



Discipline Policy

Intent

Red Circle Hockey Club (RCHC) is a non-profit organization committed to providing a fair and equitable hockey experience to the children and youth of our community. Identifying performance problems and/or inappropriate behavior of Affiliates and the appropriate and most effective means of resolving them can be complex and require a variety of considerations. Disciplinary actions are usually corrective and progressive in nature; however, serious misconduct and work performance problems or violations of laws and/or policies, procedures, and practices may warrant disciplinary action, up to and including termination.

The purpose of this policy is to serve as a guide for directors, and all Affiliates of RCHC, to help ensure that a fair and consistent approach is taken in resolving performance problems and/or inappropriate behaviour when informal remedial and/or corrective measures, such as ongoing performance feedback, coaching, or training have not been successful.

This policy applies to all Affiliates who are required to read, understand and agree to RCHC's Discipline Policy. For information regarding player disciplinary actions, please refer to Red Circle Hockey Club Rules.

Definitions

- Affiliate – Any director, coach, manager, trainer, referee, timekeeper, convenor, volunteer or other officer in any way affiliated with RCHC.

Policy/Procedure

Disciplinary Process

RCHC utilizes a process of three (3) steps of disciplinary actions that may be taken to resolve issues with Affiliate performance/behaviour, including:

- **Step 1:** Warning,
- **Step 2:** Suspension, and
- **Step 3:** Termination.

However, in determining the proper course of disciplinary action, RCHC may, modify, or omit a level of discipline based upon the facts of the specific case. For example, in the case of serious misconduct, a suspension or termination of any Affiliate's position on the first offence may be warranted.

Affiliates who fail to meet performance expectations will be subject to disciplinary action where the Affiliate has failed to:



- Regularly and reliably exercise a high level of judgment and discretion,
- Consistently demonstrate effective supervision, management and leadership, and
- Productively participate in a confidential capacity as part of RCHC, or if the actions and inactions of such individuals may seriously impair the ability of the Corporation to fulfill its objectives.

Disciplinary Actions

Warning

When informal remedial and/or corrective measures, such as ongoing performance feedback, coaching, or training have not been successful, the Board or its representative will meet with the Affiliate to discuss the performance problem and/or inappropriate behavior and outline the steps necessary to correct it in a formal written warning. The written warning will include a description of the problem and the specific steps necessary to successfully correct it, a timeline for improvement and a scheduled time to meet to review the Affiliate's subsequent performance. The warning will also indicate that unless the unacceptable behavior or performance is corrected, further disciplinary action, including termination, may occur.

Suspension

Where a warning has been issued to an Affiliate and the performance concern persists or where the issue is of a serious nature (serious misconduct, violations of procedures, policies, laws, etc.) that warrants escalation of the issue, a disciplinary suspension may be applied as a form of discipline. An investigative suspension may also be applied where Hockey Operations needs to perform investigative procedures to determine the veracity of an alleged issue.

Decisions to apply suspensions to an Affiliate are made by Hockey Operations. No Affiliate shall receive any form of remuneration while serving a disciplinary suspension. An Affiliate placed on an investigative suspension may or may not receive remuneration depending on the circumstances.

Based on the outcome of an investigation, the Affiliate may be reinstated without any disciplinary action being taken or they may be issued a warning, disciplinary suspension, or may be terminated. Following the investigation, Hockey Operations will meet with the Affiliate and provide them with a letter documenting the outcome of the investigation. A copy of the letter will be retained with the recording secretary of the Corporation.

Termination

Where a performance/conduct issue persists after the issuance of a warning or suspension or where the performance/conduct issue is of a serious nature, an Affiliate's position may be terminated in accordance with bylaws 4.04 *Removal and Replacement of Directors by Members* and/or 7.07 *Disciplinary Act or Termination of Membership for Cause*.

Appeals



Disciplinary actions resulting in termination or suspension may be appealed by the Affiliate pursuant to the process set out below. The time limit set forth in the appeal procedure must be adhered to by both the Affiliate and the Board of the Corporation unless extended for good cause by the President of the Corporation. The failure of the Affiliate to process the appeal in a timely manner to the next level shall constitute a withdrawal of the appeal. The failure of any Member of the Corporation to respond in a timely manner to an appeal shall constitute authorization for the Affiliate to process the appeal to the next step.

- **Step 1** – The Affiliate may present a written appeal to the Board within five (5) working days from the date of disciplinary action. The appeal shall contain a clear and concise statement of why the disciplinary action is inappropriate. Within ten (10) working days of the date of the appeal, a written decision shall be mailed to the Affiliate.
- **Step 2** – The decision of the Board in Step 1 may be appealed to the President of the Corporation within five (5) working days of the date of the Step 1 decision. The appeal must be in writing and shall state why the decision of the Board is incorrect. The review by the president shall be based solely upon the Step 2 record and shall not include any new issue or evidence. Within a reasonable period of time, not to exceed thirty (30) days following the date of the appeal, a written decision shall be mailed to the Affiliate. The decision of the president is final.

Related Documents

- Red Circle Hockey Club Rules
- Code of Conduct
- Red Circle Bylaw 3
- Red Circle Bylaw 4.04
- Red Circle Bylaw 7.07