



## Snow Valley Racing Association Discipline Policy

### 1. PREAMBLE

1.1 Membership and participation in the activities of SNOW VALLEY RACING ASSOCIATION offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including complying with the Athlete Contract (**appendix 3**) and Parent Contract (**appendix 4**) of SNOW VALLEY RACING ASSOCIATION. These contracts identify the standard of behavior that is expected of members and participants, and those who fail to meet this standard may be subject to the disciplinary procedures set out in this policy.

### 2. APPLICATION OF THIS POLICY

2.1 This policy applies to all members of SNOW VALLEY RACING ASSOCIATION and to all individuals participating in activities with SNOW VALLEY RACING ASSOCIATION. These include, but are not limited to athletes, volunteers, and parents.

2.2 This policy applies to all discipline matters that may arise during the course of SNOW VALLEY RACING Association's business, activities and events, including but not limited to the, competitions, training sessions, training camps, and travel associated with activities.

### 3. REPORTING AN INFRACTION

3.1 Any individual may report to the Program Directors or Alpine Chair a disciplinary infraction. It will be at the sole discretion of the Program Director's or Alpine Chair to determine if the infraction is best dealt with as a minor or a major infraction.

### 4. MINOR INFRACTIONS (**appendix 1**)

4.1 Minor infractions are single incidents of misconduct that breach either the Athlete Contract (**appendix 3**) or Parent Contract (**appendix 4**) but generally do not result in harm to others. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation involved: this person may include, but is not restricted to, a board member, program director, or coach.

4.2 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 having authority, provided the individual being disciplined is told the nature of the infraction. This policy will not prevent an appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behavior that constitutes a minor infraction.

4.3 Disciplinary sanctions for minor infractions may include but not limited to the following:

- a) verbal or written reprimand;
- b) verbal or written apology;

*"Our programs provide well organized, challenging, and rewarding experiences for everyone, whether you are a recreational racer or an aspiring Olympian"*

- c) service or other voluntary contribution to Snow Valley Racing Association;
- d) suspension from the current activity or competition;
- e) any other similar sanction considered appropriate for the offense.

## **5. MAJOR INFRACTIONS (appendix 1)**

5.1 Major infractions are instances of misconduct which violate the Athlete Contract (**appendix 3**) or Parent Contract (**appendix 4**) and which result, or have the potential to result, in harm to other persons, to SNOW VALLEY RACING ASSOCIATION or to the sport of Alpine Racing.

5.2 If the incident is a major infraction, a hearing is required. The Program Director or Alpine Chair will notify the individual alleged to have committed a major infraction of the matter as soon as possible, and will provide the individual with a copy of the incident report (**appendix 2**) and a copy of this policy.

5.3 Major infractions occurring during any Snow Valley Racing Association activity may be dealt with immediately, if necessary, by the appropriate person having authority. The individual being disciplined will be told the nature of the infraction and will have an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the activity only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeal provisions of this policy.

## **6. INVESTIGATION**

6.1 Depending on the nature and severity of the infraction, Snow Valley Racing Association may appoint an independent individual to conduct an investigation. If this is the case, the Investigator will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the Program Director's and Alpine Chair.

## **7. DISCIPLINE PANEL**

7.1 Within 7-10 days of receiving a report documenting a major infraction or of receiving the written report of the Investigator if an investigation was carried out, the Alpine Chair will appoint individuals comprised of a Program Director, One Director, and an Independent member of Snow Valley Racing Association or other board member to serve as the discipline panel. The members of the Panel will select from themselves a Chairperson.

7.2 The Discipline Panel will hold the hearing as soon as possible, but not more than 21 days after being appointed.

## **8. PRELIMINARY MEETING**

8.1 The Panel may determine that the circumstances of the infraction warrant a preliminary meeting. The Panel may delegate to one of its members the authority to deal with these preliminary matters, which may include but are not limited to:

- a) date and location of the hearing;
- b) timelines for the exchange of documents;

*"Our programs provide well organized, challenging, and rewarding experiences for everyone, whether you are a recreational racer or an aspiring Olympian"*

- c) clarification of issues in the infraction;
- d) order and procedure of the hearing;
- e) evidence to be brought before the hearing;
- f) identification of any witnesses; or
- g) any other procedural matter which may assist in expediting the hearing.

## **9. HEARING**

9.1 The Panel will govern the hearing as it sees fit, provided that:

- a) the individual being disciplined will be given timely written notice of the day, time and place of the hearing;
- b) the individual being disciplined will receive a copy of the Investigator's report, if an investigation was carried out;
- c) a quorum will be all three Panel members, and decisions will be by majority vote where the Chair carries a vote;
- d) the individual being disciplined may be accompanied by a representative;
- e) the individual being disciplined will have the right to present evidence and argument;
- f) the Investigator may participate in the hearing at the request of the Panel;
- g) the Panel may request that any witness be present at the hearing or submit written evidence in advance of the hearing;
- h) if the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed;
- i) the hearing will be held in private;
- j) once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.

9.2 After hearing the matter, the Panel will determine whether or not the individual has breached the Athlete Contract or Parent Contract and if so, 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 and to the Alpine Chair within 7 days of the conclusion of the hearing.

9.3 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.

## **10. SANCTIONS**

10.1 The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- a) written reprimand;
- b) removal of certain privileges of membership;
- c) suspension from certain events which may include suspension from the current competition, training event or from future training event or competitions;
- d) suspension from certain SNOW VALLEY RACING ASSOCIATION activities such as competing, social events, or training events for a designated period of time;
- e) suspension from all SNOW VALLEY RACING ASSOCIATION activities for a designated period of time;
- f) expulsion from membership;

*"Our programs provide well organized, challenging, and rewarding experiences for everyone, whether you are a recreational racer or an aspiring Olympian"*

- g) publication of the decision;
- h) other sanctions as may be considered appropriate for the offense.

10.2 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 or participation in SNOW VALLEY RACING ASSOCIATION until such time as the sanction is complied with.

10.3 In applying sanctions, the Panel may have regard to the following aggravating or mitigating circumstances:

- a) the nature and severity of the infraction;
- b) the extent to which others have been harmed by the infraction;
- c) the cooperation of the individual being disciplined in the proceedings under this policy;
- d) whether the incident is a first offense or has occurred repeatedly;
- e) the individual's acknowledgment of responsibility,
- f) the individual's remorse and post-infraction conduct;
- g) the age, maturity or experience of the individual;
- h) whether the individual retaliated, where the incident involves harassment; and
- i) the individual's prospects for rehabilitation.

## **11. SERIOUS INFRACTIONS**

11.1 SNOW VALLEY RACING may determine that the alleged infraction is of such seriousness as to warrant suspension of the individual pending the hearing and decision of the Panel.

## **12. CONFIDENTIALITY**

12.1 Where the behavior reported in an Incident Report may constitute harassment, or is of a similar sensitive nature, SNOW VALLEY RACING ASSOCIATION will keep all proceedings under this policy confidential, except where disclosure is directed by the Panel as part of a sanction, is required by law or is in the best interests of the public.

## **13. APPEALS PROCEDURE**

13.1 Except where otherwise provided, the decision of the Panel may be appealed. Written notice of an appeal must be forwarded by the accused to the Alpine Chair and Program Directors. The executive will appoint a hearing only if new material is presented within the written notice of appeal.