



Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	Split into Sections	0	Sept 2020	Sept 1, 2020

## 19.0 DISCIPLINE AND SUSPENSION POLICY

### 19.1 Purpose

- 19.1.1 When a Player or Team Staff Member receives a misconduct or match penalty resulting in a Ringette Canada or/and a Ringette Alberta suspension of two (2) games or less this policy will be followed.
- 19.1.2 If the misconduct or match penalty results in a suspension of two (2) or more games the Discipline Hearing will be governed by the Ringette Calgary Discipline Hearing Committee and is outside the jurisdiction of Bow View Ringette Association.
- 19.1.3 If there is an incident in question that does not result in a Ringette Canada or Ringette Alberta suspension the Club Board has the right to direct the incident to the Grievance Coordinator (GC). Once this occurs the GC will follow the procedures in Section 18.0 Complaints and Grievance Policy. If the GC determines it is a major infraction the incident will be covered by this policy.

### 19.2 Definitions

- 19.2.1 The following terms have these meanings in this Policy:
  - “Club” – BVRA (or Bow View)
  - “Complainant” – The party alleging an infraction.
  - “Days” – Days irrespective of weekends and holidays.
  - “Individuals” – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, parents/guardians, volunteers, managers, administrators, directors and officers.
  - “Respondent” – The alleged infracting party.

### 19.3 Procedure

- 19.3.1 The Club President, or Delegate will:
  - Review the nature of the incident and the requirements for action and any supplementary action if necessary.
  - Review the game or referee report and determine if game suspensions were issued, have already been served, or when they will be served.
  - Contact the individual to ensure they understand the procedure, process and requirements of the Discipline Hearing review process. In the case of a minor the Head Coach and parent(s) or Guardian will also be contacted.



- Organize the Discipline Hearing Committee and chair the Discipline Hearing if required, and ensure the appropriate documentation is present at the Hearing and forwarded to the Discipline Hearing Committee beforehand for review.
  - Forward the outcome of the Discipline Hearing to the Ringette Calgary League Director for Ringette Calgary to put in their permanent file.
- 19.3.2 When a hearing is required the individual under suspension is automatically suspended until the hearing is held, this includes suspended from any other roles on any other teams and as an Official. The Club President or Delegate will convene the hearing as soon as practical to deal with each case.
- 19.3.3 Records will be maintained permanently in a case file at both Bow View and Ringette Calgary.

#### **19.4 Discipline Hearing Committee**

- 19.4.1 The Discipline Hearing Committee at a minimum will consist of:
- President or Delegate which will chair the hearing and votes only when there is a tie.
  - Minimum of four (4) Bow View Board Executive. Those positions are; VP Finance, VP Player Development, VP Coaches, VP Operations, and VP Communications.
  - If for whatever reason four Board Executive's are not available Bow View Directors will be called upon to attend in order to have a minimum of four attendees. Those positions are: Director of Recruitment, Director of Fundraising, Director of Evaluations, Director of Assets, Director of Children's Ringette.
- 19.4.2 The President or Delegate may consider having representation at the Discipline Hearing from outside of the Bow View Executive or Directors. Those positions may be: Ringette Calgary Representative, Official Representative, any other outside representative that may have valuable information related to the incident or suspension.

#### **19.5 Discipline Hearing Criteria**

- 19.5.1 Information required in order to convene a Discipline Hearing:
- Game report from the referee(s).
  - Ringette Alberta Suspension letter.
  - Any third party written reports related to the incident.
  - Written report/letter from the suspended individual.
- 19.5.2 The Discipline Hearing Committee may request additional information from affected parties or other parties in order to confirm the incident resulting in the suspension.

#### **19.6 Discipline Hearing Process**

- 19.6.1 The Discipline Hearing will follow a structured process as listed below:



- Discipline Hearing Committee will meet approx. 30min before the suspended party arrives to discuss the incident, to better understand the incident, and to formulate any questions that may be asked during the hearing.
- Once the suspended party arrives the formal hearing will begin. It will start with introductions and summary of the Ringette Alberta suspension letter.
- The suspended party will have an opportunity to explain their view of the events that led to the misconduct or match penalty. This can be a written statement or verbal.
- The Discipline Hearing Committee will ask any questions related to the incident it may have to the suspended party.
- Recommendations or learnings from the event may be shared with the suspended party for future education purposes.
- The Discipline Hearing will be adjourned for the suspended party, the suspended party is free to leave.
- The Discipline Hearing Committee will meet directly after to discuss if any supplemental discipline is required. This may be but not limited to:
  - 1) Additional game(s) suspension in addition to the Ringette Canada or Ringette Alberta suspension.
  - 2) Re-Completion of Respect in Sport, Making Ethical Decisions (MED), or similar courses.
  - 3) Required to write a letter of apology to affected parties.
- The Discipline Hearing Committee at this time will also discuss, if, in their opinion, there are any recommendations to the Referee in Chief to share with the referee's involved or for future learnings for referees.
- The Discipline Hearing Chair (President or Delegate) will send their supplemental decisions (if any) and recommendations to Ringette Calgary for review and filing.
- The Discipline Hearing Chair (President or Delegate) will send their recommendations to the suspended party clearly stating if there are any supplemental action(s) or suspension in addition to the Ringette Canada or Ringette Alberta suspension. Timeframes for any actions will be clearly provided at this time. Any supplemental suspensions will be carried out in addition to and directly after the Ringette Canada and Ringette Alberta suspensions as noted on the Ringette Alberta Suspension letter.
- The Disciplinary Hearing meeting will be adjourned.

## **19.7 Discipline Hearing Appeal**

- 19.7.1 Suspensions handed down from Ringette Canada and Ringette Alberta cannot be appealed.
- 19.7.2 Any supplemental suspension administered by BVRA can be appealed in accordance with Ringette Alberta Policy 16.0 and appeals will be handled by Ringette Alberta. These appeals will not be heard by the Bow View Ringette Association.