

## **SASKATCHEWAN SENIOR GAMES ASSOCIATION (SSFA)**

### **Discipline and Complaints Policy**

#### **Definitions**

1. The following terms have these meanings in this Policy:
  - a) *“Association”* – Saskatchewan Senior Games Association (SSFA).
  - b) *“Disciplinary Committee”* – Consists of a panel of the Vice-President (or designate), applicable SSFA District President, and a member of the Host Committee if the infraction takes place during the SSFA 55+ Games. In other circumstances, the SSFA Provincial President will select members of the Disciplinary Committee.
  - c) *“Complainant”* – The Party alleging an infraction.
  - d) *“Individuals”* – All categories of membership defined in the Association’s Constitution, as well as all individuals engaged in activities with the Association / SSFA 55+ Games including, but not limited to, host members, participants, non-participants, coaches, referees, officials, volunteers, staff, managers, administrators, committee members, and directors and officers of the Association.
  - e) *“In writing”*– Completion of the SSFA Code of Conduct Complaint Form and delivered to the Event Coordinator and / or the applicable SSFA President.
  - f) *“Respondent”* – The alleged infracting Party.

#### **Purpose**

2. Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Association’s 55+ Games policies, rules and regulations, and *Codes of Conduct*. Non-compliance may result in sanctions pursuant to these guidelines.

#### **Application of this Policy**

3. This Policy applies to all Individuals relating to matters that may arise during the course of Association’s business, activities, and events including, but not limited to, SSFA 55+ Games competitions, activities, travel associated with Association activities, and any meetings.
4. This Policies also applies to Individuals’ conduct outside of the Association’s business, activities, and events when such conduct adversely affects relationships within the Association (its work and / or sport environment) or is detrimental to the image and reputation of the Association. The jurisdiction of this Policy will be determined by the Association at its sole discretion.
5. At the Association’s discretion, the Association may act as the complainant and initiate the complaint process under the terms of this policy. In such cases, the Association will identity an individual to represent the Association.
6. This Policy does not prevent discipline from being applied, during a competition or event. Further discipline may be applied according to this Policy. Any infractions or

complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only.

- a) Event chairs and / or their representatives have the authority to remove competitors from their event who have violated the *Codes of Conduct*.

### **Violations of the Codes of Conduct Policy**

- 7. a) Any individual or group (complainant) who feels that this policy has been contravened may complete a Code of Conduct Complaint Form and immediately submit to the SSFA Provincial President to resolve the situation / incident, if possible.
  - b) Any individual or group having a complaint filed against them, will be notified in writing by the Disciplinary Committee.
8. The SSFA Provincial President will call for the Disciplinary Committee to convene.

The Disciplinary Committee may determine:

- No further action is required, closing the complaint.
- Further action is required which may range from a letter of reprimand and request for a letter of apology to affected person(s).
- Revocation of membership and future participation in SSFA 55+ Games (provincial/district) and other activities.

**Format for a hearing:** The Disciplinary Committee will decide the format under which the complaint will be heard, as necessary. The format of the hearing, which may involve direct communications with the Parties, an oral in-person hearing, an oral hearing by telephone or other telecommunications, 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 Disciplinary Committee 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, an oral hearing by telephone or other telecommunications.
- b) Copies of any written documents which the parties wish to have the Disciplinary Committee consider will be provided to all Parties, through the President, in advance of the hearing and/or decision rendered.
- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense.
- d) The Disciplinary Committee may request that other individual(s) participate and give evidence at the hearing.
- e) The Disciplinary Committee may allow as evidence at the hearing any oral evidence and document or things 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 final decision will be by a majority vote of the Disciplinary Committee.

- 9. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Committee will determine the appropriate disciplinary sanction. The Disciplinary Committee may still hold a hearing for the purpose of determining an appropriate sanction.
- 10. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
- 11. In fulfilling its duties, the Disciplinary Committee may obtain independent advice.

### **Decision**

- 12. After hearing and/or reviewing the matter, the Disciplinary Committee will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within three (3) days of the hearing's conclusion, the Disciplinary Committee's written decision, with reasons, will be distributed to all Parties. In extraordinary circumstances, the Disciplinary Committee 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 seven (7) day period. The final decision will be filed with the Association.

### **Sanctions**

- 13. The Disciplinary Committee may apply the following disciplinary sanctions, singularly or in combination:
  - a) Verbal or written reprimand
  - b) Verbal or written apology
  - c) Removal of certain privileges
  - d) Suspension from certain teams, events, and/or activities
  - e) Suspension from all Association activities for a designated period of time
  - f) Withholding of awards
  - g) Payment of the cost of repairs for property damage
  - h) Expulsion from the Association
  - i) Any other sanction considered appropriate for the offense
- 14. Unless the Disciplinary Committee decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Discipline Committee will result in automatic suspension until such time as compliance occurs.

15. Infractions that result in discipline by the Disciplinary Committee will be recorded as confidential. The confidential records will be maintained by the Association.

### **Removal of Privileges**

The Disciplinary Committee may determine (with consultation with law enforcement) that an alleged incident warrants removal of all privileges of the SSFA 55+ Games and future Association activities. The matter will be referred to the relevant police agency.