



Disciplinary Procedure

SCOPE

This procedure will be applied when there is a breach or alleged breach of the code of conduct of club members and can be applied to any of the following member categories:

- Junior members
- Senior members
- Volunteers
- Officials
- Coaches
- Guest members

The club code of conduct requires its members to adhere to the policies and rules of the club. Any breach of these is considered a breach of the club code of conduct and subject to this disciplinary procedure.

The Disciplinary Procedure can apply to individuals' conduct during all WSRC-related business, coaching activities, and events including, but not limited to, competitions, training, training camps, and travel. This Procedure does not prevent discipline from being applied, during a competition or event, according to specific procedures in place for the particular event. Individuals may also be subject to the disciplinary rules and processes of other associations, clubs, or organizations. WSRC will respect decisions made by those bodies.

This Procedure does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes an infraction.

Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions by WSRC may be applied but only after review of the matter in accordance with the procedures set out in this document.

REPORTING A COMPLAINT

Please refer to WSRC's Whistleblower and Complaint Resolution policy.

DISCIPLINE COMMITTEE

At the beginning of each ski season, a discipline committee will be established. This will consist of three or more members including one member of the BoD Executive (Vice-President or other), one other



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Board Member or Senior Member and one other person with experience acceptable to the Board of Directors.

The Discipline Committee has an overall responsibility to ensure procedural fairness is respected at all times, and to implement this Policy in a timely manner. More specifically, the Discipline Committee (DC) has a responsibility to:

- a) Determine whether the complaint is frivolous or vexatious, and within the jurisdiction of this Procedure. If the DC determines the complaint is frivolous or vexatious or outside the jurisdiction of this Procedure, the complaint will be dismissed.
- b) Identify the Parties to the complaint, which may include the complainant.
- c) Coordinate all administrative aspects of the complaint.
- d) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.
- e) Ensure that for any specific complaint, the Discipline Committee members themselves do not have a conflict of interest as defined by the WSRC conflict of interest policy and conduct themselves in an unbiased manner.

INFRACTIONS

Infractions consist of single or multiple incidents of failing to achieve expected standards of conduct that may result in harm to others, to Individuals, WSRC, or to the public.

Examples of infractions can include, but are not limited to, incidents of:

- a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
- b) Disrespectful conduct such as outbursts of anger or argument
- c) Non-compliance with, or disregard for, WSRC's or its governing authorities' policies, procedures, rules, or regulations
- d) Violations of the Coach or Member Code of Conduct
- e) Tampering
- f) Any incident of hazing
- g) Physical abuse
- h) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- i) Pranks, jokes, or other activities that endanger the safety of others



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- j) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- k) Conduct that intentionally damages the image, credibility, or reputation of WSRC
- l) Abusive use of alcohol, provision of alcohol to minors, or use or possession of illicit drugs and narcotics
- m) Any possession or use of banned performance enhancing drugs or methods, or condoning such use by others.

IMMEDIATE SUSPENSION

The Discipline Committee (DC) may determine that an alleged incident is of such seriousness as to warrant immediate suspension of an individual pending an investigation and a decision of the DC.

PROCEDURE

This disciplinary procedure includes three stages of progressive discipline:

First Offence = a verbal warning,

Second Offence= a written warning,

Third Offence = dismissal.

In cases of gross or serious misconduct, immediate dismissal from the club may be deemed appropriate by the Discipline Committee. This includes acts such as fraud, theft and insubordination.

Depending on the severity of the infraction, a suspension may be issued at any stage of the progressive discipline process.

VERBAL WARNING

Issues at stage 1 can be dealt with by the immediate supervisor of an employee or by the coach of an athlete/parent. A written record will be made of these and a copy remitted to the Discipline Committee for their records. The employee or parent shall be informed that a record is being made.

A WRITTEN WARNING

If there is a similar or another disciplinary issue of the employee or member, the disciplinary committee will conduct an investigation and upon satisfying itself, the disciplinary committee will issue a written warning and meet with the offending employee or member to deliver the written warning and discuss the undesirable behaviour.

All written warnings should include the following:

- Date of the written warning,



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- Date of the incident warranting the written warning;
- History of previous verbal/written warnings;
- Reason for the warning (what the employee or member is or is not doing)
- Clear expectations going forward (what the employee or member must do, how to do it and a timeline in which to do it)
- Consequences if appropriate corrective action is not taken.

DISMISSAL

An employee must be informed of their dismissal in person by the employee's immediate supervisor, accompanied by the club President or Vice-President.

A Member must be informed of their dismissal in person by the club President or Vice-President and at least one other member of the Discipline Committee or Board of Directors and provided with written documentation of the reason for dismissal and will not be entitled to any refund of any kind due to being dismissed.

A copy of the dismissal letter must be retained.

CONSIDERATION ACROSS SKI SEASONS

The Disciplinary Committee, at its discretion, may consider previous seasons' of verifiable discipline when deciding what stage applies for a given infraction.