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|---------------------------|--|-----------------------|--|---|
| POLICY NAME               | <b>DISCIPLINE AND COMPLAINTS POLICY</b>  |                       | POLICY NO.                                       |   |
| EFFECTIVE DATE            | January 22, 2025   | DATE OF LAST REVISION | VERSION NO.                                      | 3 |
| ADMINISTRATOR RESPONSIBLE | CEO  | CONTACT INFORMATION   | ceo@volleyballbc.org                             |   |
| APPLIES TO                | All categories of members and/or registrants defined in the bylaws of Volleyball BC (Participants as defined in the UCCMS), as well as all people employed by, contracted by, or engaged in activities with or on behalf of Volleyball BC including, but not limited to, employees, contractors, athletes, volleyball clubs, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers | APPROVED BY           | HR & Governance Committee and Board of Directors |   |

## 1. Definitions

**“Abuse”** - Grooming, Child Abuse or Vulnerable Adult Abuse as described in the Abuse Policy.

**“Board”** – The Board of Directors of Volleyball BC

**“Boundary Transgressions”** – as defined in the UCCMS, namely interactions or communications that breach objectively reasonable boundaries of an individual and are inconsistent with duties/responsibilities of the Participant (s. 5.7);

**“Case Manager”**- A person appointed by Volleyball Canada or a Provincial/Territorial Association (as applicable) to administer certain Complaints under this Policy and that person may be an Independent Third Party in certain situations;

**“Complaint”** - An expression of dissatisfaction made per Section 16 of this Policy

**“Complainant”** – The party making a Complaint

**“Days”** – Days refers to working days, not including weekends and holidays

**“Discipline Chair”** - will be a Director of the Board of Volleyball BC or a person designated to handle the duties of the Discipline Chair described in this policy.

**“Discipline Panel”** – The panel appointed by the Case Manager to decide the Complaint

**“Individuals”** – refers to all categories of members and/or registrants defined in the bylaws of Volleyball BC (Participants as defined in the UCCMS), as well as all people employed by, contracted by, or engaged in activities with or on behalf of Volleyball BC including, but not limited to, employees, contractors, athletes, volleyball clubs, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers

**“Independent Third Party”** – an independent individual or group with no professional or personal ties to Volleyball Canada or Volleyball BC

**“Maltreatment”** - as defined in the UCCMS, namely a volitional act or omission described in sections 5.2 – 5.6 of the UCCMS that results in harm or has the potential for physical or psychological harm and includes Psychological Maltreatment (s. 5.2), Physical Maltreatment (s.5.3), Neglect (s.5.4), Sexual Maltreatment (s.5.5), and Grooming (s.5.6);

**“Minor”** as defined in the UCCMS, namely an individual under the age of 19;

**“Prohibited Behaviour”** as defined in the UCCMS, namely any conduct described in section 5 of the UCCMS, including Maltreatment (s. 5.2-5.6), Boundary Transgressions (s.5.7) and Discrimination (s.5.8);

**“Provincial/Territorial Associations”** – the provincial/territorial member governing bodies for volleyball in each province/territory

**“Respondent”** – The Party responding to the Complaint

## 2. Purpose

- 2.1 Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with all policies, bylaws, rules and regulations, including the Abuse Policy and Code of Conduct and Ethics. Non-compliance may result in sanctions pursuant to this policy.
- 3. Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)**
- 3.1 The Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) is the core document that sets harmonized rules to be adopted by sport organizations that receive funding from the Government of Canada to advance a respectful sport culture that delivers quality, inclusive, accessible, welcoming, and safe, sport experiences.
- 3.2 Volleyball Canada formally adopted the UCCMS as a policy of Volleyball Canada in June 2022. The definitions in the UCCMS apply to this policy as applicable.
- 3.3 If there is a conflict between a provision of the UCCMS and this policy, the UCCMS prevails to the extent of the conflict.
- 4. Application of this Policy**
- 4.1 This policy applies to all Individuals.
- 4.2 This policy applies to matters that may arise during the business, activities, and sanctioned events of Volleyball BC including, but not limited to, competitions, practices, tryouts, training camps, travel associated with organizational activities, and any meetings.
- 4.3 This policy also applies to Individuals' conduct outside of the business, activities, and sanctioned events of Volleyball BC when such conduct adversely affects Volleyball BC's relationships (and the work and sport environment) or is detrimental, or has the potential to be detrimental, to the image and reputation of Volleyball BC. Such applicability will be determined by Volleyball BC at its sole discretion.
- 4.4 This policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this policy. Any infractions or Complaints occurring within a sanctioned competition will be dealt with in accordance with the Volleyball BC Protests and Event Discipline Procedure. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only.
- 4.5 An employee of Volleyball BC who is a Respondent may also be subject to appropriate disciplinary action per the Human Resources Policy, as well as the employee's employment agreement, if applicable.
- 5. Alignment**
- 5.1 Volleyball BC recognizes that Individuals may be registered with both Volleyball BC and Volleyball Canada. Volleyball BC, Volleyball Canada and the Provincial/Territorial Associations are required, pursuant to the Reciprocity Policy, to submit discipline decisions involving Individuals to the other organization with which the Individual may be registered, which may take further action at its discretion.
- 5.2 Volleyball BC and/or Volleyball Canada may decide to take further action upon becoming aware of an Individual who has been disciplined by Volleyball BC or Volleyball Canada and if so, the Individual will be the Respondent to a Complaint initiated under the terms of this policy. Volleyball BC or Volleyball Canada may act as the Complainant if the original Complainant is unwilling or unavailable to participate in this process.
- 5.3 The Discipline Chair or Discipline Panel, as applicable, will review and consider the decision by Volleyball Canada or a Provincial/Territorial Association, if applicable, when deciding on the Complaint per the terms of this policy.
- 6. Minor's Representative**
- 6.1 Complaints may be brought for or against an Individual who is a minor (a person under the age of majority). Minors must have a parent/guardian or other adult serve as their representative during this process.
- 6.2 All communications, as applicable, must be directed to the minor's representative.
- 6.3 A minor is not required to attend an oral hearing, if held.
- 7. Reporting a Complaint**

- 7.1 Any Individual may report a Complaint, including a Complaint contemplated by section 7.6, to Volleyball BC or the Discipline Chair.
- 7.2 Any Individual may report a Complaint contemplated under section 7.6 to the Independent Third Party.
- 7.3 Any Individual may contact the Canadian Sports Helpline for advice, guidance and resources on how to proceed/intervene appropriately in the circumstances. 1-888-837-7678 – [info@abuse-free-sport.ca](mailto:info@abuse-free-sport.ca) – <https://abuse-free-sport.ca/>
- 7.4 A Complaint made to Volleyball BC will be forwarded to the Discipline Chair who will be a Board member or designate.
- 7.5 The Discipline Chair will determine the jurisdiction under which the Complaint (other than those reported pursuant to section 7.6) will be addressed and notify the Complainant and Volleyball BC, as applicable.
- 7.6 Any Complaint arising from the application of the UCCMS (e.g., matters concerning Prohibited Behaviours, including Abuse/Maltreatment) must be directed to the appropriate Independent Third Party provider.
- Volleyball BC complaints are directed to ITP Sport and Recreation. All processes required for the administration of the complaints will be addressed in accordance with the policies and procedures of ITP Sport and Recreation.
  - Volleyball Canada complaints are directed to the Office of the Sport Integrity Commissioner (OSIC). All processes required for the administration of the UCCMS will be addressed in accordance with the policies and procedures of the OSIC and the DSO.
- 7.7 Any Complaint directed by an Individual to the Independent Third Party that is determined by the Independent Third Party to not be arising from the application of the UCCMC (e.g., matters concerning Prohibited Behaviours, including Abuse/Maltreatment) must be referred to Volleyball BC or the Discipline Chair. If the Independent Third Party refers such a Complaint to Volleyball BC or the Discipline Chair, the Discipline Chair will deal with that Complaint in accordance with this policy.
- 7.8 Subject to section 7.6, the Discipline Chair or Independent Third Party (for Complaints contemplated by section 7.6,) may accept any Complaint at his or her sole discretion.
- 7.9 Volleyball Canada or Volleyball BC, as applicable, at its sole discretion, may act as the Complainant and initiate the Complaint process under the terms of this policy.

## 8. Communication

8.1 After receiving the Complaint, the Discipline Chair or Independent Third Party will:

- Determine whether the Complaint is frivolous and/or within the jurisdiction of this policy;
- Propose the use of alternate dispute resolution techniques, if appropriate; and
- Determine which process should be followed, and may use the following examples as a general guideline:

**Process #1 (Minor Infractions)** - the Complaint alleges the following incidents:

- Disrespectful comments or behaviour of a minor nature
- Disrespectful conduct
- Minor incidents of violence (e.g., tripping, pushing, elbowing)
- Non-compliance with Volleyball Canada's and/or Volleyball BC's Bylaws, policies, procedures, rules, or regulations
- Minor violations of the *Code of Conduct and Ethics*

**Process #2 (Major Infractions)** - the Complaint alleges the following incidents:

- Disrespectful comments (including racism or behaviour of a serious nature)
- Repeated minor incidents
- Any incident of hazing
- Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- Major incidents of violence (e.g., fighting, attacking, sucker punching)
- Pranks, jokes, or other activities that endanger the safety of others
- Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition

- viii. Conduct that intentionally damages the image, credibility, or reputation of Volleyball Canada and/or Volleyball BC
- ix. Consistent disregard for the bylaws, policies, rules, and regulations
- x. Major or repeated violations of the *Code of Conduct and Ethics*
- xi. Intentionally damaging the property or improperly handling the organization's monies of Volleyball Canada and/or Volleyball BC
- xii. Abusive use of alcohol or cannabis, any use or possession of alcohol or cannabis by minors, or use or possession of illicit drugs
- xiii. Any possession or use of banned performance enhancing drugs or methods
- xiv. A conviction for any *Criminal Code* offense

8.2 In making a determination under Section 8.3, the Discipline Chair or Independent Third Party may consider any preliminary investigations in respect of the Complaint.

8.3 If the Discipline Chair or Independent Third Party determines the Complaint is frivolous or outside the jurisdiction of this policy, the Discipline Chair or the Independent Third Party will dismiss the Complaint immediately.

8.4 The Discipline Chair or Independent Third Party's decision to accept or dismiss the Complaint may not be appealed.

8.5 In carrying out their duties, the Discipline Chair may obtain advice and/or assistance from staff or other individuals.

## **9. Process #1 (Minor Infraction): Handled by Discipline Chair or designate**

9.1 All incidents under Process 1 will be dealt with by the Discipline Chair or designate, which designate will usually be the person having authority over the person and situation.

9.2 Under Process 1, the Discipline Chair or designate will advise the Respondent of the Complaint and provide them with an opportunity to answer the allegations in the Complaint.

9.3 The Discipline Chair or designate may:

- a) Ask the Complainant and the Respondent for either written or oral submissions regarding the Complaint or incident.
- b) Convene the parties to a meeting, either in person or by way of video or teleconference in order to ask the parties questions.
- c) Carry out further investigations as necessary; or
- d) The Discipline Chair may move a matter to Process 2 if circumstances warrant.

9.4 If the Respondent acknowledges the allegations in the complaint, or does not provide a response to the allegations, the Discipline Chair will make the determinations set out in section 9.5.

9.5 Thereafter, the Discipline Chair will determine if a breach occurred, and, if so, if may apply one or more of the following sanctions:

- a) Verbal or written reprimand
- b) Verbal or written apology
- c) Service or other contribution to Volleyball BC
- d) Removal of certain privileges
- e) Suspension from certain teams, events, and/or activities
- f) Suspension from all the activities of Volleyball BC for a designated period
- g) Any other sanction considered appropriate for the offense

9.6 The Discipline Chair or designate will inform the parties of the decision, which will take effect immediately.

## **10. Process #2 (Major Infraction): Handled by Case Manager**

10.1 If the Discipline Chair or Independent Third Party, as applicable, determines that the Complaint should be dealt with under Process #2, a Case Manager will be appointed and the Case Manager will:

- a) Propose the use of alternate dispute resolution techniques, if appropriate
- b) Appoint the Discipline Panel, if necessary
- c) Coordinate all administrative aspects and set timelines

- d) Provide administrative assistance and logistical support to the Discipline Panel as required, and
- e) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

- 10.2 The Case Manager will establish timelines that ensure procedural fairness and that the matter is heard. The Case Manager may agree to an extension with notice and reasoning to both the Complainant and Respondent.
- 10.3 If the Case Manager proposes the use of alternate dispute resolution (such as facilitation, mediation or a negotiated settlement), and if the dispute is not resolved, or if the Complainant and the Respondent refuse to attempt alternate dispute resolution, the Case Manager will appoint a Discipline Panel, which will consist of a single Arbitrator, to hear the Complaint. At the discretion of the Case Manager, a Discipline Panel of three persons may be appointed to hear the Complaint. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the chair.
- 10.4 The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the Complaint will be heard. This decision may not be appealed.
- 10.5 The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
- a) The parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium
  - b) Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all parties, through the Case Manager, in advance of the hearing
  - c) The parties may engage a representative, advisor, or legal counsel at their own expense
  - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
  - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the Complaint, but may exclude such evidence that is unduly repetitious, and will place such weight on the evidence as it deems appropriate
  - f) The decision will be by a majority vote of the Discipline Panel, if there are three persons on the Discipline Panel.
- 10.6 If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
- 10.7 If a party chooses not to participate in the hearing, the hearing will proceed in any event.
- 10.8 If a decision may affect another party to the extent that the other party would have recourse to a Complaint or an appeal in their own right, that party will become a Party to the current Complaint and will be bound by the decision.
- 10.9 In fulfilling its duties, the Discipline Panel may obtain independent advice.

## **11. Decision**

- 11.1 After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within 14 days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Independent Case Manager, to Volleyball BC, and to Volleyball Canada. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the 14- day period. The Discipline Panel and Independent Case Manager may agree to an extension with notice to the Complainant and Respondent.
- 11.2 The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

## **12. Sanctions**

- 12.1 The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:
- a) Verbal or written reprimand
  - b) Verbal or written apology

- c) Service or other contribution to Volleyball BC or Volleyball Canada if applicable
- d) Removal of privileges
- e) Suspension from teams, events, and/or activities
- f) Suspension from activities for a designated period
- g) Payment of the cost of repairs for property damage
- h) Suspension of funding from the organization or from other sources
- i) Expulsion from the organization
- j) Any other sanction considered appropriate for the offense

12.2 Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. If the Respondent fails to comply with a sanction as determined by the Discipline Panel, the Respondent will be automatically suspended until such time as compliance occurs.

### **13. Record of Decisions**

13.1 Records of all decisions will be maintained by Volleyball BC. Volleyball BC will submit all record of all decisions to Volleyball Canada, which will maintain a national record of all decisions made. All records will be maintained in accordance with Volleyball Canada's and Volleyball BC's Privacy Policy.

### **14. Appeals**

14.1 Either party may appeal the final decision of the Discipline Chair or designate, or of the Disciplinary Panel in accordance with the Appeal Policy.

### **15. Suspension Pending a Hearing**

15.1 Volleyball Canada or Volleyball BC may determine that a Complaint is of such seriousness as to warrant suspension of an Individual pending completion of an investigation, criminal process, the hearing, or a decision of the Discipline Panel.

### **16. Criminal Convictions**

16.1 An Individual's conviction for a Criminal Code offense or other serious offenses, as determined by Volleyball Canada or Volleyball BC, will be deemed an infraction under this policy and will result in expulsion from Volleyball BC. Criminal Code offences and other serious offences may include, but are not limited to:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of assault
- d) Any offence involving trafficking of illegal drugs and/or performance enhancing drugs

### **17. Confidentiality**

17.1 The Discipline and Complaints process is confidential and involves only Volleyball BC, Volleyball BC, the parties, the Case Manager, the Discipline Chair (or designate if applicable), the Independent Third Party (if applicable), the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or Complaint to any person not involved in the proceedings.

### **18. Communication**

18.1 Volleyball Canada and Volleyball BC will identify those persons within their respective organizations who will be responsible for implementing this policy.

### **19. Review and Amendment**

19.1 This policy will be reviewed from time to time and any significant policy amendments will be approved by the Board.

19.2 As this policy is based upon the Pan-Canadian Discipline and Complaints policy, Volleyball BC will forward a copy of any significant amendments to Volleyball Canada.

| VERSION HISTORY |             |               |                       |        |
|-----------------|-------------|---------------|-----------------------|--------|
| VERSION         | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
| 1               | Board       | Sept 22, 2021 | Initial version       |        |
| 2               | Board       | Mar 8, 2023   | Version 2             |        |
|                 |             |               |                       |        |