

## **Saint John Track & Field Club Inc.**

### **POLICY 11.0: Club Complaint Procedure & Disciplinary Measures**

- 11.1 Violations of fair play, ethics, conduct and/or proper procedures and processes in dealing with any board member, coach, official, volunteer member or members of the Club shall not be considered acceptable behavior.
- 11.2 Where a member or members of the Club is/are alleged to have violated the code of conduct as outlined in Policy 7.0 or other specific rules as approved and published by the Club and a written complaint is received, it will be dealt with in the following manner:
- a) Charges made in writing, must be supported by documentation, and sent to the President.
  - b) The President shall in writing, inform the individual charged, of the accusation and ask for a response. A copy of any approved and appropriate Club or Athletics NB policy shall be included with the letter from the President.
  - c) The member(s) once informed of the allegations and investigation shall be granted an opportunity to respond within an appropriate time frame.
  - d) The President and Board of Directors will establish an Advisory Committee made up of three people to review the matter.
  - e) The charge, and response, shall be given to the Advisory Committee for investigation and recommendations.
  - f) The President and Board of Directors shall act upon the recommendations and inform the individual(s) involved in writing accompanied by an outline of the Appeal Process as outlined in Policy Statement 12.0.
  - g) Any appeal received by the President shall be dealt with at the next Board Meeting.
- 11.3 An unfounded, or unsupported, complaint will be dismissed and communicated in writing to both the complainant and the individual against whom the accusation was made.
- 11.4 Disciplinary Sanctions for any violation shall be decided by the Advisory Committee, or the Board of Directors, keeping in mind the violation and the number of times this and other violations have occurred. The following are examples of disciplinary sanctions that may be applied where it is found that an infraction has occurred:
- a) Verbal and/or written reprimand.
  - b) Require a verbal and/or written apology.
  - c) Service or other voluntary contribution to Saint John Track Club.
  - d) Removal of some or all privileges of membership or employment.
  - e) Suspension from certain events, which may include suspension from the current competition or from future teams or competitions.
  - f) Suspension from certain Saint John Track Club activities such as competing, coaching or officiating for a designated period of time.
  - g) Removal of Saint John Track Club funding.
  - h) Suspension from all Saint John Track Club activities for a designated period of time.
  - i) Expulsion from Club membership.
  - j) Publication of the disciplinary sanction.
  - k) It is understood that the above are representative penalties only, that they may be modified to fit the circumstances of the infraction, and that they are presented generally in order of severity.
- 11.5 The member(s) shall have an automatic right of appeal under Policy Statement 12 outlining the appeal process.

Adopted, BoD; March 20, 2014

Updated, Bod; June 19, 2014