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| **Policy # 5.01 Discipline** | **Approved** |
| The Westlock Lacrosse Association (WLA) will use disciplinary actions when necessary to reinforce the code of conduct and the rules of play. | \_\_\_\_\_\_\_ |
| **Review Date** |
| \_\_\_\_\_\_\_ |
| **References** |
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1. **PURPOSE**
   1. Once it is determined that disciplinary actions are necessary to reinforce the code of conduct and the rules of play, the procedures will be used to ensure that actions are applied in a fair and consistent manner.
   2. All discipline issues will be kept confidential to the best of the WLA’s ability.

1. **PROCEDURES**
   1. **Responsibility**
      1. Parties that believe discipline is necessary must submit their request in writing – email or written letter – to the WLA president who will then convene a disciplinary committee meeting.
   2. **Procedure details**
      1. Upon a request for consideration of discipline being received the WLA president will call a meeting of the Discipline Committee, within 2 days of the request.
         1. The parties involved in the disciplinary action will be invited to the beginning of the meeting to provide information.
         2. Once questions of the committee have been satisfied, the parties will be asked to leave and the meeting will move ‘in camera’.
         3. The ‘in camera’ portion of the meeting will maintain separate minutes that will only be available to the parties involved and will be maintained in a confidential file.
      2. A written report of the incident leading to discipline, along with the discipline order and any considerations arising, will be given to the parties involved, within 2 days of the committee meeting.
         1. Any conditions affecting play will be shared with the appropriate team’s coach(es) and manager.
      3. The WLA president will follow-up to ensure that conditions are being adhered to.
      4. Once all conditions have been met, the discipline report will be shared with the WLA Board of Directors, and filed in the WLA documents.
      5. Appeals of the discipline decisions of the WLA may be made in writing to the GELC, within 5 days of the receiving the decision.
         1. The WLA president must be cc’d on the appeal request.
2. **REFERENCES**
   * 1. WLA Code of Conduct and Participation Agreement
     2. Policy 5.01 Grievance Policy and Procedures

1. **HELP**
   * 1. Questions about this policy and its procedures can be directed to the WLA board via [wlapresident@gmail.com](mailto:wlapresident@gmail.com)