



Discipline Policy

PREAMBLE: Silvertip Archery Club is committed to providing a sport environment, which is athlete-centered, and characterized by the values of fairness, integrity, open communication, and mutual respect. Membership in Silvertip Archers Club, as well as participation in its activities, brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, by-laws, rules & regulations, Code of Ethics and Code of Conduct of Silvertip Archery Club. In this policy “member” refers to all categories of members of Silvertip Archery Club, as well as parents/guardians of JOP members engaged in activities with Silvertip Archery Club.

PURPOSE: To identify the standard of behavior expected of Silvertip Archery Club members. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this Policy.

APPLICATION

1. This Policy applies to all “members” of Silvertip Archery Club as set out in the Preamble.
2. This Policy applies to discipline matters that may arise during the course of all Silvertip Archery Club business, activities and events, including but not limited to, sanctioned tournaments, training camps, meetings and travel associated with these activities.
3. It supersedes any other Discipline Policy or Past Practice previously used by Silvertip Archery Club.

DISCIPLINARY PROCEDURES

Minor Infractions:

4. Examples of minor infractions are shown in Appendix A. All disciplinary situations involving minor infractions occurring within the jurisdiction of Silvertip Archery Club 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 Archery Tournament organizer, coach or board member.
5. Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions (as noted above in point 4). This is provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
6. The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

- Verbal reprimand,
- Written reprimand to be placed in member's file,
- Verbal apology,
- Hand-delivered written apology,
- Team service or other voluntary contribution to Silvertip Archery Club,
- Suspension from the current competition,
- Other sanctions as may be considered appropriate for the offense.

7. Minor infractions that result in discipline shall be recorded using the Incident Report form in Appendix B. Repeat minor offences may result in a further such incident being considered as a major infraction.

Major Infractions:

8. Examples of major infractions are shown in Appendix A. Any member of Silvertip Archery Club may report to the President a major infraction using the Incident Report form in Appendix B.

9. Upon receipt of an Incident Report, the President shall determine if the incident is better dealt with as a minor infraction or is to be addressed as a major infraction.

10. If the incident is to be dealt with as a minor infraction, the President will inform the appropriate person in authority as described in Section 4 and the alleged offender, and the matter shall be dealt with according to Sections 4 through 7 of this Policy.

11. If the incident is to be dealt with as a major infraction and if the President determines that a hearing is required, the alleged offender shall be notified as quickly as possible (in any event no later than 7 days from date of receipt of the Incident Report), and shall be advised of the procedures outlined in this Policy.

12. Major infractions occurring within competition may be dealt with immediately, if necessary, by a Silvertip Archery Club Board of Directors Representative, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy for major infractions. This review does not replace the appeal provisions of this Policy.

Hearing:

13. Within 10 days of receiving the Incident Report, the President shall convene the Disciplinary Panel. This panel will consist of one member of the Executive committee, one director and one from the current membership of Silvertip Archers.

14. The Discipline Panel shall hold the hearing as soon as possible but not more than 30 days after the Incident Report is first received by the President.

15. The Discipline Panel shall govern the hearing as it sees fit, provided that:

- a. the individual being disciplined shall be given 14 days written notice of the day, time and place of the hearing
- b. the individual being disciplined shall receive a copy of the incident report;
- c. members of the Panel shall select from among themselves a Chairperson;
- d. a quorum shall be all 3 Panel members;
- e. decisions shall be by majority vote; the Chair carries a vote;
- f. the individual being disciplined may be accompanied by a representative of his/her choice;
- g. the individual being disciplined shall have the right to present evidence and argument;
- h. the hearing shall be held in private;
- i. the Panel may request that witnesses to the incident be present or submit written evidence;
- j. once appointed, the Panel shall have the authority to extend timelines associated with all aspects of the hearing.

Preliminary Conference:

16. The Panel may determine that the circumstances of the dispute warrant a preliminary conference:

- The matters, which may be considered at a preliminary conference, include date and location of hearing, timelines for exchange of documents, format for the hearing, clarification of issues in dispute, any procedural matter, order and procedure of the hearing, remedies being sought, identification of witnesses, and any other matter that may assist in expediting the hearing proceedings.
- The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

17. The Discipline Panel shall render its decision, with written reasons within 10 days of the Hearing. A copy of this decision shall be provided to all of the parties to the hearing and the President.

18. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent Silvertip Archery Club policy.

19. Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

20. If the individual being disciplined chooses not to participate in the hearing, the hearing may proceed in any event to determine an appropriate sanction.

SANCTIONS

21. The Discipline Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- Written reprimand to be placed in individual's file;
- Hand-delivered written apology;

- Suspension from certain Silvertip Archery Club events which may include suspension from the current competition or from future teams or competitions;
- Being sent home following suspension from the current competition;
- Payment of financial compensation in an amount to be determined by the Disciplinary Panel;
- Suspension from certain Silvertip Archery Club activities (i.e. competing, coaching or officiating) for a designated period of time;
- Suspension from all Silvertip Archery Club activities for a designated period of time;
- Expulsion from Silvertip Archery Club.
- Other sanctions as may be considered appropriate for the offense up to and including notification of RCMP in case of violations against the criminal code of Canada.

22. The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent Silvertip Archery Club policy.

23. Unless the Discipline Panel decides otherwise, any disciplinary sanctions shall commence immediately.

24. In applying sanctions, the Disciplinary Panel may consider the following aggravating or mitigating circumstances:

- The nature and severity of the offense,
- Whether the incident is a first offense or has occurred repeatedly,
- The individual's acknowledgment of responsibility,
- The individual's extent of remorse,
- The age, maturity or experience of the individual, and
- The individual's prospects for rehabilitation.

25. Notwithstanding the procedures set out in this Policy, any member of Silvertip Archery Club who is found guilty of a criminal offense under the Criminal Code of Canada, as amended from time to time, involving but not limited to sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall be automatically expelled from Silvertip Archery Club. Such expulsion shall be subject to any further disciplinary action pursuant to this Policy.

APPEALS PROCEDURE

26. Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeals Policy of Silvertip Archery Club.

APPENDIX A

Examples of minor infractions including but not limited to:

1. a single incident of disrespectful, offensive, abusive, discriminatory, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
2. unsportsmanlike conduct such as angry outbursts or arguing;
3. a single incident of being late for or absent (without valid reason) from Silvertip Archery Club events and activities at which attendance is expected or required;
4. non-compliance with the rules and regulations under which Silvertip Archery Club events are conducted.

Examples of major infractions including but not limited to:

1. repeated incidents of minor infractions
2. activities or behavior which interferes with a competition or with any athlete's preparation for a competition;
3. pranks, jokes or other activities which endanger the safety of others;
4. deliberate disregard for the rules and regulations under which Silvertip Archery Club events are conducted;
5. abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
6. any use of alcohol by minors;
7. use of illicit drugs and narcotics;
8. use of banned performance enhancing drugs or methods;

Note: The definition of "repeated" will depend on the severity of the infraction and frequency of offences within a given time.

APPENDIX B – SILVERTIP ARCHERY CLUB INCIDENT REPORT

Date and time of incident: _____

Name of writer: _____ Position: _____

Location of incident: _____

Writer's opinion this incident is a: _____ minor infraction _____ major infraction

Individual(s) involved in the incident:

Objective description of the incident (please be concise, accurate and non-judgmental):

Names of individuals who observed the incident and contact information:

Disciplinary action that was taken (if applicable): _____

Signature of writer: _____ Date: _____

Dated received by President: _____

Further action taken if required: _____
