

St James Assiniboia Minor Baseball Association (SJAMBA) Assiniboia West – Deer Lodge – Headingley -- Heritage Victoria – Kirkfield Westwood – Sturgeon Heights	Policy Name: Complaint and Discipline	Policy Number 02:2016
	Date: October 2016	Status: v1.0

1. **Preamble**

SJAMBA is committed to providing a positive and respectful baseball experience for all participants (players, coaches, officials, spectators and volunteers) in a safe and sportsmanlike environment where individuals or groups of individuals are free from abuse, discrimination, harassment and bullying. Behaviour which contravenes the Code of Conduct (policy # XXX) will not be tolerated. SJAMBA will make every reasonable effort to respond quickly and effectively to complaints or disclosures of inappropriate behaviour

2. **Definitions**

SJAMBA - St James Assiniboia Minor Baseball Association Inc.

Individuals – All players, coaches, officials, board members, spectators, volunteers and employees engaged in activities of the SJAMBA.

Provincial Sport Organization (PSO) - Baseball Manitoba.

3. **Purpose**

The purpose of the Complaint and Discipline Policy is to:

- Detail the roles and responsibilities of Individuals and the SJAMBA in managing complaints;
- Provide guidance as to the classification of complaints;
- Outline the response to complaints; and
- Outline the appropriate disciplinary response.

4. **Scope**

This policy applies to all age groups of teams operating under the jurisdiction of the SJAMBA and is applicable to all Individuals (home or away) that are on the premises of any baseball diamond or field operating under the administration of the SJAMBA and/or its affiliated premises and its member community centres. This policy operates independently of, but in conjunction with, any Community Club use or behaviour policies

5. **Roles and Responsibilities**

The SJAMBA will make every effort to respond in a timely manner to complaints, disclosures or circumstances necessitating disciplinary action.

i. Parent Liaison

The parent liaison is the front line of the SJAMBA's Complaint and Discipline process. The Parent Liaison should not place themselves in a confrontational position with fellow parents and shall act in accordance with **Section 7.1** herein.

ii. Team Manager

The team manager will support the Parent Liaison in interactions with parents and spectators, and will assume the role of the parent liaison in their absence.

iii. Coach/Head Coach

Coaches are responsible for the overall conduct of the team, which includes all players (rostered and call-ups) assistant coaches and managers.

iv. SJAMBA Board of Directors and Program Directors

Responsible to ensure the distribution, completion and collection of all Coach, Parent and Player Code of Conduct sign-off documents.

v. Parents

Adhere to the SJAMBA 24-hour rule as outlined in the **Conflict Resolution Policy** prior to initiating the complaint process.

6. Complaint Initiation

6.1. Minor infractions observed/experienced by a representative of SJAMBA (including but not limited to parent liaison, team manager, coach, program director) will be addressed in a timely manner in accordance with section 7.1 of this Policy.

6.2. Verbal and Written complaints may be received by any representative of the SJAMBA. Minor complaints will be addressed in accordance with section 7.1 of this Policy. Major complaints will be addressed in accordance with section 7.2 of this Policy.

6.3. Verbal and Written complaint initiation must adhere to the SJAMBA 24-hour rule.

6.4. Verbal or Written complaints may be initiated by a representative of SJAMBA.

7. Classification of Infractions

SJAMBA recognizes that not all incidents are equally serious in nature and consequences should be applied accordingly. Incidents shall be classified as either minor or major infractions. It shall be the team's Parent Liaison - either individually or in discussion with the team's Manager or other representative – that determines the initial type of response.

7.1 Minor Infractions

Minor infractions are single occurrences of failing to meet the standards described in the Code of Conduct and generally do not result in harm to others, the SJAMBA or to the sport of Baseball.

Examples of minor infractions include, but are not limited to:

- a) Un-sportsmanlike conduct;
- b) Disrespectful comments or behavior directed towards others, including swearing and the use of foul and otherwise inappropriate language; and

- c) non-compliance with the bylaws, policies, procedures, rules, regulations and directives of the SJAMBA.

7.1.1 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, parent liaisons, managers, coaches, officials, organizers, or SJAMBA decision makers.

7.1.2 Procedures for dealing with minor infractions will be informal and will be determined at the discretion of the person in authority. The offender must be informed of the nature of the infraction and will have the opportunity to provide information concerning the incident.

7.1.3 Penalties and consequences for minor infractions may include the following:

- a) Verbal or written warning;
- b) Verbal or written apology;
- c) Service or other voluntary contribution to the SJAMBA;
- d) Removal of certain privileges of membership for a designated period of time;
- e) Suspension from the current competition, activity or event; or
- f) Any other sanction considered appropriate for the offense.

Penalties may be applied singly or in combination.

7.1.4 If the participant refuses to discontinue his/her inappropriate behaviour, the Parent Liaison **and** the team's Manager or another representative will ask the participant to leave the premises and shall then report the incident to SJAMBA. If the participant refuses to leave the premises, the team's Manager shall request the Umpire officiating the game to suspend the game until the person displaying the offending behaviour leaves the ball park. The Parent Liaison will subsequently report the incident to the SJAMBA.

7.1.5 Minor infractions that result in discipline will be recorded and maintained by the SJAMBA. Repeated minor infractions may result in notification to the offender that subsequent incidents will result in escalation to a major infraction.

7.2 Major Infractions

Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result in harm to others, to SJAMBA or to the sport of Baseball.

Examples of major infractions include, but are not limited to:

- a) Repeated Minor Infractions;
- b) Intentionally damaging SJAMBA property or improperly handling SJAMBA or team monies;
- c) Incidents of physical or verbal abuse;
- d) Pranks, jokes or other activities that endanger the safety of others, including hazing;
- e) Violation of the bylaws, policies, rules, regulations and directives of the SJAMBA;
- f) Conduct that intentionally damages the image, credibility or reputation of the SJAMBA or any of its members;
- g) Behavior that constitutes harassment, sexual harassment or sexual misconduct; or
- h) Any use or possession of alcohol or illicit/illegal drugs by players on a minor team.
- i) The provision by of alcohol or illicit/illegal drugs by Individuals to players on a minor team.

- 7.2.1 Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy.
- 7.2.2 Verbal or written complaints reviewed by a representative of SJAMBA and deemed to qualify as a Major Infraction will be forwarded to the SJAMBA Board.
- 7.2.3 The SJAMBA Board will assign a panel consisting of a panel chairperson and 1-3 adjudicators to address the complaint.
- 7.2.4 The panel will determine the format of the hearing (which may involve an oral hearing in person by telephone, a hearing based on written submissions or a combination of these methods). The hearing will be governed by the procedures that the panel chairperson and panel deem appropriate in the circumstances, provided that:
- a) The hearing will be held within an appropriate timeline
 - b) The Parties will be given appropriate notice of the day, time and place of the hearing.
 - c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing in accordance with the appropriate timeline.
 - d) Both Parties may be accompanied by a representative or adviser, including legal counsel.
 - e) The Panel may request that any other individual participate and give evidence at the hearing.
 - f) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
 - g) The hearing will be conducted in the official language of a majority of the Panel and, if that language is not the official language of the Complainant, an interpreter will be provided.
 - h) Decisions will be by majority vote.

7.3 Sanctions

Major infractions shall result in:

1st offense – removal of the participant from the game or practice in which the offending behavior occurred plus a subsequent one practice / one-game suspension;

2nd offense – removal of the participant from the game or practice in which the offending behavior occurred plus a subsequent three practices / three-game suspension;

3rd offense – removal of the participant from the game or practice in which the offending behavior occurred and suspension from all practices and games for the balance of the season including playoffs and any subsequent championships that may follow i.e., Provincials, Westerns, Nationals, etc.

As per Baseball Manitoba, repeat offences must occur within the same calendar year. These suspensions are in addition to any Community Club, WMBA, WABA or PSO imposed discipline.

7.4 Appeal

After sanctions have been instituted, the offending party can appeal the outcome before a Review Committee assembled by SJAMBA. The Committee, which will include at a minimum - the Past President of SJAMBA; the Community Club Convenor representing the team affiliated with the offender; and the Divisional Convenor. The Review Committee will hear the offender's version of events; consult with any witness(es); and then issue a ruling. The ruling of the Committee shall be final.