



Discipline Policy and Procedure

Policy Administration

Upper Canada Skating Club (“UCSC”), maintains and reviews this Policy every three years.

Implementation Date	July 1, 2023
Next Board Review	June 2026

Policy Purpose

UCSC is committed to maintaining a safe, professional, inclusive, and respectful environment for all participants. All individuals are expected to meet certain responsibilities, including compliance with:

- Skate Canada’s policies and Code of Ethics
- UCSC’s By-laws, policies, rules, and Code of Conduct

Failure to follow these rules or perform assigned duties satisfactorily may result in disciplinary action or dismissal. The following outlines UCSC’s discipline policy.

Policy Scope

Disciplinary action may range from a verbal warning to immediate dismissal, depending on the severity of the issue as judged by the Board. Grounds for immediate dismissal may include, but are not limited to:

- Gross misconduct or insubordination
- Theft or misuse of club property
- Abuse or mistreatment of clients, staff, or volunteers
- Failure to comply with club policies and procedures
- Unsatisfactory performance of assigned duties

Progressive discipline will be used when appropriate; however, the club reserves the right to take whatever action it deems necessary in any given situation.

Policy Application

This policy applies to all UCSC board members, coaches, staff, and volunteers. It may be enacted with or without a formal complaint (i.e., a general dispute submitted in writing).

Disciplinary action may result from repeated violations of Skate Canada or UCSC policies or failure to perform duties satisfactorily. This policy may be applied alongside UCSC’s general dispute resolution procedure. Serious offences may result in immediate suspension or termination.

Disciplinary Process

Step 1 – Verbal Warning

When an issue is identified, the individual will receive a verbal warning. A brief note of the warning will be recorded, but—assuming no further issues—this will expire after six months. The individual is expected to demonstrate improvement within two weeks.

Step 2 – Written Warning

If no improvement is shown, or if another incident occurs, a written warning will be issued. A letter will be sent via email inviting the individual to a disciplinary meeting within five days.

At this meeting, both the individual and board members will have the opportunity to discuss the issue. A copy of the written warning will be kept on file for 12 months, provided conduct and/or performance improves. The outcome of the meeting, including any required training or corrective action, will be communicated in writing. Responsibility for meeting improvement requirements rests with the individual.

Step 3 – Final Written Warning

A final written warning will be issued if issues persist or if the misconduct is severe enough to skip prior steps. Another disciplinary meeting will be held to give the individual a chance to respond. Failure to improve may result in suspension or termination. Any suspension is without pay.

Final Step – Dismissal

Dismissal will occur if no improvement is made or if further serious misconduct takes place. If misconduct or poor performance is severe enough to irreparably damage the working relationship, UCSC may terminate the individual with cause.

Gross Misconduct

Gross misconduct may result in immediate dismissal without notice, bypassing the above disciplinary steps.

Examples of gross misconduct include (but are not limited to):

- Breach of UCSC policies and procedures
- Serious performance deficiencies
- Falsification of expense claims
- Disclosure of confidential information (see Confidentiality Policy)
- Criminal convictions that impact suitability for volunteering
- Poor attendance without proper notification
- Abusive or offensive language or behaviour
- Bullying or harassment
- Being under the influence of alcohol or drugs
- Theft or misuse of equipment or materials