

BC Adaptive Snowsports Discipline and Complaints Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Case Manager*” – An individual appointed by the Discipline Chair to administer complaints that are assessed under Process #2 of this Policy. This individual must not be in a conflict of interest. The Independent Third Party may serve as the Case Manager
 - b) “*Complainant*” – A Participant or observer who makes a report of an incident, or a suspected incident, of M that is a violation of the standards described in the *Code of Conduct and Ethics*
 - c) “*Days*” – Days including weekends and holidays
 - d) “*Discipline Chair(s)*” – An individual appointed by BCAS to handle complaints that are assessed under Process #1 of this Policy. The Discipline Chair may be a Director, head coach, staff member, or other individual affiliated with BCAS but must not be in a conflict of interest.
 - e) **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of BCAS who are subject to the BC UCC and the policies of BCAS, as well as all people employed by, contracted by, or engaged in activities with, BCAS including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
 - f) “*Respondent*” – The Party responding to a complaint.

Purpose

2. Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with BCAS’ policies, Bylaws, and *Code of Conduct and Ethics*. Non-compliance may result in sanctions pursuant to this Policy.

Discipline Chair

3. The Discipline Chair will be a Director of the Board, or an individual appointed by the Board or the Executive Director to handle the duties of the Discipline Chair. The Board may choose to appoint three (3) individuals to serve as Discipline Chairs and, in this case, decisions of the Discipline Chairs will be by majority vote.
4. The Discipline Chair(s) appointed to handle a complaint or incident must be unbiased and not in a conflict of interest situation.

Application of this Policy

5. This Policy applies to all Participants.
6. This Policy applies to matters that may arise during the course of BCAS’ business, activities, and events including, but not limited to, camps, training sessions, education sessions, and travel associated with BCAS’ activities, the BCAS office environment, and any meetings.
7. This Policy also applies to Participants’ conduct outside of BCAS’ business, activities, and events when such conduct adversely affects relationships within BCAS (and its work and sport environment), is detrimental to the image and reputation of BCAS, or upon the acceptance of BCAS. Applicability will be determined by BCAS at its sole discretion.

8. This Policy does not prevent immediate discipline or sanction from being applied as reasonably required.
9. An employee of BCAS who is a Respondent will be subject to appropriate disciplinary action. Violations may result in a warning, reprimand, restrictions, suspension, or other disciplinary actions up to and including termination of employment.

Process

10. Any Participant or observer may report an incident or complaint to the Discipline Chair in writing, within fourteen (14) days of the alleged incident, although this timeline can be waived or extended at the Discipline Chair's discretion. At BCAS' discretion, BCAS may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, BCAS will identify an individual to represent BCAS.
11. Upon receipt of a complaint, the Discipline Chair has discretion to choose which process should be followed, and may use the following examples as a general guideline:
 - a) Process #1 - the Complaint alleges the following incidents:
 - i. Disrespectful, abusive, racist, or sexist comments or behaviour
 - ii. Disrespectful conduct
 - iii. Minor incidents of violence (e.g., tripping, pushing, elbowing)
 - iv. Conduct contrary to the values of BCAS
 - v. Non-compliance with BCAS' policies or procedures
 - vi. Minor violations of the BCAS' *Code of Conduct and Ethics*
 - b) Process #2 - the Complaint alleges the following incidents:
 - i. Repeated minor incidents
 - ii. Any incident of hazing
 - iii. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
 - iv. Major incidents of violence (e.g., fighting, attacking)
 - v. Pranks, jokes, or other activities that endanger the safety of others
 - vi. Conduct that intentionally damages BCAS' image, credibility, or reputation
 - vii. Consistent disregard for BCAS' bylaws, policies, or procedures
 - viii. Major or repeated violations of BCAS' *Code of Conduct and Ethics*
 - ix. Intentionally damaging BCAS property or improperly handling BCAS monies
 - x. Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
 - xi. A conviction for any *Criminal Code* offense
 - xii. Any possession or use of banned performance enhancing drugs or methods

Process #1: Handled by Discipline Chair

Sanctions

12. Following the determination that the complaint or incident should be handled under Process #1, the Discipline Chair will review the submissions related to the complaint or incident and determine one or more of the following sanctions:
 - a) Verbal or written reprimand

- b) Verbal or written apology
- c) Service or other contribution to BCAS
- d) Removal of certain privileges
- e) Suspension from certain events, and/or activities
- f) Suspension from all BCAS activities for a designated period of time
- g) Any other sanction considered appropriate for the offense

13. The Discipline Chair will inform the Respondent of the sanction, which will take effect immediately.

14. Records of all sanctions will be maintained by BCAS.

Request for Reconsideration

15. The sanction may not be appealed until the completion of a request for reconsideration. However, the Respondent may contest the sanction by submitting a Request for Reconsideration within four (4) days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate:

- a) Why the sanction is inappropriate;
- b) Summary of evidence that the Respondent will provide to support the Respondent's position; and
- c) What penalty or sanction (if any) would be appropriate.

16. Upon receiving a Request for Reconsideration, the Discipline Chair may decide to accept or reject the Respondent's suggestion for an appropriate sanction.

17. Should the Discipline Chair accept the Respondent's suggestion for an appropriate sanction, that sanction will take effect immediately.

18. Should the Discipline Chair not accept the Respondent's suggestion for an appropriate sanction, the initial complaint or incident will be handled under Process #2 of this Policy.

Process #2: Handled by Case Manager

Case Manager

19. Following the determination that the complaint or incident should be handled under Process #2, BCAS will appoint a Case Manager to oversee management and administration of the complaint or incident. Such appointment is not appealable.

20. The Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy
- b) Appoint the Discipline Panel, if necessary
- c) Coordinate all administrative aspects and set timelines
- d) Provide administrative assistance and logistical support to the Discipline Panel as required
- e) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

Procedures

21. If the Case Manager determines the complaint is:

- a) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately
- b) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties that the complaint is accepted and of the applicable next steps

22. The Case Manager's decision to accept or dismiss the complaint may not be appealed
23. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
24. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
 - a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium
 - b) Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing
 - c) The Parties may engage a representative, advisor, or legal counsel at their own expense
 - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
 - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate
 - f) The decision will be by a majority vote of the Discipline Panel
25. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
26. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
27. In fulfilling its duties, the Discipline Panel may obtain independent advice.

Decision

28. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and BCAS. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

Sanctions

29. The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:
 - a) Verbal or written reprimand
 - b) Verbal or written apology
 - c) Service or other contribution to BCAS
 - d) Removal of certain privileges

- e) Suspension from certain events, and/or activities
- f) Suspension from all BCAS activities for a designated period of time
- g) Payment of the cost of repairs for property damage
- h) Expulsion from BCAS
- i) Any other sanction considered appropriate for the offense

30. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.

31. Records of all decisions will be maintained by BCAS.

Appeals

32. The decision of the Discipline Panel may be appealed in accordance with BCAS's *Appeal Policy*.

Suspension Pending a Hearing

33. BCAS may determine that an alleged incident is of such seriousness as to warrant suspension of a Participant pending completion of a criminal process, the hearing, or a decision of the Discipline Panel.

Criminal Convictions

34. A Participant's conviction for a *Criminal Code* offense shall carry a presumptive sanction of permanent ineligibility from participating with BCAS. *Criminal Code* offences may include, but are not limited to:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

Confidentiality

35. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Discipline Panel. 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.

Timelines

36. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

Records and Distribution of Decisions

37. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, member clubs, other clubs, etc., may be advised of any decisions rendered in accordance with this Policy.