

KELOWNA MINOR FASTBALL SOCIETY

POLICIES & PROCEDURES

PART 1: INTRODUCTION

1.1 MISSION STATEMENT:

We are committed to fostering positive self-esteem, team spirit, and personal growth for youth athletes and building community through the amazing sport of fastball.

1.2 OBJECTIVES:

The purpose of Policy and Procedural Manual is to guide those who are responsible for the operating needs of teams registered with KMFS. This manual will also serve as a resource document for KMFS members including players, coaches, parents/guardians, and community members with an interest in KMFS. The duties and responsibilities of the KMFS Executive (the Board) are outlined in KMFS Constitution and Bylaws. Contradictions between this manual and KMFS Constitution and Bylaws, should they exist, shall be resolved by reference to the Constitution and Bylaws.

1.3 REVISION PROCEDURES:

The KMFS Executive shall meet in January of every second year (even numbered years), or at the discretion of the Executive, and convene a Policy Review Session. The purpose of this meeting will be to review the Policy & Procedural Manual and any proposed revisions. Any significant changes in the manual will be communicated to the membership through the KMFS website and/or at the KMFS Annual General Meeting.

1.4 TRANSPARENCY & ACCOUNTABILITY:

a) Recognition Clause:

The KMFS Executives are the democratically elected representatives of the members of KMFS and as such are expected to act in the best interest of KMFS members and players.

b) Duty to Communicate:

Individual Executive Committee members are expected to respond to reasonable questions and inquiries from the members in regard to policy interpretation and implementation in a timely fashion. All members of KMFS are encouraged to discuss policy in an open and constructive manner.

PART 2: KMFS

2.1 OPERATING RULES:

KMFS shall operate under the rules and regulations of Softball BC as well as the Policies set out in this manual.

2.2 MEMBERSHIP:

KMFS Membership includes all registered players, coaches, management staff, volunteers, Executive Members, and those appointed by the discretion of the Executive. For the purposes of the Annual General Meeting, a member is limited to one vote per registered player, with the exception that a family with more than one player registered with KMFS may have a maximum of 2 votes in the event that both parents or legal guardians are in attendance.

2.3 FAIR PLAY:

The Fair Play Code is a philosophy based on the ethics surrounding sports and is grounded in the principles of integrity, fairness, and respect.

PART 3: CODE OF CONDUCT POLICY

KMFS subscribes to the Softball BC Code of Conduct and requires all its member players, coaches, management staff, officials, volunteers, and parent/guardians to sign the KMFS Code of Conduct Agreement at time of Registration.

3.1 Definitions:

The following terms have these meanings in this Code:

'Individuals' – Individuals employed by, or engaged in activities with, KMFS including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of KMFS.

3.2 Purpose:

The purpose of this Code is to ensure a safe and positive environment (within KMFS's programs, activities, and events) by making individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with KMFS's core values. KMFS supports equal opportunities, prohibits discriminatory practices, and is committed to providing an environment *in which all individuals are treated with respect*.

3.3 Application of this Code:

- a. This Code applies to the conduct of KMFS members during KMFS business, activities and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with KMFS activities, and at any KMFS meetings.
- b. An Individual who violates this Code may be referred to the KMFS Conduct Committee for review and subject to disciplinary action.
- c. This Code also applies to Individual's conduct outside of KMFS's business, activities, and events such conduct adversely affects relationships within KMFS (and its work and sport environment) and is detrimental to the image and reputation of KMFS. Such applicability will be determined by KMFS at its sole discretion

3.4 Responsibilities:

Individuals have a responsibility to:

- a. Maintain and enhance the dignity and self-esteem of KMFS members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation.
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably

- vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats or outbursts
 - ii. The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - vii. Any form of hazing
 - viii. Retaliation or threats of retaliation against an individual who reports harassment
 - ix. Bullying
 - x. Offensive or intimidating phone calls or emails
 - xi. Displaying or circulating offensive pictures, photographs or materials printed or electronic form
 - xii. Psychological abuse
 - xiii. Discrimination
 - xiv. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating
 - xv. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
- c. Refrain from any behaviour that constitutes violence, where violence is defined as the exercise of physical force, that causes or could cause physical injury; an attempt to exercise physical force that could cause physical injury; or a statement or behaviour that is reasonable to interpret as a threat to exercise physical force. Types of behaviour that are applicable to this section include, but are not limited to:
 - i. Verbal threats to attack
 - ii. Sending to or leaving threatening notes or emails
 - iii. Making threatening physical gestures
 - iv. Wielding a weapon
 - v. Hitting, pinching, or unwanted touching which is not accidental

- vi. Throwing an object
 - vii. Blocking normal movement or physical interference, with or without the use of equipment
 - viii. Any attempt to engage in the type of conduct outlined above
- d. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
 - ii. Sexual violence
 - iii. Display of sexually offensive material
 - iv. Sexually degrading words used to describe a person
 - v. Inquiries or comments about a person's sex life
 - vi. Unwelcome sexual flirtations, advance, or propositions
 - vii. Inappropriate sexual touching, advances, suggestions or requests
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - ix. Unwelcome sexual flirtations, advances, requests, or invitations
 - x. Physical or sexual assault
- e. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, KMFS adheres to the NSO's (Softball Canada) Canadian Anti-Doping Program Adoption Contract with the Canadian Centre for Ethics in Sport and the Canadian Anti-Doping Program. Any infractions under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to Softball BC Appeal Process. KMFS will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Softball Canada, Softball BC or any other sport organization.
- f. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World AntiDoping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- g. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- h. Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in KMFS programs, activities, competitions, or events
- i. In the case of adults, avoid consuming alcohol in situations where minors are present and take responsible steps to manage the responsible consumption of alcohol in adult-orientated social situations associated with KMFS events

- j. Respect the property of others and not willfully cause damage
- k. Promote the sport in the most constructive and positive manner possible
- l. Adhere to all federal, provincial, municipal, and host country laws
- m. Comply, at all times, with KMFS bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

3.5 Executive/Committee Members::

In addition to section 3.4(above), KMFS Executive members and Committee members will have additional responsibilities to::

- a. Function primarily as a member of the board and/or committee(s) of KMFS; not as a member of any other particular member or constituency
- b. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of KMFS's business and the maintenance of Individual's confidence
- c. Ensure that KMFS's financial affairs are conducted in responsible and transparent manner with due regard for all fiduciary responsibilities
- d. Conduct themselves openly, professionally, lawfully, and in good faith in the best interest of KMFS
- e. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- f. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
- g. Keep informed about KMFS's activities, the provincial sport community, and general trends in the sectors in which they operate
- h. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which KMFS is incorporated
- i. Respect the confidentiality appropriate to issues of a sensitive nature
- j. Ensure that all individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- k. Respect the decisions of the majority and resign if unable to do so
- l. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- m. Have a thorough knowledge and understanding of all KMFS governance documents
- n. Conform to the bylaws and policies approved by KMFS, in particular this Code of Conduct and Ethics.

3.6 Coaches:

In addition to section 3.4(above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power

imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously.

Coaches will:

- a. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
- c. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological treatments
- d. Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- e. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- f. Act in the best interest of the athlete's development as a whole person
- g. Respect other coaches
- h. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by KMFS.
- i. Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use or sale of any illegal substance
- j. Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and in, the case of minors, alcohol and/or tobacco
- k. Respect athletes playing with other teams and in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- l. Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- m. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- n. Dress professionally, neatly and inoffensively
- o. Use inoffensive language, taking into account the audience being addressed
- p. A coach should have another coach or screened adult (parent or volunteer) present when interacting with participants. Have a training environment that ensures all situations are open, observable and justifiable. Have at least two adults present when traveling with a participant(s)

3.7 Athletes:

In addition to section 3.4(above), athletes will have additional responsibilities to:

- a. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program
- b. Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c. Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d. Adhere to Softball BC's rules and requirements regarding clothing and equipment
- e. Never ridicule a participant for a poor performance or practice
- f. Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- g. Dress in a manner representative of Softball BC; focusing on neatness, cleanliness, and discretion
- h. Act in accordance with Softball BC' policies and procedures and, when applicable, additional rules as outlined by coaches and managers

3.8 Officials:

In addition to section 3.4(above), officials will have additional responsibilities to:

- a. Maintain and update their knowledge of the rules and rules changes
- b. Work within the boundaries of their position's description while supporting the work of other officials
- c. Act as an ambassador of KMFS by agreeing to enforce and abide by national and provincial rules and regulations
- d. Take ownership of actions and decisions made while officiating
- e. Respect the rights, dignity, and worth of all individuals
- f. Not publicly criticize other officials or any club or association
- g. Assist with the development of less-experienced umpires and minor officials
- h. Conduct themselves openly, impartially, professionally, lawfully and in good faith in the best interest of Softball BC, athletes, coaches, other officials, and parents
- i. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- j. Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about individuals
- k. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time

- l. When writing reports, set out true facts and not attempt to justify any decisions
- m. Dress in proper attire for officiating

PART 4: SOCIAL MEDIA POLICY

4.1 Definitions:

The following terms have these meanings in this Policy:

- a. 'Social Media' – the catch-all term that is applied broadly to computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, TikTok, Tumblr, and Twitter, etc.
- b. 'Member' – All categories of membership defined in the KMFS Bylaws, as well as all individuals employed by or engaged in activities with KMFS, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees.

4.2 Preamble:

KMFS is aware that Member interaction and communication occurs frequently on Social Media. KMFS cautions Members that any conduct falling short of the standard of behaviour required by the KMFS Code of Conduct will be subject to being deferred to the KMFS Conduct Committee for review and may be subject to disciplinary actions.

4.3 Application:

This Policy applies to all Members as defined in the Definitions.

4.4 Conduct and Behaviour:

Per the KMFS Code of Conduct, the following Social Media conduct may be considered minor or major infractions at the discretion of Conduct Committee:

- a. Posting a disrespectful, hateful, insulting, or otherwise negative comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at Members or at other persons connected with KMFS and/or Softball BC and/or other National/Provincial Federations and related events.
- b. Posting a disparaging or harmful comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at Members or at other persons connected with KMFS and/or Softball BC and/or other National/Provincial Federations and related events.
- c. Creating or contributing to a Facebook group, webpage, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about KMFS and/or Softball BC and/or other National/Provincial Federations and related events.
- d. Posting a picture, altered picture, or video on Facebook, Tumblr, Twitter, YouTube, or other social medium that is harmful, disrespectful, insulting or otherwise offensive, and that is directed at or at other persons connected with KMFS and/or Softball BC and/or other National/Provincial Federations and related events.
- e. Any instance of cyber-bullying or cyber-harassment between one Member and another Member (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumors or lies, or other harmful behaviour.

- f. Any instance of bringing the game of softball into disrepute.
- g. All conduct and behaviour occurring on Social Media may be subject to being deferred to the KMFS Conduct Committee for review and may be subject to disciplinary actions.

4.5 Member Responsibilities:

- a. Members must be aware that their Social Media use may be monitored by KMFS or by the Members' local softball association.
- b. When using Social Media, a Member must model appropriate behaviour benefiting the Member's status as a member of KMFS.
- c. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Member from being subject to review and possible disciplinary measures as recommended by the KMFS Conduct Committee.
- d. A member who believes that the Social Media use by another member is inappropriate or may violate KMFS's policies and procedures should report the matter to KMFS in the manner outlined by the KMFS Discipline Policy

PART 5: DISCIPLINE & COMPLAINTS POLICY

5.1 Definitions:

*Indicates a definition adapted from UCCMS (Universal Code of Conduct to Prevent and Address Maltreatment in Sport)

- a. Affected Party – Any individual or entity, as determined by the KMFS Conduct Committee, who may be affected by a decision rendered under the Appeal Policy and who may have recourse to an appeal in their own right
- b. Appellant – The Party appealing a decision
- c. KMFS Conduct Committee – Appointed by the KMFS Executive to oversee the Discipline and Complaints Policy. The Conduct Committee will have responsibilities that include making disciplinary decisions and reporting to the Executive.
- d. *Athlete – An individual who is an Athlete Participant in KMFS who is subject to the UCCMS and the policies of KMFS
- e. Board – The Board of Directors of KMFS
- f. Compliance Director – An individual appointed by the KMFS Executive to receive and administer complaints under the Discipline and Complaints Policy
- g. Committee Member – an individual elected or appointed to a committee of KMFS
- h. *Complainant – A Participant or observer who makes a report of an incident, or a suspected incident, of Maltreatment or other behaviour that is a violation of the standards described in the Code of Conduct and Ethics
- i. Days – Days including weekends and holidays
- j. Director – An individual appointed or elected to the Board of Directors of KMFS
- l. Event – An event sanctioned by KMFS
- m. *Minor – Any Participant who is under the age of majority at the time and in the jurisdiction where the alleged Maltreatment has occurred. Adults are responsible for knowing the age of a Minor. For the purpose of protection in each Canadian province and territory, a Minor is a child younger than the following age:
 - i) 16 years old: Newfoundland and Labrador; Saskatchewan; Northwest Territories; Nunavut
 - ii) 18 years old: Prince Edward Island; Quebec; Ontario; Manitoba; Alberta
 - iii) 19 years old: Nova Scotia; New Brunswick; British Columbia; Yukon
- n. *Participants – Refers to all categories of individual members and/or registrants defined in the By-laws who are subject to the UCCMS and the policies of KMFS, as well as all people employed by, contracted by, or engaged in activities with, KMFS including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers
- o. Parties – the groups involved with a dispute.

- p. Person in Authority – Any Participant who holds a position of authority within KMFS including, but not limited to, employees, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers
- q. *Reporting (or Report) – The provision of information in writing by any person or a Participant to a relevant independent authority (the independent person or position, such as the Conduct Committee, charged with receiving a report and determining next steps) regarding Maltreatment. Reporting may occur through either:
 - i) the Complainant (of any age) or the one who experienced the Maltreatment, or
 - ii) a witness – someone who witnessed the Maltreatment or otherwise knows or suspects Maltreatment.

In either case, the intention of Reporting is to initiate an independent investigative process, which could result in disciplinary action being taken against the Respondent.

- r. *Respondent – The Participant responding to a complaint or, in the case of an appeal, the body whose decision¹ is being appealed.
- s. Social Media – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, TikTok, Snapchat, and Twitter.
- t. Vulnerable Participants – Includes Minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority);
- u. Worker – Any person who performs work for KMFS, including employees, managers, supervisors, temporary workers, volunteers, student volunteers, part-time workers, the Board of Directors, and independent contractors.
- v. Workplace – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training sessions
- w. Special Appeals Committee – Appointed by the KMFS President and approved by the Executive to oversee the Appeal of Decisions.

5.2 Purpose:

Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with KMFS's policies, By-laws, rules and regulations, and Code of Conduct and Ethics. Non-compliance may result in actions pursuant to this Policy.

5.3 Application of this Code:

- a. This Policy applies to all Participants.
- b. This Policy applies to matters that may arise during KMFS's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with KMFS's activities, and any meetings.
- c. This Policy also applies to Participants' conduct outside of KMFS's business, activities, and events when such conduct adversely affects relationships within KMFS (and its work and sport environment), is detrimental to the image and reputation of KMFS, or upon the

acceptance of KMFS. Applicability or acceptance will be determined by KMFS at its sole discretion.

- d. *This Policy applies to alleged breaches of the Code of Conduct and Ethics by Participants who have retired from the sport where any claim regarding a potential breach of the Code of Conduct and Ethics occurred when the Participant was active in the sport. In addition, this Policy will apply to breaches of the Code of Conduct and Ethics that occurred when the Participants involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Participant(s).
- e. This Policy does not prevent immediate discipline or action from being applied as reasonably required. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary actions will be for the duration of the competition, training, activity, or event only.
- f. An employee of KMFS who is a Respondent will be subject to appropriate disciplinary action in accordance with any of KMFS's applicable policies, as well as the employee's Employment Agreement, if applicable. Violations may result in a warning, reprimand, restrictions, suspension, or other disciplinary actions up to and including termination of employment.

5.4 Adult Representative:

- a. Complaints may be brought for or against a Participant who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process.
- b. Communication from the Conduct Committee, as applicable, must be directed to the minor's representative.
- c. A Minor is not required to attend an oral hearing, if held.

5.5 Grievances:

- a. All grievances must be submitted to the KMFS Executive in writing
- b. The 24-Hour Rule applies and will be strictly enforced. Grievances submitted within 24 hours will not be reviewed and must be resubmitted after the expiration of 24 hours. Continued violation of the 24 hours may result in disciplinary action.
- c. Many issues related to conduct are most appropriately dealt with informally between the parties. KMFS will assist by appointing a mediator to facilitate the information resolution of a grievance if both parties consent. Upon completion of the grievance discussions, the applicant will be informed if the grievance will or will not proceed to a Conduct Committee as a formal complaint.

5.6. Formal Complaints:

The Executive shall appoint a Conduct Committee, consisting of a member of the Executive who shall chair this committee and two other members of KMFS. Members of the Conduct Committee shall be appointed by the President and upon approval of the Executive.

The Conduct Committee will oversee the conduct of members of KMFS. When the conduct of a member of KMFS results in a formal complaint, the following will apply:

- a. KMFS cannot guarantee anonymity and complete confidentiality.

- b. The Conduct Committee will determine whether the incident has occurred within the business, activities or events of KMFS.
- c. The Conduct Committee will determine whether the complaint is frivolous and/or within the jurisdiction of this Policy and
- d. Immediate temporary suspensions may be imposed by the Conduct Committee while the complaint is being reviewed.
- e. The Conduct Committee will provide the individual who is the subject of the complaint with a written description of the complaint.
- f. The individual who is the subject of the complaint will be given an opportunity to present their case at a hearing before the Conduct Committee. The hearing shall be recorded in the interests of all parties.
- g. The Conduct Committee will set a date for a hearing, which shall be agreed to by both parties, within a reasonable timeframe after the receipt of the written complaint; the individual who is the subject of the complaint must agree to a hearing date within seventy-two (72) hours of the date upon which they were notified of the complaint. Failure to do so will result in immediate suspension until the Conduct Committee Review.
- h. The Conduct Committee shall strive to provide a decision in writing within a reasonable timeframe, to both the complainant and the subject of the complaint. The documentation will be kept on file within KMFS records.
- i. The Conduct Committee shall notify Division Directors of results and/or status of the process.

5.7. Appeal of Decisions:

Should the member whose conduct was the subject of a complaint, or the person making the complaint, wish to have the Conduct Committee's decision reviewed, the following will apply:

- a. A written request for review shall be delivered to the KMFS President within seven (7) days of the notice advising of the ruling.
- b. The request for review shall specify the basis on which the Conduct Committee's decision is believed to be incorrect.
- c. The request for review shall be accompanied by a \$100 review fee.
- d. The President shall refer the matter to an independent three (3) member Special Appeals Committee. Members of the Special Appeals Committee shall be appointed by the President and upon approval of the Executive.
- e. The original written complaint, the Conduct Committee's written decision and the request for review shall be forwarded to the Special Appeals Committee.
- f. The appeal shall be dealt with by the Special Appeals Committee within ten (10) days. If the ruling is affirmed, the one hundred (100) dollars is retained by KMFS. In all other cases, the one hundred (100) dollars will be returned.
- g. The Special Appeals Committee shall provide up to thirty minutes of meeting time for either party requesting the review to present their case.
- h. The Special Appeals Committee shall render its decision by motion; a majority vote of the Special Appeals Committee will be sufficient to uphold the decision or alternative motion.

- i. The decision of the Special Appeals Committee shall be final and binding on all parties but may be appealed to Softball BC.
- j. Grounds for appeal shall include:
 - i. A suspension is too long; or
 - ii. New evidence that hadn't been brought to the attention of the initial Conduct Committee is brought forward.