



## Sudbury Cycling Club Discipline and Complaints Policy Statement

**“Organization” refers to Sudbury Cycling Club (SCC). Last Reviewed March 15, 2023**

### Definitions

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

- a) *“Complainant”* – The Party alleging an infraction
- b) *“Respondent”* – The alleged infracting Party
- c) *“Days”* – Days including weekends and holidays
- d) *“Discipline Chair(s)”* – An individual or individuals appointed by the Board to be the first point-of-contact for all discipline and complaint matters reported to the SCC
- e) *“Individuals”* – those engages in activities with the SCC including, but not limited to Riders and Directors. This does not include 3<sup>rd</sup> party individuals who the SCC contacts for booking services or events, staff where the SCC holds events.
- f) *“Workplace”* – Any place where SCC activities are conducted, including but not limited to any SCC sanctioned ride, meeting, event, and on the SCC’s Facebook page.

### Purpose

2. Individuals are expected to fulfill certain responsibilities and obligations, including, but not limited to, complying with the SCC’s bylaws, policies, procedures, rules and regulations, as adopted and amended from time to time

### Discipline Chair

3. The Discipline Chair will be to remove an Individual from the current Board of Directors of the SCC as appointed by the current President of the SCC.

4. The Discipline Chair may choose three (3) individuals to serve as Discipline Chairs (which may or may not include themselves) and, in this case, decisions of the Discipline Chairs will be by majority vote.

5. The Discipline Chair(s) appointed to handle a complaint or incident must be unbiased and not in a conflict of interest situation.

### Application of this Policy

6. This Policy applies to all Individuals.

7. This Policy applies to Individuals’ conduct while on the SCC Workplace, as defined in Section 1f above.

8. This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy.

### Process

9. Any Individual may report an incident or complain to the Discipline Chair via email at [sudburycc@gmail.com](mailto:sudburycc@gmail.com), with the word CONFIDENTIAL written in the subject line, within fourteen (14) days of the alleged incident, although this timeline can be waived or extended at the Discipline Chair’s discretion. At the SCC’s discretion, the SCC may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the SCC will identify another individual to represent the SCC.

10. Any incident which violates the SCC Code of Conduct and Ethics is considered valid for reporting a Complaint.

### **Determination of Sanctions**

11. Following the determination that the complaint or incident is valid, the Discipline Chair will review the submissions related to the complaint or incident and determine one or more of the following sanctions:

- a) Verbal or written reprimand
- b) Verbal or written apology
- c) Removal of certain privileges from the SCC Workplace
- d) Suspension from the SCC Workplace for a designated period of time
- e) Any other sanction considered appropriate for the offense

12. The Discipline Chair will inform the Respondent of the sanction, which will take effect immediately.

13. Records of all sanctions will be maintained by the Secretary of the SCC Board of Directors.

### ***Request for Reconsideration***

14. The sanction may not be appealed until the completion of a request for reconsideration. However, the Respondent may contest the sanction by submitting a Request for Reconsideration within two (2) days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate:

- a) Why the sanction is inappropriate;
- b) All evidence to support the Respondent's position; and
- c) What penalty or sanction (if any) would be appropriate

15. Upon receiving a Request for Reconsideration, the Discipline Chair may decide to accept or reject the Respondent's suggestion for an appropriate sanction.

16. Should the Discipline Chair accept the Respondent's suggestion for an appropriate sanction, that sanction will take effect immediately.

17. Should the Discipline Chair not accept the Respondent's suggestion for an appropriate sanction, the initial sanction will be enacted

### **Confidentiality**

18. The discipline and complaints process is considered confidential and involves only the Parties and the Discipline Chair; 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.

### **Timelines**

19. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

### **Records and Distribution of Decisions**

20. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.