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BASEBALL ALBERTA DISCIPLINE POLICY

NOTE: IN THIS POLICY "MEMBER" REFERS TO all categories of members in Baseball Alberta, as well as to all individuals engaged in activities with or employed by Baseball Alberta, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel)

PREAMBLE

1. Baseball Alberta is committed to the development of amateur baseball in Alberta and the establishment of a warm and friendly relationship among the members of the Association to better facilitate competition.
2. Membership in Baseball Alberta brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the Code of Conduct, policies, rules and regulations of Baseball Alberta.
3. The Baseball Alberta Code of Conduct (Appendix A) identifies the standard of behavior which is expected of members of Baseball Alberta. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy.

APPLICATION

4. This policy applies to all categories of members in Baseball Alberta, as well as to all individuals engaged in activities with or employed by Baseball Alberta, including, but not limited to, athletes, coaches, officials (**Umpires - 2009**), volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees.

4a. This policy applies to umpires and incidents involving umpires with be dealt with in cooperation with the Baseball Alberta Discipline Chairperson and the Supervisor of Provincial Umpires where applicable for the remainder of the 2008 season.

5. This policy applies to discipline matters which may occur during the course of all Baseball Alberta business, activities and events, including but not limited to, Provincial Championships, training camps, exhibitions, and National Qualifiers.
6. Discipline matters arising within the business, activities or events of Local baseball associations, teams, or affiliated organizations of Baseball Alberta shall use the discipline policies and mechanisms of Baseball Alberta. Existing Local Associations that have Discipline policies in place may use those for the purposes of dealing with internal matters.



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DISCIPLINARY PROCEDURES

Minor Infractions:

7. Examples of minor infractions are shown in Appendix B. All disciplinary situations involving minor infractions occurring within the jurisdiction of Baseball Alberta will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, a board member, committee member, tournament chairperson, umpire in chief, coach, team manager, team captain or head of delegation).

8. 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 of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

9. The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

- a) verbal reprimand,
- b) written reprimand to be placed in individual's file,
- c) verbal apology,
- d) hand-delivered written apology,
- e) team service or other voluntary contribution to Baseball Alberta,
- f) suspension from the current competition,
- g) other sanctions as may be considered appropriate for the offense.

10. Minor infractions which result in discipline shall be recorded using the Incident Report form in Appendix C. Use of this form is particularly important for recording repeat offences.

Major Infractions:

11. Examples of major infractions are shown in Appendix B. Any member of Baseball Alberta may report to the Discipline Committee Chairperson a major infraction using the Incident Report form in Appendix C.

12. Upon receipt of an incident report, the Discipline Committee Chairperson 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.

13. If the incident is to be dealt with as a minor infraction, the Discipline Committee Chairperson will inform the appropriate person in authority as described in Section 6



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and the alleged offender, and the matter shall be dealt with according to Sections 7 through 9 of this policy.

14. 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 and in any event no later than 3 days from date of receipt of the incident report, and shall be advised of the procedures outlined in this policy.

15. Major infractions occurring within competition may be dealt with immediately, if necessary by a Baseball Alberta 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.

Hearing

16. Within 3 days of receiving the incident report, the Discipline Committee Chairperson shall forward the report to the President, or President's delegate and/or the President's of both associations if applicable. The discipline Committee chairperson will then 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.

17. The Discipline Panel shall hold the hearing as soon as possible, but not more than 10 days after the incident report is first received by the Discipline Committee Chairperson.

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

- a) the individual being disciplined shall be given 7 days written notice (by e-mail, 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;
- b) the individual being disciplined shall receive a copy of the incident report;
- c) members of the Panel shall select from among themselves a Chairperson;
- d) a quorum shall be all 3 Panel members;
- e) decisions shall be by majority vote; the Chair carries a vote;
- f) the individual being disciplined may be accompanied by a representative;
- g) the individual being disciplined shall have the right to present evidence and argument;
- h) the hearing shall be held in private;
- i) the Panel may request that witnesses to the incident be present or submit written evidence;



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- j) once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the Hearing.
19. The Discipline Panel shall render its decision, with written reasons within 2 days of the Hearing. A copy of this decision shall be provided to all of the parties to the hearing and the Discipline Committee Chairperson.
20. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent Baseball Alberta policy, such as those dealing with harassment, doping, personnel or event-specific matters.
21. 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.
22. If the individual being disciplined does not participate in the hearing, the hearing shall proceed.

Sanctions

23. The Discipline Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:
- a) written reprimand to be placed in individual's file;
 - b) hand-delivered written apology;
 - c) forfeiture of certain games;
 - d) suspension from certain Baseball Alberta events which may include suspension from the current competition or from future teams or competitions;
 - e) payment of a financial fine, amount to be determined by the Disciplinary Panel;
 - f) suspension of Baseball Alberta or Sport Alberta funding;
 - g) suspension from certain Baseball Alberta activities (i.e. competing, coaching or officiating) for a designated period of time;
 - h) suspension from all Baseball Alberta activities for a designated period of time;
 - i) expulsion from Baseball Alberta;
 - j) other sanctions as may be considered appropriate for the offense.
24. The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent Baseball Alberta policy, such as those dealing with harassment, doping, personnel or event-specific matters



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

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

- the nature and severity of the offense,
- whether the incident is a first offense or has occurred repeatedly,
- the individual's acknowledgment of responsibility,
- the individual's extent of remorse,
- the age, maturity or experience of the individual, and
- the individual's prospects for rehabilitation.

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

APPEALS PROCEDURE

28. Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeals Policy of Baseball Alberta.



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APPENDIX A

BASEBALL ALBERTA CODE OF CONDUCT

Baseball Alberta is committed to providing an environment in which all individuals are treated with respect. Furthermore, Baseball Alberta supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of Baseball Alberta. Members may be subject to sanctions according to Baseball Alberta's Discipline Policy for engaging in any of the following behavior:

- ✓ Not complying with the rules, regulations or policies of Baseball Alberta, as adopted and amended from time to time;
- ✓ Deliberately disregarding the Rules of Baseball as amended from time to time;
- ✓ Verbally or physically abusing an opponent, officials, umpires, spectators or sponsors;
- ✓ Showing disrespect to officials, including the use of foul language and obscene or offensive gestures;
- ✓ Abusing playing equipment or playing area;
- ✓ Failing to comply with the conditions of entry of an event including any rules with regard to eligibility or advertising;
- ✓ Failing to be available to meet reasonable requests for interviews by the media;
- ✓ Using tobacco products on-field at any Baseball Alberta sanctioned competition;
- ✓ Any other unreasonable conduct which brings the game into disrepute, including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol by minors.

The Baseball Alberta Code of Conduct shall govern all disciplinary matters to the extent that it conflicts with or augments the Code of Conduct of any Local/Regional Baseball Alberta Association.



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APPENDIX B

Examples of minor infractions:

- ✓ 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;
- ✓ Unsportsmanlike conduct such as angry outbursts or arguing;
- ✓ A single incident of being late for or absent from Baseball Alberta events and activities at which attendance is expected or required;
- ✓ Non-compliance with the rules and regulations under which Baseball Alberta events are conducted, whether at the local, provincial, national or international level.

Examples of major infractions:

- ✓ 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;
- ✓ Playing under an assumed name, falsifying an affidavit or roster, or giving false information to tournament officials;
- ✓ Knowingly participating while ineligible;
- ✓ Knowingly competing with or against players who have been disqualified;
- ✓ Repeated unsportsmanlike conduct such as angry outbursts or arguing;
- ✓ Repeated incidents of being late for or absent from Baseball Alberta events and activities at which attendance is expected or required;
- ✓ Activities or behavior which interfere with a competition or with any athlete's preparation for a competition;
- ✓ Pranks, jokes or other activities which endanger the safety of others;
- ✓ Deliberate disregard for the rules and regulations under which Baseball Alberta events are conducted, whether at the local, provincial, national or international level;
- ✓ 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;
- ✓ Any use of alcohol by minors;
- ✓ Use of illicit drugs and narcotics;
- ✓ Use of banned performance enhancing drugs or methods



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APPENDIX C

**BASEBALL ALBERTA
INCIDENT REPORT**

Date and time of incident: _____

Name of writer: _____ Position: _____

Location of incident: _____

This incident is a: ____ minor infraction ____ major infraction

Individual(s) involved in the incident:

Objective description of the incident (please be concise, accurate and non-judgmental):

Names of individuals who observed the incident:

Disciplinary action which was taken (if applicable):

Signature of writer: _____

Date: _____