



# Complains and Discipline Policy

## Summary

Membership in the Durham Dragons, as well as participation in the activities of the club, brings with it many benefits and privileges. At the same time, members and parents/guardians are expected to fulfill certain responsibilities and obligations, including complying with the relevant Codes of Conduct and all other rules and policies. The Durham Dragons Codes of Conduct and policies generally identify the standard of conduct which is expected of members and other persons involved with activities and events. Individuals who fail to meet this standard may be subject to disciplinary sanctions within these policies. This policy applies to discipline matters affecting all Durham Dragons members and participants.

## Policy review

Durham Dragons Athletics board members will review and approve this policy on an annual basis.

## Complaint Procedures\*

Any person who is of the belief that they have a reason to make a complaint, who experiences harassment, who witnesses harassment, or any person who believes that harassment has occurred is encouraged to document the offending behavior and/or make it known that the behaviour is unwelcome and offensive.

1. If confronting the offender or harasser is not possible, or if after confronting the offender or harasser, the behaviour or harassment continues, the matter should be reported to the Board of Directors SafeSport committee using the complaint form.
2. Once a complaint is reported, the role of the SafeSport committee is to serve in a neutral, unbiased capacity in receiving the report of the incident, advise the parents/guardians of the incident (if the person who has experienced the harassment is a minor), and assist in an informal resolution of the complaint.
3. \*Upon receipt of a complaint, the SafeSport committee shall choose which procedure should be followed, and may use the following examples as a general guideline:

\*Content adopted verbatim from Athletics Ontario complaints process & Safe Sport policy



# Complaints and Discipline Policy

- a) **Simplified Procedure** - the complaint alleges the following incidents:
  - i. Disrespectful, abusive, racist, or sexist comments or behaviour
  - ii. Disrespectful conduct
  - iii. Minor incidents of uninvited physical contact (e.g., tripping, pushing, elbowing)
  - iv. Minor violations of Durham Dragon Athletics bylaws, policies, procedures, rules, or regulations
  - v. Minor violations of Durham Dragon Athletics' Codes of Conduct.
  
- b) **Full Procedure** - the complaint alleges the following incidents:
  - i. Repeated minor incidents
  - ii. Any incident of hazing
  - iii. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
  - iv. Incidents of violence (e.g., fighting, attacking, sucker punching)
  - v. Pranks, jokes, or other activities that endanger the safety of others
  - vi. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
  - vii. Conduct that intentionally damages Durham Dragon Athletics' image, credibility, or reputation
  - viii. Consistent disregard for Durham Dragon Athletics' bylaws, policies, procedures, rules or regulations
  - ix. Major or repeated violations of Durham Dragon Athletics' Codes of Conduct
  - x. Intentionally damaging Durham Dragon Athletics property or improperly handling Durham Dragon Athletics' monies
  - xi. Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
  - xii. A conviction for any Criminal Code offense
  - xiii. Any possession or use of banned performance enhancing drugs or methods.

4. Upon determination of the type of complaint, the SafeSport committee shall follow the procedure outlined below.

- a) Review the submissions related to the complaint and determine whether the complaint is:
  - outside the jurisdiction of this policy,
  - frivolous or
  - not of a nature that is appropriate to be considered under this policy **and**
  - whether, on the balance of probabilities, an infraction has occurred.

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- b) If the SafeSport committee determines the complaint is outside the jurisdiction of this policy, is frivolous, or is not of a nature that is appropriate to be considered under this policy, the complaint will be dismissed immediately.
- c) If the SafeSport committee determines that an infraction has occurred, the committee will investigate said complaint and determine whether a club level resolution of the complaint is appropriate and possible.

## **If it is determined that a club level resolution**

- **IS NOT possible**, the SafeSport committee will inform the Board of Directors and ask for a motion to be passed to report the complaint to Athletics Ontario according to procedures outlined in the [Athletics Ontario Safe Sport manual](#).
- **IS possible**, the SafeSport committee will share a report with the Board of Directors that outlines the committee's decision regarding implementation of one or more of the sanctions outlined below.
  - Verbal or written reprimand
  - Verbal or written apology
  - Service or other contribution to Durham Dragons Athletics
  - Removal of certain privileges (practice or competition suspension)
  - Completion of training and/or learning programming
  - Any other sanction considered appropriate for the offense
- d) The SafeSport committee will inform the complainant and respondent of their decision in writing.
- e) Any sanction imposed, either by the Durham Dragons and/or Athletics Ontario will take effect immediately and records of all sanctions will be maintained by the SafeSport committee.

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