



Beaumont Raiders Lacrosse Association

Discipline & Complaints Policy



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1) Definitions

The following terms have these meanings in this Policy:

- a) “BRLA” – Beaumont Raiders Lacrosse Association
- b) “Complainant” – The party alleging an infraction.
- c) “Days” – Days irrespective of weekends and holidays.
- d) “Individuals” – All categories of Membership within BRLA Bylaws, as well as all individuals engaged in activities with BRLA, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.
- e) “Respondent” – The alleged infracting party.

2) Purpose

- a) Beaumont Raiders Lacrosse Association (BRLA) is committed to providing an environment in which all Members are treated with respect and characterized by the value of fairness, integrity and open communication.
- b) To ensure BRLA follows a complaints process, they are not misplaced or forgotten and are resolved.
- c) To ensure BRLA respects confidentiality of complaints and suggestions when requested.
- d) To ensure BRLA follows a disciplinary process, to protect Members, Players, Team Staff and Officials. The processes and conditions of the actions vary according to the nature of the misconduct.



- e) To ensure that the person(s) named in the complaint form is given an opportunity to clarify and assess the circumstances which led to the incident and to discuss proactively alternate reactions and actions.
- f) The discipline of members is for the protection of the public, players, and for the maintenance of standards and principles of the BRLA.
- g) Membership and/or participation in BRLA, brings with it many benefits and privileges. At the same time, Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with BRLA Bylaws, policies, procedures, rules and regulations, Code of Conduct and Ethics. Irresponsible behavior by Individuals can result in severe damage to the image of BRLA. Conduct that violates these values may be subject to sanctions pursuant to this policy.
- h) This statement of Disciplinary Policies and Procedures does not limit the freedom of BRLA to recommend that further legal proceedings be taken in cases where this is deemed to be an appropriate course of action.

3) Application of this Policy

- a) This Policy applies to all Individuals as defined in the Definitions.
- b) This Policy applies to discipline matters that may arise during the course of BRLA business, activities and events, including, but not limited to, its office environment, competitions, practices, training camps; travel, and any meetings.
- c) Discipline matters and complaints arising within the business, activities or events organized by entities other than BRLA will be dealt with pursuant to the policies of these other entities unless accepted by BRLA in its sole discretion.
- d) This Policy only applies to written and signed complaints received by the BRLA from BRLA Members or parents/guardians of minor BRLA Members that may arise during the course of BRLA business, activities and events including but not limited to tournaments, competitions, practices, camps, travel associated with BRLA activities, and any meetings of staff, committees or the Board of Directors.
- e) Any violation of bylaws, policies and procedures of BRLA may be subject to sanctions pursuant to this policy.
- f) A disciplinary review hearing allows all parties an opportunity to clarify and assess the circumstances which led to the incident and to discuss proactively alternate reactions and actions. The Disciplinary Committee may issue additional suspension/punishment to the individual above GELC, ALA and CLA policies, but cannot reduce a decision from either of these bodies.

4) Reporting

All complaints will follow "Appendix A – Flow Chart for Complaints".

- a) Any Individual may report a complaint. Complaints not resolved at the Team level must be in writing on a "Complaint Form" in Appendix B, signed and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of BRLA.
- b) A complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be the sole discretion of the BRLA President or Vice President. This decision may not be appealed.



5) Case Manager

a) Upon receipt of a complaint, The Divisional Directors (Case Manager), or designate, will oversee the management and administration of complaints submitted in accordance with this Policy and such appointment is not applicable. The Divisional Directors, or designate has an overall responsibility to implement this Policy in a timely manner. More specifically, the Divisional Director, or designate has a responsibility to:

1. Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Divisional Director, or designate, determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Divisional Director, or designates decision to the acceptance or dismissal of the complaint may not be appealed.
2. If the complaint is determined by the Divisional Director, or designate, to be legitimate, the complaint will be designated as a minor infraction or a major infraction and dealt with according to the appropriate sections of this Policy. It will be the sole discretion of the Divisional Directors, or designate, to determine whether a complaint is to be dealt with as a major or minor infraction. This decision is not appealable.
3. Determine the format of the hearing.
4. Coordinate all administrative aspects of the complaint.
5. Provide administrative assistance and logistical support to the Committee as required.
6. Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

b) The Divisional Director or designate will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

c) This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behavior that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.

6) Committee (s)

a) A "Minor Infraction" Committee shall consist of:

- Corresponding age Level Director
- Discipline Director
- President and/or Vice President
- **If Required** - Two other (non partial) members of the BRLA, elected by the board.

If person(s) on the Committee cannot make the meetings or there is a conflict of interest, then the Director of Sport Development or Divisional Director of an alternate age level will step in.

b) A "Major Infraction" Committee shall consist in accordance to "6) a)" above, unless it is determined that the decisions made by the committee will affect relations outside of BRLA and "day to day living". In which case Special Committee will be formed with, or a compilation of, (but not limited to) the following:

- Members of BRLA which are not at risk of a "conflict of interest" situation.
- Members of the GELC and/or ALA
- (Non Partial) Members of other Lacrosse Associations



7) Minor Infractions

- a) Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others, BRLA or to the sport of Lacrosse.
- b) All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, staff, officials, coaches, organizers, or BRLA decision makers).
- c) Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above in point b). This is provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
- d) Penalties for minor infractions, which may be applied singly or in combination, include the following:
 - 1. Verbal or written warning;
 - 2. Verbal or written apology;
 - 3. Service or other voluntary contribution to BRLA;
 - 4. Removal of certain privileges of membership or participation for a designated period of time;
 - 5. Suspension from the current competition, activity or event; or
 - 6. Any other sanction considered appropriate for the offense.
- e) Minor infractions that result in discipline will be recorded and maintained by BRLA. Repeat minor infractions may result in further such incidents being considered a major infraction.

8) Major Infractions

- a) Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result in harm to other persons, to BRLA or to the sport of Lacrosse.
- b) Examples of major infractions include, but are not limited to:
 - 1. Repeated Minor Infractions;
 - 2. Intentionally damaging BRLA property or improperly handling BRLA monies;
 - 3. Incidents of physical abuse;
 - 4. Pranks, jokes or other activities that endanger the safety of others, including hazing;
 - 5. Disregard for the bylaws, policies, rules, regulations and directives of BRLA;
 - 6. Conduct that intentionally damages the image, credibility or reputation of BRLA or the sport of Lacrosse;
 - 7. Behavior that constitutes harassment, sexual harassment or sexual misconduct; or
 - 8. Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.
- c) Major infractions will be decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence.
- d) Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.



9) Investigation Information to Collect

- a) Format, date and location of meeting.
- b) Timelines for the exchange of documents.
- c) Clarification of issues in dispute.
- d) Any procedural matters including order and procedure of the meeting.
- e) Remedies sought.
- f) Evidence to be brought to the Complaint Committee if required.
- g) Identification of any witnesses.
- h) Any other matters that may assist in the expediting of the complaint.

10) Procedure for Major Infraction Hearing

- a) If the Divisional Director, or designate is satisfied that the complaint is a major infraction, the Divisional Director, or designate will, with the consent of the parties, seek to resolve the complaint through mediation using the services of an independent mediator or the Divisional Director, or designate.
- b) If the complaint cannot be resolved through mediation, then a hearing before a Disciplinary Committee will take place.
- c) The Divisional Director, or designate will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Disciplinary Committee deem appropriate in the circumstances, provided that:
 - 1. The Parties will be given appropriate notice of the day, time and place of the hearing.
 - 2. Copies of any written documents which the parties wish to have the Committee consider will be provided to all Parties in advance of the hearing.
 - 3. The parties may be accompanied by a representative, advisor or legal counsel at their own expense.
 - 4. The Committee may request that any other individual participate and give evidence at the hearing.
 - 5. If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
 - 6. Decisions will be by majority vote.

11) Decision

- a) After hearing the matter, the Committee will determine whether an infraction has occurred and if so what appropriate sanction will be imposed. The Committee's written decision, with reasons, will be distributed to all parties, the Divisional Director, or designate and BRLA. The decision will be considered a matter of public record unless decided otherwise by the Committee.
- b) Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Committee will determine the appropriate disciplinary sanction. The Committee may hold a hearing for the purpose of determining an appropriate sanction.
- c) If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.
- d) In fulfilling its duties, the Committee may obtain independent advice.



12) Sanctions

a) The Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:

1. Verbal or written reprimand;
2. Verbal or written apology;
3. Service or other voluntary contribution to BRLA;
4. Removal of certain privileges of membership;
5. Suspension from certain BRLA teams, events and/or activities;
6. Suspension from all BRLA activities for a designated period of time;
7. Withholding of prize money;
8. Payment of the cost of repairs for property damage;
9. Suspension of funding from BRLA or other funding;
10. Expulsion from BRLA;
11. Other sanctions as may be considered appropriate for the offense.

b) Unless the Committee decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Committee will result in automatic suspension until such time as compliance occurs.

c) A written record will be maintained by BRLA at their head office for major infractions that result in a sanction.

13) Serious Infractions

BRLA may determine that an alleged incident is of such seriousness as to warrant suspension of the Respondent pending a hearing and a decision of the Committee.

14) Criminal Convictions

a) An Individual's charge or conviction for any of the following *Criminal Code* offenses will be deemed a major infraction under this Policy and will result in expulsion and/or suspension from BRLA and/or removal from BRLA competitions, programs, activities and events upon the sole discretion of BRLA:

1. Any child pornography offences;
2. Any sexual offences;
3. Any offence of physical or psychological violence;
4. Any offence of assault; or
5. Any offence involving trafficking of illegal drugs.

15) Confidentiality

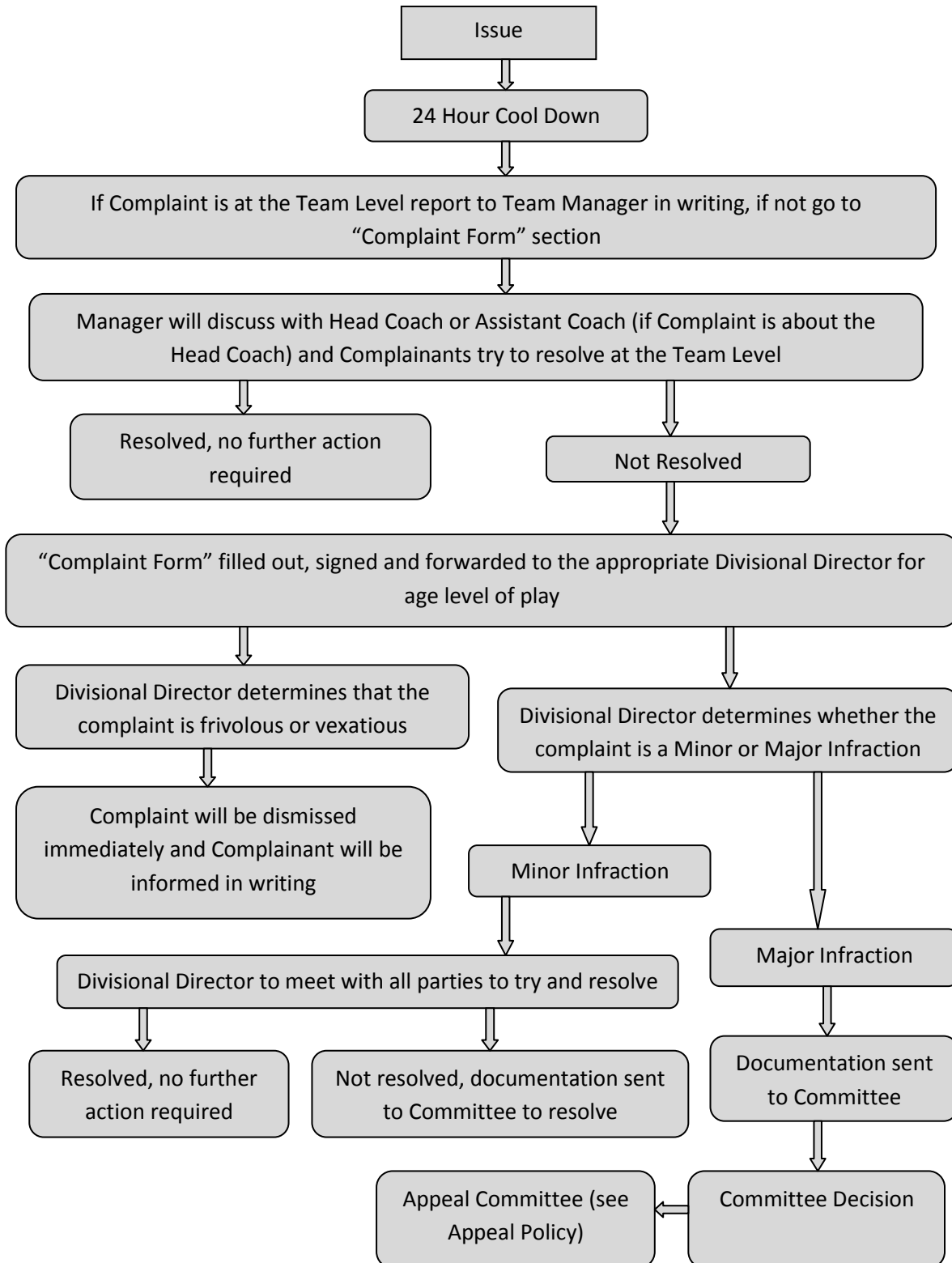
The discipline and complaints process is confidential involving only the Parties, the Divisional Director, or designate and the Committee. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

16) Appeals Procedure

The decision of the Committee may be appealed in accordance with BRLA's Appeal Policy.



Appendix A – Flow Chart for Complaints





Appendix B – Complaint Form (Page 1)

Date of Event:	Time:
Name of Person filing report:	Contact Information:
Location of Incident:	Level:

Name(s) of Individual(s) Involved in the Incident:

Details of the Incident (please be concise, accurate and non-judgmental):

Name(s) of Witness(es) and Contact Information:



Appendix B – Complaint Form (Page 2)

List task undertaken to resolve the situation - attach any pertinent communications (emails), score sheets, etc.:

Signature of Filer: _____ Date: _____

Signature of Complainant: _____ Date: _____

Action Taken:

Signature of Respondent: _____ Date: _____

Complaint Committee Comments:

Signature of Complaint Committee Chair: _____ Date: _____



Appendix B – Complaint Form (Page 3)

Disciplinary action taken (if applicable):

Signature of Disciplinary Committee Chair: _____ **Date:** _____

Appeal action taken (if applicable):

Signature of Appeal Committee Chair: _____ **Date:** _____