

# *Speed River Cycling Club*

## *DISCIPLINE AND COMPLAINTS POLICY*

---

### TABLE OF CONTENTS

<b>1.0</b>	<b>Definitions .....</b>	<b>1</b>
<b>2.0</b>	<b>Purpose.....</b>	<b>1</b>
<b>3.0</b>	<b>Discipline Chair.....</b>	<b>1</b>
<b>4.0</b>	<b>Application of this Policy .....</b>	<b>2</b>
<b>5.0</b>	<b>Process .....</b>	<b>2</b>
<b>6.0</b>	<b>Sanctions .....</b>	<b>2</b>
<b>7.0</b>	<b>Request for Reconsideration .....</b>	<b>3</b>
<b>8.0</b>	<b>Confidentiality .....</b>	<b>3</b>
<b>9.0</b>	<b>Timelines .....</b>	<b>3</b>
<b>10.0</b>	<b>Records and Distribution of Decisions .....</b>	<b>3</b>
<b>11.0</b>	<b>Interpretation.....</b>	<b>4</b>
	<b>Revision History .....</b>	<b>4</b>

### **1.0 DEFINITIONS**

1.1 The following terms have these meanings in this Policy:

1.1.1 "Complainant" – The Party alleging an infraction

1.1.2 "Days" – Days including weekends and holidays

1.1.3 "Discipline Chair(s)" – An individual or individuals appointed by the Board to be the first point-of-contact for all discipline and complaint matters reported to the Organization

1.1.4 "Individuals" – All categories of membership defined in the Organization's Bylaws as well as all persons engaged in activities with the Organization including, but not limited to, volunteers, committee members, and Directors and Officers of the Organization

1.1.5 "Organization" – refers to: Speed River Cycling Club

1.1.6 "Respondent" – The alleged infracting Party

### **2.0 PURPOSE**

2.1 Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Organization's Policies, Bylaws, rules and regulations, and Code of Conduct and Ethics. Non-compliance may result in sanctions pursuant to this Policy.

### **3.0 DISCIPLINE CHAIR**

3.1 The Discipline Chair will be a Director of the Board, or an individual appointed by the Board to handle the duties of the Discipline Chair. The Board may choose to appoint three (3) individuals to serve as Discipline Chairs and, in this case, decisions of the Discipline Chairs will be by majority vote.

# *Speed River Cycling Club*

## *DISCIPLINE AND COMPLAINTS POLICY*

---

- 3.2 The Discipline Chair(s) appointed to handle a complaint or incident must be unbiased and not in a conflict of interest situation.

### **4.0 APPLICATION OF THIS POLICY**

- 4.1 This Policy applies to all Individuals.
- 4.2 This Policy applies to matters that may arise during the course of the Organization's activities.
- 4.3 This Policy also applies to Individuals' conduct outside of the Organization's activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment), is detrimental to the image and reputation of the Organization, or upon the acceptance of the Organization. Applicability will be determined by the Organization at its sole discretion.
- 4.4 This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy.

### **5.0 PROCESS**

- 5.1 Any Individual may report an incident or complaint to the Discipline Chair in writing, within fourteen (14) days of the alleged incident, although this timeline can be waived or extended at the Discipline Chair's discretion. At the Organization's discretion, the Organization may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the Organization will identify an individual to represent the Organization.
- 5.2 The Discipline Chair will gather any pertinent information from the Complainant and Respondent and any other applicable parties.

### **6.0 SANCTIONS**

- 6.1 Following the determination that the complaint or incident constitutes a breach of Item 2.1, the Discipline Chair will review the submissions related to the complaint or incident and determine one or more of the following sanctions:
- 6.1.1 Verbal or written reprimand
  - 6.1.2 Verbal or written apology
  - 6.1.3 Service or other contribution to the Organization
  - 6.1.4 Removal of certain privileges
  - 6.1.5 Suspension from certain teams, events, and/or activities
  - 6.1.6 Suspension from all Organization activities for a designated period of time
  - 6.1.7 Payment of the cost of repairs for property damage
  - 6.1.8 Expulsion from the Organization

# *Speed River Cycling Club*

## *DISCIPLINE AND COMPLAINTS POLICY*

---

- 6.1.9 Any other sanction considered appropriate for the offense
- 6.2 The Discipline Chair will inform the Respondent of the sanction, which will take effect immediately.
- 6.3 Records of all sanctions will be maintained by the Organization.

### **7.0 REQUEST FOR RECONSIDERATION**

- 7.1 The sanction may not be appealed until the completion of a request for reconsideration. However, the Respondent may contest the sanction by submitting a Request for Reconsideration within two (2) days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate:
  - 7.1.1 Why the sanction is inappropriate;
  - 7.1.2 All evidence to support the Respondent's position; and
  - 7.1.3 What penalty or sanction (if any) would be appropriate.
- 7.2 Upon receiving a Request for Reconsideration, the Discipline Chair may decide to accept or reject the Respondent's suggestion for an appropriate sanction.
- 7.3 Should the Discipline Chair accept the Respondent's suggestion for an appropriate sanction, that sanction will take effect immediately.
- 7.4 Should the Discipline Chair not accept the Respondent's suggestion for an appropriate sanction, the initial complaint or incident will be handled by the Board of Directors, whose decision on the matter shall be deemed final and is not subject to appeal.

### **8.0 CONFIDENTIALITY**

- 8.1 The discipline and complaints process is confidential and involves only the Parties, the Discipline Chair(s), and any independent advisors to the Discipline Chair(s). 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.

### **9.0 TIMELINES**

- 9.1 If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Chair(s) may direct that these timelines be revised.

### **10.0 RECORDS AND DISTRIBUTION OF DECISIONS**

- 10.1 Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.

# ***Speed River Cycling Club***

## *DISCIPLINE AND COMPLAINTS POLICY*

---

### **11.0 INTERPRETATION**

- 11.1 In the event that this Policy conflicts or contradicts the Organization's Bylaws, the Bylaws shall take precedence.

### **REVISION HISTORY**

The revisions to this document shall be recorded below.

<b><u>Rev. No.</u></b>	<b><u>Date</u></b>	<b><u>By</u></b>	<b><u>Changes</u></b>
0	Mar. 30, 2019	S.Head	New policy enacted by Board to comply with 2019 OCA affiliation requirements.