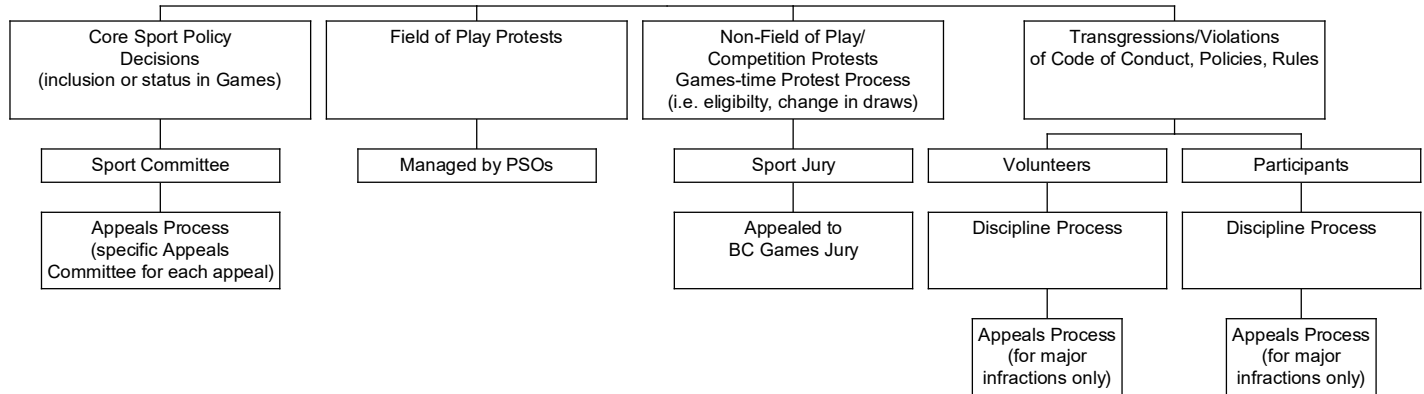




Discipline Procedures

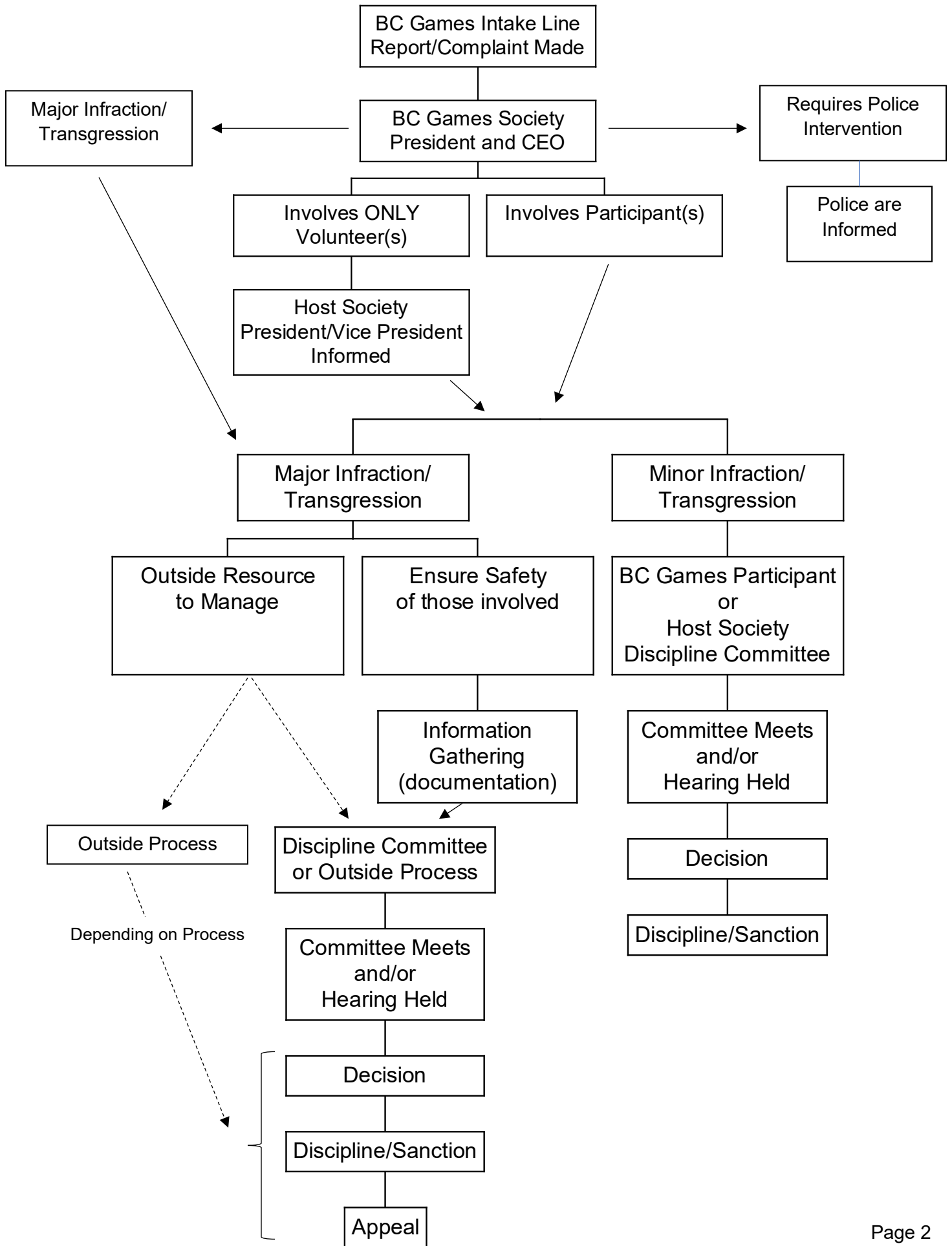
Principles

- This process outlines how infractions/transgressions of the BC Games Code of Conduct, the BC Universal Code of Conduct (BCUCC), or BC Games policies, rules, and procedures, are reported and managed.
- A complaint may be made by any person against any employee, director, officer, volunteer, or participant of the BC Games Society or BC Winter or BC Summer Games host societies.
- For both minor and major infractions/transgressions, the individual(s) being disciplined will have an opportunity to respond to the allegations.
- If a situation should require police intervention, the RCMP or city police will be contacted by the BC Games Society President and CEO or designate. The BC Games Society will cooperate with any action or investigation by the RCMP or local police.
- In the case of Games participants, the BC Games Society will involve the respective Provincial Sport Organization (PSO) in the discipline of participants from their sport.
- As outlined below, not all incidents are managed by the BC Games Society and not all processes may proceed to an appeal.



Process Overview (Games-time)

- An incident is reported to the BC Games Intake Line. This line is answered by a designated contractor. The incident is reported to the BC Games Society President and CEO.
- The appropriate Discipline Committee is assembled. In most cases, the Discipline Committee will meet immediately; however, depending on the circumstances, the Discipline Committee may meet at a later time but will keep in mind that time is of the essence and will meet as soon as is possible.
- The initial or a subsequent meeting of the Discipline Committee may be the hearing.
- The hearing is the meeting when the individual being disciplined is given the opportunity to address the Discipline Committee. The individual being disciplined will be given notice of the hearing; they may choose to have an advocate attend with them.
- The Discipline Committee may choose to utilize other resources and/or interview witnesses or other parties.
- The Discipline Committee renders a decision.
- The Discipline Committee's decision is added/attached to the *Incident Intake Log*. A copy of the complete report is provided to the individual being disciplined, appropriate other parties, and is kept on file by the BC Games Society.
- The individual being disciplined is given the opportunity to appeal the decision, where permitted based on the type of incident.



Discipline Committees

BC Games Participant Discipline Committee

The **BC Games Participant Discipline Committee** is established by the BC Games Society to convene and render decisions on infractions/transgressions of the BC Games Safeguarding Policy or Code of Conduct or the BC Universal Code of Conduct (BCUCC) that involve one or more participants and/or sports or that involve both participant(s) and volunteer(s). A separate Committee may be convened for each situation, as appropriate.

The BC Games Society President and CEO will appoint a minimum of two (2) members to a BC Games Participant Discipline Committee for each situation. Individuals may be appointed to more than one Committee simultaneously, as appropriate for the situation(s) but will not have any involvement with the matter under consideration.

The BC Games Participant Discipline Committee may include members from one or more of the groups noted below. The BC Games Society President and CEO will determine the makeup of the Committee based on the situation, with the exception that the Provincial Sport Organization(s) for the sport(s) of the participant(s) involved will have the opportunity to be included. Generally, the Committee will include those who are at the Games but may include someone who is not present. Where the BC Games Society President and CEO is party to the complaint/incident, the BC Games Society Board Chair or delegate will determine the members of the Committee.

- **BC Games Society Staff**

Prioritization of assigning staff to the BC Games Participant Discipline Committee is dependent on the availability of staff, the issue at hand, and the estimated timeframe:

- The Sport Manager for the appropriate Games (or the opposite Games)
 - The Operations and Technology Manager
 - Other Managers
- **Provincial Sport Organization(s)** for the sport(s) of the participant(s) involved
 - The individual at the Games as the PSO Representative
 - The Provincial Advisor, who may or may not be at the Games
 - The PSO President, Board Chair, or Executive Director/CEO
 - Another individual so appointed by the PSO
 - **Other Individual(s)**
 - Host Society Board Members
 - Other experts or resource persons as deemed appropriate for the situation
 - Host Society Chairs or Intake Volunteers
 - Other designated volunteers as deemed appropriate for the situation.

Depending on the situation a BC Games Society staff and/or another individual may be assigned to provide administrative support to the Committee. They may attend hearings or Committee meetings but are not Committee Members and are not part of the decision-making process of the Committee.

Host Society Discipline Committee

The **Host Society Discipline Committee** consists of individuals appointed from a pool of individuals identified by the Host Society. Members from the pool will be appointed to a Host Society Discipline Committee based on the situation and the estimated timeframe. Individuals may be appointed to more than one Committee simultaneously, as appropriate for the situation(s) but will not have any direct involvement with the matter under consideration.

The Host Society Discipline Committee convenes and renders decisions on infractions/transgressions of the BC Games Safeguarding Policy or Code of Conduct or the BC Universal Code of Conduct (BCUCC) that involve host society volunteers only. The Committee will consist of an odd number of members, one of whom will serve as Chair of the Committee.

The pool of Committee Members:

- will be selected by the Host Society Board of Directors;
- will not be members of the Host Society Board of Directors;
- will ideally be selected from individuals connected to the local sport system;
- may be host society Chairs and/or general volunteers, including the Intake Volunteers;
- are not directly connected to the individuals, sports, or organizations party to the situation;
- are known to the Board of Directors or recommended for inclusion on a Discipline Committee by another agency; and
- serve only for the duration of making recommendations on the situation for which the Committee was struck.

BC Games Society Discipline Committee

The **BC Games Society Discipline Committee** is convened to make decisions on major infractions/transgressions as outlined in this policy, unless the decision process is superseded by the process/service/organization utilized to manage the incident.

Infractions/Transgressions

Infractions/transgressions are behaviours or conduct that is/are contrary to the Culture of the Games values and principles, BC Games Society policies (including the BC Games Safeguarding Policy), expectations, procedures, and rules, and/or of the BC Games Society Code of Conduct or the BC Universal Code of Conduct (BCUCC).

All infractions/transgressions are considered to be minor infractions/transgressions unless they are deemed to be major infractions/transgressions.

Major infractions/transgressions are so named by the BC Games Society President and CEO, or the appropriate Discipline Committee, because by their nature they cannot be managed during the timeframe of the Games, or where the situation is beyond the scope of the resources of the BC Games Society or that are available at the Games. A violation of the Criminal Code or a situation requiring police intervention are also considered major infractions/transgressions. Failure to comply with the sanctions of a Discipline Committee is also considered a major infraction.

The BC Games Society and or the appropriate Discipline Committee has the authority to determine if a behaviour is an infraction/transgression. Procedures and disciplinary range of action for dealing with the infraction/transgression is based on the guidelines outlined in this document.

Definitions

- “**Appeals Committee**” is responsible to hear appeals of disciplinary decisions as outlined in the Appeals Process.
- “**BC Games Intake Line**” is a Games-time operation established by the BC Games Society with an agency/organization/individuals to receive complaints and reports of a crisis, infraction/transgression, or incident.
- “**BCUCC**” is the BC Universal Code of Conduct as found [here](#).
- “**Code of Conduct**” is the BC Games Code of Conduct as found [here](#).
- “**Complaint**” is a report of an infractions or transgression of the BC Games Safeguarding Policy or Code of Conduct or the BC Universal Code of Conduct (BCUCC).
- “**Discipline/Sanction**” is the penalty applied to the individual(s) being disciplined as determined by the Discipline Committee. The discipline/sanction will depend upon the severity of the infraction/transgression.
- “**Games-time**” is the days of the Games from the time the first BC Games transportation departs for the Games until the conclusion of the Volunteer Appreciation Event. For the purposes of this policy, issues that involve one or more host society volunteers, will be consider “Games-time” even if occurring prior to the Games.
- “**Hearing**” is a meeting of the Discipline Committee where the individual(s) being disciplined has the opportunity to address the Committee on the incident.
- “**Host Society**” is the incorporated organization established for the purpose of planning and staging the Games.
- “**Incident Intake Log**” is the report completed by the individual(s) staffing the BC Games Intake Line. This report becomes the official complaint.
- “**Intake Volunteers**” are appointed by the BC Games Society or the host society to receive statements of infractions or transgressions, as needed or deemed necessary by the BC Games Society and/or provide support and resources in managing infractions/transgressions.
- “**Interested parties**” are those who are directly involved in the situation but does not include those who may have been involved and/or interviewed as witnesses. This may include the individual(s) being disciplined and/or the individual(s) who the was on the receiving end of the infraction/transgression, if applicable.
- “**Participants**” are registered athletes, head coaches, assistant coaches, adult supervisors, officials, PSO representatives, or other roles included as participants for competing/attending Games.
- “**Pre/Post-Games**” is time before or after “Games-time” and includes the time when the host society is planning and preparing for the Games.
- “**Sport Jury**” and the “**BC Winter/BC Summer Games Jury**” oversee non-competition/off-field of play protests that may include eligibility of a player or players, changes in schedule, and/or removal of participant from competition for discipline issues as outlined in the Games-time Protest Process.
- “**Volunteers**” are those individuals registered as volunteers for the Games.

Reporting Process (Games-time)

- A person who thinks they have been subjected to conduct which constitutes a violation/transgression of the BC Games Safeguarding Policy or Code of Conduct or the BC Universal Code of Conduct (BCUCC), or witnesses such an incident at the Games, may choose to make it known to the person responsible for the conduct, if it is safe to do so.
- If confronting the person responsible for the conduct is not possible, or if after doing so the conduct continues, the individual may contact the BC Games Intake Line when basic but pertinent information is gathered, including whether volunteers and/or participants are involved, the nature of the incident, etc. See *Incident Intake Log*.
- The BC Games Society President and CEO is immediately contacted by phone by the BC Games Intake Line and the *Incident Intake Log* is sent via email.
- If the situation requires police intervention, the BC Games Society President and CEO or designated individual will make the official police report and the BC Games Society Crisis Communications Plan will be used for communication and managing the flow of information.

Involves Only Volunteers

- If the situation involves only volunteers AND is either a minor infraction/transgression, or it cannot yet be determined if it is a major or minor infraction/transgression, the BC Games Society President and CEO will notify the Host Society President/Vice President who will convene a Host Society Discipline Committee, which may include the Intake Volunteer(s) or the Intake Volunteer(s) may be called upon to gather additional information, which may include conducting an interview with the individual making the report and others involved.
 - The *Incident Intake Log* received from the BC Games Intake Line will be provided to the Host Society Discipline Committee.
 - The Committee will select a Chair from amongst its members.
 - In fulfilling its duties, the Committee may obtain independent advice.
 - The Committee will first determine if a major or minor infraction/transgression has occurred.
 - If it is a major infraction/transgression, the Committee will contact the Host Society President/Vice President and the BC Games Society President and CEO and the next steps and process will be determined. This may include utilizing outside services.
 - If the Committee determines that the incident is a minor incident, they will consider the complaint and related information and determine the discipline/sanction determine the discipline/sanction.
 - If the Committee cannot come to a consensus on the discipline/sanction, the Host Society President/Vice President and the BC Games Society President and CEO will be informed and they will determine if the situation is escalated to a major infraction/transgression or if another Discipline Committee will be convened.
 - The Committee will inform the Host Society President/Vice President of the decision. The Host Society President/Vice President will inform the BC Games Society President and CEO. If deemed necessary, the BC Games Society Marketing and Communications Manager will be brought into assist with developing key messages.
 - The discipline/sanctions will be delivered to the individual by the Host Society President/Vice President or representative of the Host Society Board. A copy of the complete report (including the original complaint/report, the decision of the Committee, and the discipline/sanction) is provided to the individual being disciplined and kept on file by the BC Games Society for as long as required by law or society policy dictates.
 - Appeals are not permitted for minor infractions. Appeals for major infractions will be addressed via the BC Games Society Appeals Procedures unless superseded by the process utilized for the situation.

Involves Participant(s) from One or More Sport(s) or both Participants and Volunteers

- If the situation involves participant(s) from one or more sports or both participants and volunteers AND is either a minor infraction/transgression, or it cannot yet be determined if it is a major or minor infraction/transgression, the BC Games Society President and CEO will convene a BC Games Participant Discipline Committee.
 - The *Incident Intake Log* received from the BC Games Intake Line will be provided to the Committee.
 - Either the President and CEO will ask one member to serve as Chair of the Committee or the Committee will select a Chair from amongst its members.
 - The Committee will consider the complaint and information related to the situation.
 - In fulfilling its duties, the Committee may obtain independent advice.
 - The Committee will first determine if a major or minor infraction/transgression has occurred.
 - If it is a major infraction/transgression, the Committee will contact the BC Games Society President and CEO and the next steps and process will be determined. This may include utilizing outside services.
 - If the Committee determines that the incident is a minor incident, they will consider the complaint and related information and determine the discipline/sanction.
 - If the Committee cannot come to a consensus on the discipline/sanction, the BC Games Society President and CEO will be informed. The President and CEO will determine if the situation is escalated to a major infraction/transgression or if another Discipline Committee will be convened.
 - The Committee will inform the BC Games Society President and CEO and the BC Games Society Marketing and Communications Manager of its decision. The BC Games Society Marketing and Communications Manager will manage the communication and assist with key messages.
 - The discipline/sanctions will be delivered by the BC Games Society President and CEO, a delegate, or the BC Games Participant Discipline Committee. A copy of the complete report is provided to the individual being disciplined, the coach, the Provincial Sport Organization, and kept on file by the BC Games Society for as long as required by law or society policy dictates, and also becomes part of the record for the sport if the person being disciplined is a participant.
 - Appeals are not permitted for minor infractions. Appeals for major infractions will be addressed via the BC Games Society Appeals Process unless superseded by the process utilized for the complaint.

Process for Major Infraction/Transgression

Any infraction/transgression may be named a *major infraction/transgression* by the BC Games Society President and CEO at the time of the complaint being received, or by the appropriate Discipline Committee when they are first convened for a specific infraction/transgression. An infraction/transgression is named as a *major infraction/transgression* because by its nature it cannot be managed during the timeframe of the Games and/or where the situation is beyond the scope of the resources and personnel available at the Games.

- If an incident is deemed to be a major infraction:
 - Because of the short duration of the Games major infractions will likely not be resolved during the course of the Games.
 - The BC Games Society will notify the person who made the complaint or the person who is being discipline that the incident has been deemed a major incident.
 - The BC Games Society will take steps to ensure the safety of the individual(s) involved.
 - The BC Games Society may seek outside assistance which may include one or more of: utilizing Sport Dispute Resolution Centre of Canada (SDRCC) services, appointing a Case Manager to oversee management and administration of the complaint or incident, or hiring a mediator, consultant or outside resource.
 - Once the individual(s) involved are safe, focus during the Games will be on gathering facts, accounts, and/or evidence, and conducting interviews and gathering information from those involved and potential witnesses.
 - Not be more than 30 days from receiving the report, the BC Games Society Discipline Committee will be convened. The *Incident Intake Log* received from the BC Games Intake Line will be provided to the Committee.
 - All interested parties will be notified of the proceedings and will have the opportunity to attend the hearing of the Committee, at their own expense.
 - The Discipline Committee may call witnesses and demand any pertinent information which it deems necessary to arrive at a decision.
 - If the Committee cannot come to a consensus on the discipline/sanction, the BC Games Society President and CEO will be informed, who will determine if another Discipline Committee will be convened or if an alternate process will be undertaken.
 - The decision of the Committee will be announced by the Chair of the Committee within 7 days of the hearing and all interested parties will be provided with a copy of the written decision. The BC Games Society Marketing and Communications Manager will manage the communication and assist with key messages.
 - Discipline/sanctions will be applied by the BC Games Society Board of Directors, unless the Board has delegated this to another organization based on the process or based on the situation.
 - Appeals will be addressed via the BC Games Society Appeals Process unless superseded by the process utilized for the incident.

Hearings

The hearing shall be governed by such procedures as the Discipline Committee sees fit. This includes utilizing outside organization or individuals as resources and may be formal in nature or may be in the form of a meeting or discussion.

- The individual(s) being disciplined shall be given proper notice of the hearing and shall have an opportunity to address the Discipline Committee.
- The hearing shall be held in private with the Discipline Committee and the individual(s).
- The individual(s) being disciplined may be accompanied by an advocate or any other advisor.
- The Discipline Committee may request that witnesses provide evidence at the hearing.
- The BC Games Society will do their best to ensure that the rights of the individual(s) are protected in the media and will utilize the Crisis Communications Plan, managed by the BC Games Society Marketing and Communications Manager.
- Time sensitive issues (which affect participation in competition), will be addressed by the BC Games Jury as outlined in the Games-time Protest Process.

Discipline/Sanctions

While there is no typical sanction for infractions/transgressions, discipline/sanctions are applied depending upon the severity and the specifics of the situation. The Discipline Committee shall determine appropriate discipline/sanctions in accordance with this policy. The Committee's decision shall be communicated to the individual verbally and in writing, with reasons as outlined in this policy. The written notification may come after the decision has been delivered verbally and may be delivered after the Games.

Where a formal investigation has been conducted the Discipline Committee will consider the recommendations of the investigator and may accept or reject some or all of the recommendations.

In applying sanctions, the Discipline Committee may consider the following aggravating or mitigating circumstances:

- The nature and severity of the infraction;
- Whether the infraction/transgression is the individual(s)' first or a repeated infraction/transgression;
- The individual(s)' acknowledgement of responsibility;
- The individual(s)' extent of remorse; and
- The age, maturity, or experience of the individual(s).

In addition to the provisions of this Procedure, the BC Games Society may contact local police concerning the behaviour by a Games volunteer or participant, if appropriate to do so.

Participants

In any situation involving a Discipline Committee, a letter will be sent to the Provincial Sport Organization, and where appropriate also to the parents/guardians of the participant(s) involved.

Regardless of the type or severity of the infraction/transgression, by a Games participant, the BC Games Society will either apply discipline/sanction directly and/or seek discipline/sanction or action from the PSO through the Provincial Advisor. In the case of the latter, if in the view of the BC Games Society, the PSO takes steps appropriate to the infraction/transgression, the Society will consider the incident closed. If in the estimation of the BC Games Society, the steps taken by PSO are not appropriate to the infraction/transgression, the entire incident will be reviewed by BC Games staff and may apply additional discipline/sanction against the participant(s) and/or the PSO.

Communication of Decision

The Discipline Committee will inform the BC Games Society President and CEO and the BC Games Society Marketing and Communications Manager as soon as decision has been reached and before the decision has been given to the person being disciplined.

The BC Games Society Marketing and Communications Manager will manage the communication of disciplinary matters to outside parties and will assist with developing key messages and a communications plan.

Key Principles

- The BC Games Society President and CEO, or their appointed delegate, is the official spokesperson.
- All individuals involved in a disciplinary matter or informed of the disciplinary matter/process, including the individual being disciplined, shall refrain from disclosing the details of the matter to outside parties.
- The BC Games Society will inform the Provincial Sport Organization(s) of the individual(s) involved in disciplinary matters at a time in the process appropriate or as laid out in this document.
- BC Games participants disciplined/sanctioned by the BC Games Society may also receive further discipline/sanctions by their PSO following the Games.
- Every effort will be made to keep all information confidential, including written documents.

Appeals

Only decisions made for a major infraction/transgression may be appealed. Appeals may only occur when there was an error in process, an error in fairness, or if there are new facts and/or evidence. Appeals are managed as outlined in the BC Games Appeals Procedures.

An appeal is the opportunity for the individual being disciplined in the case of a major infraction/transgression to go before a new panel to discuss the disciplinary action being rendered.

No appeals on minor infractions/transgressions are permitted.

Notification

The BC Games Society Code of Conduct and Culture of the Games principles are communicated in the following ways:

- Posted on the BC Games Society website
- for participants - included in the Guide to the Games, referenced at G2G Sessions, and made available in communications from the BC Games Society
- for volunteers - included in training manuals, referenced at training sessions, and made available in communications from the host society.
- The registration processes for participants and volunteers includes the agreement to the Code of Conduct and the Culture of the Games principles, which are developed based on the Safeguarding Policy and the BCUCC.
- At Games-time, badges for all accredited individuals will include the Culture of the Games icon with a designated phone number to call to report violations or transgressions to the BC Games Intake Line. This phone line will be managed by a designated contractor.

Reporting Process (Pre/Post-Games – BC Games Society)

Complaints and/or reports can be made to the Canadian Sport Helpline:

Phone or Text: 1-888-83SPORT/1-888-837-7678

info@abuse-free-sport.ca

www.abuse-free-sport.ca

INCIDENT INTAKE LOG TEMPLATE

Used for: someone looking to report an incident or crisis.

Caller:							
Who was the caller? Tick box(es) below:							
Volunteer	<input type="checkbox"/>	BC Games Society Staff	<input type="checkbox"/>	Athlete	<input type="checkbox"/>	Coach	<input type="checkbox"/>
Official	<input type="checkbox"/>	General Public	<input type="checkbox"/>	Victim	<input type="checkbox"/>	Parent	<input type="checkbox"/>
Other (specify in comments)				Comments:			
Date:					Time of call:		
Organization (where appropriate):							
Phone number:							
Email:							
Alternate contact details:							
Details:							
Person taking call:							
Crisis Management Team Use							
Reply made by:							
Date/Time:							
Details of reply:							