



Code of Conduct Violation Policy

1. Purpose

This policy outlines the procedures for suspension or expulsion of a member, parent or registrant (“the participant”) from the Ice Palace Figure Skating Club (“the Club”) in accordance with the bylaws, rules, and regulations of **Skate Canada** and the Club. It ensures due process, fairness, and consistency in dealing with member misconduct or contraventions.

2. Authority

The **Board of Directors** of the Club has the authority to suspend or expel any participant who acts contrary to the provisions set out in this policy:

- The Bylaws, Rules, Regulations and Policies of **Skate Canada**;
- The Bylaws, Rules and Policies of the **Ice Palace Figure Skating Club**.

All disciplinary actions must align with Skate Canada’s Complaint, Suspension and Expulsion Policy and Procedure.

3. Grounds for Suspension or Expulsion

A participant may be suspended or expelled for reasons including, but not limited to:

- Violation of Skate Canada or Club bylaws, rules, regulations, policies or codes of conduct;
- Harassment, bullying, or abuse of other members, coaches, or volunteers;
- Criminal behavior or unethical conduct affecting the Club;
- Failure to comply with financial obligations to the Club.

4. Progressive Disciplinary Measures

Where appropriate, a graduated series of disciplinary measures will be implemented, such as:

1. Written Warning: Formal admonition of breach. A possible meeting with two representatives of the IPFSC. Future sanctions may be mentioned if applicable.
2. Education: The club may require the participant to take a course such as Respect In Sport.
3. Temporary Suspension: Loss of privileges for a specific period of time. May prohibit some forms of participation but allowing others under strict conditions.

4. Expulsion from the Club.

Immediate suspension or expulsion may be imposed for severe violations.

5. Due Process and Right to a Hearing

Before any suspension or expulsion, the participant will be provided:

- **Written notice** of the alleged violation(s) and potential disciplinary action;
- **An opportunity to respond**, including a fair and timely **hearing** before the Board of Directors or a designated disciplinary committee;
- The right to present evidence and/or call witnesses on their behalf.

The hearing process will be documented and confidential.

6. Appeal Process

Any participant subject to suspension or expulsion has the right to appeal the decision.

- The appeal must be submitted **in writing within 14 days** of the decision.
- Appeals will be reviewed by an independent appeal committee appointed by the Board.
- The decision of the appeal committee is **final and binding**.

7. Reinstatement Application

A participant who has been expelled may apply for reinstatement after a minimum of **12 months**, unless otherwise stated in the expulsion notice.

- The application must be in writing and address how the participant has addressed the conduct that led to expulsion.
- The Board will assess the request and may approve or deny reinstatement at its discretion.

8. Policy Approval and Availability

- This policy shall be approved by the **Ice Palace Figure Skating Club Board of Directors** and updated from time to time.
- The policy will be made available to all participants prior to implementation and whenever updated.
- Participants will be notified of updates via email and through posting on the Club's website or official communication channels.

9. Confidentiality

All proceedings, reports, and records under this policy will be kept **confidential**, in accordance with privacy laws and Skate Canada's confidentiality standards.

Approved by the Ice Palace Figure Skating Club Board of Directors on: October 20, 2025