

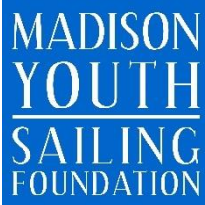
Madison Youth Sailing Foundation Discipline Policy

In order to run a safe and productive program we need to have a discipline policy. Our discipline policy maintains that each participant will have three chances to correct any disciplinary problems that arise. Willfully causing, or attempting to cause substantial damage to property or others will result in 1, 2, 3 Strikes - You're Out.

- 1) First "strike", your parent will be called by the instructor and the transgression will be reported. This will be recorded in your file and the program director will be notified.
- 2) Second "strike", you and your parents will be asked to meet with the instructor and the program director to discuss the first and second transgression and to create a plan that will avoid any future misbehavior. The notes from this meeting will also be documented in your file.
- 3) Third "strike", you're out! We will notify your parents that you - the participant - have been dismissed from the program. There will be no refund.

Cause for disciplinary action may include, but are not limited to:

- Continued and willful disobedience
- Open defiance of the authority of any instructor
- Conduct of such nature as to constitute a continuing danger to the physical well-being of other participants
- Physical or verbal assault upon another participant or upon any instructor or other employee
- Taking, or attempting to take, personal property or money from another participant by means of force or fear
- Willfully causing, or attempting to cause substantial damage to property



MYSF Disciplinary Action/ Incident Report Form

Please complete this form after ANY significant disciplinary issues or an incident has occurred. Keep this form for documentation.

Date: _____

Time: _____

Location: _____

Date and Time of Incident: _____

Instructor: _____

Persons Involved In Incident: _____

Support Staff: _____

Description of Incident:

Action Taken:

Follow-Up Required:

Additional Contact:

Parent/Guardian Contacted? Yes No

If Yes, Contact Name and Phone Number: _____

Date and Time of Phone Call: _____

Summary of Conversation:

Signature of Instructor or Board of Director

Date