

Saskatchewan Games

Discipline Policy & Procedures



May 30, 2016

Saskatchewan Games – Discipline Procedures Flowchart

Participant violates the Code of Conduct



Screening of the violation

1. The screening of the violation will be done by either the Head Coach or District Chef de Mission.
2. They will determine if the infraction is minor or major.
3. Head Coach deals with all minor infractions and the District Chef de Mission deals with all major infractions.



Minor Infraction

All minor infractions are dealt with by the Head Coach of the District team.

Under extraordinary circumstances the Host Community may take immediate disciplinary action until the District Coach has a chance to take responsibility for the situation.

The District coach can consult the Chef de Mission from their District to help decide on an appropriate level of discipline if needed.



Major Infractions

1. The District Chef de Mission will :
 - a. Appoint & Chair a Discipline Committee
 - b. In cooperation with the Committee, decide the format of the discipline hearing
 - c. Provide notice of the hearing
 - d. Ensure all evidence and submissions are disclosed to all parties and the Committee
 - e. Set all timelines
2. The Committee:
 - a. May request other individuals participate in the hearing
 - b. Will determine what is or is not evidence
 - c. Will render a decision (including the appropriate disciplinary sanction) within 3 hours and distribute to the appropriate individuals as necessary
3. The Committee's decision may be appealed in accordance with the Sask Games Appeal Policy.

Saskatchewan Games

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Purpose

Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Saskatchewan Games code of conduct, policies, rules and regulations. Non-compliance may result in sanctions pursuant to these guidelines.

Application of this Policy

This Policy applies to all Individuals relating to matters that may arise during the course of participation in the Saskatchewan Games or travel to and from the Saskatchewan Games. This Policy does not prevent discipline from being applied, for misconduct on the field of play. Further discipline may be applied according to this Policy. Any infractions or complaints occurring specific to field of play will be dealt with by the procedures specific to the sport. Service or other voluntary contribution to the Host Community, the Sport, or District Team

District Discipline Committee

The District Discipline Committee will be responsible for considering all major infractions and imposing the appropriate disciplinary sanctions. The Discipline Committee will be made up of 3 individuals including: District Chef de Mission (Chair), Head Coach for the sport, and the Mission Staff person assigned to that sport. If any of these individuals are deemed to be in conflict of interest or if the Chef de Mission perceives and potential bias against the person facing disciplinary action then he/she may recruit another coach or mission staff person from their District as a replacement(s)

If the individual subject to a Disciplinary Committee hearing is a Head Coach or a member of Mission Staff, the Chef de Mission shall choose a peer from their ranks to sit as a member(s) on the Discipline Committee.

Discipline Procedures

The Chef de Mission, in cooperation with the Discipline Committee, will decide the format under which the complaint will be heard. This decision may not be appealed. All efforts will be made to deal with incident as soon as possible after it has been reported. 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 Chef de Mission and the Discipline Committee deem appropriate in the circumstances, provided that:

- a) The Parties will be given at minimum, three (3) hours' 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) The Hearing is held in private
- c) Copies of any written documents which the parties wish to have the Committee consider will be provided to all Parties, through the Chef de Mission, in advance of the hearing and/or decision rendered
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Discipline Committee may request that any other individual participate and give evidence at the hearing
- f) The Discipline Committee may allow as evidence at the hearing any oral evidence and document or thing 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

g) The decision will be by a majority vote of the Discipline Committee

In cases where several individuals are the subject of a disciplinary hearing, the Chef de Mission can choose to deal with the individuals as a group, individually, or by some other combination as he/she sees fit.

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

If a decision affects a 3rd party to the extent that the 3rd party would have recourse to a complaint or an appeal in their own right, that 3rd party will become a party and apart of the complaint procedure to the complaint in question and will be bound by the decision.

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

Infractions

a) Minor Infractions

All minor infractions shall be reported to the Head Coach. The Head Coach will then decide on the disciplinary sanctions using the guidelines outlined in this policy. Before deciding how the person will be sanctioned, the Head Coach will give the person being disciplined a chance to explain his or her side of the story. The Coach can consult the Chef de Mission or their assigned Mission Staff to discuss appropriate sanctions if they desire.

Minor infractions are considered to be, but not limited to:

- use of tobacco products, including snuff and chewing tobacco or vaping, by minors;
- use of tobacco products by adults in the Athletes' Village, at official Games activities or functions at competition sites or while wearing a District Team uniform;
- a minor disturbance or disruption after quiet time in the Athletes' Village;
- inappropriate or disrespectful behavior or comments;
- unsportsmanlike conduct such as arguing;
- social media comments or suggestions which are designed to cause annoyance, inconvenience, or needless anxiety to others. The Head Coach should keep a written log of all minor infractions in case incidents happen again or become more serious.

b) Zero-tolerance Infractions

The following **zero-tolerance infractions** will result in the removal from the Saskatchewan Games and the district team, including the return of the team uniforms and immediate departure from the Games at the individual's expense. These infractions will be investigated by the District Chef de Mission or their designate and in consultation with the Saskatchewan Games Council prior to disciplinary sanction.

- use of drugs or alcohol by a minor at any time;
- under the influence of alcohol or drugs by any games participant;
- any offense deemed criminal by law.

Note: other serious infractions that are not listed above but are deemed by the District Chef de Mission or Saskatchewan Games Council as major infractions worthy of immediate departure from the Games.

c) Major Infraction

All major infractions will be dealt with by the District Discipline Committee and include but are not limited to

- offensive, abusive, racist or sexist comments or actions, such as bullying or homophobic;
- involvement in or providing support to abusive “hazing” or “initiation” rituals;
- inappropriate use of social media that relates to abuse, harassment, bullying, discrimination, or other actions deemed to affect the safe and positive environment of the individual(s);
- repeated minor infractions;
- unsportsmanlike conduct such as fighting;
- curfew violations;
- bringing disgrace to the District Team, your sport, or the Saskatchewan Games program;
- major disruptions;
- activities or behavior which disrupt competition;
- pranks, jokes or other activities which endanger the safety of others.

Note: other infractions that are not listed above but are deemed by the District Chef de Mission or Saskatchewan Games Council as major infractions worthy of discipline.

All major infractions must be reported as soon as possible to the Mission Desk or, if this is not possible, to any member of Mission Staff. Team members may be suspended from further competition and/or all team activities until the disciplinary committee determines otherwise.

The person who has committed the infraction will be informed of the procedures outlined in this policy. If they wish, the person who is accused of the infraction will be given a chance to submit a written report.

Disciplinary sanctions:

The District Discipline Committee or Head Coach shall determine appropriate sanctions using the guidelines outlined below.

The Head Coach (for minor infractions) or District Discipline Committee (for major infractions) are not limited to choosing from the examples below and may combine two or more sanctions in their decision. In general, the severity of any disciplinary sanction(s) should compare to the severity of the infraction. If a discipline is handed out by a sport through the rules of the sport, the Discipline Committee may choose to support the disciplinary measure(s) of that sport only or add additional sanctions.

- Earlier curfew
- Verbal or written reprimand
- Verbal apology
- Hand-delivered written apology
- Service or other voluntary contribution to the Host Community, the Sport, or District Team
- Confined to residence or Athletes Village
- Suspension from Games non-competition activities (e.g. opening/closing ceremonies)
- Suspension from one or more competition(s)
- Suspension from competition for the remainder of the Games
- Letter to Provincial Sport Governing Body recommending additional suspensions
- Take away the District Team uniform
- Sent home at individual's expense
- Payment of the cost of repairs for property damage
- Notify authorities (e.g. Host Society, police) of criminal offense.
- Any other sanction considered appropriate for the offense.

Note: The Provincial Sport Governing Body may issue additional sanctions or enforce further discipline after the Games.

In applying sanctions, the Discipline Committee may have regard to the following aggravating or mitigating circumstances:

- The nature and severity of the infraction;
- Whether the infraction is a first offence or repeated offence;
- The person's acknowledgement of responsibility
- The person's extent of remorse;
- The age, maturity, or experience of the person; and
- The prospect for rehabilitation.

Decision

After hearing and/or reviewing the matter, the Discipline Committee will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within three (3) hours of the hearing's conclusion, the Discipline Committee's written decision, with reasons, will be distributed to all Parties, and the Saskatchewan Games Council. In extraordinary circumstances, the Discipline 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 three (3) hour period. The decision will be considered a matter of public record unless decided otherwise by the Discipline.

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

The individual will also be informed of his/her right to an appeal, the procedure to be followed and the deadline for submitting an appeal

Infractions that result in discipline will be recorded and records will be maintained by the Association.

Appeals

The Saskatchewan Games Council and the district teams are committed to making fair and ethical decisions in a transparent manner, and are committed to being accountable for such decision-making through an appeal process. The person(s) who have been handed a decision of discipline can appeal the decision through the Saskatchewan Games Council's appeal policy and will be afforded "due process" in the resolution of the dispute.

Suspension Pending a Hearing

The Chef de Mission or the Saskatchewan Games Council may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of the criminal process, a hearing or a decision of the Committee.

Criminal Convictions

An Individual's conviction for a *Criminal Code* offense, as determined by the Association, will be deemed an infraction under this Policy and will result in expulsion from the Games. Criminal Code offences may include, but are not limited to:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

Confidentiality

The discipline and complaints process is confidential and involves only the Parties, the Discipline 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.

Timelines

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 Panel may direct that these timelines be revised.

Records and Distribution of Decisions

Other individuals or organizations, including but not limited to, provincial sport organizations, Sask Sport Inc., etc., may be advised of any decisions rendered in accordance with this Policy.