

5.0 Discipline and Complaints

FORT McMURRAY RINGETTE ASSOCIATION



AS UPDATED AT FORT MCMURRAY, ALBERTA ON MAY 2025

www.mcmurrayringette.com

5 - DISCIPLINE AND COMPLAINTS

5.1 Definitions

The following terms have these meanings in this Policy:

- a. "Club" – Fort McMurray Ringette Association
- b. "Complainant" – The party alleging an infraction.
- c. "Days" – Days irrespective of weekends and holidays.
- d. "Individuals" – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.
- e. "Respondent" – The alleged infracting party.

5.2 Purpose

Membership and/or participation in the Club, brings with it many benefits and privileges. At the same time, Individuals are expected to fulfil certain responsibilities and obligations including, but not limited to, complying with the Club Bylaws, policies, procedures, rules and regulations, and Code of Conduct and Ethics. Irresponsible behaviour by Individuals can result in severe damage to the image of the Club. Conduct that violates these values may be subject to sanctions pursuant to this policy.

5.3 Application of this Policy

- a. This Policy applies to all Individuals as defined in the Definitions.
- b. This Policy applies to discipline matters that may arise during the course of Club business, activities and events, including, but not limited to, its office environment, competitions, practices, training camps; travel, and any meetings.
- c. Discipline matters and complaints arising within the business, activities or events organised by entities other than the Club will be dealt with pursuant to the policies of these other entities unless accepted by the Club in its sole discretion.

5.4 Reporting a Complaint

- a. Any time that anyone believes that a Member is violating the Code of Conduct and is not being followed, they may report the misconduct to the Association by submitting a completed "Misconduct" Form to the President or Vice President.
- b. A Conduct Committee will be appointed by the President or Vice President with five members selected with a justifiable purpose.
- c. The Conducts committee's job is to:
 - i. Ensure that all Executive Members are informed of the Complaint submission.
 - ii. Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Committee determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Committee's decision to the acceptance or dismissal of the complaint may not be appealed.
 - iii. Determine if the complaint is a minor or major infraction;
 - iv. Appoint a Mediator if needed
 - v. Coordinate all administrative aspects of the complaint
 - vi. By majority vote in which at least five Executive Members participate, the validity of the Complaint will be decided. The submitter(s) will be informed of the result. If the Complaint submission is not valid no further action taken.
 - vii. The Member(s) named on the Complaint have the right to present an appeal either verbally

- or in writing.
- viii. The Executive will take whatever actions deemed appropriate for the nature of the Complaint. The actions and decisions of the Executive are final – no appeals are permitted.
- ix. The Committee will inform the submitter(s) of the actions taken in writing.

5.5 Minor Infractions

- a. Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others, the Club or to the sport of ringette.
- b. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, staff, officials, coaches, organisers, or Club decision makers).
- c. Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions. This is provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
- d. Penalties for minor infractions, which may be applied singly or in combination, include the following:
 - i. Verbal or written warning;
 - ii. Verbal or written apology;
 - iii. Service or other voluntary contribution to the Club;
 - iv. Removal of certain privileges of membership or participation for a designated period of time;
 - v. Suspension from the current competition, activity or event; or
 - vi. Any other sanction considered appropriate for the offence.
- e. Minor infractions that result in discipline will be recorded and maintained by the Club. Repeat minor infractions may result in further such incidents being considered a major infraction.

5.6 Major Infractions

- a. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result in harm to other persons, to the Club or to the sport of ringette.
- b. Examples of major infractions include, but are not limited to:
 - i. Repeated Minor Infractions;
 - ii. Intentionally damaging Club property or improperly handling Club monies;
 - iii. Incidents of physical abuse;
 - iv. Pranks, jokes or other activities that endanger the safety of others, including hazing;
 - v. Disregard for the bylaws, policies, rules, regulations and directives of the Club;
 - vi. Conduct that intentionally damages the image, credibility or reputation of the Club or the sport of ringette;
 - vii. Behaviour that constitutes harassment, sexual harassment or sexual misconduct; or
 - viii. Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.
- c. Major infractions will be decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence.
- d. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review

does not replace the appeal provisions of this Policy.

- e. The Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:
 - i. Verbal or written reprimand;
 - ii. Verbal or written apology;
 - iii. Service or other voluntary contribution to the Club;
 - iv. Removal of certain privileges of membership;
 - v. Suspension from certain Club teams, events and/or activities;
 - vi. Suspension from all Club activities for a designated period of time;
 - vii. Withholding of prize money;
 - viii. Payment of the cost of repairs for property damage;
 - ix. Suspension of funding from the Club or other funding;
 - x. Expulsion from the Club;
 - xi. Other sanctions may be considered appropriate for the offence.

5.7 Decision

- a. After hearing the matter, the Committee will determine whether an infraction has occurred and if so, what appropriate sanction will be imposed. The Committee's written decision, with reasons, will be distributed to all parties, and the Club. The decision will be considered a matter of public record unless decided otherwise by the Committee.
- b. Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Committee will determine the appropriate disciplinary sanction. The Committee may hold a hearing for the purpose of determining an appropriate sanction.
- c. If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.
- d. In fulfilling its duties, the Committee may obtain independent advice.
- e. 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.
- f. A written record will be maintained by the Club for major infractions that result in a sanction.
- g. Members suspended or whose membership has been cancelled cannot:
 - i. Be within 100 metres of any Member or Player at any Team practice, game, Association event, or Team event;
 - ii. Vote in any Meeting or Executive Meeting;
 - iii. Be involved in any way as a Player or in a Team Personnel position;
 - iv. Be appointed to, selected for, or perform any of the duties for any appointed or selected position in the Association;
 - v. Be elected to or perform any of the duties of an Executive Member position.

5.8 Criminal Convictions

- a. An Individual's charge or conviction for any of the following Criminal Code offences will be deemed a major infraction under this Policy and will result in expulsion and/or suspension from the Club and/or removal from Club competitions, programs, activities and events upon the sole discretion of the Club:
 - i. Any child pornography offences;
 - ii. Any sexual offences;
 - iii. Any offence of physical or psychological violence;
 - iv. Any offence of assault; or
 - v. Any offence involving trafficking of illegal drugs.

5.9 Confidentiality

The discipline and complaints process are confidential involving only the Parties, and the Committee. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

5.10 Appeals Procedure

The decision of the Committee may be appealed in accordance with the Club's Appeal Policy.

5.11 Suspension on Financial Grounds

- a. Members can be suspended on Financial Grounds and therefore be no longer entitled to privileges or powers in the Association. Members suspended for this reason cannot:
 - i. Vote in any Meeting or Executive Meeting;
 - ii. Be involved in any way as a Player or in a Team Personnel position;
 - iii. Be appointed to, selected for, or perform any of the duties of any appointed or selected position in the Association;
 - iv. Be elected to or perform any of the duties of an Executive Member position.
- b. The Member (if 18 or older) or any Player that the Member is financially responsible for is not permitted to participate in any practice, game or event sponsored by the Association. As stated in the Bylaws, the suspension ends when the arrears have been paid to the Association.

5.12 Neglect of Duty

- a. Any person not fulfilling the duties of a position (elected, selected, or appointed) within the Association can be removed from the role. While the Association understands that everyone is a volunteer, once the position is accepted, the responsibilities that go with it must also be accepted. Removing persons from their positions is not desirable, but may be necessary. Note that there are additional considerations for Team Personnel (see 407).
- b. When it is believed that a person is neglecting their duties, a completed "Neglect of Duty" Form can be submitted for Executive Approval. If approved, the neglecting person will be warned in writing. A repetitive approved submission for the same person in the same Fiscal Year will:
 - i. Result in removal of the person from a selected or appointed position; or
 - ii. Result in a "Request for Resignation" Form being completed and issued if the person is in an elected position. If the person refuses to resign, a Special Resolution will be struck to have the person removed from the position.
- c. Persons removed from positions for Neglect of Duty retain their rights as Members should they still qualify as a Member without the position.

5.13 Removal of Team Personnel

- a. Team Personnel are entrusted with the instruction, care, and supervision of Players, or in the operation or management of the Team. When it is believed that Team Personnel are not functioning in the best interest of the Players, the game of Ringette, and the Association, they can be removed from their position.
- b. When the Executive believes that a person in a Team Personnel role is not functioning in the prescribed manner, they will inform the person in writing that corrective action is required by a specified date. If the desired result is not achieved a "Team Personnel Removal" Form will be completed and submitted for Executive Approval.
- c. If a parent (or Player 18 or older) believes a person in a Team Personnel role is not functioning in

the prescribed manner, they must first attempt to reach resolution within the Team (see 1003). If resolution cannot be achieved, the Division Coordinator will submit a "Team Personnel Removal" Form for Executive Approval.