



GLOUCESTER CUMBERLAND BASKETBALL ASSOCIATION

DISCIPLINE and COMPLAINTS POLICY/PROCEDURES

Introduction

The Gloucester Cumberland Basketball Association (GCBA) is committed to providing an environment in which all individuals are treated with respect. This disciplinary and complaints process/procedure outlines how alleged misconduct will be handled for any GCBA sanctioned events. This policy does not supercede, but rather works in conjunction with the GCBA's Code of Conduct for individuals associated with the GCBA.

If participating in another associations sanctioned event, the event disciplinary procedure of the sanctioning organization will replace this procedure.

Incidents that violate or potentially violate the Code of Conduct, which can occur during a game, practice, outside the area of play or between parties connected to the event, shall be reported to a designated person responsible at the event (usually the head official or on-site convenor).

The behaviour contract is considered a first warning and acceptance of the GCBA behaviour protocols. The lack of a signed behaviour contract does not constitute claims that a first warning must be issued.

Definitions

The following terms have these meanings:

- "Event" – any event sanctioned by the GCBA or any event participating in representing the GCBA
- "Individuals" – All categories of membership as well as individuals employed by, or engaged in activities with the GCBA including but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, Directors, member of the Executive, spectators and parents/guardians.
- "Chain of Communication" – Coach-Convenor-Director-VP-Discipline Committee-Executive – applies to both Competitive and House League – an individual unsatisfied by the decision rendered at any level may appeal to the next level. **EXECUTIVE DECISIONS ARE FINAL AND CANNOT BE APPEALED**
- "Player Suspension" – **Competitive and/or House League** player may not attend any sanctioned GCBA event, in any capacity, including spectating, until the suspension is served.
- "Coach/Asst Coach/Convenor Suspension" – any individual in these roles may not attend any sanctioned GCBA event, in any capacity, including spectating, until the suspension is served.
- "Privacy and Confidentiality" – **Once the disciplinary/complaints procedure has been initiated, none of the parties will disclose any information relating to the discipline or complaint to any person not involved in the proceedings. Only those required to know the outcome will be informed and will not disclose any information to any other person.**
- "Recording keeping" – **all incident reports and decisions will be kept with the VP Volunteers or Secretary in keeping with the Privacy and Confidentiality statement**

Discipline Committee

The Discipline Committee shall be composed of the following 5 “not interested parties” (not involved in any form pertaining to the complaint).

- ☐ Chair – VP Volunteer will be the Executive default Chair of the Discipline committee or if not possible due to a conflict of interest the Chair will be a member of the GCBA who has had experience in several volunteer capacities over the past three seasons
- ☐ Referee in Chief or qualified referee representative
- ☐ VP Competitive or House League (not previously involved in the mediation of the current dispute)
- ☐ 2 members at large – convenor, coach or parent (none of which have previously been involved in the mediation of the current dispute)

Disciplinary Committee process:

- ☐ Upon receipt of complaint: Chair of Disciplinary Committee will inform all interested parties in writing of receipt of the complaint and request all written documentation, including



receipt
acknowledgement



incident report

incident report be forwarded within 24 hrs.

- ☐ Chair of Disciplinary Committee: upon receipt of complaint will contact the members of the committee in writing to schedule a meeting within 48 hrs.
- ☐ Initial meeting will review the complaint and determine next steps with timelines.
- ☐ The Disciplinary Committee will endeavour to complete the process in a timely manner following the initial meeting.

Process/Penalty Description

The discipline process (outlined in Appendix A) will be used mainly for infractions that are of a serious nature. The VP’s of Competitive and/or House League should be contacted when there is a question as to whether the discipline process is warranted. Appendix C and D refer to the Protocol for Misconduct Penalties and the Powers to Assess Misconduct Penalties.

All infractions will be recorded for historical purposes and kept with the VP Volunteers/Discipline Chair in line with the Privacy and Confidentiality policy currently in place. Repeated infractions by one or more individuals may lead to a more serious offence. Typical infractions are flagrant fouls, rowdy spectators, unsportsmanlike conduct, destruction of property etc. These events are to be recorded on the Incident Report (Appendix E). It is the responsibility of the Competitive Coach and House League convenor to complete the report with relevant conversations and decisions rendered and to submit written report to the VP Volunteers within 48 hrs of incident reported.

- ☐ **Decision Point #1** – Convenor/Coach level - does this infraction warrant moving to the next level in the discipline process – if YES – the incident report is forwarded to next level in the discipline process with recommendations (VP/Director)
- ☐ **Decision Point #2** – Director/VP level - does this infraction warrant moving to the next level in the discipline process – if YES – the incident report is forwarded to next level in the discipline process with recommendations (Discipline Committee)
- ☐ **Decision Point #3** – Discipline Committee - does this infraction warrant moving to the next level in the discipline process – if YES – the incident report is forwarded to next level in the discipline process with recommendations (Executive)
- ☐ **APPEALS** – see Appendix B - a decision may only be appealed for an assessed penalty of a third incident or a full season suspension. The appeal will go directly to the Executive who will determine to strike a Discipline Committee, if warranted. **All decisions are final**



Protocol



DISCIPLINE PROCESS



APPEAL PROCESS