

## Event Discipline Procedures

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This document is applicable to incidents arising at Ontario Training Camps and/or complaints from Ontario Team members regarding infractions of the CKC Code of Conduct and Ethics by other Ontario Team members including athletes, coaches, officials, or managers. It is based on the procedures outlined in the draft CKC Event Discipline Policy.

This document does not replace the procedures outlined in the current CKC Code of Conduct Policy but allows for immediate corrective action to be taken at an event.

At the start of each camp or event, the Team Manager will designate two Persons in Authority who will be potential jurors should an infraction of the Code of Conduct and Ethics occur. The athletes attending the event will also select two athlete representatives (one male and one female).

### **Complaint Procedure:**

1. The person making the complaint or witnessing the infraction must submit a detailed written description of the event to the Team Manager. The submission should include the date and time of the event, what occurred and the name of any witnesses to the event.
2. Should the complainant be the Team Manager (the Team Manager was the sole witness to the event) the report will be submitted to one of the designated Persons in Authority.
3. If the complaint or infraction involves an inappropriate action by the Team Manager the submission should be made to the Chair of the CKO Sprint board.

### **Procedure**

1. The person(s) who are the subject of the complaint will be informed as soon as possible of the details of the complaint that has potentially violated the Code of Conduct and Ethics.
2. In the event that the complainant or the subject of the complaint is under 18, their parents/guardians will be informed of the complaint as well.
3. In the event that the complainant or the respondent is a minor a parent/guardian or other adult representative that has been approved by the parent/guardian must be present during any interviews conducted with them.
4. The Team Manager will convene a jury of up to three people that are not in conflict of interest or involved in the original incident. The Team Manager may serve on the jury as may the athlete representatives. One of the members of the jury will be designated as the chairperson.
5. If, prior to the investigation, the jury feels that the complaint is indicative of a possible unsafe environment for the athletes, they have the authority to take the necessary steps to ensure the safety of the athletes while the investigation is underway.

6. The jury will conduct an investigation that will include
  - a. interviews with the witnesses (if any)
  - b. a written report from the witnesses of what was observed.
  - c. Interviews with the person(s) that are the subject of the complaint
  - d. a written report from the person(s) summarizing their view of the incident.
7. This procedure will be followed as expeditiously as possible.

### **Results of the Investigation**

1. The jury may:
  - a. Dismiss the complaint
  - b. Find the complaint to be valid and decide on an appropriate disciplinary action, which may include:
    - Oral or written warning
    - Oral or written reprimand
    - Suspension from future competitions at the Event
    - Ejection from the Event
    - Other appropriate penalty as determined by the jury

The jury does not have the authority to determine a penalty that exceeds the duration of the event.

2. The chairperson shall inform all parties of the decision. A full written report of the incident, investigation and decision will be submitted to the board of CKO Sprint who will determine if further discipline is required either by CKO Sprint or CKC.
3. Decisions under this policy may not be appealed.
4. Complainants or respondents are not prohibited from reporting the same incident to CKO Sprint or CKC.