



EVENT DISCIPLINE PROCEDURE

**** This Event Discipline Procedure does not supersede or replace Softball Canada's Discipline and Complaints Policy****

Definitions

1. The following terms have these meanings in this Policy:
 - a) "*Event*" – An event sanctioned and operated by Softball Canada
 - b) "*Individuals*" – All categories of membership defined in Softball Canada's Bylaws, as well as all individuals employed by, or engaged in activities with Softball Canada including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, Directors and Officers of Softball Canada, and parents/guardians of athletes.

Purpose

2. Softball Canada is committed to providing a competition environment in which all Individuals are treated with respect. This Procedure outlines how alleged misconduct during an Event will be handled.

Scope and Application of this Policy

3. This Procedure will be applied to all Softball Canada-sanctioned and operated Events. Changes to this Procedure must also be outlined in the event Competition Guide, when and if applicable.
4. If the Event is being sanctioned by an organization other than Softball Canada, the Event Discipline Procedure of the sanctioning organization will replace this procedure. Incidents involving Individuals connected with Softball Canada (such as athletes, coaches, members, and Directors and Officers) must still be reported to Softball Canada to be addressed under Softball Canada's *Discipline and Complaints Policy*, if necessary.
5. This Procedure does not replace or supersede Softball Canada's *Discipline and Complaints Policy*. Instead, this Procedure works in concert with the *Discipline and Complaints Policy* by outlining, for a designated person with authority at an event sanctioned and operated by Softball Canada, the procedure for taking immediate, informal, or corrective action in the event of a possible violation of Softball Canada's *Code of Conduct and Ethics*.

Misconduct During Events

6. Incidents that violate or potentially violate Softball Canada's *Code of Conduct and Ethics*, which can occur during a competition, away from the area of competition, or between parties connected to the Event, shall be reported to the Event Discipline Committee.
7. The Discipline Committee will be comprised of the supervisor, the Umpire in Chief (UIC) and a third person appointed by the supervisor. The Discipline Committee will make rulings on any incidents that occur during the Event. Incident Report Forms must be completed by all parties. These forms will be available in the umpires' change rooms during the tournament or can be obtained from the supervisor.

8. All incidents must be reported even if no further action is required. Provincial/Territorial Associations wish to be informed of all incidents involving its teams at Events. Incident reporting may be for both on and off field incidents. Please see the *Discipline and Complaints Policy* for more information.
9. In all matters of Event discipline, the supervisor shall have final authority.

Reporting Process

10. An Incident Report must be completed by the umpire(s) or any affected Individual(s).
11. The Incident Report must be given to the UIC, who shall ensure that it is complete. If the report is incomplete, the UIC will gather the missing information.
12. The UIC must provide the complete report to the supervisor.
13. The supervisor must ensure that all relevant information is contained in the Incident Report, including the full names of any Individual involved, the full names of witnesses and their contact information (phone number, email address), and a detailed description of the incident from both parties (i.e. a written account of the incident from the umpire(s) and the Individual(s) in question).
14. The supervisor must ensure that all parties have written a description of the incident.
15. The supervisor must convene a meeting of the Discipline Committee within 24 hours of the incident, or sooner if warranted by the circumstances. If it is deemed necessary, additional information shall be gathered (such as additional witnesses and their statements) and provided to the Discipline Committee. The supervisor will be the chairperson of this meeting.
16. The committee will interview any relevant Individual involved in the incident and ask questions to clarify the reports submitted and allow the parties to add information to the report previously submitted.
17. All relevant parties (as determined by the supervisor) involved in the incident will be in attendance at this meeting. Each person will be allowed to give a ten (10) minute explanation of the events. Questions will be directed to any witnesses present at the incident by the Discipline Committee. After each person has spoken, the other party is allowed a 5-minute rebuttal. The supervisor has the right to modify this agenda as the situation dictates.
18. Upon hearing all of the evidence, the Discipline Committee will make a decision regarding whether a breach of any Softball Canada policy has occurred and, if so, impose the appropriate sanction. The Discipline Committee will provide a written decision to any Individual involved in the incident, as well as to Softball Canada, as soon as reasonably possible.
19. If warranted by the circumstances, the Discipline Committee may render an oral decision or a summary written decision, with a full reasoned decision to follow.
20. For the purpose of taking disciplinary action during the Event, the Discipline Committee will determine the appropriate action to be taken regarding the infraction(s) in accordance with Softball Canada's Discipline and Complaints Policy.

Authority

21. The Discipline Committee does not have the authority to determine a suspension that exceeds the duration of the Event. A full written report of the incident shall be submitted to Softball Canada following the conclusion of the Event. Further discipline may then be applied in accordance with Softball Canada's *Discipline and Complaints Policy* if necessary.
22. Decisions made in the scope of this Procedure may not be appealed.

23. This Procedure does not prohibit other Individuals from reporting the same incident to Softball Canada to be addressed as a formal complaint pursuant to Softball Canada's *Discipline and Complaints Policy*.

24. Softball Canada shall record and track all reported incidents.