

Wildwood Sailing Club

COMPLAINTS AND DISCIPLINARY POLICY

Disciplinary Action:

Purpose:

To provide a fair and consistent approach to dealing with Wildwood Sailing Club members and guests whose conduct, behavior and/or performance falls below acceptable standards or regulatory requirements.

Policy:

Members and guests of Wildwood Sailing Club should be able to enjoy a safe and comfortable facility, free from bullying, harassment, violence or other actions that would compromise the safety of others. Members and guests whose conduct, behavior and/or performance falls below acceptable standards or regulatory requirements will be subject to disciplinary action in order to reduce or eliminate the chance of recurrence and improve the enjoyment of the facility and grounds.

Scope:

This policy applies to all members and guests of Wildwood Sailing Club (WSC).

Definitions:

- Board means the Board of Directors of the WSC.
- WSC means Wildwood Sailing Club.
- Facility means club house, pavilion, storage shed and grounds of WSC at Wildwood Conservation Area.
- Infraction means contravening a standard.
- Serious infraction means violence towards another member or guest, threats of violence, bullying and harassment, or repeated infractions resulting in a written warning
- Standard means WSC code of conduct, policies and applicable guidelines, procedures, or regulations.

General:

- (a) Each WSC member or guest is expected to conduct him or herself in a manner which conforms to the applicable standards.
- (b) When a violation of an established standard occurs, each case will be investigated and any disciplinary action will be administered on the merits of each case.

(c) Complaints about another member's behavior, or the behavior of a guest should be directed in the first instance to the Commodore in writing setting out the circumstances of the incident that led to the complaint.

(d) As applicable, progressive discipline will be applied, with the expectation that the member's or guest's performance, behavior or conduct will change to meet acceptable standards in the early stages of progressive discipline.

(e) However, should there be a serious infraction; the Board retains the right to bypass the progressive discipline steps and apply an appropriate disciplinary sanction, up to and including termination of membership or expulsion of guest privileges.

(f) Suspended members are prohibited from using the facility unless clearly detailed as part of the written suspension arrangement.

(g) Any member who attends the facility to sail while privileges are suspended will have their membership terminated.

(h) Review of a terminated Membership will take place on or after the subsequent Annual General Meeting of the Membership and not before.

Progressive Discipline:

In progressive discipline the objective is to address a, relatively minor, infraction before it develops into a serious infraction or becomes a repetitive offence. This is accomplished through a series of disciplinary actions, with the severity of discipline escalating should the infractions persist. The following describes the levels of progressive discipline.

1. Level 1 - Verbal Warning:

This level will provide an opportunity for a member of the WSC or Board member to address a violation of a standard by a member at an early stage. Specific actions needed to correct the problem and a time frame within which to accomplish it should be defined:

Steps:

1. Give a verbal warning regarding the undesirable behavior or action.
2. Give an explanation of when and how the behavior or action took place. This will include the reason as to why the behavior or action was unacceptable
3. Give an opportunity for the member or guest to explain the situation and their actions. This should be his/her opportunity to give their side of the story.
4. Give a description of the desirable and/or acceptable behavior or actions.
5. Inform him or her that further disciplinary action, up to and including termination, could follow if unacceptable behavior continues.
6. Explained that the incident will not go into their file, but that it will be taken note of in order to follow up on possible further disciplinary incidents.

While this early intervention is considered a verbal warning the member of the WSC or Board member should maintain his or her own record of when the discussion took place and any points of significance as well as the required actions to be taken by the member to reverse the infraction.

2. Level 2 - Documented Warning:

Should there be a subsequent infraction, this level will once again provide an opportunity for the member of the WSC or Board member and the member to address the problem. Specific actions needed to correct the problem and a time frame within which to accomplish the correction will once again be reviewed. At Level 2 the WSC member or Board member will document the discussion, providing the Member and the Board with a copy via email or in person. A copy will also be placed on the Members personnel file.

Steps:

1. Give a written warning regarding his/her undesirable behavior or action in the event that the behavior or action had either been discussed in a previous verbal warning or the behavior or action was considerably severe in nature.
2. Give an explanation of when and how the undesirable behavior or action took place. This will include the reason why the behavior or action was unacceptable.
3. Give an opportunity for the Member or guest to explain the situation and his/her actions. This should be his/her opportunity to give their side of the story. This may be done at the subsequent Board meeting if desired.
4. Give a description of the desirable and/or acceptable behavior or actions.
5. Provide the Member with a copy of the written warning and another will be placed in the member's file.
6. The member or guest involved in the infraction will sign the document as proof that he/she has received it. The member or guest will be explained that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

3. Level 3 – Suspension:

In cases of a serious infractions or when a member or guest has committed a series of infractions that have previously been reviewed at Level 2 disciplinary action, a suspension will be issued.

Steps:

1. Member or guest will be given written documentation regarding the suspension in relation to the undesirable behavior or action in the event that the behavior or action had either been discussed in a previous verbal or written warning or the behavior or action was considerably severe in nature.
2. The documentation will include information on the offence and the length of the term of suspension and why the member has been suspended.
3. Member or Guest will be given an explanation of when and how the undesirable behavior or action took place. This will include the reason why the behavior or action was unacceptable.

4. Member or guest will be given a description of the desirable and/or acceptable behavior or actions.
5. Member or guest will be provided a copy of the suspension and another copy will be placed in the member's file.
6. Member or guest will sign the document as proof that he/she has received it.
7. Member or guest will be explained that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

The length of the suspension will depend upon the seriousness of the infraction. Note that if previous discipline was in the form of a suspension, a subsequent suspension must be of greater duration.

4. Level 4 – Termination:

In cases of repeated serious infractions or dependent upon the seriousness of the infraction the Board may choose to terminate membership. Members of the WSC will not be refunded membership dues as a result of a Level 4 - Termination. Members who have been terminated are prohibited from accessing the WSC grounds.