



## DISCIPLINE CHAIR – SOFTBALL BC

The discipline chair will be responsible for ensuring the process as defined in the Softball BC judicial policies, specifically the Complaint and Discipline policy and Dispute Resolution policy is followed. The chair will be appointed by the President of Softball BC for a one year term. The President may, at their discretion, appoint three (3) Discipline Chairs to serve as a panel for a one year term.

When appointed to deal with a complaint under Process # 1, the Discipline Chair must be unbiased and not be in a conflict of interest position.

- Review the submissions collected by the case manager
- Determine if more information is required and direct the case manager accordingly
- Determine if a mediator is the preferred option
- If necessary, convene a meeting with both parties for oral or written submissions. The meeting may be virtual, in person or by tele-conference
- Make a decision if a violation occurred and, if so, what sanction or sanctions should be applied
- Provide a written decision and, if appropriate, the sanction (s) applied to the case manager.
- Case Manager will inform both parties in writing, with applicable sanctions to go into effect immediately
- Original Discipline Chair will hear any “request for reconsideration” filed by the respondent and forwarded by the case manager. (see Complaint and Discipline policy, #22), and provide, in writing, their final decision.