



TERRACE MINOR SOFTBALL ASSOCIATION

Policy No. 2: Disciplinary Policy

Adopted: 2026 May 26

Purpose: Terrace Minor Softball Association (TMSA) is committed to providing a safe, respectful, and positive environment for all participants. This Conduct & Discipline Manual outlines expectations for behaviour and the processes used to address misconduct, discipline, and suspension.

This policy aligns with Softball BC Safe Sport Framework, Softball BC Code of Conduct, Canadian Safe Sport Standards and the TMSA Complaint and Resolution Policy.

Scope: This policy applies to:

- Players;
- Parents and guardians;
- Coaches, managers, umpires;
- Board members and staff; and,
- Volunteers and spectators.

Policy:

1. All individuals outlined in the scope of this policy must conduct themselves in accordance with the TMSA Codes of Conduct, including:
 - Treat all participants with respect and dignity
 - Demonstrate sportsmanship, fairness, and integrity
 - Follow all TMSA and Softball BC rules and policies
 - Respect the authority of coaches, umpires, and officials
 - Communicate in a constructive and non-abusive manner
 - Prioritize the safety and well-being of minors
 - Refrain from harassment, bullying, discrimination, or intimidation
 - Support a positive, inclusive environment without entitlement or favoritism

2. TMSA uses a progressive discipline model that is consistent with Softball BC expectations, as follows:

Step 1: Verbal Warning

- Individual will be contacted by TMSA executive requesting a meeting
- Verbal conversation held with the individual with 2 TMSA executives present (rule of 2)

- Expectations are clarified, individual will be informed this is a verbal warning.
- Conversation is documented
- Individual can have one other person present during this conversation

Step 2: Written Warning

- Issued to the individual by a TMSA Executive Member
- Includes description of behaviour, policy reference, expectations, and consequences
- Stored in TMSA records

Step 3: Formal Meeting

- Held with the individual and at least two Executive Members
- Behaviour and previous warnings reviewed
- Individual may provide their perspective
- Meeting summary documented

Step 4: Behaviour Improvement Plan (if needed)

- Outlines expectations, timelines, and follow-up
- Failure to comply may lead to suspension

Step 5: Suspension

- Prior steps have not resulted in improved behavior
- Safety, harassment, or severe misconduct occurs
- Suspension may be for a short period of time and/or specific to roles within the association but will be commensurate with the conduct.

Step 5: Termination from TMSA

- Conduct or infraction is deemed severe enough to warrant permanent termination from any role within TMSA.
- May be related to severe or repeated violations.

3. TMSA may skip the steps outlined above when the behavior or conduct involves:
 - Abuse, harassment, or discrimination
 - Violence or threats
 - Serious safety risks
 - Severe misconduct during games or events
 - Violations requiring mandatory reporting
4. No disciplinary action will be taken without a resolution from the TMSA Board of Directors.
5. Disciplinary action will be based upon the fair, evidence-based investigation procedures outlined in the Complaint and Resolution Policy.

6. Immediate suspensions may be issued without prior disciplinary steps if behavior involves:
 - Abuse or harassment
 - Violence or threats
 - Safety risks
 - Criminal behaviour
 - Severe Code of Conduct violations
7. Decisions regarding disciplinary action will be issued in writing to the individual.
8. TMSA securely maintains all records of disciplinary actions for a minimum of 5 years. This is consistent with Softball BC Standards.

Record of Amendments

<i>Amendment #</i>	<i>Summary of Amendment</i>	<i>Date Adopted</i>