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**West Carleton Skating Club**

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| **Policy:** | **Disciplinary** |
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| **Revised:** | **June 26, 2016** |
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**Purpose:**

The purpose of this policy is to document the Disciplinary Procedure and Policy of the West Carleton Skating Club (WCSC). This policy applies, without exception, to all the Club Executives, Coaches, Skaters, Parents and Members registered with or employed by the WCSC.

**Application:**

The Disciplinary Policy applies when any member of the WCSC (i.e. Skater, Coach, Executive, Parent or Member) violates any of WCSC policies, Codes of Ethics, Codes of Conduct, or any Skate Canada rules, policies or Codes of Ethics (together the “WCSC Rules”).

The WCSC Rules are available upon request from any member of the WCSC Executive. When you apply for membership or accept a contract for coaching, skating or skating related services with the WCSC, you are deemed to have reviewed the WCSC Rules and agree to be bound by and act in accordance with the WCSC Rules.

**WCSC Disciplinary Committee:**

The WCSC Disciplinary Committee consists of the President (who acts as the Chair), Vice-President and Coaching Representative. As Chair, the President does not vote, except in the event of a tie, in which case, the President holds the final and deciding vote. The Disciplinary Committee will report all incidents to the Executive, but will make every effort to ensure the confidentiality of the persons involved. Information will be shared on a “need-to-know” basis only.

The Disciplinary Committee must review the incident and make its decision regarding the ramifications of the incident within 48 hours of receiving the report of the incident. The Disciplinary Committee must advise the relevant parties (the complainant and the offender) forthwith after it makes its decision.

Decisions of the Disciplinary Committee are FINAL.

If a member of the Disciplinary Committee is one of the persons reported in the incident, either as a complainant or an offender, or is directly related to one of them, then such member shall be removed from the Disciplinary Committee for that reported incident and be replaced with another Executive Member, as selected by the remaining members of the Disciplinary Committee.

**WCSC Disciplinary Procedure:**

Any member of the WCSC Coaching staff or Disciplinary Committee has the authority, acting lawfully and in a reasonable manner, to remove, from the ice session on which the skater is skating, any skater causing a disturbance, acting in violation of the WCSC Rules, or behaving in a dangerous fashion. The person noting the violation must report the violation, and the action taken by such person in response to such violation, to the Disciplinary Committee within 48 hours of the violation, either verbally or in writing.

Once an incident has occurred, there shall be no further communication between (a) the complainant or the offender and (b) an adult member of the Executive or a coach, on a one-on-one basis without a parent of the complainant or offender (as applicable) or an Executive Member present, as a third party observer.

Each violation of the WCSC Rules will be dealt with by the Disciplinary Committee as follows:

1st Offence: A verbal warning to Skater, Parent, Coach or Executive Member, followed by a written confirmation of the warning, with written notice to President of the violation, including the date, time and description of incident, any other persons involved, and the action taken in response to the violation.

2nd Offence: A written notice to Skater, Parent, Coach or Executive Member, with written notice to President of the violation, including the date, time and description of incident, and any other persons involved, and the action taken in response to the violation. The Disciplinary Committee will meet as soon as possible within five (5) days of the second offence of the said Skater, Parent, Coach or Executive Member, but at least before the next skate session, to review the incident and determine appropriate disciplinary action such as: temporary or permanent suspension, or removal from the WCSC membership. An offending Executive Member has his/her vote suspended for the period of time. The President will advise the Skater, Parent, Coach or Executive member in writing of the Disciplinary Committee’s decision. The Disciplinary Committee decision will also be communicated to the WCSC Executive at the next Executive meeting.

3rd Offence: In the case of a 3rd offence by a Skater and/or Parent, the WCSC Executive may take steps to remove the Skater and/or the Parent from the WCSC’s membership, and any other Skaters of the offending Parent. Remaining fees will not be reimbursed and no other payment, reimbursement or compensation will be paid by the WCSC. In the case of the Coach and Executive member, as applicable, the Coach’s contract may be immediately terminated for cause, without payment, reimbursement or other compensation (save and except for any money owing to such Coach for services already provided by such Coach prior to such termination), and the Executive member will be asked to step down and resign from his/her duties as an Executive member of the WCSC.

There is no time limit for these incidents. All violations will be recorded and all documentation and notices prepared or received in connection with the violations will be retained by the Disciplinary Committee indefinitely.