

# **Akasaka Figure Skating Club Discipline Procedure Policy**

## **Preamble**

It is the desire of the Akasaka Figure Skating Club (herein known as AFSC) to run effectively and within the spirit of the sport. From time to time, issues arise that have the potential to harm the reputation of a skating club and the sport in general. To that end, a guideline has been devised to best help deal with these issues internally and in doing so minimize any potential damage. Members, however, should be aware that these guidelines are secondary to any Skate Canada Policies/Rules or Provincial/Federal Law.

## **Definitions**

- a) AFSC Members – Skaters, Coaches, Parents, Guardians, Volunteers as well as individuals engaged in activities with the Akasaka Figure Skating Club
- b) Policy – Club Discipline Procedure Policy
- c) Complainant – Party alleging an infraction
- d) Respondent – Alleged infracting party
- e) Club – AFSC
- f) Third Party – A representative as appointed by the club that is not directly involved with the dispute or complaint

## **Purpose**

The AFSC is committed to providing an environment in which all members are treated with the utmost respect. Irresponsible behaviour can result in severe damage to the integrity of the AFSC or to the safety of its members. Conduct that violates these values may be subject to disciplinary measures contained in this policy. Since disciplinary measures may be applied, it is only fair to provide members a mechanism, so complaints and discipline is dealt with fairly, timely, and with respect to all parties involved.

The AFSC is committed to providing an environment that is characterized by the value of fairness, integrity, open communication, and mutual respect. Participation in AFSC activities brings with it many benefits and privileges. At the same time, AFSC members are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, procedures, rules, and regulations set forth in the AFSC Code of Conduct.

## **Application of this Policy**

This policy applies to all Members as defined in the Definitions. This Policy only applies to

discipline matters that may arise during the course of Akasaka Figure Skating Club business, activities and events including but not limited to training, activities, events and meetings.

## **Reporting a Complaint**

Any individual may report a complaint following the correct procedure, [via an online form found here](#). The complaint, in writing via the [online form](#), must be received within thirty (30) days of the alleged incident. There is a mandatory 24-hour waiting period before reporting of complaint. It must be submitted to the President and/or the Vice President of the AFSC. Complaints must be as detailed as possible including date, time, location, and names of any other witnesses involved. [\(Incident Report Form can be found here\)](#). Anonymous complaints will not be accepted but a complainant may request anonymity during the process. The decision to accept or dismiss the complaint as being without merit will be at the sole discretion of the AFSC Executive. This decision may not be appealed.

## **Discipline and Complaints Policy**

If a complaint is determined by the AFSC Executive to be legitimate, the complaint will be forwarded to a Third Party to determine if the complaint will be designated as a minor infraction or a major infraction. This decision may not be appealed.

If an incident is determined to be a minor infraction, the AFSC President and/or Vice President, on the advice of the Executive, will notify the alleged offender and the matter will be dealt with according to the section of this Policy relating to minor infractions.

If the incident is determined to be a major infraction, the AFSC President and/or Vice President, on the advice of the Third Party and Executive will notify the alleged offender and the matter will be dealt with according to the section of this Policy relating to major infractions.

This Policy will not prevent an appropriate person having authority from taking immediate, informal, or corrective action in response to behaviours that constitute either a minor or major infraction, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. Further disciplinary measure may be applied in accordance with the procedures set out in this Policy.

## **Minor Infractions**

Examples of minor infractions include, but are not limited to a single incident of:

- a) Disrespectful, offensive, abusive, threatening, racist or sexist comments or behaviour directed toward others.
- b) Conduct contrary to the ideals of respect such as angry outbursts or arguments.

- c) Non-compliance with the Policies and Procedures under which the AFSC is governed.
- d) Violations of AFSC Code of Conduct Policy

All disciplinary situations involving minor infractions will be dealt with by the President and/or Vice President of the AFSC, on the advice of the Executive, within fourteen (14) days of proper notification from the complainant(s), and will be documented, signed, and acknowledged by the offender if deemed to be a legitimate offence.

Disciplinary measures for minor infractions, which may be applied singly or in combination, include the following:

- a) Verbal reprimand which may be placed on the individual's record
- b) Verbal or written apology to complainant or Club Member(s)
- c) Volunteer service or other monetary contribution to the AFSC
- d) Suspension from an activity or event
- e) A written reprimand may be placed on the individual's permanent record
- f) Any other disciplinary measure considered appropriate for the offense up to and including member dismissal

Minor infractions that result in discipline will be recorded and maintained by the Club Secretary of the AFSC. Repeated minor infractions may result in further discipline up to and including member dismissal.

## **Major Infractions**

Major infractions are instances of misconduct that result or have the potential to result, in harm to other persons or the AFSC.

Examples of major infractions include, but are not limited to:

- a) Repeated incidents of disrespectful, offensive, abusive, threatening, racist or sexist comments or behaviour directed towards others
- b) Repeated conduct contrary to the ideals of respect such as angry outbursts or argument
- c) Incidents of physical abuse
- d) Pranks, jokes that endanger the safety of others
- e) Conduct which results in harm to the image, credibility or reputation of the AFSC

The Executive may apply the following disciplinary measure singly or in combination for any or all infractions:

- a) Written reprimand to be placed on the individual's record
- b) Written apology
- c) Removal of certain privileges
- d) Suspension from AFSC programs, events, activities, functions
- e) Suspension from all AFSC activities for a designated period of time
- f) Expulsion from the AFSC
- g) Publication of the Committee decision

h) Other measures may be considered appropriate to the offense

All disciplinary situations involving major infractions will be dealt with by the President and/or Vice President of the AFSC, on the advice of the Executive, within fourteen (14) days of proper notification from the complainant(s), and will be documented, signed, and acknowledged by the offender if deemed to be a legitimate offence.

## **Disciplinary Measures**

Major infractions may be dealt with immediately, if necessary, by AFSC members, provided the individual being disciplined is told the nature of the infractions and has an opportunity to provide information concerning the incident. In such situations, disciplinary measures will be for the durations of the training, program, or event only. Further disciplinary measure may be applied but only after review of the matter in accordance with the procedures set out in the Policy. Should the matter be severe enough, all documentation will be sent to Skate Canada for their review for further discipline through the Skate Canada Discipline and Complaints Policy.

## **Appeal Panel and Hearing**

An alleged offender will have three (3) days from the date of notification of discipline to appeal the discipline handed down. The appeal must contain a clear and concise summary of the grounds for the appeal.

Upon reviewing a request for an appeal, the AFSC Executive will establish a Special Committee comprised of three (3) members and a Third Party to hear any appeals related to the discipline or actions undertaken as a result of the outcome of the investigation. The Committee will have no significant relationship with the complainant or the respondent; will have no involvement with the alleged infraction; and will be free from any other bias or conflict of interest.

The Committee will review the documentation from all parties and schedule an oral hearing as soon as possible (within 14 days) to be held at a neutral location of the Committee's choice. Through the documentation review and the oral hearing, the Committee will decide within three (3) days whether the individual(s) will be disciplined and the appropriate penalty. Where the individual acknowledges the facts of the incidents, he or she may waive any hearing and the penalty will stand.

## **Timelines**

If the circumstances of the complaint are such that this policy will not allow a timely conclusion or if the circumstances of the complaint are such that the complaint cannot be concluded within the timelines dictated in the policy, the Committee may direct that these timelines be revised.