



Complaint & Disciplinary Procedure

The AMBA and the CMBA are firm in their commitment to address negative and unruly behaviour at both practices and games. The AMBA promotes healthy competition, ensuring a supportive and fun environment for our kids and will not hesitate to reprimand those whose actions are not in compliance with our code of conduct.

24-hour cooling off rule

AMBA has implemented a 24-hour cooling off period. If you have an issue you would like to discuss with a coach, team manager, other parent or Board Member, you must wait 24 hours after the incident before contacting them. This cooling off period allows for time to gain perspective and generally leads to more productive conversation and solutions. Feedback received prior to 24 hours will not be responded to.

Association/team feedback and complaint procedure

1. We encourage you to approach the person (coach, assistant coach, team manager, other parent) directly and work together to resolve the issue.
2. If the situation is such that you are not comfortable approaching the person you have the issue with, or you have approached them with no resolution to the issue, you can contact the current President by emailing president@airdriebasketball.ca to discuss your concerns.
3. If you feel the situation is still not resolved, a formal complaint can be submitted in writing to the President and a Discipline Committee will be convened to discuss your concerns.

email: president@airdriebasketball.ca

mail: The City of Airdrie Minor Basketball Association, PO Box 10176, Airdrie, AB, T4A 0H5

Please copy and paste the following, and provide the information requested in your formal complaint:

- Name
- Phone number
- Email address
- Name of person you are providing feedback about



- Position of person you are providing feedback about
- Date(s) of incident (if applicable)
- Details of concern

As well, the [Respect in Sport Incident Report form](#) may be included.

Discipline Committee procedure

- The Discipline Committee will be made up of:
 - Current President, at least one other Board member and, if required, a member (parent or caregiver) of the City of Airdrie Minor Basketball Association who is not on the Board.
- The Discipline Committee will review the concern and request further details from all parties involved, if necessary, to ensure an objective understanding of the situation under review.
- A member of the Discipline Committee will advise the parties involved of their findings and decisions related to disciplinary action. These decisions are binding and not subject to appeal.
- AMBA reserves the right to suspend or ban parents / spectators or others in attendance from practices and games for unacceptable behavior.

Follow-up

- If the decision of the Discipline Committee is not heeded, further issues arise concerning the specific party, and/or appropriate actions and changes are not made, the Committee will use its discretion to determine a suitable course of further action. This may include asking the person to step down from their position (i.e. Coach) or a permanent suspension from participating in AMBA practices, games and/or events. If your actions are deemed serious enough, your child will no longer be able to participate in the AMBA.