



## **Mitchell Ringette Association**

### **Complaints and Discipline Policy**

Executive, Coaches, Parents and Athletes will observe the 24-hour rule.

- You are to wait 24 hours after the incident takes place, taking that time to reflect, sometimes you are caught up in the moment and things don't always look so bad after 24 hours.
- If after 24 hours there is still a need to make a formal complaint, it is to be done so in writing within fourteen (14) days of the alleged incident following the chain of command below:
  - Parent/Athlete to Parent Rep. Parent Rep will then discuss with the Head Coach in the hopes of resolving the problem. If nothing is resolved, then the Parent Rep will go to the Disciplinary Chair.
  - Head Coach and Bench Staff to the Parent Rep who will then discuss with the Parent/Athlete. If nothing is resolved, then the Head Coach/Bench Staff will go to the Disciplinary Chair.
  - Head Coach and Bench Staff if the complaint is not to do with a Parent/Athlete please report to President.

### **Athlete Discipline**

Once the complaint is received by the Disciplinary Chair it will be assessed and decided whether this is a significant complaint or frivolous and/or trying to hurt/harm the reputation of the person being complained about.

### **Minor Infractions**

Minor infractions are a single incident that could include the following:

1. Disrespectful, offensive, abusive, racist, or sexist comments or behaviour towards their teammates and/or bench staff;
2. Disrespectful conduct such as outbursts of anger or argument;
3. Conduct contrary to Ringette Ontario's Code of Conduct
4. Being late for, or absent from, team events and activities at which attendance is expected or required

Penalties for minor infractions (these can be applied singly or in combination):

1. Verbal or written warning;
2. Verbal or written apology to the claimant;

3. Removal of certain privileges of membership or participation for a designated period of time;
4. Suspension from the current competition, activity or event;

Minor infractions will be recorded by the association and kept track of. Repeat minor infractions may result in further such incidents being considered major infractions.

### **Major Infractions**

Major Infractions are not following the code of conduct that could cause harm to others, the Club or the sport of ringette.

Major infractions could include the following but not limited to:

- a. Repeated minor infractions
- b. Any incident of hazing;
- c. Incidents of physical abuse;
- d. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct;
- e. Pranks, jokes, or other activities that endanger the safety of others;
- f. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition;
- g. Conduct that intentionally damages the image, credibility or reputation of the Club or the sport of ringette;
- h. Major or repeated violations of Ringette Ontario's Code of Conduct
- i. Intentionally damaging property;
- j. Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics;

Major infractions will be dealt with by Executive as a whole:

1. A date and time will be set up for all parties to attend.
2. Copies of any written documents which the parties wish to have executive consider will be provided to all parties in advance of the hearing.
3. Executive may request other individuals involved in the incident to attend the meeting.
4. Decisions will be by a majority vote.

Decisions can include the following disciplines applied singly or in combination:

- a. Verbal or written warning;
- b. Verbal or written apology to the claimant;
- c. Removal of certain privileges of membership or participation for a designated period of time;
- d. Suspension from certain Club teams, events and/or activities;
- e. Suspension from all Club activities for a designated period of time;
- f. Payment of the cost of repairs for property damage;
- g. Expulsion from the Club;
- h. Other sanctions as may be considered appropriate for the offense.

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. If applicable, discipline specific to the particular event or competition shall be applied. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy.

The discipline and complaints process is confidential and involves only the Parties and Executive or any other individuals who are deemed necessary for the meeting. 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.

### **Coaches/Bench Staff Discipline**

Once the complaint is received by the Disciplinary Chair it will be assessed and decided whether this a significant complaint or frivolous and/or trying to hurt/harm the reputation of the person being complained about.

If it is deemed that there is a need to deal with such complaint the Disciplinary Chair will then try to come to a result with the coach/bench staff by hearing their side of the incident. The Disciplinary Chair will then determine if there is a need for discipline for the coach/bench staff. If there is a need for discipline the Disciplinary Chair will then bring in Executive to determine if this considered a minor or major infraction which will be dealt with as per below.

### **Minor Infractions**

Minor infractions are single incidents that happen and do not cause harm to others, the Club or the sport of ringette.

Penalties for minor infractions (these can be applied as one or in combination):

5. Verbal or written warning;
6. Verbal or written apology to the claimant;
7. Removal of certain privileges of membership or participation for a designated period of time;
8. Suspension from the current competition, activity or event;

Minor infractions will be recorded by the association and kept track of. Repeat minor infractions may result in further such incidents being considered major infractions.

### **Major Infractions**

Major Infractions are not following the code of conduct that could cause harm to others, the Club or the sport of ringette.

Examples of major infractions may include:

- a. Repeated Minor Infractions;
- b. Intentionally damaging Club property or improperly handling Club monies;

- c. Incidents of physical abuse;
- d. Pranks, jokes or other activities that endanger the safety of others, including hazing;
- e. Disregard for the bylaws, policies, rules, regulations and directives of the Club;
- f. Major or repeated violations of Ringette Ontario's Code of Conduct;
- g. Conduct that intentionally damages the image, credibility or reputation of the Club or the sport of ringette;
- h. Behaviour that constitutes harassment, sexual harassment or sexual misconduct; or
- i. Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.

Major infractions will be dealt with by Executive as a whole:

- 5. A date and time will be set up for all parties to attend.
- 6. Copies of any written documents which the parties wish to have executive consider will be provided to all parties in advance of the hearing.
- 7. Executive may request other individuals involved in the incident to attend the meeting.
- 8. Decisions will be by a majority vote.

Decisions can include the following disciplines applied singly or in combination:

- i. Verbal or written warning;
- j. Verbal or written apology to the claimant;
- k. Removal of certain privileges of membership or participation for a designated period of time;
- l. Suspension from certain Club teams, events and/or activities;
- m. Suspension from all Club activities for a designated period of time;
- n. Payment of the cost of repairs for property damage;
- o. Expulsion from the Club;
- p. Other sanctions as may be considered appropriate for the offense.

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. If applicable, discipline specific to the particular event or competition shall be applied. 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.

### **Serious Infractions**

An Individual's charge or conviction for any of the following Criminal Code offenses 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 Executive:

- 1. Any child pornography offences;
- 2. Any sexual offences;
- 3. Any offence of physical or psychological violence;
- 4. Any offence of assault;

5. Any offence involving trafficking of illegal drugs

The discipline and complaints process is confidential and involves only the Parties and Executive or any other individuals who are deemed necessary for the meeting. 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.