 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 10, 2024		Rev. 0	Pg. 1 of 23

Skater Suspension and Expulsion

Reference Use

Review prior to use and
have available for reference.

APPROVED BY THE BOARD: June 10, 2024

Program Owner	Title
Irene Liew	President, LBFSC

Periodic review of this Standard is required within 3 year.

Rev. No.	Effective Date	Revision History
0	June 10, 2024	For Implementation Sept 1, 2024



 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 2 of 23

Table of Contents

1.0	PURPOSE	4
2.0	APPLICABILITY	4
3.0	Responsibilities	4
3.1	LBFSC President (President)	4
3.2	LBFSC Executive (Executive)	4
3.3	Winter or Spring/Summer Skating Directors (Skating Director).....	4
3.4	Coach 1.....	4
3.5	Coach 2.....	5
3.6	LBFSC Board Members (Board Members).....	5
3.7	Suspension and Expulsion Committee	5
3.8	Appeal Committee.....	5
4.0	REFERENCES.....	5
5.0	DEFINITIONS, ABBREVIATIONS, AND ACRONYMS	6
5.1	Definitions	6
5.2	Abbreviations and Acronyms.....	6
6.0	PROCEDURE	6
6.1	Complaint of Skater Misconduct.....	6
6.2	Verbal Warning	6
6.3	Initiate Skater Notification of Misconduct Letter	7
6.4	Guidelines for Conduct of Mandatory Meeting(s).....	8
6.5	Suspension	8
6.6	Expulsion	10
7.0	FAILURE TO COMPLY	13
8.0	RETALIATION FOR GOOD FAITH REPORTS	13
9.0	ACTING IN GOOD FAITH	13
10.0	DOCUMENTATION.....	13

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 3 of 23


Appendix A: Excerpt from Skate Canada: Misconduct Reporting and Resolution Policy 14

Appendix B: Sample – Notification of Skater Misconduct Letter 16

Appendix C: Sample – Suspension Letter..... 18

Appendix D: Sample – Expulsion Letter 20

Appendix E: Sample – Appeal Findings Letter 21

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 4 of 23

1.0 **PURPOSE**

- 1.1 Establish the requirements and processes for the complaint, initiation, suspension, expulsion and appeal of a Lake Bonavista Figure Skating Club (LBFSC or Club) Member or Skater.
- 1.2 Define the roles and responsibilities for LBFSC Board Members, Skating Directors, Off-Ice Coaches, Members and Skaters.

2.0 **APPLICABILITY**

- 2.1 Applies to LBFSC Members, Coaches, Skating Directors, Board Members and Volunteers.

3.0 **RESPONSIBILITIES**

3.1 **LBFSC President (President)**

- 3.1.1 Collaborate, support and participate in the process
- 3.1.2 File and keep documentation confidential

3.2 **LBFSC Executive (Executive)**


- 3.2.1 Collaborate, support and participate in the process

3.3 **Winter or Spring/Summer Skating Directors (Skating Director)**

- 3.3.1 Lead and be the main point-of-contact for participants
- 3.3.2 Collaborate with the:
 - other Skating Director
 - President
 - Coach 2
 - Other Executive Board Members (optional)
in developing the Notification of Skater Misconduct, Suspension and Expulsion Letters as required, in a timely manner
- 3.3.3 Document the events, letters, actions taken and provide documentation to President
- 3.3.4 Advise and ensure this procedure meets the current requirements of LBFSC

3.4 **Coach 1**

- 3.4.1 Participate in the process
- 3.4.2 Act as the complainant on behalf of their skater
- 3.4.3 Receive Skater's complaint and address it with Coach 2

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 5 of 23

3.5 **Coach 2**

- 3.5.1 Participate in the process
- 3.5.2 Receive Coach 1's complainant
- 3.5.3 Collaborate with Skating Director(s) and the Board in developing Skater corrective action steps

3.6 **LBFSC Board Members (Board Members)**

- 3.6.1 Participate as members of the Appeal Committee, when called upon
- 3.6.2 Advise and ensure this procedure meets the current requirements of LBFSC

3.7 **Suspension and Expulsion Committee**


- 3.7.1 Participate in the process, when called upon
- 3.7.2 Review Notification of Skater Misconduct Letter, Suspension Letter and interview participants in a timely manner

3.8 **Appeal Committee**

- 3.8.1 Participate in the process, when called upon
- 3.8.2 Review suspension and expulsion information and interview participants in a timely manner
- 3.8.3 Render a decision to uphold suspension or expulsion, or reinstate Skater in a timely manner

4.0 **REFERENCES**

- 4.1 [Skate Canada: National Safe Sport Program](#)
- 4.2 [Skate Canada: Misconduct Reporting and Resolutions Policy](#)
- 4.3 [Skate Canada: Misconduct Reporting and Resolutions Procedure](#)
- 4.4 [Skate Canada: General Dispute Reporting and Resolution Policy](#)
- 4.5 [Skate Canada: General Dispute Reporting and Resolution Procedure](#)
- 4.6 LBFSC Bylaws – 2016
- 4.7 LBFSC Bylaws – 2023 (DRAFT; Societies Alberta to approve)
- 4.8 [LBFSC STARSkate and Podium Pathway Member Handbook](#)
- 4.9 LBFSC Code of Conduct – Skater (DRAFT)
- 4.10 [Skate Canada Code of Ethics](#)
- 4.11 [Skate Canada Parent Code of Conduct](#)

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 6 of 23

DEFINITIONS, ABBREVIATIONS, AND ACRONYMS

4.12 Definitions

Refer to LBFSC Bylaws for definitions

- 4.12.1 **Suspension and Expulsion Committee** – consists of Skating Directors, Skater's Coach(s) (Coach 2), President, and 1 appointed person from Executive
- 4.12.2 **Appeal Committee** – made up of Skating Directors, Skater's Coach and 2 appointed people from Board
- 4.12.3 **Meeting 1** – mandatory meeting to be held after the Notification Letter has been received and acknowledge by Skater or Skater parent/guardian
- 4.12.4 **Meeting 2** – mandatory meeting to be held after the Suspension Letter has been received and acknowledged by Skater or Skater parent/guardian

4.13 Abbreviations and Acronyms

- 4.13.1 **LBFSC** – Lake Bonavista Figure Skating Club
- 4.13.2 **LBFSC Executive** – President, Vice President, Treasurer and Secretary
- 4.13.3 **Notification Letter** – Skater Notification of Skater Misconduct Letter

5.0 PROCEDURE

In accordance with the governing Skate Canada: National Safe Sport Program and it's implementing policies and procedures (SC Safe Sport Program) and LBFSC Bylaws (refer to Section 4.0 REFERENCES), LBFSC (the Club) is obligated to provide a safe, accessible, welcoming, inclusive, and respectful environment for everyone, striving to ensure equity and encourage diversity, treating individuals with respect, integrity, dignity and fairness. Refer to Appendix A: Excerpt from Skate Canada: Misconduct Reporting and Resolution Policy.

In the event of a report of misconduct as described in Code of Conduct – Skater: Part B, the Club's Board of Directors (Board) and Skating Directors, at their discretion, may temporarily suspend and/or expel a Member or Skater, for non-compliance to the governing policies and procedures listed in Section 4.0 REFERENCES.


The Board and the Skating Directors may apply the following disciplinary actions individually or in combination, depending on the severity of the offence.

5.1 Complaint of Skater Misconduct

- 5.1.1 Skater or Member will report Skater Misconduct to their own coach (Coach 1), in a timely manner.
- 5.1.2 Coach 1 will inform the other Skater's Coach (Coach 2).

5.2 Verbal Warning

- 5.2.1 Two Verbal Warnings to Skater are allowed at this step.
- 5.2.2 Once a Skater Misconduct complaint has been received, Coach 2 will:
 - a) issue the Verbal Warning to their Skater to cease and desist the inappropriate behaviour; if the Skater is a minor, the Skater parent/guardian will be informed by email

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 7 of 23

- b) discuss with Skater and implement the plan for Skater to make a verbal or written apology to the offended party
- c) ensure the Skater has issued the apology by a mutually agreed upon date
- d) inform the Skating Director and President that the Verbal Warning and apology has been issued and the date it happened by email

5.3 Initiate Skater Notification of Misconduct Letter


5.3.1 Coach 2 will report the third instance of Skater Misconduct to the Skating Director and President by email. The Skating Director and President will:

- a) collaborate with Coach 2 to develop the Notification of Skater Misconduct Letter (Notification Letter) (refer to Appendix B: Sample - Notification of Skater Misconduct Letter)
- b) issue the Notification Letter to Skater or Skater parent/guardian by an agreed upon date
- c) The Notification Letter will:
 - i. outline each incident of skater misconduct and the Verbal Warnings issued (refer to Section 5.2 Verbal Warning), including: date, description and action taken
 - ii. how the Skater's misconduct is contrary to Section 4.0 REFERENCES
 - iii. request Skater rectify the behaviour immediately
 - iv. outline consequences if not rectified immediately, including suspension and expulsion from LBFSC
 - v. request the first mandatory meeting (Meeting 1) by providing at least 3 days and times of meeting; although an in-person meeting is preferred, an online meeting is acceptable
 - vi. request acknowledgement of receipt from Skater or Skater parent/guardian and choice of Meeting 1 date and time, within 24 hours

5.3.2 Once finalized, the Skating Director will email the Notification Letter to the Skater and cc Coach 2 and the President; if the Skater is a minor, the Notification Letter will be sent to their parent/ guardian.


5.3.3 The Skater or Skater parent/guardian will:

- acknowledge the receipt of the Letter within 24 hours
- communicate a preferred day and time for Meeting 1 (refer to Section 6.3.1 e))

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 8 of 23


5.4 Guidelines for Conduct of Mandatory Meeting(s)

- 5.4.1 If the Skater or Skater parent/guardian does NOT communicate a day and time of meeting, the Skating Director will use best effort to obtain a meeting day and time.
- 5.4.2 If this is still not possible, the Skating Director shall collaborate on appropriate next steps with the Suspension and Expulsion Committee. This may be escalated to suspension of LBFSC Skater activities until this meeting has been held.
- 5.4.3 Participants will include:
- both Skating Directors
 - Coach 2
 - President
 - 1 person from Executive
 - parent(s)/guardian(s)
 - Skater
- 5.4.4 Discussion will include:
- a) review of Verbal Warning(s) to date
 - b) Notification Letter: Meeting 1 and Suspension Letter: 2, as applicable
 - c) a request to cease and desist the inappropriate behaviour
 - d) review of Code of Conduct – Skater Part B document on file, which was signed by both Skater and Skater parent/guardian; these will be initialed and dated by Skating Director, Skater and Skater parent/guardian
 - e) further consequences of failure to comply including suspension and expulsion
 - f) discuss and implement the plan for Skater to make a verbal or written Apology to the offended party
 - g) Coach 2 will ensure the Skater has issued the Apology by a mutually agreed upon date
 - h) Coach 2 will inform the Skating Director and President that the Apology has been issued and the day it happened by email
- 5.4.5 Minutes of Meeting
- a) The President will take meeting minutes, send to participants to review, and file and keep confidential in the Club's google drive.

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 9 of 23

5.5 Suspension

- 5.5.1 In the event, the Skating Director receives 1 more complaint of the Skater's misconduct (3rd complaint overall), the Skating Director and President will:
- establish the Suspension and Expulsion Committee in accordance with Section 4.12.1 Suspension and Expulsion Committee ensuring that the 1 appointed person from Executive is, as non-biased as possible
 - collaborate:
 - in the development of the Suspension Letter (refer to Appendix C: Sample - Suspension Letter)
 - issue the Suspension Letter to Skater or Skater parent/guardian by an agreed upon date
 - This Suspension Letter will:
 - outline the latest complaint received and attach the Notification Letter
 - reiterate how the Skater's misconduct is contrary to Section 4.0 REFERENCES
 - request Skater rectify the behaviour immediately
 - outline the Skater is suspended from all LBFSC programs for a period-of-time agreed upon by the Suspension and Expulsion Committee, based on the severity of the incident(s); no refunds will be given for ice time for this
 - reiterate expulsion consequences from LBFSC membership and programs upon the next complaint of misconduct
 - request the second mandatory meeting (Meeting 2) by providing at least 3 days and times for possible meetings; although an in-person meeting is preferred, an online meeting is acceptable
 - request acknowledgement of receipt from Skater or Skater parent/guardian and choice of Meeting 2 date and time, within 24 hours
- 5.5.2 Once finalized, the Skating Director will email the Suspension Letter to the Skater or Skater parent/guardian and cc the members of the Suspension and Expulsion Committee.
- 5.5.3 The Skater or Skater parent/guardian will acknowledge the receipt of the Letter within 24 hours and provide the choice of Meeting 2 date and time, by email.
- 5.5.4 The Skater or Skater parent/guardian will:
- Acknowledge the receipt of the Letter within 24 hours
 - Communicate a preferred day and time for Meeting 2 (refer to Section 6.5.1 f))
- 5.5.5 Refer to Section 5.4 Guidelines for Conduct of Mandatory Meeting(s)

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 10 of 23

5.6 Expulsion

Should the Skating Director receive 1 more complaint of Skater's misconduct (4th overall complaint):

5.6.1 The Skating Director in collaboration the Suspension and Expulsion Committee (refer to Appendix D: Sample - Expulsion Letter)

This Expulsion Letter will:

- outline this last incident of inappropriate behaviour including: date and description
- reiterate how the Skater's misconduct is contrary to Section 4.0 REFERENCES
- outline that the Skater is expelled permanently from all LBFSC programs
- outline when and how to refund for ice time if any is to be processed

5.6.2 Once finalized, the Skating Director will email the Expulsion Letter to the Skater or Skater parent/guardian and cc the members of the Suspension and Expulsion Committee.

5.6.3 The Skater or parent/guardian will acknowledge the receipt of the Expulsion Letter within 24 hours, by email.


5.6.4 The Skating Director and Skater's Coach will exert best-effort to ensure all coach invoices are paid.

5.6.5 The President will direct STARSkate Chair to refund Skater for unused ice time in accordance with the STARSkate and Podium Pathway Handbook.


5.7 Appeal

5.7.1 The Skater may appeal a LBFSC Suspension or Expulsion by:


- a) requesting an Appeal by emailing the Skating Director
- b) the Skating Director will inform the requestor within 24 hours that the appeal request has been acknowledged and to await further instructions
- c) The Appeal Committee will be made up of:
 - 3 Board members; these Board members to be chosen at random
 - President and Vice-President will be excluded from participating as committee members
- d) This Appeal Committee will:
 - review the incidents outlined in the Notification, Suspension and/or Expulsion Letters
 - interview Skating Directors, Skater's Coach and Skaters
 - complete their review and render a decision to uphold or set aside the Suspension or Expulsion in a timely manner

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 11 of 23

- 5.7.2 provide a letter stating the outcome of the committee's decision and next steps, ie reinstatement details, or reconfirming suspension or expulsion details (Appeal Findings Letter, refer to Appendix E) as outlined in Section 5.4.5 Minutes of Meeting
- a) The President will take meeting minutes, send to participants to review, and file and keep confidential in the Club's google drive.

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 12 of 23

Suspension and 0

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 13 of 23

- Expulsion
- make every effort to keep information private, in perpetuity:
 - Member, Skater and complainants information
 - Interview details

5.7.3 The Skater may also dispute suspension or expulsion through the Skate Canada: Misconduct Reporting and Resolution Procedure after the LBFSC appeal process has been exhausted

6.0 **FAILURE TO COMPLY**

- 6.1 Failure to comply with this procedure will be reported to the President. The President in collaboration with the Executive and Skating Directors, at their discretion, may make a subsequent report to Skate Canada, through the Skate Canada: General Dispute Reporting and Resolution Procedure.
- 6.2 Nothing in this Procedure or any LBFSC policy, procedures, guidelines or handbook prohibits, is intended to prohibit, LBFSC from:
- Exercising its lawful rights to communicate with or report violations of law or regulations to government authority, recognized self-regulated organization (eg. child welfare authority), the police or law enforcement agency (collectively referred to in this Procedure as “governing authority”); or
 - Cooperating with or participating in any investigation or proceeding conducted by a governing authority

7.0 **RETALIATION FOR GOOD FAITH REPORTS**


Retaliation against an individual who has reported an incident in good faith will not be tolerated and one who retaliates is subject to discipline up to and including expulsion.

8.0 **ACTING IN GOOD FAITH**

Anyone reporting a concern must be acting in good faith and have reasonable grounds for believing the information being reported is true and accurate. Any allegations that prove not to be substantiated and proved to have been malicious or intentionally false will be viewed as a serious offence, subject to disciplinary action.

9.0 **DOCUMENTATION**

The President will ensure documentation is filed in the Club’s google drive and held confidentially.

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 14 of 23

APPENDIX A: EXCERPT FROM SKATE CANADA: MISCONDUCT REPORTING AND RESOLUTION POLICY




Policy #

Policy Title Misconduct Reporting and Resolution Policy

Policy Owner(s) Division / Department	Safe Sport / Operations
Effective Date	July 28, 2023
Last Review Date	July 28, 2023
Applicable Laws, Regulations, or Other Identified Risks	<p>Legislation*: Canadian Criminal Code, Ontario Human Rights Code, Personal Information Protection and Electronic Documents Act (Canada)</p> <p>Industry Codes/Policies*: Canadian Olympic Committee (COC) Policy on the Management of Safe Sport Complaints; COC Code of Ethics; Canadian Sport Policy, International Skating Union (ISU) Code of Ethics, ISU Athlete Safeguarding Policy, ISU Constitution and Regulations, ISU Medical Guide, Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)</p> <p><i>*Current and in force and effect, and as may be amended from time to time</i></p> <p>Risks: Strategic, Compliance, Operational, Reputational</p>

Policy Statement

The vision of Skate Canada is to inspire everyone to experience the joy of skating. In pursuit of that objective, Skate Canada places the highest priority on ensuring there is a safe, accessible, welcoming, inclusive, and respectful environment for everyone, striving to ensure equity and encourage diversity. It is Skate Canada's goal and commitment to be a leading Safe Sport organization in Canada and internationally that treats individuals with respect, integrity, dignity, and fairness in alignment with our core values, whereby everyone is entitled to feel and know they are safe, and in an environment that is free from all forms of misconduct, which includes maltreatment and other prohibited behaviours (all as defined within this Policy). In support of Skate Canada's vision and core values, this Misconduct Reporting and Resolution Policy ("Policy") has been established to ensure that we are providing the safest possible environment

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 15 of 23




In addition, integral to Safe Sport is the adoption of industry standards and support services provided by or in partnership with Skate Canada, together with government and industry. Examples include the Government of Canada/Sports Canada Ethics in Sport, Canadian Sport Policy, Sport Canada, Coaching Association Code of Ethics, COC Policy on the Management of Safe Sport Complaints, ISU Athlete Safeguarding Policy, and the ISU Code of Ethics.

In September 2020, Skate Canada created the Skate-Safe program available to all individuals which serves as an independent safe sport mechanism to implement this Policy, which includes the UCCMS, and exists independently of the Skate Canada Safe Sport Program. Through the Skate-Safe program an independent external third-party Case Manager was retained as an external authority with responsibility for the end-to-end management of reports all complaints of misconduct received from individuals through the Skate-Safe program, including the independent review of the complaint of misconduct, the investigation (as appropriate) and resolution process, and final decision and disciplinary action.

In July 2021, the Sport Dispute Resolution Centre of Canada (SDRCC) received the mandate from the Government of Canada to establish an independent safe sport mechanism to implement the UCCMS at the national level for federally funded sports organizations. This led to the creation of the Abuse-Free Sport program by the SDRCC in June 2022 and the creation of the Office of the Sports Integrity Commissioner (OSIC) with responsibility for administering the UCCMS and exists as an independent division of the SDRCC's Abuse-Free Sport program. Effective December 31, 2022 (Effective Date), Skate Canada retained the services of the SDRCC as an independent third-party external authority for the implementation, administration, and enforcement of the UCCMS for program signatories only. Subject to this Policy, complaints or reports of violations of the UCCMS (maltreatment and prohibited behaviours, both as defined under the UCCMS) by a program signatory occurring after the Effective Date and falling within the jurisdiction of the UCCMS shall be governed by the policies and procedures of the SDRCC's Abuse-Free Sport Program).



 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 16 of 23

APPENDIX B: SAMPLE – NOTIFICATION OF SKATER MISCONDUCT LETTER



Lake Bonavista Figure Skating Club

Date

Skater Name

Skater parent/guardian

Skater Address

Dear *Skater parent/guardian names*,

Subject: Notification of Skater Misconduct

I am writing to notify you, LBFSC has commenced a review to address serious concerns reported, in relation to your Skater's conduct.

As reported, these incidents violate the Skate Canada: National Safe Sport Program's fundamentals. Under this program, LBFSC is obligated to provide a safe, accessible, welcoming, inclusive, and respectful environment for everyone, striving to ensure equity and encourage diversity, treating individuals with respect, integrity, dignity and fairness. We would like to sit down with you and your skater to review these reports and discuss the impacts these incidents have had on other skaters. This would also be an opportunity for your skater to reflect and provide any insights on these events. The reports received are attached for your review.

We wish to address these concerns with you, in accordance with LBFSC's Suspension, Expulsion and Appeal Procedure.

Inappropriate behaviour may result in disciplinary actions, including suspension and other possible consequences affecting membership and participation in LBFSC programs.


Please contact me directly to set up a meeting to discuss the matter. The dates and times we have available are:

- Date and Time 1:
- Date and Time 2:
- Date and Time 3:

Participants would include:

- Both Skating Directors
- President
- Skater
- Skater parents/guardians

Please acknowledge receipt of this letter by replying to this email within 24 hours and the chosen date and time of meeting.

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 17 of 23

Failure to acknowledge this letter and set-up a mutually agreed-upon mandatory meeting date may result in suspension of LBFSC Skater activities until this meeting is held.

Sincerely yours,


Skating Director Name
LBFSC <Winter or Spring/Summer> Skating Director

President Name
LBFSC President

<Second page of Notification Letter>

ATTACHMENT: Reports Received

Date:
Description:

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 18 of 23

APPENDIX C: SAMPLE – SUSPENSION LETTER



Lake Bonavista Figure Skating Club

Date

Skater Name

Skater parent/guardian

Skater Address

Dear Skater parent/guardian names,

Subject: Notification of Skater Temporary Suspension from LBFSC

LBFSC has received a third complaint in relation to your Skater's conduct.

The incidents documented in the:

- Notification of Skater Misconduct Letter emailed to you on mmm dd, yyyy, subsequently acknowledged by you on mmm dd, yyyy and meeting held mmm dd, yyyy
- Complaint #3 – latest complaint, refer to Attachment

violates the Skate Canada: National Safe Sport Program's fundamentals. Under this program, LBFSC is obligated to provide a safe, accessible, welcoming, inclusive, and respectful environment for everyone, striving to ensure equity and encourage diversity, treating individuals with respect, integrity, dignity and fairness. We would like to sit down with you and your Skater to review these reports and discuss the impacts these incidents have had on other skaters. This would also be an opportunity for your Skater to reflect and provide any insights on this latest event. The latest complaint received is attached for your review.

We wish to address this latest complaint report with you, in accordance with LBFSC's Suspension, Expulsion and Appeal Procedure.

Inappropriate behaviour may result in disciplinary actions, including expulsion and other possible consequences affecting membership and participation in LBFSC programs.

Please contact me directly to set up a meeting to discuss the matter. The dates and times we have available are:

- Date and Time 1:
- Date and Time 2:
- Date and Time 3:


Suspension and Expulsion Committee:

- Both Skating Directors
- Skater's Coach
- President
- 1 appointed person from Executive *<this should be named with position>*

Skater Participants:

- Skater
- Skater parents/guardians
- Skater representative who is a member of the Club; this is at the discretion of the Skater or Skater parents/guardians

Please acknowledge receipt of this letter by replying to this email within 24 hours and the chosen date and time of meeting.

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 19 of 23

Failure to acknowledge this letter and set-up a mutually agreed-upon mandatory meeting date may result in further disciplinary action until this meeting is held.

Sincerely yours,


Skating Director Name
LBFSC <Winter or Spring/Summer> Skating Director

President Name
LBFSC President

<Second page of Notification Letter>

ATTACHMENT: Report Received

Date:
Description:

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 20 of 23

APPENDIX D: SAMPLE – EXPULSION LETTER



Lake Bonavista Figure Skating Club

Date

Skater Name

Skater parent/guardian

Skater Address

Dear *Skater parent/guardian names*,

Subject: Notification of Skater Expulsion from LBFSC

LBFSC has received a fourth complaint in relation to your Skater's conduct.

The incidents documented in the:

- Notification of Skater Misconduct Letter emailed to you on mmm dd, yyyy, subsequently acknowledged by you on mmm dd, yyyy and meeting held mmm dd, yyyy
- Complaint #3 – meeting held mmm dd, yyyy, resulting in Skater suspension from mmm dd, yyyy to mmm dd, yyyy
- Complaint #4 – latest complaint, refer to Attachment

violates the Skate Canada: National Safe Sport Program's fundamentals. Under this program, LBFSC is obligated to provide a safe, accessible, welcoming, inclusive, and respectful environment for everyone, striving to ensure equity and encourage diversity, treating individuals with respect, integrity, dignity and fairness.

In accordance with LBFSC's Suspension, Expulsion and Appeal Procedure, the Club is exercising it's right to permanently expel your Skater from all further activities with our Club. Your Skater's membership with LBFSC is also cancelled. Any refunds will be processed in accordance with the Club's StarSkate and Podium Pathway Handbook.

This expulsion may be appealed by emailing your request to the Skating Director below within 48 hours.

Please acknowledge receipt of this letter by replying to this email within 24 hours .

Sincerely yours,

Skating Director Name

LBFSC <Winter or Spring/Summer> Skating Director

President Name


LBFSC President

<Second page of Notification Letter>

ATTACHMENT: Report Received

Date:

Description:

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 21 of 23

APPENDIX E: SAMPLE – APPEAL FINDINGS DOCUMENT




Lake Bonavista Figure Skating Club


APPEAL FINDINGS

Date:	
Description of Suspension or Expulsion:	Skater Name Date of Suspension or Expulsion
Appeal Committee Members	Name – Board Position Name – Board Position Name – Board Position etc

- 1.0 Appeal Committee will appoint 1 committee member to document proceedings, interviews and findings.
- 2.0 Appeal Committee will review:
 - a) Notification of Skater Misconduct Letter, Suspension Letter and Expulsion Letter as applicable.
 - b) Minutes of each mandatory meeting as applicable.
 - c) Other documentation if available.
- 3.0 Appeal Committee will act together in interviewing all participants involved:
 - a) Coach 1 and 2, Skating Directors, President, Members of Suspension and Expulsion Committee, Skater and Skater's parents/guardians.
- 4.0 Appeal Committee will:
 - a) collaborate, complete their review and render a decision to uphold or set aside the Suspension or Expulsion in a timely manner
 - b) provide a letter to Skater or Skater's parents/guardians stating the outcome of the committee's decision and next steps, ie reinstatement details, or reconfirming suspension or expulsion details as outlined in Section 5.4.5 Minutes **of Meeting**
 - a) The President will take meeting minutes, send to participants to review, and file and keep confidential in the Club's google drive.

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 22 of 23

c) **Suspension** and 0

 Lake Bonavista Figure Skating Club	Lake Bonavista Figure Skating Club	Procedure	
	Skater Suspension, Expulsion and Appeal		
Effective Date: June 20, 2024		Rev. 0	Pg. 23 of 23

- d) **Expulsion** with cc to the President, Skating Directors and Coach 2
- e) provide any other Appeal documentation to the President for confidential filing in the google drive