



Hutchinson Figure Skating Association Disciplinary Policy

Coaches and Board Members

- In order to facilitate the orderly rendering of services to HFSA skaters, families and coaches, it is necessary to establish and adhere to certain policies, procedures, rules and regulations.
- This disciplinary policy is a flexible guideline that allows for variation in disciplinary action, depending on the severity, intent and frequency of the offense and on all surrounding circumstances.
- The rules listed here are intended to be a positive guide to coach and board member actions. They are examples only, and are not intended to be all inclusive. HFSA reserves the right to modify, amend or supplement these guidelines based on the individual circumstances involved.
- Each situation and each coach or board member should be evaluated individually and the severity of the discipline should depend on the circumstances involved. The discipline process is not a step process and the nature of the discipline may depend on surrounding circumstances.
- Once the proper disciplinary action has been determined, the board should initiate that action as soon as possible following the infraction.

Oral Warning:

An oral warning may involve:

- Meeting with the coach or board member,
- Explaining the offense,
- Explaining the disciplinary action,
- Explaining what must be done to improve, and
- Documenting the oral warning and storing in the appropriate coach or board members' file.

Written Warning:

When a written warning is initiated, the coach or board member will be put on review. The written warning may involve:

- Meeting with the coach or board member,
- Explaining the offense,
- Explaining the disciplinary action,
- Explaining what must be done to improve, and
- Documenting the written warning and storing in the appropriate coach or board members' file, and
- Meeting with the coach or board member periodically.

Suspension:

Suspension is the removal of the coach or board member from their regularly scheduled HFSA duties for a period which will be determined by the severity of the offense and the circumstances involved in the incident. Suspension days are unpaid. When the suspension is initiated, the coach or board member will be put on review. The suspension may involve:

- Meeting with the coach or board member,
- Explaining the offense,
- Explaining the disciplinary action,
- Explaining what must be done to improve,
- Documenting the suspension and storing in the appropriate coach or board members' file, and
- Meeting with the coach or board member periodically

Dismissal:

Certain circumstances may warrant immediate termination without prior resort to other disciplinary measures. For purposes of this policy, discharge is involuntary separation from the employment of HFSA. The following steps should be completed when discharging a coach or board member:

- Meeting with the coach or board member,
- Explaining the offense,
- Explaining the relevant policy, and
- Documenting the dismissal and storing in the appropriate coach or board members' file.