

A female cyclist is the central focus, wearing a blue and white striped cycling jersey with "TEAM BC" and "CYCLING" logos. She has a gold medal around her neck and is holding a blue cycling cap. In the background, a large British Columbia flag is visible.

# **Team BC Code of Conduct & Disciplinary Process**

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# OVERVIEW

This document outlines the code of conduct, disciplinary procedures, and appeals processes that all Team BC participants are bound by and accountable to. This Code is designed to ensure a safe and positive environment by making participants aware that there is an expectation of appropriate behaviour consistent with Team BC's core values.

## **Key Principles**

### **BC Games Society Culture of the Games**

The Team BC program is managed by the BC Games Society. The foundation of the Team BC program is the BC Games Society Culture of the Games principles that outline and describe the expectations of those associated with Team BC. This includes policies, codes of conduct, and information that help individuals know what is expected of them. It encompasses all safety and safe sport aspects of the Games and strives to inspire everyone to consider the roles they play in shaping the Games experience for everyone. Everyone associated with the BC Games and Team BC:

- has the right to participate in an environment that is supportive, positive, inclusive, respectful, accessible, and that contributes to exceptional experiences; and
- has the responsibility to contribute in a positive way to the experiences of everyone involved in the BC Games and Team BC.

### **BC Universal Code of Conduct**

In addition, Team BC accepts and adopts all language contained in the BC Universal Code of Conduct (BCUCC). The Team BC Code of Conduct and disciplinary process outlined in this document are consistent with the BCUCC, which can be found here - [https://www.viasport.ca/sites/default/files/BC\\_UCC\\_2021.pdf](https://www.viasport.ca/sites/default/files/BC_UCC_2021.pdf).

### **Drugs, Doping Penalties, and Fair Play**

Team BC and the Canada Games Council strongly embrace the concept of Fair Play in Sport, and unequivocally oppose cheating, which includes the use of substances and methods banned by the International Olympic Committee, International Paralympic Committee, and the World Anti-Doping Agency. Team BC and the Canada Games Council will assist in whatever manner possible to implement Fair Play initiatives and a Drug Education Policy.

### **Rule of Two**

Team BC supports the principles of the 'Rule of Two' as established by the Coaching Association of Canada as part of the Responsible Coaching Movement, which states that an athlete must never be alone one-on-one with an unrelated person in a position of authority. A person in a position of authority is defined as a Team BC Mission Staff, Team BC Chef or Assistant Chef de Mission, Coach, Manager, Technical Support, or other member of Team BC who is not another athlete.

### **Rights of Participants**

All participants in the Team BC program have the right to a fair hearing and the right to have an advocate present for all major infractions. All disciplinary matters will be handled in a fair and consistent manner. Athletes and/or coaches may seek advice from an advocate if desired.

### **Safeguarding Policy**

Team BC believes that creating a safe environment is a collective effort and requires the awareness and action of all coaches, volunteers, athletes, Mission Staff, or any other organizations or individuals associated with Team BC. Team BC will appoint a Safe Sport Lead for each Games. Contact information will be available to all athletes and coaches and any infractions should be reported to this individual, either directly or through the use of the online incident report form.

# CODE OF CONDUCT

Members of Team BC are expected to conduct themselves at all times in the spirit of fair play and in a responsible manner. This is expected of participants from the beginning of their selection camp preceding the Games until they return home from the Games or while representing Team BC after the Games (i.e. any special ceremonies, etc.).

It is expected that all participants (athletes, coaches, managers, and mission staff) will fulfill their roles and responsibilities as outlined. Individuals who fail to do so will be subject to discipline. Though several infractions are listed in this document, please note other types of infractions may exist.

## **Responsibilities**

1) All participants have a responsibility to:

- a. Act as ambassadors for Team BC, their Provincial Sport Organization (PSOs), and the Province of British Columbia by:
  - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation;
  - ii. Showing respect to officials or Host Society staff or volunteers;
  - iii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or staff members;
  - iv. Exhibiting the spirit of sportsmanship, sport leadership, and ethical conduct;
  - v. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
  - vi. Treating individuals fairly and reasonably;
  - vii. Ensuring adherence to the rules of the sport and the spirit of those rules.
- b. Refrain from any behaviour that constitutes harassment where harassment is defined as comments or conduct directed toward an individual or group which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
  - i. Written or verbal abuse, threats, or outbursts;
  - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
  - iii. Leering or other suggestive or obscene gestures;
  - iv. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance, or adversely affect working conditions;
  - v. Practical jokes which endanger a person's safety, or negatively affect performance;
  - vi. Any form of hazing where hazing is defined as any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate which does not contribute to either athlete's positive development but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability;
  - vii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
  - viii. Unwelcome sexual flirtations, advances, requests, or invitations;

- ix. Physical or sexual assault;
  - x. Behaviours such as those described above that are not directed toward a specific individual or group but have the same effect of creating a negative or hostile environment;
  - xi. Retaliation or threats of retaliation against an individual who reports harassment to Team BC.
- c. Refrain from any behaviour that constitutes maltreatment or sexual harassment. Sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Maltreatment is defined as a volitional act or omission that results in harm or has the potential for physical or psychological harm. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes;
  - ii. Displays of sexually offensive material;
  - iii. Sexually degrading words used to describe a person;
  - iv. Inquiries or comments about a person's sex life;
  - v. Unwelcome sexual flirtations, advances, or propositions;
  - vi. Persistent unwanted contact.
- d. Abstain from the use of any banned substances or the use of performance-enhancing drugs or methods unless a Therapeutic Use Exemption (TUE) has been granted. More specifically, Team BC members must adhere to the Canadian anti-doping Program. Any infraction under this program shall be considered an infraction of this code and may be subject to further disciplinary action, and possible sanction, pursuant to the Discipline Procedure described in this Code. Team BC will respect any penalty enacted pursuant to a breach of the Canadian Anti-doping program.
- e. Recognize and adhere to the "Rule of 2": No coach or person of authority should be one-on-one with an athlete in a potentially vulnerable situation.
- f. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-doping program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport.
- g. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- h. Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in Team BC's programs, activities, competitions, or events.
- i. Respect the property of others and not willfully cause damage.
- j. Promote the sport in the most constructive and positive manner possible.
- k. When driving a vehicle:
- i. Not do so with a suspended license;
  - ii. Not be under the influence of alcohol or any substance, legal or illegal, that may negatively impact the ability to drive;
  - iii. Have valid car and/or rental insurance;

- l. Adhere to all federal, provincial, and municipal laws.
- m. Refrain from engaging in deliberate cheating and/or offering or receiving any bribe which is intended to manipulate the outcome of a competition.
- n. Comply, at all times, with Team BC's bylaws, policies, procedures, and rules and regulations as adopted and amended from time to time.
- o. Exercise good judgement acting as an ambassador and promoter of Team BC while sharing experiences on social media.
- p. Reside in the Athletes' Village for the full duration of the Games.
- q. Abide by the established curfew (all athletes, coaches, and managers are to be quiet after 11 pm; all athletes coaches, and managers are to be in residence in their assigned room, in bed, with the lights out and quiet by midnight).
- r. Wear the designated Team BC ceremonial uniform pieces at Opening and Closing Ceremonies, medal presentation ceremonies, media interviews, and on travel days.

### **Athletes**

- 1) In addition to Section 1 above, athletes will have additional responsibilities to:
  - a. Report any medical problems in a timely fashion when such problems may limit their ability to travel, practice, or compete.
  - b. Properly represent themselves and not attempt to participate in a competition for which they are not eligible by any reason such as age, classification, or any other.
  - c. Adhere to Team BC's rules and requirements regarding the ceremonial uniform kits.
  - d. Never ridicule a participant for a poor performance or practice.
  - e. Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators.
  - f. Dress to represent the sport and themselves well and with professionalism.
  - g. Act in accordance with Team BC's policies and procedures and, when applicable, additional rules as outlined by coaches or managers.
  - h. Immediately disclose or report any acts or suspicions of maltreatment or other inappropriate behaviours.
  - i. Not engage in an intimate or sexual relationship with a coach, manager or official.

### **Coaches**

- 1) In addition to Section 1 above, coaches will have additional responsibilities to:
  - a. Understand and respect the inherent power imbalance that exists in the coach-athlete relationship and be extremely careful not to abuse it, consciously or unconsciously.

- b. Prepare athletes systematically and progressively using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
- c. Not engage in an intimate or sexual relationship with an athlete or official.
- d. Avoid consuming alcohol in competitions and situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Team BC events.
- e. Avoid compromising the health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments.
- f. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athletes.
- g. Act in the best interest of the athlete's development as a whole person.
- h. Report to Team BC any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.
- i. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, cannabis, and/or tobacco.
- j. Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching' unless first receiving approval from the coaches who are responsible for the athletes.
- k. Respect and promote the rights of all participants. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.
- l. Dress professionally, neatly, and inoffensively.
- m. Use inoffensive and respectful language.

### **Mission Staff**

- 2) In addition to Section 1 above, Mission Staff will have additional responsibilities to:
  - a. Act with honesty and integrity and conduct themselves in a manner consistent with the expectations of Team BC.
  - b. Not engage in an intimate or sexual relationship with an athlete, coach, manager or official.
  - c. Conduct themselves professionally, lawfully, and in good faith in the best interests of Team BC.

- d. Treat other Team BC Mission Staff as well as Mission Staff from all provinces and territories with respect and to not engage in any disrespectful or toxic behavior. Any evidence or reporting of this will be taken seriously and may result in discipline.
- e. Respect the confidentiality appropriate for issues of a sensitive nature.
- f. Attend meetings and be prepared for, and participate in, discussions at meetings.
- g. Avoid consuming alcohol in competitions and situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Team BC and Canada Games events.

## **DISCIPLINARY PROCEDURES**

The procedures outlined in this document will be followed for all infractions, whether minor or major. This allows for consistency in handling all disciplinary matters.

### **Definitions**

#### **Team BC Discipline Lead**

A representative of the Team BC Mission Staff will be assigned as the Team BC Discipline Lead for each Games. This individual is likely to be one of the Team BC Chefs de Mission, but may also include a BC Games Society staff person or a member of the Team BC Mission Staff. Team BC may choose to work with a 3<sup>rd</sup> party company or organization to fill or support this role.

#### **Types of Infractions**

Infractions may be minor (“misconduct”) and major (“gross misconduct”). Examples of minor and major infractions are outlined below. This is not an inclusive or exhaustive list but is based on the standard of behavior expected by Team BC participants at the Games.

For both minor and major infractions, the individual being disciplined will have an opportunity to respond to the allegations. The Team BC Discipline Lead has the authority to determine if an infraction not listed in this document is to be considered minor or major. Procedures and disciplinary range of action for dealing with the infraction will be based on the same guidelines as outlined in this document.

- All **minor infractions** will be reported to the Team BC Discipline Lead and/or the Head Coach for the sport. The Discipline Lead and Head Coach shall determine appropriate disciplinary sanctions in accordance with the guidelines outlined in this policy. In cases where a minor infraction occurs within a single sport, the respective Provincial Sport Organization (PSO) will be responsible for managing and enforcing the necessary sanction. Where a minor infraction occurs that involves more than one sport, the Team BC Discipline Lead and/or the disciplinary committee will review the infraction.

Minor infractions may include but are not limited to:

- Single instances of disrespectful behaviour or conduct;
- Single instances of unsporting behaviour such as arguing;
- Being late, or absent from, Team BC activities or functions (without permission from Head Coach or designate);
- Failing to follow the dress code;
- Use of tobacco products by minors (under 19 years of age);
- Use of tobacco products by adults within the Athletes’ Village, at official Team BC activities or functions, or competition sites;
- Use of tobacco products by coaches in the presence of athletes;
- A minor disturbance or disruption after quiet time and curfew in the Athletes’ Village;

- Minor incidents of inappropriate physical contact (e.g., shoving, tripping, pushing);
  - Disrespectful and/or unsportsmanlike comments or behaviour, whether in person, with mobile devices, or through misuse of social media;
  - Conduct contrary to BC Games values and Culture of the Games principles;
  - Other similar infractions of a minor nature.
- All **major infractions** will be reported to the Team BC Discipline Lead and/or Head Coach for the sport. Upon receipt of an incident report, a Discipline Committee will be formed and shall determine the appropriate disciplinary sanction in accordance with the guidelines outlined in this policy. The online incident report form can be found by clicking on the following link:
    - [Team BC Incident Report Form](#)

Major infractions may include but are not limited to:

- Repeated minor infractions (more than once and after initial warning or sanction);
- Unsportsmanlike conduct such as fighting;
- Abusive, racist, or sexist comments or behaviour, whether in person or through misuse of texting or social media;
- Major disruptions after quiet time and curfew;
- Possession or use of alcohol or cannabis by a minor at any time;
- Possession or use of cannabis by an adult within the Athletes' Village, or being under the influence of cannabis at any time during the Games;
- Possession or use of alcohol by an adult within the Athletes' Village (with the exception of the Coaches' Lounge for coaches of legal age);
- Intoxication at any time;
- Pranks, jokes, or other activities which endanger the safety of others;
- Any incident of hazing;
- Major or repeated violations of the Team BC Code of Conduct, Rules, or Policies, or of the BC Universal Code of Conduct (BCUCC);
- Behaviours that constitute psychological maltreatment, physical maltreatment, neglect, sexual maltreatment, grooming, or discrimination, as outlined in the BCUCC;
- Intentionally filing a false allegation or retaliation against someone for filing a complaint;
- Major incidents of inappropriate physical contact (e.g., attacking, sucker punching, fighting);
- Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition;
- Conduct that intentionally damages the image, credibility, or reputation of Team BC, the host society, or the Games;
- Intentionally damaging property;
- Possession or use of banned performance enhancing drugs or methods;
- Possession or use of illegal drugs;
- An anti-doping rule violation under the Canadian Anti-Doping Program;
- Failure of coaches to enforce discipline for minor infractions;
- Other similar infractions of major severity.

### **Discipline Committee**

The Discipline Committee is responsible for all major infractions and consists of up to two representatives of the affected sport/team which should include the Head Coach or a designate assigned by the coach or PSO, the Team BC Discipline Lead, and a representative from the BC Games Society. The Discipline Committee may also assign an additional committee member to act as an administrator for the purpose of recording and documenting the process. Depending on the situation, the Team BC Safe Sport Lead and/or other individual(s) may be included as members of the Discipline Committee at the discretion of the BC Games Society. If the individual being disciplined is a Head Coach or member of Mission Staff, the Team BC Discipline Lead shall appoint a suitable alternate to serve on the Discipline Committee. The Discipline Committee may, depending on the circumstances and at any time in the process, determine that an alternate process would be best suited to hear and manage the incident. This could include hiring a mediator, consultant, or utilizing an outside 3<sup>rd</sup> party resource.

### **Safe Sport Lead**

The Team BC Safe Sport Lead is appointed for each Games and will assist the Discipline Committee in the interpretation of infractions that are in violation of the Safeguarding Policy and/or the BCUCC. This may include being a resource to the Committees, identifying other resources and information to assist the Committees in rendering a decision.

## **Disciplinary Process**

Note: the following process is in response to major infractions or those minor infractions that are deemed necessary to be reviewed by the Discipline Committee:

1. Incident is reported using the online Incident Report Form ([linked here](#)) which will be received by the Team BC Discipline Lead.
2. Discipline Committee called together for hearing and/or to review the incident report. In most cases, the Discipline Committee will meet immediately; however, depending on the circumstances, the Discipline Committee may choose to meet at a later time and no more than 12 hours after the incident report was received.
3. The Discipline Committee may, depending on the circumstances and at any time during the process, determine that an alternate process would be best suited to hear and manage the incident. This could include hiring a mediator, consultant or utilizing external 3<sup>rd</sup> party resources.
4. If the Discipline Committee chooses to move forward with the incident, they may seek support or advice from the Team BC Safe Sport Lead and/or other professionals, organizations, or services and they may choose to interview witnesses or other parties.
5. Individual being disciplined is given notice of a hearing (see Appendix A).
6. Hearing held with Discipline Committee and the individual being disciplined as well as their chosen advocate (if requested) or parent/guardian if the individual being disciplined is a minor.
7. The Discipline Committee renders a decision.
8. The Discipline Committee's decision is added or attached to the original Incident Report Form. A copy of the completed report is provided to the individual being disciplined, the coach, the Provincial Sport Organization, and a copy is kept on file at the Team BC mission office until the conclusion of the Games and then it will become part of the permanent record for Team BC.
9. Individual being disciplined is given the opportunity to appeal the decision.

## **Communications**

- All communication of disciplinary matters to outside parties shall be handled by the Chef de Mission and the Team BC Communications Manager. Every effort will be made to keep all information confidential, including written documents.
- All individuals involved in a disciplinary matter or informed of the disciplinary matter/process, including the individual being disciplined, shall refrain from disclosing the details of the matter to outside parties.
- Team BC will inform the Provincial Sport Organization(s) of the individual(s) involved in disciplinary matters at a time in the process appropriate or as laid out in this document.
  - Team BC athletes or coaches involved in a disciplinary matter and sanctioned by Team BC may also receive further disciplinary measures by their PSO and/or NSO following the Games. Please contact your PSO for more information.
- If the situation requires police intervention, the Team BC Chef de Mission, BC Games Society President and CEO, or designated individual will make the official police report, and the Team BC Communications Manager will manage the flow of information.
- The Communications Manager will do their best to ensure that the rights of the individual are protected in the media.

## **Hearings**

The hearing shall be governed by such procedures as the Discipline Committee sees fit. This includes utilizing the Team BC Safe Sport Lead or other organization or individuals as resources.

- The individual being disciplined shall be given proper notice of the hearing and shall have an opportunity to address the Discipline Committee;
- The hearing shall be held in private with the Discipline Committee and the individual, as well as their advocate or parent/guardian if the individual is a minor;
- The individual being disciplined may be accompanied by an advocate or any other advisor;
- The Discipline Committee may request that witnesses to the incident be present at the hearing to provide evidence;
- Time sensitive issues (which affect participation in competition), will be addressed by the Chef or Assistant Chef de Mission's discretion in consultation with the Head Coach.

## **Disciplinary Sanctions**

The Discipline Committee shall determine appropriate sanctions in accordance with the guidelines outlined in this policy. The committee's decision shall be communicated to the individual verbally and in writing, with reasons.

The following are examples of minor disciplinary sanctions that may be applied, singly or in combination, by the Team BC Discipline Lead, the Head Coach or PSO representative of the impacted sport(s), or the Discipline Committee.

- Impose an earlier curfew;
- Issue a verbal reprimand or warning to the member;
- Issue a written reprimand or warning to be filed by Team BC and the respective PSO(s);
- Require the participant to make a verbal apology to the host society, their teammates, their coaches, or such other parties as appropriate;
- Require the participant to hand deliver a written apology to such parties as appropriate;
- Other sanctions, as deemed appropriate by the Discipline Committee.

The following are examples of major disciplinary sanctions that may be applied, singly or in combination, by the Team BC Discipline Lead, the Head Coach or PSO representative of the impacted sport(s), or the Discipline Committee.

- Confinement to residence or the Athletes' Village for a specified period of time;
- Require the participant to do voluntary team service for their team or PSO where their team or PSO agree with this sanction;
- Removal of Team BC ceremonial uniform kit;
- Suspend the participant from non-competition events, such as the Opening and Closing Ceremonies, Team BC pep rallies, or other athlete entertainment or special events;
- Expel the participant from the Games after the completion of their competition;
- Immediately suspend the participant from their sport's competition, including all finals and medal rounds;
- Expel the participant from the Games before completion of their competition;
- Send the participant home at their own cost following expulsion from the Games, either before or after their competition;
- Prohibit the participant from participating in the Games program or from representing Team BC at future Games and/or Team BC functions;
- Remove accreditation so the participant is no longer a part of Team BC and therefore do not have access to food services, transportation, and/or accommodation;
- Other sanctions, as deemed appropriate by the Discipline Committee.

In applying sanctions, the Disciplinary Committee may have to regard the following aggravating or mitigating circumstances:

- The nature and severity of the infraction;
- Whether the infraction is the participant's first offence or a repeat offence;
- The participant's acknowledgement of responsibility;
- The participant's extent of remorse;
- The age, maturity, or experience of the participant; and
- The participant's prospects for rehabilitation.

In addition to the provisions of this Policy, Team BC may contact local police concerning the behavior of any Team BC participant, if appropriate to do so. Also, a participant may be subject to further disciplinary procedures by their PSO or NSO, in addition to the disciplinary procedures set out by Team BC.

## **APPEALS PROCESS**

An appeal is the opportunity for the individual being disciplined to go before a new panel to discuss the disciplinary action being rendered. The individual being disciplined shall have up to six hours to submit a request for an appeal or otherwise specified by the Discipline Committee in the official communication of the disciplinary decision.

An appeal may only occur when there was an error in process, or if there are new facts and/or evidence. A participant's disagreement with the discipline being rendered is not grounds for submitting an appeal.

### **Appeals During Games Time**

Appeals of Canada Games-related decisions rendered by the Team BC Discipline Committee between August 8, 2025 and August 25, 2025 will be managed through the Canada Games Council's Appeal Policy. Full details around this policy and how to submit a formal appeal can be found on the Canada Games Council website or by clicking [here](#).

## APPENDIX A: NOTICE OF HEARING TEMPLATE

(insert date)

Dear (insert participant name),

This letter serves as official notice for a hearing to discuss a report made about your behaviour on (insert date of form submission), which constitutes a (insert minor or major) infraction with regards to the Team BC Code of Conduct. All participants were required to sign the Code of Conduct prior to participating in any Team BC activities.

As specified in the Code of Conduct, a hearing will be held in private with the Team BC Discipline Committee and you may be accompanied by an advocate or any other advisor. This advisor may attend virtually or in person.

The Team BC Disciplinary Committee requires your attendance on (insert date and time) at (insert location or Zoom link if applicable). Failure to attend will result in further disciplinary action. Please confirm via return email the receipt of this letter.

Should you have any questions about the discipline or the issue at hand, please reply to this message.

Sincerely,

Chair, Team BC Discipline Committee