



Upper Canada Skating Club – Policy and Procedure

Discipline Policy & Procedure

Document Classification: Policy

Associated Documents: General Dispute and Resolution Procedure **Document control:**

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POLICY purpose:

Upper Canada Skating Club (UCSC) places the highest priority on ensuring there is a safe, professional, inclusive, and respectful environment for all participants. Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Skate Canada's policies, Code of Ethics, the club's By-laws, policies, rules and regulations, and Code of Conduct. Individuals who do not adhere to the rules and procedures of the club or who do not satisfactorily perform their assignments/duties are subject to discipline and/or dismissal from their role. Action may be taken using the following discipline policy.

POLICY Scope:

Disciplinary action shall range from verbal warnings to immediate discharge, depending on the seriousness of the offense in the judgement of the board. Possible grounds for immediate dismissal may include: gross misconduct or insubordination; theft of property or misuse of club materials; abuse or mistreatment of clients, staff or other volunteers; not abiding by club policies and procedures; and not satisfactorily performing assigned duties. The club will use progressive discipline when appropriate but may take whatever action it deems necessary to address the issue at hand. While the club will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

POLICY Application:

This policy is applied to all individuals including all UCSC coaches, staff and volunteers and can be executed with or without receiving a formal complaint (general dispute reported to the club in



writing). An individual may be subject to disciplinary action if found repeatedly violating rules, regulations, policies of Skate Canada and of UCSC or not performing the assigned duties satisfactorily. This policy may be applied in conjunction with the general resolution and dispute policy and procedure.

Serious offences may result in immediate suspension or termination.

POLICY - Disciplinary Process

Step 1 – Formal Verbal Warning

An individual will be given a verbal warning when a problem is identified that justifies a verbal warning. A brief note of the warning will be kept but, subject to satisfactory conduct and/or performance, this would lapse after 6 months. Conduct is expected to improve within 2 weeks.

Step 2 – Written Warning

A written warning will be given if there is no improvement in standards within the prescribed time, or if a further offence occurs. A letter will be sent by email inviting them to attend a disciplinary meeting within 5 days. The meeting will be an opportunity for both the individual and the board members to talk about the issues. A copy of the written warning will be kept on file, but the warning will lapse after 12 months subject to satisfactory conduct and/or performance. Following the disciplinary meeting, it will be decided if no further action is warranted, or if there is further action to be taken. The individual will be informed in writing. Any training or actions required to improve performance are the responsibility of the individual.

Step 3 – Final Written Warning

A final written warning will be given if the conduct or performance still remains unsatisfactory by the stipulated date, or if the misconduct is sufficiently serious to warrant only one written warning, a final disciplinary meeting will be called with the individual. The disciplinary meeting will be an opportunity for the individual to answer the issues raised. This meeting establishes that there has been a failure to improve or change behaviour and may result in suspension and/or dismissal. Any suspension is without pay.

Final Step – Dismissal

The final stage in the disciplinary process may be instituted and the individual will be dismissed/terminated if the individual's conduct or performance still fails to improve or if further serious misconduct occurs. When an individual's misconduct or poor performance is sufficiently serious such that the employment relationship is irreparably damaged, the club may terminate the relationship with cause.

Gross Misconduct



Where an individual is found to be involved in gross misconduct, they would be subject to instant dismissal without notice and the above procedures regarding progression of warnings will not apply.

Examples of gross misconduct might include:

- failure to abide by policies and procedures
- failure to satisfactorily perform assigned duties
- falsification of expenses claims
- disclosure of confidential information (see confidentiality policy)
- convictions of a criminal offence that undermine a person's suitability for volunteering
- consistently poor attendance on a project, without appropriate notification
- use of abusive or offensive language or behaviour
- bullying or harassment
- being under the influence of alcohol or drugs
- theft of property or misuse of equipment or materials