



SouthMan Saints Lacrosse Club

SouthMan Saints Discipline Chair Review Guide

Step 1 – Acknowledge the Report

Within 48 hours:

- Confirm receipt of the complaint
 - Thank the person for bringing the concern forward
 - Inform them that the matter will be reviewed
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Step 2 – Initial Review

Ask the following questions:

1. **Does this fall within the club's jurisdiction?**
2. **Is the complaint complete?**
3. **Is immediate action required?**

Examples:

- safety concerns
 - harassment
 - serious misconduct
4. **Should this be handled by the club or referred to the league?**

Serious incidents should be referred to:

- Winnipeg Box Lacrosse Commission
 - Manitoba Lacrosse Association
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Step 3 – Information Gathering

When appropriate, gather additional information:

- speak with coach
- speak with team manager
- speak with parent liaison
- speak with individuals involved
- review game reports or incident reports
- speak with witnesses

Focus on **fact-finding rather than blame**.

Step 4 – Determine the Nature of the Issue

Is this:

- A. Miscommunication or misunderstanding
 - B. Behaviour concern
 - C. Code of Conduct violation
 - D. Serious misconduct
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Step 5 – Consider Possible Responses

Possible responses include:

- no further action required
 - informal resolution
 - reminder of expectations
 - verbal warning
 - written warning
 - restorative conversation
 - behavioural expectations moving forward
 - temporary suspension
 - referral to league discipline process
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Step 6 – Recommendation to Board

Prepare a short summary for the Board including:

- description of the concern
- information gathered
- recommended outcome
- rationale for recommendation

Board confirms or modifies the decision.

Step 7 – Communicate the Outcome

Provide written communication to relevant individuals outlining:

- summary of the issue
 - outcome or decision
 - expectations moving forward
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Step 8 – Documentation

Maintain a confidential record including:

- complaint report
- notes from review
- decision
- communications

Records should be kept by the club for reference if future incidents arise.