they should be supported to ensure they feel able to remain in the programme.

Action to Help the Victim and Prevent Bullying

- take all signs of bullying very seriously
- If you see any bullying behaviour please inform your coach
- encourage everyone to speak and share their concerns. Help the victim to speak out and tell the person in charge/someone in authority, this could be a coach or other trusted adult. Create an open environment
- investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else (if a young person, you should inform the bully(ies) parents)
- keep records of what is said (what happened, by whom, when)
- report any concerns to the BIS Safeguarding Lead.

Action Towards the Bully(ies):

- talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s)
- if the bully is a young person, inform the bully(ies) parents
- insist on the return of borrowed items and that the bully(ies) compensate the victim
- impose sanctions as necessary
- encourage and support the bully(ies) to change behaviour
- hold meetings with the families to report on progress
- inform all organisation members of action taken
- keep a written record of action taken.



SOCIAL MEDIA POLICY

Facebook: <https://facebook.com/WBISClub>

Instagram: @whitleybayiceskatingclub

We recognise that keeping children safe in sport and physical activity extends beyond the rink or changing rooms to include digital devices, online platforms and communication. This policy provides guidance on how **WHITLEY BAY ICE SKATING CLUB** approaches the use of the internet and all online platforms while providing a safe and fun environment for all to enjoy ice skating.

This includes, but is not limited to:

- our website,
- social media,
- and messaging apps.

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Aims

The aims of our online safety policy are:

- to protect all involved with our club who make use of online technology while in our care, or while engaging with our organisation
- to provide staff and volunteers with overarching principles that guide our approach to online safety
- to ensure our club is operating in line with our values and within relevant legislation, including the Data Protection Act 2018, UK General Data Protection Regulation and Online Safety Act 2023.

As part of our online safety policy, we will:

- conduct risk assessments for all digital and online platforms being considered or being used by the organisation
- ensure that we adhere to relevant legislation and good practice guidelines when using online platforms
- provide access to relevant training to all officials on online safety, and ensure all staff or volunteers using online platforms have had training appropriate to their role
- monitor how members use our platforms both to ensure it adheres to our policy, acceptable use statement and code of conducts



- regularly review existing safeguarding policies and procedures to ensure online safety is embedded throughout the organisation
- ensure at least two members of staff have access to our digital platforms and moderate them regularly
- ensure staff who moderate and use our digital platforms have appropriate safeguarding training and work closely with the safeguarding lead
- keep all apps and platform security up to date, use strong passwords and maintain privacy of all users
- effectively use security and privacy tools available on each platform
- have a zero-tolerance policy towards discrimination, hateful communication, cyberbullying, inappropriate, harmful or illegal content
- inform all members, volunteers, parents, carers and children of who to report any online concerns to, or what to do in the event they see something that worries them online
- adhere to parental consents and permissions when sharing images, videos or live streaming our organisation for promotional or celebration purposes
- never publish identifying information of children on publicly available online platforms (such as our website and public social media channels)
- ensure personal information gathered while using online platforms are stored securely and in line with our privacy policies

The policy and procedures will be widely promoted and are mandatory for everyone involved in **Whitley Bay Ice Skating Club**. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation and, where appropriate, referral to statutory organisations.



CLUB COMPLAINTS & DISCIPLINARY PROCEDURE

The welfare of the child is paramount to the Club. In order to assist *British Ice Skating* and *Whitley Bay Ice Skating Club* in upholding this principle you are asked to submit any complaints or concerns to the club via email. We ask you please give full names and their Club roles. Concerns may be about the behaviour of any child or adult involved or spectating at your Club and could include:

- General concerns about a child's welfare.
- Concerns related to a safeguarding incident e.g. bullying or poor practice.
- Concerns, suspicions or allegations of misconduct.
- Breaches of the Club's Code of Conduct.
- Breaches of the BIS or Club's Safeguarding Policy.
- Allegations of abuse made by or against any child or adult.
- Allegations of bullying made by or against any child or adult.

If you would like further details of recognition, responding and what should be reported please refer to the BIS Safeguarding Policy (Section 2) which can be found on Safeguarding pages of the BIS website:

<http://www.iceskating.org.uk/index.cfm/work-force-coaching/safeguarding/>

To discuss a specific concern or issue please contact the Club Welfare Officer or BIS Lead Safeguarding Officer in the first instance.

Any minor misdemeanours and general misbehaviour will be addressed by the coach and may be reported verbally to the designated person (Club Welfare Officer). More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the club/sport. In the case of children and young people, parents will be informed at all stages.

Disciplinary action can be appealed to the coach with final decisions taken by the club committee or referred to BIS depending on the disciplinary procedures and nature of the allegation.

Persistent concerns or breaches may result in you being asked not to attend Club events/training sessions if your attendance is considered detrimental to the welfare of participants.



PATCH

If your coach has invited you to skate on patch sessions now is the time you might think about joining **Whitley Bay Ice Skating Club** to support your skating journey. Patch sessions are training sessions and there are expectations and etiquette of these sessions. Coaches decide when a skater is ready for patch sessions and will ensure all their skaters are familiar with the below guidelines.

PATCH GUIDELINES

We ask all skaters on patch sessions to abide by the following guidelines from rink management as well as following our club code of conduct:

- Patch sessions are for training not socialising.
- Coaches and skaters should be courteous to each other at all times.
- Be aware of other skaters at all times.
- Stay clear of skaters preparing to jump or spin
- Do not stay in one area, keep moving around.
- Skaters with their music playing have right of way. If a skater stops during their program then music will be turned off.
- If you fall, get up as soon as you can.
- Music access by coaches only
- No food or drink on the ice.
- Please wear suitable training attire, hair must be tied back.
- Mobile phone use for training aids and emergency contact only.
- Do not kick the ice or use bad language.
- Spectators are not allowed on patch sessions. Only parent/carers.
- Strictly no contact with parents on the ice. If you need to speak to a parent please step off the ice and use corridors or foyer.
- No parents/carers in the area next to the office, this is for coaches and skaters only.
- All parents/carers to sit in the designated area (seating near skate hire entrance)

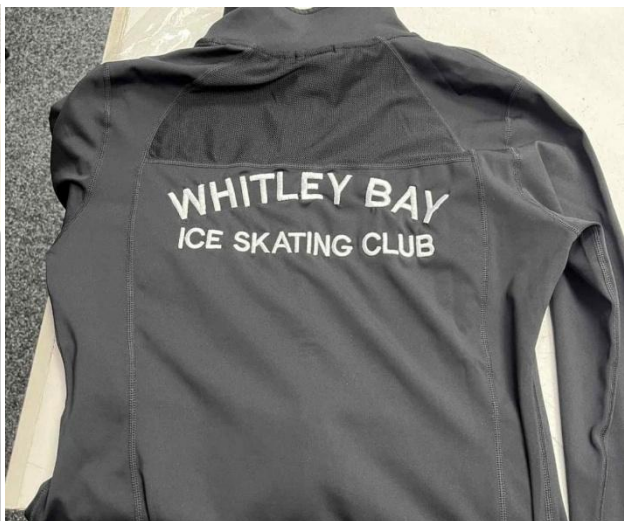
All patch fees must be paid in full on arrival. If the office is closed fees must be paid in full by close of business the following Saturday.

Rink management and coaches have the right to exclude skaters not following these rules.



CLUB JACKETS

Our club jackets can be purchased from Ice Box. You must be a member of **Whitley Bay Ice Skating Club** and have a BIS membership in order to purchase a club jacket. We recommend that these are for skaters representing the club at competitions.





EVENTS AND FUNDRAISING

Please see our website and socials for up to date events information.

We aim to hold an annual IJS event each year as well as several simulations through the year. These are open to club members and include beginner to level 8 as well as adult pre-bronze to Masters. We also jointly host North East Opens with Billingham ISC.

Please contact our club competition secretaries if you have any queries about competitions.

We regularly hold social and fundraising events throughout the year. These help the club raise funds to support our club skaters, hold camps and competitions, as well as buy equipment for the club. We are always looking for more volunteers to help out with events and fundraising. Please get in touch with our fundraising officer if you would like to join in.

In the last few years the club has hosted camps with internationally renowned coaches including Yebin Mok and Jerjak Ipakjan! As well as mini camps with our own amazing coaches.



Summer Development Camp 2025
Thanks you Joy, JARANA, Karen and John. All our skaters enjoyed and learned a lot 🥰





USEFUL INFORMATION

Music

ISWC finder <https://iswcnet.cisac.org/search>

ISRC finder <https://www.isrcfinder.com/>

Music rights <https://www.clicknclear.com/>

Competition events

British Ice Skating Events Calendar <https://www.iceskating.org.uk/events>

SportityApp <https://www.sportity.com/app>

Abbreviations for elements -

https://www.isureults.com/seminars/AbbreviationsElements_2014_15.pdf

Technical Guidance

British Ice Skating <https://www.iceskating.org.uk/technical-guidance>

ISU (adults) <https://isu-skating.com/figure-skating/events/adult-skating/>

Concussion Guidance

<https://www.iceskating.org.uk/post/if-in-doubt-sit-them-out-updated-concussion-guidelines>

Useful contacts

Organisation	Contact details
British Ice Skating	www.iceskating.org.uk
BIS Lead Safeguarding Officer	safeguarding@iceskating.org.uk
NSPCC Helpline (24 hours)	Tel: 0808 800 5000 Website: www.nspcc.org.uk
NSPCC – Child Protection in Sport Unit (CSPU)	Tel: 01162 34 7278, E-mail: cpsu@nspcc.org.uk
LSCB (Local Safeguarding Children's Board)	Website: www.safenetwork.org.uk
Sport England	Website: https://www.sportengland.org/
Child line	Tel: 0800 1111 Website: www.childline.org.uk



Please complete the below to confirm you have read and agree to follow the content of the policies in this handbook.

Please sign below to indicate you have read, understood and agree to adhere to the code of conduct and anti-bullying policy.

Name of skater _____

Signed _____ Date _____

Name of parent (if under 18) _____

Signed _____ Date _____

I do/do not consent to my or my child's pictures or videos being use by the club for social media/promotional use.

Name of skater _____

Signed _____ Date _____

Name of parent (if under 18) _____

Signed _____ Date _____

Please sign below to indicate you have read, understood and agree to adhere to Patch Guidelines as set out by rink management.

Name of skater _____

Signed _____ Date _____

Name of parent (if under 18) _____

Signed _____ Date _____

Please return this completed page to whitleybayisc@gmail.com

Any minor misdemeanours and general misbehaviour will be addressed by the coach and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the club/sport.