

## Complaint and Disciplinary Policy

### Preamble

TBMFA is committed to providing a sport environment, which athlete centered and characterized by the values of fairness, integrity, open communication and mutual respect. Members of TBMFA are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the constitution, bylaws, policies, rules and regulations and the code of conduct.

### Definitions

1. The following terms will have these meanings in this Policy:
  - a. *Days* – will mean total days, including weekends and holidays
  - b. *Member* – refers to all categories within TBMFA, as well as to all individuals engaged in activities with TBMFA including, but not limited to, players, coaches, officials, volunteers, directors, officers, team managers, executive board, parents/guardians and spectators
  - c. *Board* – TBMFA Executive Board
  - d. *Complainant* - The party(s) alleging an infraction
  - e. *Respondent* – The alleged infracting party

### Application

2. This policy applies to all members of TBMFA.
3. This policy applies to discipline matters that may arise during the course of TBMFA club business, activities and events, including but not limited to, sanctioned tournaments, training camps, meetings, games and travel associated with these activities.

### Reporting the Complaint

4. Any member may report any complaint to TBMFA. A complaint shall be in writing and shall be filed within seven (7) days of the alleged incident.
5. The complaint shall be emailed to the President [president@tbfmfa.com](mailto:president@tbfmfa.com) and the Secretary [secretary@tbfmfa.com](mailto:secretary@tbfmfa.com).
6. The President or Secretary shall email the complainant within 48 hours to confirm receipt of the complaint.

### Case Manager

7. Upon receiving the complaint, the board shall appoint a case manager to oversee the management and administration of the submitted complaint.
8. The case manager has the responsibility to:

- a. Determine whether the complaint is frivolous.
- b. Appoint up to two (2) individuals to assist with investigation.
- c. Report all findings to the board.

### **Procedure**

9. If the case manager determines the complaint is:
  - a. Frivolous, notify the board, the board will determine the next steps.
  - b. Not frivolous, notify the board and the parties that the complaint has been accepted and the next steps.
10. The case manager will set up a meeting within seven (7) days with the board to review statements from the complaint, respondent, and witnesses.

### **Decision**

11. After reviewing all facts, the board will determine what infraction has occurred and if so, what discipline to be imposed. Within seven (7) days of the hearing's conclusion, the board's written decision, with reasons will be distributed to all parties.

### **Discipline**

12. The board may apply the following discipline, singularly or in combination:
  - a. Verbal reprimand
  - b. Written reprimand
  - c. Verbal apology
  - d. Written apology
  - e. Removal of certain privileges
  - f. Suspension from certain teams, events and/or activities
  - g. Suspension from all TBMFA activities for a designated period of time
  - h. Expulsion from TBMFA
  - i. Any other sanction considered appropriate for the offense
13. All discipline will be recorded, and records will be maintained by TBMFA.
14. All board decisions are final.

### **Confidentiality**

15. The discipline and the complaint process are confidential and involves only the Parties. Until the 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.

