



## **Discipline Policy**

### **Pictou County Recreation & Athletics Society**

*Note:* In this policy, "days" will mean total days irrespective of weekends or holidays.

In this policy "*Board of Directors*" will mean Pictou County Recreation & Athletics Society ("PCRAS") Board of Directors.

#### **1. PREAMBLE**

- 1.1 Membership and participation in the activities of Pictou County Athletics ("PCA") offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including complying with the Code of Conduct of PCA. This Code of Conduct identifies the standard of behaviour that is expected of members and participants, and those who fail to meet this standard may be subject to the disciplinary procedures set out in this policy.

#### **2. APPLICATION OF THIS POLICY**

- 2.1 This policy applies to all categories of members of PCA and to all individuals participating in activities with or employed by PCRAS, PCA and the Board of Directors. These include, but are not limited to athletes, coaches, officials, organizers, managers, volunteers, directors, officers and employees.
- 2.2 This policy applies to all discipline matters that may arise during the course of PCA's business, activities and events, including but not limited to the office environment, competitions, practices, training camps, travel associated with competitive activities, and any meetings of staff, committees or the Board of Directors.

#### **3. REPORTING AN INFRACTION**

- 3.1 Any individual may report to an appropriate PCA representative or to the Board of Directors, a disciplinary infraction, using the Incident Report. It will be at the sole discretion of the Board of Directors to determine if the infraction is best dealt with as a minor or a major infraction.

#### 4. MINOR INFRACTIONS

- 4.1 Minor infractions are single incidents of misconduct that breach the Code of Conduct but generally do not result in harm to others. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the individual involved: this person may include, but is not restricted to a board member, coach, or manager.
- 4.2 Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person having authority, provided the individual being disciplined is told the nature of the infraction.
- 4.3 Disciplinary sanctions for minor infractions may include the following:
  - a) verbal or written reprimand;
  - b) verbal or written apology;
  - c) suspension from the current activity or competition;
  - d) any other similar sanction considered appropriate for the offense.

#### 5. MAJOR INFRACTIONS

- 5.1 Major infractions are instances of misconduct which violate the Code of Conduct and which result, or have the potential to result, in harm to other persons, to PCA or to the sport of athletics.
- 5.2 If the incident is a major infraction, a hearing is required. The Board of Directors will notify the individual alleged to have committed a major infraction of the matter as soon as possible and will provide the individual with a copy of the Incident Report and a copy of this policy.
- 5.3 Major infractions occurring within competition may be dealt with immediately, if necessary, by the appropriate person having authority. The individual being disciplined will be told the nature of the infraction and will have an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeal provisions of this policy.

#### 6. INVESTIGATION

- 6.1 Depending on the nature and severity of the infraction, the Board of Directors may appoint an independent individual to conduct an investigation. If this is the case, the Investigator will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the Board of Directors.

## 7. DISCIPLINE PANEL

- 7.1 Within (14) days of receiving an Incident Report documenting a major infraction or of receiving the written report of the Investigator if an investigation was carried out, the Board of Directors will appoint three individuals to serve as a Discipline Panel. The members of the Panel will select from themselves a Chairperson.
- 7.1.a If the Board of Directors does not adhere to the deadline imposed by clause 7.1 of this Policy, the individual bringing the complaint maintains the right to bring the matter to the attention of the PCRAS Executive Board at the next scheduled meeting of the Board, and the Board may assume the powers provided to the Board of Directors in this Policy to ensure the complaint is dealt with in a timely manner.
- 7.2 The Discipline Panel will hold the hearing as soon as possible, but not more than (14) days after being appointed.

## 8. PRELIMINARY MEETING

- 8.1 The Panel may determine that the circumstances of the infraction warrant a preliminary meeting. The Panel may delegate to one of its members the authority to deal with these preliminary matters, which may include but are not limited to:
- a) date and location of the hearing;
  - b) timelines for the exchange of documents;
  - c) clarification of issues in the infraction;
  - d) order and procedure of the hearing;
  - e) evidence to be brought before the hearing;
  - f) identification of any witnesses; or
  - g) any other procedural matter which may assist in expediting the hearing.

## 9. HEARING

- 9.1 The Panel will govern the hearing as it sees fit, provided that:
- a) the individual being disciplined will be given 10 days written notice of the day, time and place of the hearing;
  - b) the individual being disciplined will receive a copy of the Investigator's report, if an investigation was carried out;
  - c) a quorum will be all three Panel members, and decisions will be by majority vote where the Chair carries a vote;
  - d) the individual being disciplined may be accompanied by a representative;
  - e) the individual being disciplined will have the right to present evidence and argument;

- f) the Investigator may participate in the hearing at the request of the Panel;
- g) the Panel may request that any witness be present at the hearing or submit written evidence in advance of the hearing;
- h) if the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed;
- i) the hearing will be held in private;
- j) once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.

9.2 After hearing the matter, the Panel will determine whether or not the individual has breached the Code of Conduct and if so, the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Panel's written decision, with reasons, will be distributed to all parties and to the President within 7 days of the conclusion of the hearing.

9.3 Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

## 10. SANCTIONS

10.1 The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- a) written reprimand;
- b) removal of certain privileges of membership or employment;
- c) suspension from certain events which may include suspension from the current competition or from future teams or competitions;
- d) suspension from certain PCA activities such as competing, coaching or judging for a designated period of time;
- e) suspension from employment with or without pay;
- f) suspension from all PCA activities for a designated period of time;
- g) expulsion from membership;
- h) publication of the decision;
- i) other sanctions as may be considered appropriate for the offense.

Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership or participation in PCA until such time as the sanction is complied with.

In applying sanctions, the Panel may have regard to the following aggravating or mitigating circumstances:

- j) the nature and severity of the infraction;
- k) the extent to which others have been harmed by the infraction;
- l) the cooperation of the individual being disciplined in the proceedings under

this policy;

- m) whether the incident is a first offense or has occurred repeatedly;
- n) the individual's acknowledgment of responsibility,
- o) the individual's remorse and post-infraction conduct;
- p) the age, maturity or experience of the individual;
- q) whether the individual retaliated, where the incident involves harassment; and
- r) the individual's prospects for rehabilitation.

## 11. SERIOUS INFRACTIONS

11.1 The Board of Directors may determine that the alleged infraction is of such seriousness as to warrant suspension of the individual pending the hearing and decision of the Panel.

## 12. CONFIDENTIALITY

12.1 Where the behaviour reported in an Incident Report may constitute harassment, or is of a similar sensitive nature, PCA and the Board of Directors will keep all proceedings under this policy confidential, except where disclosure is directed by the Panel as part of a sanction, is required by law or is in the best interests of the public.

## 12.2 APPEALS PROCEDURE

12.3 Except where otherwise provided, the decision of the Panel may be appealed in accordance with the PCA Appeal Policy.

**APPENDIX 1**

**DISCIPLINE POLICY  
PCRAS**

***EXAMPLES OF MINOR INFRACTIONS:***

1. a single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
2. conduct contrary to the ideals of fair play such as angry outbursts or arguing;
3. PCAnon-compliance with the rules and regulations under which PCAevents are conducted, whether at the local, provincial, national or international level.

***EXAMPLES OF MAJOR INFRACTIONS:***

1. repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
2. repeated conduct contrary to the ideals of fair play such as angry outbursts or arguing;
3. PCAactivities or behaviors that interfere with the organization of a competition or with any athlete's preparation for a competition;
4. pranks, jokes or other activities which endanger the safety of others;
5. deliberate disregard for the rules and regulations under which PCAevents are conducted, whether at the local, provincial, national or international level;
6. any conduct that results in harm to the image, credibility or reputation of PCAand/or its' sponsors
7. abuse of facilities or equipment
8. any use of alcohol or any other illicit substance by minors;
9. use of illicit drugs and narcotics;
10. use of banned performance enhancing drugs or methods

**APPENDIX 2**

**DISCIPLINE POLICY**  
**PICTOU COUNTY RECREATION & ATHLETICS SOCIETY**

***INCIDENT REPORT***

Date and time of incident: \_\_\_\_\_

Name of writer: \_\_\_\_\_ Position: \_\_\_\_\_

Location of incident: \_\_\_\_\_

This incident is a: \_\_\_\_\_

minor infraction \_\_\_\_\_ major infraction \_\_\_\_\_ Unknown/Undetermined \_\_\_\_\_

Individual(s) involved in the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective description of the incident  
(please be concise, accurate and non-judgmental):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact information of individuals who observed the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary action THAT was taken (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of writer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of receipt: \_\_\_\_\_ Date: \_\_\_\_\_