



## ***DISCIPLINE POLICY***

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### **PREAMBLE**

Skate Canada Alberta – NWT/Nunavut (“Section”) is dedicated to providing a positive sport environment for its members built on the values of fairness, integrity, open communication, mutual respect, excellence and inclusion. In addition, Section supports the True Sport movement and its principles that include Go for It; Respect Others; Stay Healthy; Play Fair; Keep it Fun; and Give Back.

Membership in Section not only comes with its benefits and privileges but also with the expectation that members shall fulfill certain responsibilities and obligations, including but not limited to complying with the policies, by-laws, rules and regulations and the Section Code of Conduct, attached as Schedule A.

The Section Code of Conduct establishes the standard of behavior expected by Section members and members who fail to meet the standard may be subject to the disciplinary procedure and sanctions set forth within the Discipline Policy. The Section Code of Conduct supercedes any other Code of Conduct previously used by Section and becomes Section’s official document regarding member discipline and conduct.

For purposes of the Discipline Policy (“Policy”):

- “Member” refers to all categories of Members in Section as well as all individual employees engaged in activities with Section, including but not limited to athletes, coaches, officials, volunteers, team leaders, team managers, medical and paramedical personnel, administrators and employees.
- The Policy applies to discipline matters that may arise, within the province of Alberta or occurring within other Sections, during the course of Section business, activities or events, including but not limited to competitions, training camps, seminars, clinics, meetings and travel associated with activities.

### **Discipline Procedures:**

#### **Minor Infractions**

- All disciplinary situations involving minor infractions, examples of which are set forth in Schedule B shall be dealt with by the appropriate person designated to have the authority to handle the situation and the individual involved and such person or persons in authority may include but is not restricted to the competition chairperson, head coach, team manager, team leader, Section Chair, designated Section Board member or the Executive Director.
- The procedures for dealing with minor infractions shall be informal in comparison to those for major infractions and shall be determined at the discretion of the person responsible for the discipline of such infractions. This is provided that the individual being disciplined is told of the nature of the infraction and has had the opportunity to provide information concerning the incident.
- One or more of the following disciplinary sanctions may be applied for minor infractions:
  - Verbal reprimand.
  - Written reprimand to be placed on file with Section.

- Verbal apology.
- Hand-delivered written apology.
- Team service or other voluntary contribution to Section.
- Suspension from the current competition.
- Other sanctions as may be considered appropriate for the minor infraction.
- All minor infractions resulting in disciplinary action being taken shall be recorded using the Incident Report as set forth in Schedule C. Repeat minor infractions may result in a further incident being considered a major infraction.

### Major Infractions

- Incidents considered by the individual in authority as major infractions, examples of which are set forth in Schedule B, shall be documented in writing by using the Incident Report form set forth in Schedule C.
- The Incident Form shall be forwarded to the Section Ethics Committee who shall review and determine if the incident is to be dealt with as a major infraction or is to be addressed as a minor infraction.
- If the incident is to be dealt with as a minor infraction, the Section Ethics Review Committee shall inform the individual in authority who handled the incident and the alleged offender and the matter shall be dealt with according to the Minor Infractions section of this Policy.
- Where the Section Ethics Review Committee determines the incident is to be dealt with as a major infraction and if it is determined that a hearing is required, the alleged offender shall be notified as soon as possible but, in any event, no later than 10 days from the date of receipt of the Incident Report and shall be advised of the procedures outlined in this Policy.
- Major infractions occurring with a competition, training camp, seminar or clinic, may be dealt with immediately, if necessary, by the designated person or persons in authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary action shall be for the duration of the competition, training camp, seminar or clinic only. Additional sanctions may be applied but only after review of the infraction in accordance with the procedures set forth in this Policy for major infractions.

### Hearing

- Within 14 days of receipt of the Incident Report, the Section Ethics Review Committee shall appoint three individuals as a Disciplinary Panel (“Panel”). If possible, one of the Panel members is to be from the peer group of the alleged offender.
- The Panel shall hold the hearing as soon as possible but not more than 30 days from the date that the Incident Report was received by the Section Ethics Review Committee.
- The Panel has the discretion to govern the hearing as it sees fit subject to the following
  - The alleged offender being disciplined shall be provided 14 days written notice (courier or fax) of the date, time and place of the hearing. The Panel may decide to conduct the hearing in person or by telephone conference.
  - The alleged offender being disciplined shall receive a copy of the Incident Report.
  - The Panel from among themselves shall select a Chair.
  - A quorum shall be all three Panel members.
  - Decisions shall be by a majority vote and the Chair carries a vote.
  - The alleged offender being disciplined, in his or her discretion, can be accompanied by a representative.
  - The alleged offender being disciplined shall have the right to present evidence and argument.
  - The hearing shall be held in private.
  - The Panel and/or the alleged offender can request that witnesses to the incident be present or submit written evidence.

- The Panel shall have the authority to abridge or extend timelines associated with the Hearing, should the need arise.
- The Panel, where circumstances warrant, may determine a preliminary conference is required to deal with matters such as date, location of information and timelines for exchange of documents, format for the hearing, clarification of issues in dispute, clarification on order and procedure of the hearing, discipline and sanctions being sought, identification of witnesses and any matter that may assist in expediting the hearing process. In such a case, the Panel may delegate the Chair the authority to deal with these preliminary matters.
- The Panel shall render its decision with written reasons within 10 days of the Hearing. The written decision shall be provided to all parties to the hearing, and the Section Ethics Review Committee.
- The preceding provisions may be modified, or added to, as required by the provisions of any other Section policy, such as those dealing with personnel or event-specific matters.
- Where the alleged offender acknowledges the facts of the incident, he or she may waive the hearing in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining the appropriate sanction.
- Where the alleged offender being disciplined chooses not to participate in the hearing, the hearing may proceed in any event.

### Sanctions

- The Panel may apply one or more of the following disciplinary sanctions for infractions:
  - Written reprimand to be placed on file with Section.
  - Hand-delivered written apology.
  - Suspension from certain Section events that may include suspension from the current competition, future teams, future competitions, seminars or clinics for a designated period of time.
  - Being sent home following suspension from the current competition.
  - Payment of financial compensation in an amount to be determined by the Disciplinary Panel.
  - Other sanctions as may be considered appropriate for the offense.
- The preceding sanctions may be modified, or added to, as required by the provisions of any other Section policy, such as those dealing with personnel or event or activity related matters.
- Unless the Disciplinary Panel determines otherwise, any disciplinary sanction or sanctions shall be effective immediately.
- In applying sanctions, the Disciplinary Panel may have regard to the following circumstances that may go to aggravate or mitigate the disciplinary sanction or sanctions to be imposed:
  - The nature and severity of the infraction.
  - Whether the incident is a first infraction or has occurred repeatedly.
  - The individual's acknowledgement of responsibility.
  - The individual's extent of remorse.
  - The age, maturity or experience of the individual, and
  - The individual's prospects to not re-offend.

### **Appeals Procedure**

- Except where otherwise provided, an appeal of any disciplinary matter shall be made within seven days from the date of the decision to the Section Ethics Review Committee and any such appeal shall be handled pursuant to the provisions of the Section Dispute Resolution Process.

**Notwithstanding the procedures set forth in this Policy, where it is determined that an Incident Report has been received by the Section Ethics Review Committee and it is determined that the infraction identified is not within the authority of the Section Ethics Review Committee to deal with under this Policy, the Incident Report of the infraction shall immediately be referred to Skate Canada or the appropriate authority, as the case may be.**



## **SCHEDULE A**

### **SKATE CANADA: ALBERTA – NWT NUNAVUT**

#### **CODE OF CONDUCT**

Skate Canada Alberta – NWT/Nunavut (“Section”) is dedicated to providing an environment where all individuals are treated with respect, are provided equal opportunity and are not exposed to discriminatory practices. Members shall conduct themselves at all times in a manner consistent with Section’s values and principles that include fairness, integrity, open communication and mutual respect. Where members act irresponsibly in conduct and behavior, severe damage can be done to the image of the sport of figure skating and to the reputation of the other Section members who work hard to follow the Section’s values and principles and Code of Conduct. Irresponsible conduct and behavior may be subject to disciplinary sanctions pursuant to Section’s Discipline Policy.

In addition to the above, the following specific conduct and behavior are subject to sanction pursuant to the Section Discipline Policy

- Non-compliance with the by-laws, rules, regulations or policies of Section, adopted and amended from time to time.
- Verbal or physical abuse of team members, competitors, officials, coaches, volunteers, team leader, team managers, Section Staff spectators or sponsors.
- Disrespect to officials, including the use of foul language and obscene or offensive gestures.
- Abuse of facilities or equipment or any other property that Section has contracted or that has been contracted by the event Host.
- Failure to comply with the conditions of entry of a competition.
- Failure to be available to meet reasonable requests for interviews.
- Any other unreasonable conduct which brings the sport of figure skating and Section into disrepute, including but not limited to the abuse of alcohol, non-medical use of drugs and use of alcohol and cigarettes by minors.

**The Section Discipline Policy and Code of Conduct shall govern all disciplinary matters within Section’s authority. Disciplinary matters not within the authority of Section shall be referred to Skate Canada or the appropriate authority, as the case may be.**



## SCHEDULE B

### Examples of Minor Infractions:

- A single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed to others, including but not limited to peers, competitors, athletes, coaches, officials, volunteers, administrators, Section Staff, spectators and sponsors.
- Unsportsmanlike conduct such as angry outbursts or arguing.
- A single incident of being late for or absent (without valid reason) from Section events and activities where attendance is expected or required.
- Non-compliance with the rules and regulations under which figure skating events are conducted, whether an event is local, provincial or national.

### Examples of Major Infractions

- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, competitors, athletes, coaches, officials, volunteers, administrators, Section Staff, spectators and sponsors.
- Repeated unsportsmanlike conduct such as angry outbursts or arguing.
- Repeated incidents of being late for or absent from Section events and activities where attendance is required.
- Activities or behavior that interfere with a competition or with any athlete's preparation for a competition.
- Pranks, jokes or other activities that endanger the safety of others.
- Deliberate disregard for the rules and regulations under which figure skating events are conducted, whether an event is local, provincial or national.
- Abusive use of alcohol to the extent where the level of consumption impairs the individual's ability to walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely.
- Any use of alcohol by minors.
- Use of illicit drugs and narcotics.
- Use of banned performance enhancing drugs or methods.

**Note:** The definition of "repeated" will depend on the severity of the infraction and the frequency of offending within a given time.



**SCHEDULE C**

**SKATE CANADA: ALBERTA – NWT/NUNAVUT INCIDENT REPORT**

Date and time of incident: \_\_\_\_\_

Incident reported by: \_\_\_\_\_ Position: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Incident identified as \_\_\_\_\_ Minor Infraction \_\_\_\_\_ Major Infraction

Individual(s) involved in the incident:  
\_\_\_\_\_  
\_\_\_\_\_

Objective description of the incident (Be concise, accurate, state facts be non judgmental):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Names of individuals who observed the incident:  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary action that was taken (if applicable): \_\_\_\_\_

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Signature of reporter of incident: \_\_\_\_\_

Date: \_\_\_\_\_

September 2007