



Vancouver Pacific Swim Club Event Discipline Procedure

Policy Version History

Date (dd/mm/yyyy)	Version	Reason For Change
13-09-2022	1	Created as a stand alone policy as a result of Swim BC feedback
13-05-2026	2	Updated to align with current Swim BC policy

*In this document “Organization” refers to “Vancouver Pacific Swim Club (VPSC)” ** This Event Discipline*

*Procedure does not supersede or replace the Discipline and Complaints Policy ***

Definitions

1. Terms in this Procedure are defined as follows:

- a) **Event** – An official activity (competition, training camp, social event, etc.) sanctioned or approved by the Organization.
- b) **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, judges, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
- c) **Person in Authority** – Any Participant who holds a position of authority within the Organization including, but not limited to, staff, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers.

Purpose

2. The Organization is committed to providing a competition environment in which all Participants 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 Events sanctioned or approved by the Organization.
- 4. If the Event is being sanctioned or approved by an organization other than the Organization (e.g., Swim BC or Swimming Canada), the procedures for event discipline of the host organization will replace this procedure. Incidents involving Participants connected with the Organization (such as athletes, coaches, and Directors and Officers) must still be reported by the head coach or team

representative to the Organization to be addressed under the *Discipline and Complaints Policy*, if necessary.

5. This Procedure does not replace or supersede the *Discipline and Complaints Policy*. Instead, this Procedure works in concert with the *Discipline and Complaints Policy* by outlining, for a designated Person in Authority at an event sanctioned / approved by the Organization, the procedure for taking immediate, informal, or corrective action in the event of a possible violation of the *Code of Conduct and Ethics*.

Misconduct During Events

6. Incidents that violate or potentially violate the *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 by the head coach or team representative to a designated Person in Authority (usually the chief official) responsible at the Event.
7. The designated person at the Event shall use the following procedure to address the incident that violated or potentially violated the *Code of Conduct and Ethics*:
 - a) Notify the involved parties that there has been an incident that violated or potentially violated the *Code of Conduct and Ethics*
 - b) Convene a jury of either one person or three people (one of whom shall be designated the Chairperson), who shall not be in a conflict of interest or involved in the original incident, to determine whether the *Code of Conduct and Ethics* has been violated. The designated Person in Authority at the Event may serve on the jury
 - c) The jury will interview and secure statements from any witnesses to the alleged violation d) If the violation occurred during a competition, interviews will be held with the officials who officiated or observed the competition and with the coaches and captains of each team when necessary and appropriate
 - e) The jury will secure a statement from the person(s) accused of the violation
 - f) The jury will render a decision and determine a possible penalty
 - g) The Chairperson of the jury will inform all parties of the jury's decision
8. The penalty determined by the jury may include any of the following, singularly or in combination:
 - a) Oral or written warning
 - b) Oral or written reprimand
 - c) Suspension from future competitions at the Event
 - d) Ejection from the Event
 - e) Other appropriate penalty as determined by the jury
9. The jury does not have the authority to determine a penalty that exceeds the duration of the Event. A full written report of the incident and the jury's decision shall be submitted to the Organization by the Chair of the jury following the conclusion of the Event. Further discipline may then be applied in accordance with the *Discipline and Complaints Policy*, if necessary.
10. Decisions made pursuant to this Policy may not be appealed.



11. This Policy does not prohibit other Participants from reporting the same incident to the Organization to be addressed as a formal complaint under the *Discipline and Complaints Policy*.

12. The Organization shall record and maintain records of all reported incidents. In the event that an investigation and /or jury is undertaken to understand the allegations, all involved parties are held to a standard of confidentiality.

Minors

13. Complaints may be brought by or against a Participant who is a Minor. Minors must have a parent / guardian or other adult serve as their representative during this process.

14. Communication from a Person in Authority must be directed to the Minor's representative.

15. A Minor is not required to attend an oral hearing, if held.

Timeliness

16. The procedures outlined in this Procedure are Event-specific and therefore shall be exercised and implemented as soon as it is reasonable to do so. The final decision of the jury must be reached and communicated to the Parties prior to the conclusion of the event for it to be effective.

17. Decisions issued by the jury after the conclusion of the event will not be enforceable.