



HYANNIS YACHT CLUB

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Policies and Procedures

Youth Program Progressive Discipline Policy

Policy #54Y - Updated 03-23-2021

Subject: Parents or Participants Improper Behavior at the Club or in the Youth Program

All participants in the Youth Program including parents, guardians, guests and babysitters are subject to the policies and rules of the Hyannis Yacht Club. The Youth Program also has a specific set of guidelines for disciplinary actions for participants. This policy documents the procedures to be followed by the HYC staff during that process.

The following policies are specific to the Youth Program activities.

Policy 53Y Youth Program Policy

Policy 54Y Youth Program Progressive Discipline Policy

Policy 50 Patio usage

Policy 33 Launch Rules

Policy 01 House Rules

Policies related to the use or charter of specific HYC watersport assets.

Reminder from Policy 01 House Rules.

“All complaints, suggestions and requests shall be made in writing, dated, and signed, and directed to the General Manager or the Board of Trustees.”

All Participants:

Participants, and their parents/guardians and child care providers are all considered as participants in the Youth Program. They are expected to follow the applicable Club Policies.

HYC Youth Program and HYC Staff

The HYC Staff and specifically the Youth Program staff must familiarize themselves with the appropriate policies.

YOUTH PROGRAM PROGRESSIVE DISCIPLINE POLICY

In order to run a safe and productive program, we need to have a discipline policy. Our progressive discipline policy maintains that each participant will have two chances to correct any disciplinary problems that arise. Parents will be notified of all serious discipline situations. The instructor may contact and request a parent to pick-up the child early. If the situation warrants, the instructor will refer your child to the Program Director(s) and the General Manager for appropriate action.

1. First incident: your parents will be called by the Program Director(s) and the transgression will be reported. This will be recorded in your file and the General Manager will be informed.
2. Second incident: you and your parents will be asked to meet with the Program Director(s) to discuss the first and second transgression and to create a plan that will avoid any future misbehavior. The notes from this meeting will be placed in your file, and the General Manager will be informed. Depending upon the seriousness of the transgression you will lose at least one day of all program activities and/or will be prohibited from participating in the next event planned for the program.
3. Third incident: your parents will be asked to meet with the Program Director(s) and the General Manager. The meeting is to inform your parents that you have been dismissed from the program. No refund will be given. The notes from this meeting will be placed in your file.

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

- Continued and willful disobedience, and/or open defiance of the authority of any instructor,
- Conduct of such nature as to constitute a continuing danger to the physical well-being of themselves or other participants,
- Physical or verbal harassment, fear or intimidation upon another participant or upon any instructor or other club employee. This includes harassment by the means of social media.
- 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 club property.

HYC has a **zero tolerance policy for alcohol, drugs, vaping products or tobacco** use by participants in the Youth Program. Any violation will result in immediate expulsion from the program. Fee will not be refunded.

The General Manager shall be notified of all incidents. No action shall be taken by any of the staff without the prior approval of the General Manager.

A copy of Form 54F will be sent to the appropriate Active Member of the club for participants paid for by the Active Member.

For Non -Member participants, a copy of Form 54Y will be sent to the parent or guardian of record and to the Active Member sponsor.

Reentering the Youth Program is at the discretion of the General Manager.

The HYC staff shall use **Policy 54Y Form 54F** to report an incident.

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