



RECREATION & PARKS ASSOCIATION OF NUNAVUT

Policy Title: Discipline and Complaints Policy	Policy No: 100.02
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PURPOSE

1. The purpose of this policy is to ensure Recreation & Parks Association of Nunavut's commitment to providing an environment in which all Recreation & Parks Association of Nunavut Members are treated with respect and characterized by the value of fairness, integrity and open communication. Membership in the Recreation & Parks Association of Nunavut, as well as participation in its activities, brings with it many benefits and privileges. At the same time, members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, bylaws, rules and regulations and Code of Conduct and Ethics of the Recreation & Parks Association of Nunavut. Irresponsible behavior by Recreation & Parks Association of Nunavut members can result in severe damage to the integrity of Recreation & Parks Association of Nunavut. Conduct that violates these values may be subject to sanctions pursuant to this policy. Since sanctions may be applied, it is only fair to provide Recreation & Parks Association of Nunavut Members a mechanism so complaints and discipline is dealt with fairly, expeditiously and affordably.
2. Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to this Policy, and may be further dealt with under Recreation & Parks Association of Nunavut's Discipline and Complaints Policy.

FIELD OF APPLICATION

3. This policy applies to all employees, directors, volunteers, program participants and members of Recreation & Parks Association of Nunavut while engaged in the activities of the organization.

DEFINITIONS

4. The following terms have these meanings in this Policy:

"Recreation & Parks Association of Nunavut Delegate" – A person in a responsible Recreation & Parks Association of Nunavut volunteer position, of the age of majority, or staff position within Recreation & Parks Association of Nunavut.

"Recreation & Parks Association of Nunavut Member"- All categories of membership within Recreation & Parks Association of Nunavut, as well as all individuals employed by or engaged in activities with Recreation & Parks Association of Nunavut, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, medical personnel, administrators, spectators, parents of Recreation & Parks Association of Nunavut members and employees.



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PRINCIPLES

5. Recreation and Parks Association of Nunavut is committed to providing a safe and healthy environment, which is characterized by excellence, fairness, integrity, open communication, and respect.
6. Recreation & Parks Association of Nunavut believes these values and ideals should guide all our communications and actions, and that such conduct is in the best interest of all who participate in activities hosted by our Association.

POLICY STATEMENT

7. RPAN members will at all times conduct themselves in a manner that reflects the highest standard of behaviour arising within the business, activities or events of RPAN.

PROVISIONS

8. Recreation & Parks Association of Nunavut will enforce the disciplinary and complaints policy and members of RPAN who do not meet these standards of behaviour will be subject to the penalties or sanctions identified within the Disciplinary Policy.
9. Members shall act in a responsible manner that not only is but is perceived to be ethical while conducting the business of the Association.

SCOPE AND APPLICATION

10. This Policy applies to all Recreation & Parks Association of Nunavut Members as defined in the Definitions.
11. This Policy only applies to discipline matters that may arise during the course of Recreation & Parks Association of Nunavut business, activities and events, travel associated with Recreation & Parks Association of Nunavut activities, and any meetings.
12. Discipline matters and complaints arising within the business, activities or events organized by entities other than the Recreation & Parks Association of Nunavut will be dealt with pursuant to the policies of these other entities.

RESPONSIBILITY

13. Reporting a Complaint
 - a. Any Recreation & Parks Association of Nunavut Member may report to the Recreation & Parks Association of Nunavut head office any complaint. Such complaint must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of Recreation & Parks Association of Nunavut.



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- b. If a complaint is determined by the Executive Director, or designate, to be legitimate, the complaint will be designated as a minor infraction or a major infraction and dealt with according to the appropriate sections of this Policy. It will be at the sole discretion of the Executive Director, or designate, to determine whether a complaint is to be dealt with as a major or minor infraction. This decision is not appealable.
- c. If the incident is to be dealt with as a minor infraction, the Executive Director, or designate, will inform the parties, and the matter will be dealt with according to the section relating to minor infractions.
- d. If the incident is to be dealt with as a major infraction and if the Executive Director, or designate, will inform the parties, and the matter will be dealt with according to the section relating to major infractions.
- e. This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behavior that constitutes either a minor or major infraction provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. Further sanctions may be applied in accordance with the procedures set out in this Policy.

14. Minor Infractions

- a. Examples of minor infractions include, but are not limited to, a single incident of:
 - i. Disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
 - ii. Conduct contrary to the ideals of respect such as angry outbursts or argument;
 - iii. Being late for or absent from Recreation & Parks Association of Nunavut events and activities at which attendance is expected or required; and
 - iv. Non-compliance with the policies, procedures, rules and regulations under which the Recreation & Parks Association of Nunavut is governed.
- b. All disciplinary situations involving minor infractions occurring within the jurisdiction of the Recreation & Parks Association of Nunavut will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, Committee member, Board of Director, Recreation & Parks Association of Nunavut staff).
- c. Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above in point 14). This is provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
- d. Sanctions for minor infractions, which may be applied singly or in combination, include the following:
 - i. Verbal or written reprimand which may be placed in the individual's file;
 - ii. Verbal or written apology;
 - iii. Service or other voluntary contribution to Recreation & Parks Association of Nunavut;
 - iv. Suspension from the current activity or event; or
 - v. Any other sanction considered appropriate for the offense.
- e. Minor infractions that result in discipline will be recorded and maintained by the Recreation & Parks Association of Nunavut. Repeat minor infractions may result in further such incident being considered a major infraction.



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15. Major Infractions

- a. Major infractions are instances of misconduct that result, or have the potential to result, in harm to other persons or to Recreation & Parks Association of Nunavut.
- b. Examples of major infractions include, but are not limited to:
 - i. Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
 - ii. Repeated conduct contrary to the ideals of respect such as angry outbursts or argument;
 - iii. Repeated incidents of being late for or absent from Recreation & Parks Association of Nunavut events and activities at which attendance is expected or required;
 - iv. Incidents of physical abuse;
 - v. Pranks, jokes or other activities that endanger the safety of others;
 - vi. Disregard for the policies, procedures, rules and regulations under which Recreation & Parks Association of Nunavut events are conducted;
 - vii. Conduct which results in harm to the image, credibility or reputation of Recreation & Parks Association of Nunavut and/or its' sponsors;
 - viii. Abusive use of alcohol where abuse means a level of consumption that impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
 - ix. Any use of alcohol by minors;
 - x. Any use of illicit drugs and narcotics; or
 - xi. Any use of banned performance enhancing drugs or methods.

Note: The definition of "repeated" will depend on the severity of the infraction and frequency of offences within a given time to be determined by the Recreation & Parks Association of Nunavut at its sole discretion.

- c. Major infractions occurring within competition may be dealt with immediately, if necessary, by a Recreation & Parks Association of Nunavut Delegate in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy.

This review does not replace the appeal provisions of this Policy.

16. Discipline Panel and Hearing

- a. After notifying the respondent of a complaint of a major infraction, the Executive Director, or designate, at their sole discretion, will appoint a Discipline Panel ("Panel") of 1-3 individuals to hear the complaint. The members of the Panel will select from themselves a Chairperson.
- b. Members of the Panel will have had no involvement with the alleged infraction; and will be free from any other bias or conflict of interest.
- c. Having regard to the nature of the discipline matter and the potential consequences of any resulting sanctions, the Panel will decide to conduct the hearing by way of review of documentary evidence or by way of oral hearing. If the Panel decides to conduct an oral hearing, it may decide to do so in person or by means of telephone conference.



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17. Preliminary Meeting

- a. The Panel may determine that the circumstances of the complaint warrant a preliminary meeting. The Panel may delegate to one of its members the authority to deal with preliminary matters, which may include but are not limited to:
 - i. Format (hearing by documentary evidence, oral hearing or a combination of both);
 - ii. Date and location of the hearing;
 - iii. Timelines for the exchange of documents;
 - iv. Clarification of issues in dispute;
 - v. Any procedural matters including order and procedure of the hearing;
 - vi. Remedies sought;
 - vii. Evidence to be brought before the hearing;
 - viii. Identification of any witnesses; or
 - ix. Any other procedural matter that may assist in expediting the hearing.

18. Documentary Review

- a. Where the Panel has determined that the appeal will be held by way of documentary submissions, the
 - i. Panel will govern the hearing fairly and as it sees fit, provided that:
 - ii. All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument; and
 - iii. The applicable principles and timelines set out by the Panel are respected.

19. Teleconference/In-Person Hearing

- a. Where the Panel has determined that the complaint will be held by way of oral hearing, it will do so by teleconference or in-person. The Panel will govern the hearing fairly and as it sees fit, provided that:
 - i. The affected parties will be given reasonable notice of the day, time and place of the hearing;
 - ii. The affected parties will be provided copies of all evidence to be relied upon;
 - iii. Decisions will be by majority vote where the Chairperson carries a vote;
 - iv. Panel members will refrain from communicating with the parties except in the presence of, or copy to, the other parties;
 - v. The parties may be accompanied by a representative;
 - vi. The individual being disciplined will have the right to present evidence and argument;
 - vii. Any party potentially affected by the matter may be made party to the hearing by the Panel;
 - viii. The Panel may request that any witness be present at the hearing or submit written evidence in advance of the hearing;
 - ix. If the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed;
 - x. The hearing will be held in private;
 - xi. Each party will bear their own costs;
 - xii. Once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.



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- b. After hearing the matter, the Panel will determine whether or not the individual will be sanctioned, and if so, will determine the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Panel's written decision, with reasons, will be distributed to all parties, the President, or designate, and Recreation & Parks Association of Nunavut.
- c. Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.
- d. If the individual being disciplined chooses not to participate in the hearing, the hearing may proceed in any event.

20. Sanctions

- a. The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:
 - i. Written reprimand to be placed in the individual's file;
 - ii. Written apology;
 - iii. Removal of certain privileges of membership;
 - iv. Suspension from certain Recreation & Parks Association of Nunavut teams, events and/or activities;
 - v. Payment of a financial fine in an amount to be determined by the Panel;
 - vi. Suspension from all Recreation & Parks Association of Nunavut activities for a designated period of time;
 - vii. Suspension of Recreation & Parks Association of Nunavut funding;
 - viii. Expulsion from membership;
 - ix. Publication of the Panel's decision;
 - x. Other sanctions as may be considered appropriate for the offense.
- b. Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership in Recreation & Parks Association of Nunavut until such time as compliance occurs.
- c. In applying sanctions, the Panel may have regard to the following aggravating or mitigating circumstances:
 - i. The nature and severity of the incident;
 - ii. Whether the incident is a first offense or has occurred repeatedly;
 - iii. The individual's acknowledgment of responsibility,
 - iv. The individual's remorse and post-infraction conduct;
 - v. The age, maturity or experience of the individual;
 - vi. Whether the individual retaliated; and
 - vii. The individual's prospects for rehabilitation.
 - viii. A written record will be maintained by Recreation & Parks Association of Nunavut at their head office for major infractions that result in a sanction.



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21. Serious Infractions

- a. The Executive Director, or designate, may determine that an alleged incident is of such seriousness as to warrant suspension of the individual pending a hearing and a decision of the Panel.
- b. Where it is brought to the attention of the Executive Director, or designate, that a Recreation & Parks Association of Nunavut Member has been charged with an offence under the Criminal Code, or has previously been convicted of a criminal offence, the Executive Director, or designate, may suspend the Recreation & Parks Association of Nunavut Representative pending further investigation, a hearing or a decision of the Panel.
- c. Notwithstanding the procedures set out in this Policy, any Recreation & Parks Association of Nunavut Member who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault or aggravated assault will face automatic suspension from participating in any activities of the Recreation & Parks Association of Nunavut for a period of time corresponding to the length of the criminal sentence imposed by the court, and may face further disciplinary action by the Recreation & Parks Association of Nunavut in accordance with this Policy and the Recreation & Parks Association of Nunavut Screening Policy.

22. Timelines

- a. If the circumstances of the complaint are such that this policy will not allow a timely conclusion, or if the circumstances of the complaint are such the complaint cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

23. Confidentiality

- a. The discipline and complaints process is confidential involving only the parties, the Executive Director, or designate and case manager, if any. 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.

24. Appeals Procedure

- a. The decision of the Panel may be appealed in accordance with the Recreation & Parks Association of Nunavut's Appeal Policy.



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REVIEW AND APPROVAL

The Recreation & Parks Association of Nunavut Board of Directors and Executive Director shall review this policy biennially.

- I. This policy was approved by the Recreation & Parks Association of Nunavut Board of Directors on the XXXXXXXXXXXXXXXXXXXXXXXX
- II. Date of last review:
- III. Original Policy Lead: Dawn L. Currie

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