



## **Skate Kingston Disciplinary Protocol**

The wellbeing of our skaters is the priority of Skate Kingston. In the event of a violation of the Skater's Code of Conduct, the following will apply:

1. The first infraction will be brought to the attention of the coach. The coach is obligated to handle the situation immediately. This will include the following:
  - a. Speak with the skater(s) and establish the facts in the situation.
  - b. Based on the facts of the situation the coach will decide on the action to be taken. If the situation is determined to go against code of conduct, then the coach will proceed with c and d.
  - c. Explain that if the behaviour continues it will be brought to the attention of the club president or designated board member and their parents or guardians
  - d. If, after consultation with other coaches who are present, including the Director, the coach decides that the first infraction is of a sufficiently serious nature, it will be brought to the attention of the president and the skater's parents or guardians immediately.
2. We have confidence that our coaches and skaters will resolve the majority of infractions the first time they occur. However, in the event of a second infraction the coach will repeat steps 1a & b, plus the following:
  - a. The coach will bring the issue to the attention of the club president
  - b. The president will contact the skater's parents or guardians and explain the situation
  - c. The coach will document the incident, how it was handled and the steps required of the skater, then send a copy to the president or designated board member as well as to the parents or guardians
  - d. A meeting may be required if requested by either the parents or guardians, coaches or the club to discuss further actions
  - e. The skater will be expected to follow through on the steps outlined by the coach.
3. If the behaviour persists, there are further violations of the code of conduct, or if the skater does not follow through on the steps outlined in the document:
  - a. A meeting will be scheduled with the coach or coaches, the skater, the skater's parents and the club president or designated board member. The discussion will review Skate Kingston's Skater's Code of Conduct, the details of the actions taken thus far, and further disciplinary actions.
4. The parents of the skater may appeal disciplinary decisions made above. In this event, the Board Executive will review the decision. All decisions of the Executive at this stage will be final.
5. Please refer to the [Skate Canada Club Dispute Resolution Policy](#) for further information.