

DISCIPLINE AND COMPLAINTS POLICY

DCP.1 Definitions

For the purposes of the Discipline and Complaints Policy, the following terms shall have the following meanings:

- a) "Complaint" shall mean an infraction, incident or breach of any policy;
- b) "Complainant" shall mean the party alleging the Complaint;
- c) "Days" shall mean days irrespective of weekend and holidays;
- d) "Members" shall mean all members of RRA and all individuals employed by, or engaged in activities with RRA including, but not limited to, athletes, coaches, officials, volunteers, parents, team managers, administrators, committee members, directors and officers of RRA, coach developers and instructors.
- e) "Parties" shall collectively refer to the Complainant, Respondent, and any other Members or persons affected by the Complaint;
- f) "Respondent" shall mean the party whom alleged engaged in or completed the alleged Complaint.

DCP.2 Purpose

DCP.2.1 RRA is committed to providing an environment in which all Members are treated with respect. Irresponsible behavior by Members can result in severe damage to the integrity of the RRA and Members who violate these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, RRA provides Members with the mechanism outlined in this policy so that complaints are handled fairly, expeditiously and affordably.

DCP.3 Application of Policy

DCP.3.1 This policy applies to all Members.

DCP.3.2 This Policy applies to any discipline matters that may arise during RRA business, activities, and events including, but not limited to, competitions, games, tournaments, practices, tryouts, training camps, travel associated with RRA activities and any meetings.

DCP.3.3 Discipline matters and complaints arising within the business, activities, or events organized by entities other than RRA will be dealt with pursuant to the policies of these other entities unless requested and accepted by RRA, at **its sole discretion**.

DCP.3.4 This Policy does not apply to matters of employment or the rules of ringette.

DCP.4 Reporting a Complaint

DCP.4.1 Any person may report any complaint to RRA. Such a Complaint must be in writing, signed and must be filed within fourteen (14) days of the alleged incident.

DCP.4.2 A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the Complainant outside of the fourteen (14) day period will be at the sole discretion of RRA. This decision may not be appealed.

- DCP.4.3 RRA may act as the Complainant and initiate the Complaint Process under the terms of this Policy. In such cases, the RRA will appoint an individual from the Board or designate to represent the RRA.
- DCP.4.4 All Parties have the right to legal counsel, which may be retained by such parties at their own expense.

DCP.5 Case Manager

- DCP.5.1 The Vice-President of RRA, or such other individual as may be appointed by the President of RRA, will act as a Case Manager to oversee the management and administration of the Complaint.
- DCP.5.2 The Case Manager shall not have any real or perceived conflict of interest with the Complaint.
- DCP.5.3 The Case Manager has an overall responsibility to ensure procedural fairness is always respected in this Policy, and to implement this Policy in a timely manner. The Case Manager has the responsibility to:
- a) Determine whether the Complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the Complaint will be dismissed immediately. The Case Manager's decision to accept or dismiss the Complaint may not be appealed;
 - b) Determine if the Complaint is a minor or major infraction;
 - c) Appoint the Panel, if necessary, in accordance with this Policy;
 - d) Coordinate all administrative aspects of the Complaint;
 - e) Provide administrative assistance and logistical support to the Panel as required;
 - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding;
- DCP.5.4 The Case Manager will inform the Parties if the incident is to be dealt with as a minor or major infraction and the matter will be dealt with according to the applicable sections of this Policy relating to minor or major infractions.
- DCP.5.5 A Complaint may be withdrawn at any time; however, such a Complaint may be continued by the President on behalf of RRA if RRA does not consent to the withdrawal of the Complaint.

DCP.6 Minor Infractions

- DCP.6.1 Minor infractions are single incidents of failing to achieve expected standards of conduct that generally do not result in harm to others, RRA, or the sport of ringette. Examples of minor infractions can include, but are not limited to, a single incident of:
- (a) Disrespectful, offensive, abusive, racist or sexist comments or behavior.
 - (b) Disrespectful conduct such as outbursts of anger or argument.
 - (c) Conduct contrary to the values of RRA (determined in the sole determination of RRA).
 - (d) Being late for, or absent from, RRA events and activities at which attendance is expected or required.

(e) Non-compliance with RRA's policies, procedures, rules, or regulations.

- DCP.6.2 All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved. The person in authority can be, but is not restricted to being, staff, officials, coaches, organizers, or RRA decision-makers.
- DCP.6.3 Provided that the Respondent being disciplined is told the nature of the infraction and has opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).
- DCP.6.4 Penalties for minor infractions which may be applied singularly or in combination, include the following:
- a) Verbal or written reprimand from RRA to one of the Parties;
 - b) Service or other voluntary contribution to RRA;
 - c) Removal of certain privileges of Membership for a designated period;
 - d) Suspension from the current competition, activity, or event; and
 - e) Any other sanction considered appropriate for the offense.
- DCP.6.5 Minor infractions that result in discipline will be recorded and records will be maintained by Regina Ringette Association. Repeat minor infractions may result in further such incidents being considered a major infraction.

DCP.7 Major Infractions

- DCP.7.1 Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to RRA, or to the sport of ringette. Examples of major infractions include but are not limited to:
- a) Repeated minor infractions.
 - b) Any incident of hazing.
 - c) Incidents of physical abuse.
 - d) Behavior that constitutes harassment, sexual harassment, or sexual misconduct.
 - e) Pranks, jokes, or other activities that endanger the safety of others.
 - f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition.
 - g) Conduct that intentionally damages RRA's image, credibility, or reputation.
 - h) Disregard for RRA's by-laws, policies, rules and regulations.
 - i) Intentionally damaging RRA property or improperly handling RRA's monies.
 - j) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics.
 - k) Any possession or use of banned performance enhancing drugs or methods.
- DCP.7.2 Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

DCP.7.3 Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy.

DCP.7.4 Major Infractions that result in discipline will be recorded and maintained by RRA.

DCP.8 Procedure for Major Infraction Hearing

DCP.8.1 The Case Manager shall notify the Parties that the Complaint is potentially legitimate, and the incident shall be dealt with as a major infraction. The Case Manager shall then decide the format under which the complaint will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.

DCP.8.2 The Case Manager will appoint a Discipline Committee, which shall consist of a single Mediator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a committee of three persons may be appointed to hear the Complaint. In this event, the Case Manager will appoint one of the Committee's members to serve as the Chair.

DCP.8.3 If the respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Committee will determine the appropriate disciplinary sanction. The Committee may still hold a hearing for the purpose of determining an appropriate sanction.

DCP.8.4 If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

DCP.8.5 The Case Manager will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Committee deem appropriate in the circumstances provided that:

- a) All Parties deem appropriate notice of the day, time and place of the hearing.
- b) Copies of any written documents which the parties wish to have the Committee consider will be provided to all Parties in advance of the hearing.
- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense.
- d) The Committee may request that any other individual participate and give evidence at the hearing.
- e) The decision will be by a majority vote of the Panel Members.

DCP.8.6 If a decision may affect another party to the extent that the other party would have recourse to a Complaint or an appeal, that party will become a Party to the Complaint in question and will be bound by the decision.

DCP.8.7 In fulfilling its duties, the Committee may obtain independent advice.

DCP.9 Decision

DCP.9.1 After hearing the matter, the Committee will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within a reasonable time after the hearing's conclusion, the Committee's written decision, with reasons, will be distributed to all Parties, the Case Manager, and RRA. The Committee may first issue a verbal or

summary decision soon after the hearing's conclusion, with the full written decision to be issued within a reasonable time period. The decision will be considered a matter of public record unless decided otherwise by the Committee.

DCP.10 Sanctions

DCP.10.1 The Committee may apply the following disciplinary sanctions, singularly or in combination, for major infractions:

- a) Verbal or written reprimand from RRA to one of the Parties.
- b) Verbal or written apology from one Party to the other Party.
- c) Service or other voluntary contribution to RRA.
- d) Expulsion from RRA.
- e) Removal of certain Membership privileges.
- f) Suspension from certain RRA teams, events, and/or activities.
- g) Suspension from all RRA activities for a designated period.
- h) Payment of the cost of repairs for property damage.
- i) Suspension of funding from RRA or from other sources.
- j) Any other sanction considered appropriate for the offense.

DCP.10.2 Unless the Committee decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Committee will result in automatic suspension until such time as compliance occurs.

DCP.11 Interim Measures Pending a Hearing

DCP.11.1 RRA may determine that an alleged incident is of such seriousness as to implement interim measures pending a hearing and a decision of the Committee. Interim measures are not sanctions and they may take many forms including, but not limited to:

- a) Imposition of conditions upon continued participation in RRA work or activities.
- b) Suspension from participation in RRA work or activities.
- c) Suspension of membership privileges.

DCP.12 Criminal Convictions

DCP.12.1 A Member's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in expulsion from RRA and/or removal from RRA competitions, programs, activities and events upon the sole discretion of RRA:

- a) Any child pornography offenses;
- b) Any sexual offenses;
- c) Any offence of physical or psychological violence;
- d) Any offense of assault; and
- e) Any offence involving trafficking of illegal drugs.

DCP.13 Confidentiality

DCO.13.1 The discipline and complaints process are confidential and involves only the Parties, the Case Manager, the Committee, and any independent advisors to the Committee. 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 or the Board; pursuant to the Confidentiality Policy and Privacy Policy.

DCP.14 Records and Distribution of Decisions

DCP.14.1 Decisions and appeals are matters of public interest and shall be publicly available with the names of the individuals redacted. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed. Pursuant to the Confidentiality Policy and Privacy Policy, the Committee may determine that disclosing the person's identity would unduly violate the person's privacy and may decide that the decision, or part of the decision, shall be kept confidential.

DCP.15 Supplementary Discipline for Gameplay Penalties

DCP.15.1 Any player or coach involved in special penalties, altercations, or receiving misconduct or match penalties will be suspended until the Vice-President rules within 48 hours of the infraction regarding further discipline.

DCP.15.2 Any person ejected from a game, be it player or team official, must proceed immediately to the dressing room and remain there for the balance of the game, or leave the rink.

DCP.15.3 Any player accumulating a total of 10 minutes of servable penalty time during a game including overtime, is immediately ejected from that game. A teammate, other than a goalkeeper, must serve the penalty time of the ejected player. If that same individual is ejected from a second game within the same playing season, they will be assessed a one-game suspension. A third ejection will result in discipline pursuant to the Discipline and Complaints Policy.

DCP.15.4 Players receiving such penalties in Ringette Association of Saskatchewan sanctioned tournament events will receive the same suspension in Regina League Play.

DCP.15.5 Any individual assessed a misconduct will be ejected from the game. If the penalty occurred during the last five minutes of the game, the individual will be suspended from the next game. If that same individual receives a second misconduct within the same game or playing season, they will be assessed a three-game suspension. A third misconduct will result in discipline pursuant to the Discipline and Complaints Policy.

DCP.15.6 Any individual assessed a match penalty will be ejected from the game and receive an automatic one game suspension. If the penalty was received in the last five minutes of the game, the individual will be suspended from the next two games.

DCP.15.7 Any individual assessed a combination of one or more misconduct penalties **and** one or more match penalties, within one game or within one playing season will be suspended for a minimum of three games to a maximum of eight games, to be determined by the Board in consultation with referees and with said individual having to appear before a Discipline Committee.

DCP.15.7 Any individual assessed more than three major penalties for rough play or unsportsmanlike conduct in one playing season will be assessed a one-game suspension.

- DCP.15.7 Any individual continually, in 50% or more of their games, taking eight minor penalty minutes or more per game for rough play (including body contact, boarding, charging, cross checking or elbowing) will be assessed a one-game suspension.
- DCP.15.8 In addition to the initial suspensions outlined above, an additional suspension for any action below will be enforced by the Vice-President based on the guidelines outlined in the Suspension Table.
- DCP.15.9 The Vice-President may increase the length of any suspension considering the severity of the offense.

SUSPENSION TABLE	
ACTION	SUSPENSION
Coach pulling team off ice	1 game
Hair Pulling, Face-Masking or Head-Butting	2 games
Spearing, Stick Swinging or Kicking	3 games
Intent to Injure	1-3 games based on severity
FIGHTING	
Instigating	5 games
Participating (extra players)	3 games
ABUSE of an OFFICIAL	
Verbal	1-3 games based on severity
Physical (touch/brush/push/punch/push to fall)	3-7 games based on severity

- DCP.15.10 It is both the responsibility of the player and the coaches to ensure that suspensions are served fully. For each game that a participant is suspended, the participants name must appear on the official game sheet with the word “suspended - ___ of ___” following the participants name.
- DCP.15.11 Participants who have been suspended are not allowed in the playing areas of the arena including but not limited to the dressing room, players bench or timekeepers bench.
- DCP.15.12 Participants who have been suspended, may not participate in ANY games, whether the game counts towards their suspension or not until their suspension has been fully served.
- DCP.15.13 Games for suspension must be sanctioned league, tournament or provincial games. Example – a player suspended for three games has served one of three in league games and have one week of no scheduled games prior to a tournament. The coach schedules several exhibition games in that week then heads to the tournament with the intent of using the suspended player. This is not allowed. The player is not able to play in the exhibition games, and not allowed to use those games toward the allotted suspension and must serve the suspension through the first two games of the upcoming tournament.
- DCP.15.14 RRA shall impose all penalties warranting suspension as are set out in the then current version of the Ringette Canada Rule Book.

DCP.16 Appeals Procedure

- DCP.16.1 The decision of the Committee or any suspension may be appealed in accordance with the Appeal Policy.