



DISCIPLINE POLICY

Document # POL-02	Prepared By: Nancy Sanftleben – Safety Director	Date Effective:: 05-01-2018
Version/Revision # 1.0	Approved By: Kevin Breen - President	Date Revised:

APPLICATION

This policy applies to all categories of members in Fort McMurray Minor Baseball Association, as well as to all individuals engaged in activities with or employed by Fort McMurray Minor Baseball Association, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees.

This policy applies to discipline matters that may occur during the course of all Fort McMurray Minor Baseball Association business, activities and events, including but not limited to, tournaments, training camps, exhibitions, League, Provincials and Nationals.

Discipline matters arising within the business, activities or events of provincial/territorial baseball associations, teams, or affiliated organizations of Fort McMurray Minor Baseball Association shall be dealt with using the discipline policies and mechanisms of such organizations.

DISCIPLINARY PROCEDURES

Minor Infractions:

Examples of minor infraction are shown in Appendix I. Any member of Fort McMurray Minor Baseball Association may report to the President a minor infraction using the Incident Report Form.

All disciplinary situations involving minor infractions occurring within the jurisdiction of Fort McMurray Minor Baseball Association and the individual involved (this person may include, but is not restricted to, a board member, committee members, tournament chairperson, umpire in chief, coach, team manager, team captain or head of delegation).

Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline or such infractions, provided the individual being discipline is told the nature of the infraction and has an opportunity to provide information concerning the incident.

The following disciplinary sanctions may be applied, singularly or in combination, for minor infractions:

1. Verbal reprimand;
2. Written reprimand to be placed in the individual's file;
3. Verbal apology;
4. Hand-delivered written apology;

5. Team service or other voluntary contribution to Fort McMurray Minor Baseball Association;
6. Suspension from the current competition;
7. Other sanctions may be considered appropriate for the offence.

Any minor infraction which results in discipline shall be recorded using the Incident Report form. Use of this form is particularly important for recording repeat offences.

Major Infractions:

Examples of major infractions are shown in Appendix I. Any member of Fort McMurray Minor Baseball Association may report to the President a major infraction using the Incident Report Form.

Upon receipt of an incident report, the President shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.

If the incident is to be dealt with as a minor infraction, the President will inform the appropriate in authority, and the alleged offender, and the matter shall be dealt with according to the minor infractions process of this policy.

If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible as and in any event no later than 3 days from the date of receipt of the incident report, and shall be advised of the procedures outlined in this policy.

Major infractions occurring within competition may be dealt with immediately, if necessary by a Fort McMurray Minor Baseball Association representative in a position of authority, provided the individual being disciplined is told of the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeal provisions of this policy.

Any incident that involves a potential criminal offence will be reported to local law authority as soon as possible.

Any major infraction which results in discipline shall be recorded using the Incident Report form. Use of this form is particularly important for recording repeat offences.

HEARING

Within 7 days of receiving the incident report, the President shall forward the report to the Disciplinary Committee Chair, who shall appoint three individuals to serve as a Disciplinary Panel. Where possible, one of the Panel members shall be from the peer group of the alleged offender. The Discipline Panel shall hold the hearing as soon as possible, but not more than 21 days after the incident report is first received by the President.

The Discipline Panel shall govern the hearing as it sees fit, provided that:

The individual being disciplined shall be given 10 days written notice (by person, email, courier or fax) of the day, time and place of the hearing. The Panel may decide to conduct the hearing in person or by telephone or video conference;

The individual being disciplined shall receive a copy of the incident report; Members of the Panel shall select from among themselves a Chairperson;

- A quorum shall be all 3 Panel members;
- Decisions shall be by majority vote, the Chair carries a vote;
- The individual being disciplined may be accompanied by a representative;
- The individual being disciplined shall have the right to present evidence and argument;
- The hearing shall be held in private;
- The Panel may request that witnesses to the incident be present or submit written evidence;

Once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the hearing.

The Discipline Panel shall render its decision, with written reasons, within 5 days of the Hearing. A copy of this decision shall be provided to all of the parties to the hearing and to the President.

The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent Fort McMurray Minor Baseball Association policy, such as those dealing with harassment, doping, personnel or event-specific matters.

Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

If the individual being disciplined does not participate in the hearing, the hearing shall proceed.

SANCTIONS

The Discipline Panel may apply the following disciplinary sanctions singularly or in combination, for major infractions:

1. Written reprimand to be placed in the individual's file;
2. Hand-delivered written apology;
3. Forfeiture of certain games;
4. Suspension from certain Fort McMurray Minor Baseball Association events which may include suspension from the current competition or from future teams or competitions; to be determined by the Disciplinary Panel;
5. Suspension from certain Fort McMurray Minor Baseball Association activities (i.e. competitions, coaching or officiating) for a designated period of time;
6. Suspension from all Fort McMurray Minor Baseball Association activities for a designated period of time;
7. Expulsion from Fort McMurray Minor Baseball Association;
8. Other sanctions as may be considered appropriate for the offence.

The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent Fort McMurray Minor Baseball Association policy, such as those dealing with harassment, doping, personnel or event -specific matters.

Unless the Discipline Panel decides otherwise, any disciplinary sanctions shall commence immediately.

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

1. The nature and severity of the offence;
2. Whether the incident is a first offence or has occurred repeatedly;
3. The individual's acknowledgement of responsibility;
4. The individual's extent of remorse;
5. The age, maturity or experience of the individual, and
6. The individual's prospects of rehabilitation

Notwithstanding the procedures set out in this policy, any member who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from Fort McMurray Minor Baseball Association for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by Fort McMurray Minor Baseball Association in accordance with this policy.

APPEALS PROCEDURE

Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeal Policy of Fort McMurray Minor Baseball Association.

Appendix I:

Examples of Minor Infractions:

- a) A single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to, peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- b) Unsportsmanlike conduct such as angry outbursts or arguing;
- c) A single incident of being late for or absent from Fort McMurray Minor Baseball Association events and activities at which attendance is expected or required;
- d) Non-compliance with the rules and regulations under which Fort McMurray Minor Baseball Association events are conducted, whether at the local, provincial or national level.

Examples of Major Infractions:

- a) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to, peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors
- b) Playing under an assumed name, falsifying an affidavit or roster, or giving false information to tournament officials;
- c) Knowingly participating while ineligible;
- d) Knowingly competing with or against players who have been disqualified;
- e) Repeated unsportsmanlike conduct such as angry outbursts or arguing;
- f) Repeated incidents of being late for or absent from Fort McMurray Minor Baseball Association events and activities at which attendance is expected or required;
- g) Activities or behavior which interfere with a competition or with any athlete's preparation for a competition;
- h) Pranks, jokes or other activities which endanger the safety of others;
- i) Deliberate disregard for the rules and regulations under which Fort McMurray Minor Baseball Association events are conducted, whether at the local, provincial or national level;
- j) Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner, or interferes with the individual's ability to perform effectively and safely;
- k) Any use of alcohol by players;
- l) Use of illicit drugs or narcotics
- m) Any other incident deemed as a major incident by Fort McMurray Minor Baseball Association officials