

## Speed Skate PEI Inc. Discipline Policy

By joining Speed Skate PEI ("Club" or "SSPEI"), members agree to fully comply with the Code(s) of Conduct that have been adopted by SSPEI pertaining to their particular role(s) within the organization. Club Members will be advised of the Discipline Policy at the time of registration and by virtue of completing their registration either the skater or their guardian has pledged their agreement in full.

Disciplinary matters shall first be dealt with at the coaching level. Coaches have been provided a guideline for corrective action as suggested by the Board. Coaches will elevate ongoing and continued concerns to the Board for review. Additionally, the Board may in certain instances, where the Board deems it necessary, to subsequently appoint a Disciplinary Committee and/or an Investigating Officer.

Speed Skate PEI believes in the process of progressive discipline, said discipline shall at first not seek to be punitive but corrective in nature. To this end the club has developed coaching guidelines for skater discipline attached as appendix i and a Club Corrective action form attached as appendix ii.

Should further corrective action be required, disciplinary action against Club members, up to and including expulsion, may be taken for offences of misconduct or any breach of club rules. However, every member will have the following rights:

- To expect fair treatment
- To receive adequate notice from the Club
- To have access to an appeal process

### Offences Leading to Disciplinary Action

1. **"Misconduct"** is defined as the carrying out of an offence considered to be in minor nature (unless frequently repeated). Instances of misconduct generally will be addressed by the coach at the time of occurrence and the coach in question shall inform the Board of the event and the actions taken to remedy the situation.

Examples of such behavior are not limited to, but would include the following:

- (a) Failure to comply with the Code of Conduct relevant to the members' specific role within the Club
- (b) Conduct of an unsafe nature (on or off ice conduct)
- (c) Discourteous or offensive behaviour at training sessions, meets or organized club events
- (d) Disregard for equipment and/or property
- (e) Refusal to carry out reasonable instructions issued by event officials, volunteers, or organizers
- (f) Any other action deemed by the Board to be of a similar gravity

2. **“Serious Misconduct”** is defined as the carrying out of an offence of such gravity that, as determined by the Board, it warrants immediate disciplinary action to be taken by the board. At this time the Board may convene a disciplinary hearing to address the concern. Actions taken by the Board, on behalf of the club, shall be remedial in nature however may be as serious as suspension from the club

Examples of such behavior are not limited to but include the following:

- (a) Misconduct offences, as defined above as misconduct, which are especially grave or repeated
- (b) Deliberate and/or consistent breach of club rules
- (c) Any use of threatening or abusive behaviour
- (d) Any attempt to achieve gains or advantage over others by unfair or deceitful means
- (e) Theft or misappropriation
- (f) Malicious interference with equipment or property
- (g) Any other action which, as determined by the Board, to be of a similar gravity

3. **“Gross Misconduct”** is defined as the carrying out of an offence with such seriousness that the Board believes that immediate expulsion of the offender from the Club is required.

The Board may summarily expel such an offender without invoking a disciplinary hearing. The expelled member will have the right to a disciplinary hearing as soon as one can be arranged but will remain expelled until and unless such a hearing is convened. Examples of such behaviour are not limited to, but include the following:

- (a) Physical violence or assault towards other persons at a club event or related activity, including serious threats, intimidation or forceful behavior
- (b) Conviction of criminal offences involving physical violence or abuse
- (c) Reckless disregard for safety and basic safety rules
- (d) Proven use of banned substances
- (e) Other acts, as determined by the Board, considered to be of a serious nature perpetrated against the Club, its members or other parties.

### **Disciplinary Procedure**

On receipt of a written complaint from a member, another club within the sport, governing body, meet organizer, volunteer, coach or any other party related or non-related to the club, the Board, will decide whether the complaint falls within the scope of this disciplinary policy. Should the Board conclude that it does, they will then determine the type of offence as defined above.

### **Offences of Misconduct**

- (a)** The offender will be given a formal written warning, including the outline of corrective/remedial action that the Board may deem appropriate to the individual in question.
- (b)** The Board will open a disciplinary file and copies of the original complaint, the written warning and any other correspondence on the matter will be placed in the file.
- (c)** Once corrective measures outlined by the Board have been taken by the individual in question and all materials have been placed in the file, the matter will be considered closed unless any of the parties involved object to the Board's decision and request an appeal of the Board's decision.

### **Offences of Serious or Gross Misconduct**

- (a)** The Board may appoint an Investigating Officer who will research evidence presented. The Board may also choose to investigate that matter as whole or in part to determine the validity of the concerns presented.
- (b)** The Investigating Officer/Board member will contact the complainant and obtain a written statement of events.
- (c)** The Investigating Officer/Board member will contact the individual in question and obtain a written statement of events.
- (d)** In cases of disputes of a personal nature, the Board will attempt to resolve the situation amicably and to the mutual satisfaction of the parties concerned.
- (e)** If settlement cannot be agreed between the parties, or if the offence merits it, a Disciplinary Hearing will be convened as soon as possible.
- (f)** The Club's legal adviser may be contacted, if required and supplied copies of all materials collected by the Investigating Officer/Board member
- (g)** Should the Board deem it necessary to have a disciplinary hearing, the Board or Investigating Officer will notify all parties of the hearing date and ensure the parties have all relevant copies of paperwork in good time prior to the hearing.

### **3. Disciplinary Hearing**

- (a)** The Board will appoint a secretary for the sole purpose of proceeding with a hearing. The Secretary shall take charge of the hearing and all questions will be addressed through the Secretary.
- (b)** A Disciplinary Committee will be appointed which will consist of at least one elected member of the Board and two others who may be from within or outside of the club. The Club will appoint a case presenter, who will normally be the Investigating Officer. All witnesses will be interviewed, and all written evidence reviewed and presented at the hearing.
- (c)** No new witnesses or statement may be introduced at the hearing without prior notice. Copies of all written evidence must be produced for consideration prior to the hearing. The Disciplinary Committee may adjourn the hearing to allow further evidence to be reviewed, if the disciplinary committee considers it fair to do so.
- (d)** The Disciplinary Committee will reach a decision on the matter at hand. The decision shall be forwarded to the complainant in writing within 7 days of the decision together with any penalties that have been assessed.

### **4. Penalties**

- (a)** If a Disciplinary hearing is held the Disciplinary Committee will assess and apply penalties that it considers appropriate. Should the Board have concluded that a committee was not required, it may levee similar penalties as appropriate.
- (b)** Such penalties may be, but not limited to, temporary or permanent expulsion of the offender from the Club.
- (c)** Such penalties will be effective from the date of the decision notwithstanding the possibility of an appeal.
- (d)** In all cases, the Club will comply with the SSPEI Code of Conduct and with child protection policies, including immediate notification of the police where required.

### **5. Appeals**

Appeals of any decisions arising as result of application of this Discipline Policy shall be handled in accordance with Speed Skate PEI's Appeals Policy.

Appendix i:

**Re: Coaching guidelines for skater discipline**

At the end of season coaches meeting, June 2018, coaching staff requested a document outlining disciplinary actions for breaches to the SSPEI Code of Conduct, Harassment and Discipline Policies in order to ensure consistent corrective action from all coaches. The following has been reviewed by coaching staff and approved by the Board of Directors (October 2018). SSPEI is committed to providing a safe, respectful environment, free of harassment.

**Guidelines:**

- Coaching staff are responsible for ensuring safety and discipline during practice times. This includes on and off ice.
- Corrective actions will be enforced in all skating groups, including Learn to Skate and are at the discretion of the coaching staff.
- For safety violations, ***immediate*** corrective action is required.
- For violations to the SSPEI Code of Conduct, Harassment and Discipline Policies, the Corrective Action form will be completed by the lead coach and signed by the skater and/or parent (for skaters under the age of 14 years) to acknowledge the incident.
- The signed Corrective Action form will be forwarded to the Board of Directors. Serious Offences will be forwarded to the Board within 24 hours of the incident.
- If a skater continues to breach the SSPEI Code of Conduct, Harassment and Discipline Policies during the skating season following a suspension, such that a Corrective Action form is completed, a disciplinary hearing will follow, and the Board or the appointed Disciplinary Committee will decide on the corrective action.

**Suggested Corrective Actions:**

- For Learn to Skate, misbehavior such as rough play, kicking or bullying will result in the aggressor sitting on the bench for 10 minutes. Should the behavior continue, the skater will be removed from the ice for the remainder of the practice and the Corrective Action form will be completed by the lead coach and signed by a parent.
- For all long blade programs, misbehavior such as rough play, kicking or bullying will result in the aggressor being removed from the ice for the remainder of the practice and the Corrective Action form will be completed and signed. Should the behavior continue at a subsequent practice, a suspension at the discretion of the coach will follow.
- For all long blade programs, disrespectful behavior, such as swearing or the blatant disregard for the on-ice safety rules, will result in immediate dismissal from the ice for the remainder of the practice and a Corrective Action form will be completed and signed. Should the behavior continue at a subsequent practice, a suspension at the discretion of the coach will follow.

Appendix ii:

**SSPEI Corrective Action Form**

**Date:**

**Lead Coach:**

**Skater:**

**Description of incident:**

**Corrective Action Taken (check option that applies):**

- Removal from remainder of practice
- Single practice suspension
- Multi-practice suspension                      indicate number of practices: \_\_\_\_\_

**Skater Signature (if 14 years of age or older):** \_\_\_\_\_

**Parent Signature (if skater is < 14 years):** \_\_\_\_\_

Signature acknowledges that the skater and/or parent discussed the incident with the lead coach. It does not imply agreement with the coach's interpretation of the incident or the corrective action. Consult the SSPEI Appeals Policy for direction.

**ALL CORRECTIVE ACTION FORMS WILL BE FORWARDED TO THE BOARD FOR REVIEW.**