



BRITISH COLUMBIA DEAF SPORTS FEDERATION

Ethics and Discipline Committee Procedure

The Ethics and Discipline Committee (EDC) is appointed by the Executive Committee of the BCDSF. In principle the EDC should include at least three members, at least one of whom has legal training or commensurate experience.

1. In regarding Participants - Application for Reinstatement from Suspension

If a Participant of the BCDSF who has been suspended wishes to participate in future BCDSF Events and activities, a written application shall be made by the Participant to the BCDSF Ethics and Discipline Committee at the current BCDSF office address.

The application must include the date of the incident or incidents for which the Participant was suspended; a detailed explanation of what occurred which led to the suspension and the Participant's reasons why the Participant should be reinstated. Descriptions of what the Participant has done, if anything, to rectify or remedy the situation which caused the suspension, or to make restitution or amends should also be included.

Upon receipt of the application the EDC shall investigate the matter, including interviewing individuals involved if required, and shall provide a detailed written response to the member within a reasonable time, normally within 30 days. The response shall include, in detail, the reasons for the decision reached by the EDC.

In considering the application the EDC shall consider the severity of the incident which caused the suspension, what steps the member has taken to rectify or remedy the situation or to make restitution and the EDC may decide to reinstate the Participant, continue the Participant's suspension for a set period of time, or decline to reinstate the Participant.

If not reinstated, the Participant may apply again to the EDC for reinstatement but not before 6 months from the date of the last application.

If the EDC decides to continue the member's suspension for a set period of time, it is the responsibility of the member to apply again to the EDC for reinstatement, following the expiry of the time, with a copy of the decision of the EDC attached.

2. In regarding Coaches - Who may make a Complaint and How

An individual or sports organization (the Complainant) may initiate a complaint in writing to the EDC of the BCDSF at the current BCDSF office address if they have evidence or cause to believe a coach has breached any part of the BCDSF Coaches Code of Conduct. Criminal behavior should be reported to the police.

The complaint must include sufficient detail to permit the EDC to investigate the complaint.

Upon receipt of the complaint the EDC shall investigate the complaint, including interviewing individuals involved, notifying the coach involved of the details of the complaint and providing the coach with an opportunity to address the complaint.

The EDC shall provide to the Complainant, the coach and the Executive Committee (“EC”) of the BCDSF, a detailed written report with the EDC decision within a reasonable time, normally within 30 days. The report shall include the reasons for the decision reached by the EDC.

In considering the complaint the EDC shall consider the severity of the incident, what steps the coach has taken to rectify or remedy the situation or to make restitution. If the EDC finds the coach breached any terms of the Code, the EDC may reprimand the coach and/or suspend the coach from any involvement with the BCDSF, its activities, its members or any of its sanctioned events for a set period of time, or indefinitely.

3. Appeal of the Decision of the EDC

If the Participant is not satisfied with the decision of the EDC regarding an application for reinstatement following suspension, the Participant may, within 21 days of receipt of the decision, appeal to the Executive Committee (EC) of the BCDSF. “Receipt” means two days after the decision is mailed to the Participant by the EDC. The decision can also be delivered by email or fax in which case “receipt” is the date sent.

The EC may hear the appeal sitting as the full EC or may delegate the hearing to an Appeal panel consisting of at least three members of the EC. The EC members who hear the appeal must not include any members of the EDC which heard the initial application.

The appeal must include a copy of the application sent to the EDC, and a copy of the decision of the EDC which is being appealed and the Participant’s reasons as to how the EDC erred in its decision. It shall also include a copy of the original Request for Review.

The Participant appealing the decision of the EDC may request a Hearing in person before the EC where the parties involved in the matter will be heard by the EC in the presence of the other Parties or may request that all involved Parties make submissions in writing. The EC Appeal Panel will decide the format for submissions in writing.

Prior to the Hearing the EC Appeal Panel should insure that all Parties have copies of all documents and material upon which the parties will rely, the names of any witnesses who will appear and a summary of what the witness will say. The documents and material must be provided to the EC appeal panel and copies provided to the parties within a reasonable time before the Hearing, in principal at least two weeks prior by the party who is appealing, and one week prior by the other parties.

At the Hearing each party is permitted to ask questions of the other parties and the party’s witnesses. Each party will then be permitted to make concluding remarks. The EC Appeal Panel may also ask questions of the parties and the witnesses.

In considering the appeal the EC Appeal Panel shall consider whether the EDC erred in its decision taking into consideration the nature and severity of the incident and may confirm the decision of the EDC and reject the appeal or may make a different decision. The EC Appeal may make

recommendations for future actions for similar circumstances. No damages are to be awarded to any Party.

The decision of the EC Appeal Panel shall be final and binding.

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