



DISCIPLINE AND COMPLAINTS POLICY

1.0 Purpose

The Rope Skipping Association of Nova Scotia, herein referred to as RSANS, is committed to providing an environment in which all RSANS members are treated with respect characterized by the values of fairness, integrity, and open communication. Membership in RSANS, as well as participation in its activities, brings many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including, but not limited to, complying with RSANS policies, including the Code of Conduct. Irresponsible behaviour by members can result in damage to the operations and integrity of RSANS.

2.0 Applicability

This policy applies to all RSANS members and to any discipline matters that may arise during the course of RSANS business, activities, and events, including but not limited to competitions and championships, Team Nova Scotia and Team Canada activities, workshops, clinics, training and development initiatives.

3.0 Principles

RSANS provides members with the mechanisms outlined in this policy so that complaints are handled fairly, expeditiously and affordably.

Complaints and discipline matters arising within the business, activities or events organized by entities other than RSANS will be dealt with pursuant to the policies of those other entities unless accepted by the RSANS board of directors at its sole discretion.

4.0 Requirements

4.1 Reporting a Complaint

4.1.1 Any member may report any complaint of an infraction in writing to RSANS, via email at info@RSANS.com. Such a complaint must be filed within twenty-one (21) days of the alleged incident.

4.1.2 Anonymous complaints may be accepted upon the sole discretion of RSANS.

4.1.3 A complainant wishing to file a complaint beyond the twenty-one (21) days of the incident, decision, or action that is being reported, must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the twenty-one (21) day period will be at the sole discretion of RSANS. This decision may not be appealed.

4.2 Receipt of Complaint

4.2.1 Upon receipt of a complaint, RSANS will call a meeting of the board of directors to oversee the management and administration of the complaint submitted in accordance with this policy and such appointment is not appealable.

4.3 Board of Directors Responsibility

- 4.3.1 Members of the board of directors shall not have had any prior involvement either directly or by way of correspondence or conversations with the matter under complaint and have an overall responsibility to implement this policy in a timely manner. Any board members with a conflict of interest will be suspended from their involvement until the board reaches its decision.
- 4.3.2 More specifically, the board of directors has a responsibility to:
- 4.3.2.1 Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this policy. If the board of directors determines the complaint is frivolous or outside the jurisdiction of this policy, the complaint will be dismissed immediately. The decision to accept or dismiss the complaint may not be appealed.
 - 4.3.2.2 Determine if the complaint is a minor or major infraction.
 - 4.3.2.3 Determine the format of the hearing.
 - 4.3.2.4 Coordinate all administrative aspects of the complaint.
 - 4.3.2.5 Provide any other service or support that may be necessary to ensure a fair and timely proceeding.
- 4.3.3 The board of directors will inform the parties if the incident is considered a minor or major infraction, and the matter will be dealt with according to the applicable section in this policy.
- 4.3.4 This policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this policy.

4.4 Minor Infractions

- 4.4.1 Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others, RSANS or to the sport of Rope Skipping.
- 4.4.2 All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, Committee Chairs, Judging Coordinators, officials, coaches, organizers, or RSANS decision-makers).
- 4.4.3 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(s) responsible for discipline of such infractions. This is provided that the respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
- 4.4.4 Penalties or measures for minor infractions, which may be applied singly or in combination, include the following:
- Verbal or written warning
 - Verbal or written apology
 - Service or other voluntary contribution to RSANS
 - Suspension of certain privileges of membership or participation for a designated period of time
 - Suspension from the current competition, activity or event
 - Any other sanction considered appropriate for the offense
- 4.4.5 Minor infractions that result in discipline will be recorded and maintained by RSANS. Repeat minor infractions may result in further such incidents being considered a major infraction.

4.5 Major Infractions

- 4.5.1 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 RSANS or to the sport of Rope Skipping.

4.5.2 Examples of major infractions include, but are not limited to:

- Repeated Minor Infractions
- Intentionally damaging RSANS property or improperly handling RSANS monies
- Incidents of abuse of power or operating in a conflict of interest
- Pranks, jokes or other activities that endanger the safety of others, including hazing
- Disregard for the bylaws, policies, rules, regulations and directives of RSANS
- Conduct that intentionally damages the image, credibility or reputation of an individual, RSANS or the sport of Rope Skipping
- Behaviour that constitutes harassment, sexual harassment or sexual misconduct
- Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics

4.5.3 Major infractions will be decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within another formal written agreement takes precedence.

4.5.4 Major infractions occurring within competition may be dealt with immediately, if necessary, by the Technical Committee. In such situations, disciplinary sanctions will be for the duration of the competition. 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.

4.5.5 Procedure for Major Infraction Hearing

4.5.5.1 If the complaint for a major infraction will require a hearing before the board of directors, the Chair will determine the date and format of the hearing, which may involve an oral hearing in person, an oral hearing by telephone, web conference, or other appropriate electronic means, or a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the board of directors deems appropriate in the circumstances, provided that:

- the parties will be given appropriate notice of the day, time and place of the hearing.
- The time of the hearing shall be established such that, as much as possible, parties are not required to take time from their employment to participate
- Copies of any written documents which the parties wish to have the board of directors consider will be provided to all parties in advance of the hearing
- The parties may be accompanied by a representative, advisor or legal counsel at their own expense
- The board of directors must receive advance notice of any representatives at least twenty-four hours in advance of the hearing
- The board of directors may request that any other individual participate and give evidence at the hearing
- Decisions will be by majority vote by the board of directors

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

4.5.5.3 If the respondent chooses not to participate in the hearing, the hearing will proceed in any event.

4.5.6 Decision

4.5.6.1 In fulfilling its duties, the board of directors may obtain independent advice.

4.5.6.2 After hearing the matter, the board of directors will determine whether an infraction

has occurred and if so, what appropriate sanction will be imposed. The board of directors' written decision, with reasons, will be distributed to all parties. The decision will be considered a matter of public record unless decided otherwise by the board of directors.

4.5.6.3 The board of directors may apply the following disciplinary sanctions singly or in combination, for major infractions:

- Verbal or written reprimand
- Verbal or written apology
- Service or other voluntary contribution to RSANS
- Suspension or removal of certain privileges of membership
- Suspension from certain RSANS teams, events and/or initiatives
- Suspension from all RSANS activities for a designated period of time
- Payment of the cost of repairs for property damage
- Expulsion from RSANS
- Other sanctions as may be considered appropriate for the offense

4.5.6.4 Unless the board of directors decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the board of directors will result in automatic suspension until such compliance occurs.

4.5.6.5 A written record will be maintained by the secretary of RSANS for major infractions that result in a sanction.

4.6 Criminal Convictions

4.6.1 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 RSANS and/or removal from RSANS competitions, programs, activities and events upon the sole discretion of RSANS:

- Any child pornography offenses
- Any sexual offenses
- Any offense of physical or psychological violence
- Any offense of assault
- Any offense involving trafficking of illegal drugs

4.7 Confidentiality

The discipline and complaints process is confidential involving only the parties, the board of directors. 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.

4.8 Appeals

The decision of the board of directors may be appealed in accordance with the RSANS Appeals Policy.

5.0 Definitions

The following terms have these meanings in this Policy:

- Complainant: The party alleging an infraction
- Days: Days irrespective of weekends and statutory holidays
- Respondent: The alleged infracting party
- Members and Participants: All categories of membership defined in the RSANS bylaws, as well as all individuals employed by or engaged in activities with RSANS, including but not limited to clubs, athletes, coaches, officials, volunteers, managers, administrators, directors and officers