



DISCIPLINE POLICY

1.0 Purpose

Rope Skipping Alberta is committed to providing an environment in which all Rope Skipping Alberta Members are treated with respect characterized by the values of fairness, integrity, and open communication. Membership in Rope Skipping Alberta, 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 Rope Skipping Alberta's policies and, including the Code of Conduct. Irresponsible behavior by Members can result in severe damage to the integrity of Rope Skipping Alberta.

2.0 Applicability

This policy applies to all Rope Skipping Alberta members and to any discipline matters that may arise during the course of Rope Skipping Alberta's business, activities, and events, including but not limited to Rope Skipping Alberta competitions and championships, Team Alberta activities, complaints between clubs, and other Rope Skipping Alberta workshops, seminars, clinics, training and development initiatives.

3.0 Principles

Rope Skipping Alberta 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 Rope Skipping Alberta will be dealt with pursuant to the policies of those other entities unless accepted by Rope Skipping Alberta at its sole discretion.

4.0 Requirements

4.1 *Reporting a Complaint*

4.1.1 Any member may report any complaint of an infraction to Rope Skipping Alberta at ropeskippingalberta@gmail.com. Such Complaint must be in writing, and must be filed within fourteen (14) days of the alleged incident.

4.1.2 Anonymous complaints may be accepted upon the sole discretion of Rope Skipping Alberta.

4.1.3 A Complainant wishing to file a complaint beyond the fourteen (14) 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 fourteen (14) day period will be at the sole discretion of Rope Skipping Alberta. This decision may not be appealed.

4.2 Receipt of Complaint

- 4.2.1 Upon receipt of a complaint, Rope Skipping Alberta will assign the Ethics Committee to oversee the management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable.

4.3 Ethics Committee Responsibility

- 4.3.1 Members of the Ethics Committee 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 members of the Ethics Committee with a conflict of interest will be suspended from their involvement until the committee reaches its decision.
- 4.3.2 More specifically, the Ethics Committee 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 Ethics Committee determines the complaint is frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Ethics Committee decision to the acceptance or dismissal of 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 Ethics Committee will inform the parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.
- 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, Rope Skipping Alberta 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 Rope Skipping Alberta 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 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 Rope Skipping Alberta.

- 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 Rope Skipping Alberta. 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 Rope Skipping Alberta 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 Rope Skipping Alberta property or improperly handling Rope Skipping Alberta 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 Rope Skipping Alberta.
- Conduct that intentionally damages the image, credibility or reputation of an Individual, Rope Skipping Alberta or the sport of Rope Skipping;
- Behaviour that constitutes harassment, sexual harassment or sexual misconduct; or
- 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 Ethics Committee.

4.5.5.2 The Ethics Committee 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 Ethics Committee 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 Ethics Committee 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 Ethics Committee must receive advance notice of any representatives at least twenty-four hours in advance of the hearing.

- The Ethics Committee may request that any other individual participate and give evidence at the hearing.
- Decisions will be by majority vote by the Ethics Committee.

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

4.5.5.4 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 Ethics Committee may obtain independent advice.

4.5.6.2 After hearing the matter, the Ethics Committee will determine whether an infraction has occurred and if so what appropriate sanction will be imposed. The Ethics Committee's written decision, with reasons, will be distributed to all parties and Rope Skipping Alberta. The decision will be considered a matter of public record unless decided otherwise by the Ethics Committee.

4.5.6.3 The Ethics Committee 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 Rope Skipping Alberta.
- Suspension or removal of certain privileges of membership.
- Suspension from certain Rope Skipping Alberta teams, events and/or initiatives.
- Suspension from all Rope Skipping Alberta activities for a designated period of time.
- Payment of the cost of repairs for property damage.
- Expulsion from Rope Skipping Alberta.
- Other sanctions as may be considered appropriate for the offense.

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

4.5.6.5 A written record will be maintained by the Secretary of Rope Skipping Alberta 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 Rope Skipping Alberta and/or removal from Rope Skipping Alberta competitions, programs, activities and events upon the sole discretion of Rope Skipping Alberta:

- Any child pornography offences.
- Any sexual offences.
- Any offence of physical or psychological violence.
- Any offence of assault.
- Any offence involving trafficking of illegal drugs.

4.7 Confidentiality

The discipline and complaints process is confidential involving only the Parties, the Ethics Committee and the Ethics 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.

4.8 Appeals

The decision of the Ethics Committee may be appealed in accordance with the Rope Skipping Alberta's 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 Rope Skipping Alberta Bylaws, as well as all individuals employed by or engaged in activities with Rope Skipping Alberta, including but not limited to clubs, athletes, coaches, officials, volunteers, managers, administrators, and director and officers of Rope Skipping Alberta.

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