



Discipline/Appeal Policy

Policy Contact:

LRA/BRA Partnership Committee

evaluations@beaumonttringette.com

leducringette.president@gmail.com

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1. Purpose

The purpose of this document is to ensure a safe and positive environment within LRA and BRA programs and events, while clarifying the expectations of appropriate behaviour from all members. This document will provide a general code of conduct, disciplinary and complaint, and appeals policies.

2. Code of Conduct

The LRA and BRA is committed to providing an environment in which all individuals are treated with respect. The LRA and BRA supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves in a manner consistent with the values of the LRA and BRA that include fairness, integrity, open communication and mutual respect.

2.1 Responsibilities

2.1.1 All members have a responsibility to maintain and enhance the dignity and self-esteem of others by:

a) Demonstrating respect to all other members regardless of body type, physical characteristics, athletic abilities, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, sexual identification, age, marital status, religion, political beliefs, disabilities, or economic status

b) Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members

c) Consistently demonstrating the spirit of good sportsmanship, sports leadership and ethical conduct

d) Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory.

e) Ensuring that the rules of Ringette, and the spirit of such rules are adhered to.

2.1.2 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:

a) Written or verbal abuse, threats or outbursts

b) The display of visual material, sexual in nature or otherwise, which is offensive or known to be offensive in certain circumstances.

c) Unwelcome remarks, jokes, comments, innuendos or taunts

d) Leering or other suggestive or obscene gestures

e) Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance or adversely affect working conditions.

f) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.

g) Any form of hazing

h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing.

i) Unwelcome sexual flirtations, advances, requests or invitations

j) Physical or sexual assault

k) 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.

l) Retaliation or threats of retaliation against any member who reports harassment.

2.1.3 Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the LRA and BRA adopts and adheres to the Canadian Anti-Doping Program.

2.1.4 Refrain from the use of power or authority in an attempt to coerce another to engage in inappropriate activities.

2.1.5 In the case of adults, refrain from consuming alcohol until all duties to the LRA and BRA and its teams are complete for the day and take steps to manage the responsible consumption of alcoholic beverages in adult oriented LRA and BRA events.

2.1.6 Respect the property of others and do not willfully cause damage.

2.1.7 Promote Ringette in the most constructive and positive manner possible.

2.1.8 Adhere to all federal, provincial and municipal laws.

3. Disciplinary and Complaints Policies

Membership and participation in the LRA and BRA partnership bring with it many benefits and privileges. Members are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the LRA and BRA's Bylaws, Policies and Procedures, rules and regulations, and Code of Conduct. Irresponsible behaviour by members can result in severe damage to the image of the LRA and BRA. Conduct that violates these values may be subject to sanctions pursuant to these policies and/or policies of the respective associations.

Any disciplinary and complaints that occur after the transfer of players between BRA and LRA is complete or are deemed not relating to the LRA/BRA Partnership, shall be directed to the association of which hosts the team/member of concern. Refer to the "Policies and Procedures of the Leduc Ringette Association" document and "Bylaws and Policies" page on the BRA website, for association-specific policies.

3.1 Application of this Policy

3.1.1 This policy applies to all members and participants in the LRA/BRA Partnership.

3.1.2 This policy applies to discipline matters that may arise during the course of LRA/BRA Partnership business, activities and events, including but not limited to, evaluations, practices, training camps, games and meetings.

3.1.3 Discipline matters and complaints arising within the business, activities or events organized by entities other than the LRA/BRA Partnership will be dealt with pursuant to the policies of these other entities.

3.2 Reporting a Complaint

3.2.1 Any member may report a complaint of an infraction by another member. Such a complaint must be signed in writing and must be filed with the appropriate person having authority.

- a) Infractions relating to the LRA/BRA Partnership shall be reported to either the LRA or BRA President, who will bring forth the report to the LRA/BRA Partnership Committee.

- b) Infractions that occur after the transfer of players between BRA and LRA is complete or are deemed not relating to the LRA/BRA Partnership, shall be directed to the association of which hosts the team/member of concern. Refer to the "Policies and Procedures of the Leduc Ringette Association" document and "Bylaws and Policies" page on the BRA website, for association-specific policies.

3.2.2 Should a conflict of interest arise, the complaint will then be brought forth to a separate committee. This committee shall be made up of no less than five (5) Board Members representing both the LRA and BRA, who have no conflict of interest regarding the complaint.

3.2.4 All complaints must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the LRA/BRA Partnership Committee.

3.2.5 A complainant wishing to file a complaint beyond fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint out.

3.3 Decision

After hearing the matter, the committee will determine if/what appropriate sanctions will be imposed. The committee's written decision, with reasons, will be distributed to all parties, and the LRA and BRA. The decision will be considered a matter of public record, unless decided otherwise by the committee.

3.4 Sanctions

3.4.1 The committee may apply the following disciplinary sanctions singly or in combination:

- a) Verbal or written reprimand
- b) Verbal or written apology
- c) Removal of certain privileges of membership
- d) Suspension from certain LRA/BRA Partnership events and/or activities
- e) Suspension from all LRA/BRA Partnership activities for a designated period of time
- f) Payment of the cost of repairs for property damage
- g) Other sanctions, as may be considered appropriate for the offense.

3.4.2 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.

3.4.3 A written record will be maintained by the LRA and BRA for infractions that result in a sanction.

3.5 Confidentiality

The discipline and complaints process are confidential, involving only the parties, and the committee. Once initiated and until a decision is released, neither of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

4.0 Appeals Policy

4.0.1 Any member who is affected by a decision of the LRA/BRA joint committee will have the right to appeal that decision in accordance with this policy, subject to any limits in this policy, to the applicable governing body as set out below:

1st Level of Appeal - LRA/BRA Board of Directors

2nd Level of Appeal - Black Gold League

3rd Level of Appeal - Ringette Alberta

4.0.2 This policy will apply to decisions relating to conflict of interest, eligibility, selection, discipline, membership or any other matter deemed appropriate by the LRA/BRA Partnership committee.

4.0.3 This policy will not apply to decisions relating to:

- a) Decisions made external to the LRA/BRA Partnership. Including, but not limited to, decisions made by either LRA or BRA independently from the partnership.
- b) Matters of employment
- c) Matters of board composition, committees, staffing or employment opportunities
- d) Commercial matters
- e)) Matters of budgeting and budget implementation, including fees, dues and levies
- f) Infractions for doping offences which are dealt with pursuant to the Canadian Anti-Doping Program or any successor policy.
- g) The rules of Ringette or disputes over competition rules
- h) Matters relating to the substance, content and establishment of policies, procedures or criteria.
- i) Disputes arising within competitions which have their own appeal procedures.
- j) Any decisions made under this policy.

4.1 Timing of Appeal

Members who wish to appeal a decision will have fourteen (14) days from the date on which they learned of the decision, to submit in writing to the President of the LRA or BRA.

4.2 Grounds for Appeal

4.2.1 Decisions may only be appealed on procedural grounds which are limited to the respondent:

a) Making a decision for which it did not have authority or jurisdiction as set out in the applicable governing documents.

b) Failing to follow procedures as laid out in the approved policies of the LRA/BRA Partnership.

c) Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or that the decision was influenced by factors unrelated to the substance or merits of the decision, and/or

d) Failing to consider relevant information or taking into account irrelevant information in making the decision.

4.2.2 The appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the respondent has made an error

4.3 Appeals Officer

The Partnership Committee will appoint an Appeals Officer to oversee this policy. The Appeals Officer has an overall responsibility to ensure procedural fairness and timeliness are respected at all times in the appeals process and more particularly, has a responsibility to:

a) Receive appeals.

b) Determine if the appeal lies within the jurisdiction of this policy.

c) Determine if the appeal is brought in a timely manner.

d) Appoint the Tribunal to hear the appeal.

e) Determine the format of the appeal hearing.

f) Coordinate all administrative assistance and logistical support to the tribunal as required.

g) Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

4.4 Screening of Appeal

Upon receipt of the notice, grounds of an appeal, supporting evidence and the required fee, the Appeals Officer will review the appeal and will decide if the appeal falls within the jurisdiction of this policy, and if it satisfies the procedural grounds. If the Appeals Officer is satisfied that the appeal is not under this policy's jurisdiction, or that there are not sufficient grounds, the parties will be notified in writing, stating reasons. There is no further appeal of the Appeals Officer's decision on jurisdiction or grounds.

4.5 Mediation

Upon determining that there exists jurisdiction and sufficient grounds for an appeal, the Appeals Officer may, with the consent of the parties, seek to resolve the appeal through mediation using the services of an independent mediator.

4.6 Tribunal

4.6.1 If the appeal cannot be resolved through mediation, then a hearing before a Tribunal will take place. The Appeals Officer will appoint the Tribunal, which will consist of a single adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeals Officer, a Tribunal of three persons may be appointed to hear and decide a case. In this event, the Appeals Officer will appoint one of the Tribunal's members to serve as the Chair.

4.6.2 The Appeals Officer will determine the timing and format of the hearing, which may involve an oral hearing in person, an oral hearing by phone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Appeals Officer and the Tribunal deem appropriate in the circumstances, provided that:

- a) The parties will be given appropriate notice of the date, time, and place of the hearing.
- b) Copies of any written documents which the parties wish to have the Tribunal consider will be provided to all parties by the Appeals Officer in advance of the hearing.
- c) The parties may be accompanied by a representative, advisor or legal counsel at their own expense.
- d) The Tribunal may request that any other individual participate and give evidence at the hearing.
- e) 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.
- f) Decisions will be by majority vote.

4.7 Appeal Decision

4.7.1 After any step where a decision/resolution has been reached, the Appeals Officer will issue its written decision, with reasons. They may decide to:

- a) Respect the appeal and confirm the decision being appealed.
- b) Uphold the appeal, identify the error(s) and refer the matter back to the original decision-maker for a new decision.
- c) To uphold the appeal and vary the decision.

4.7.2 The decision will be considered a matter of public record, unless determined otherwise by the Tribunal. A copy of this decision will be provided to the parties and to the

LRA and BRA boards. Where time is of the essence, the Tribunal may issue a verbal decision or a summary written decision, with reasons to follow.

4.8 Confidentiality

The appeal process is confidential, involving only the parties, the Appeals Officer and the Tribunal (if required). Once initiated and until a written decision is released, none of the parties nor the Tribunal will disclose confidential information relating to the appeal to any person not involved in the proceedings.

4.9 Final and Binding Decision

The decision of the Tribunal will be binding, unless appealed to the next higher governing body.

5.0 Policy History

Approval Date	Policy Version	Revision Description
19 Aug 2025	1.0	Initial Version