



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: DISCIPLINE AND COMPLAINT

POLICY #: 1310

Created: May 17, 2018	Last updated: June 13, 2018	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the steps to be taken when there is a violation of the expected standards of behaviour of the Fort Saskatchewan Ringette Association (FSRA). These standards are specified in the Code of Conduct Policy (#1300). These are used to create an environment based on the values of fairness, integrity, and open communication.

2.0 Scope

This policy applies to all members, participants, officials, parents and/or guardians, players, team officials, paid employees, volunteers, and Executive Board members of the FSRA. It applies to any discipline matters that may occur during the day to day activities of the FSRA, including competitions and practices.

3.0 Terms

Case Manager – An unbiased FSRA representative who has been assigned to investigate reported violations in the Code of Conduct. His or her duties include:

- Determining if the complaint is within the FSRA’s jurisdiction (cannot be appealed);
- Determining the nature of the infraction;
- Appointing and providing administrative and logistical support to a panel; and
- Determining the format of the hearing.

Minor Infraction – An incident that does not meet the FSRA’s standards of acceptable behaviour, but does not directly harm anyone. Such infractions are usually dealt with informally by an unbiased person with authority over the situation, such as a coach, official, staff member, or Executive Board member.



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Major Infraction – An incident that does not meet the FSRA’s standards of acceptable behaviour that causes or has the potential to cause harm to others, the FSRA, or the sport of ringette. These infractions can include, but are not limited to:

- Repeated minor infractions;
- Intentionally damaging property or mishandling FSRA monies;
- Physical abuse;
- Endangering the health of others;
- Disregard for bylaws, policies, and procedures;
- Intentionally damaging the image or reputation of an individual, the FSRA, or the sport of ringette;
- Any kind of harassment; and
- Abuse of alcohol and drugs, including use or possession by a minor.

4.0 Policy

- 4.1 Anyone may report an incident of unacceptable behaviour to the current Division Coordinator. The complaint must be signed, in writing, and sent within fourteen business days of the alleged incident. Any complaints filed after this limit must have a valid excuse in writing, and will be accepted on a case-by-case basis.
- 4.2 Upon the receipt of a complaint, the Executive Board will assign a Case Manager to investigate the situation. The Case Manager will inform all parties involved whether or not the incident is being treated as a major or minor infraction. All affected parties will be given the opportunity to provide information.
- 4.3 An appropriate person with the proper authority (a coach, official, etc.) is allowed to take immediate and informal action in response to a minor infraction in addition to the sanctions outlined within this policy.
- 4.4 In the case of Minor Infractions, consequences can include, but are not limited to:
- A verbal or written warning or apology;
 - A service or other contribution to the FSRA;
 - The removal of certain privileges or participation for a certain amount of time; or
 - Suspension from the current FSRA event.
 - These consequences can be applied individually or in combination. All minor infractions will be recorded by the Case Manager and kept by the current Division Coordinator. Should this individual have repeated minor infractions in file, they may be considered a major infraction by the Executive Board.



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4.5 Major infractions will be dealt with according to the steps outlined in this policy unless a dispute resolution procedure in a contract or other written agreement takes precedence. If a major infraction occurs during a competition, an appropriate person with proper authority may deal with it, though this does not replace further consequences by the FSRA.

4.6 If a major infraction requires a panel to resolve, the Case Manager will appoint a panel consisting of three non-biased individuals from the FSRA. The Case Manager will determine the format of the panel's hearing provided that:

- The time and place of the hearing is given to all parties in advance;
- Copies of documents the parties wish the panel to examine are given to all parties in advance;
- Parties may bring their own legal counsel at their own expense;
- The panel can request any other individual participate and give evidence; and
- Decisions are made by majority vote.
- The hearing will proceed regardless of whether or not all parties are present.

4.7 After hearing the matter, the panel will decide whether or not an infraction has occurred, and what consequences should be applied if one has. The panel's written decision, with reasons included, will be sent to all affected parties, the Case Manager, and the Executive Board. This decision will be considered a matter of public record unless decided otherwise by the panel. Cases involving minors will not be disclosed to the public.

4.8 Consequences for major infractions will take effect immediately and can include, but are not limited to:

- A verbal or written reprimand or apology;
- A service or other contribution to the FSRA;
- Removal of certain privileges of membership;
- Suspension from some or all activities for a designated amount of time;
- The withholding of prize money;
- The payment for the cost of repairs to damaged property;
- The suspension of funding from the FSRA; or
- Expulsion.
- The consequences can be applied individually or in combination. As with minor infractions, all infractions will be recorded by the Case Manager and kept by the current Division Coordinator.



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4.9 Outside of minor and major infractions, the following acts are criminal offenses and will result in expulsion from the FSRA or removal from competitions, programs, activities, and events:

- Child pornography;
- Sexual offenses;
- Physical or psychological violence;
- Assault or battery; or
- The trafficking of illegal drugs.

4.10 The processes described in this policy are confidential involving only the parties, the Case Manager, and the panel. Once an investigation begins, none of the parties are permitted to disclose confidential information about the investigation to anyone not involved until the matter has concluded.

4.11 All decisions made by the panel or Case Manager can be appealed according to the Appeals Policy (#1330).