

**WEST KELOWNA MINOR BASEBALL (WKMBA)  
DISCIPLINARY ACTION POLICY AND PROCEDURES**

THE BOARD OF DIRECTORS OF WKMBA RECOGNIZES THAT IT HAS A RESPONSIBILITY TO PLAYERS, COACHES, PARENTS AND VOLUNTEERS (STAKEHOLDERS) TO ENSURE THAT ANY AND ALL MATTERS OF CONCERN ARE INVESTIGATED AND MANAGED IN A FAIR AND TIMELY MANNER. WKMBA COMMITS TO PROVIDING A MECHANISM (POLICY & PROCEDURES) TO ALLOW ALL PARTIES TO REACH A FAIR RESOLUTION.

THIS POLICY IS TO BE FOLLOWED IF ANY WKMBA STAKEHOLDER PERCEIVES THAT A VIOLATION OF ANY OF THE CODES OF CONDUCT (PLAYER, COACH, PARENT) HAS BEEN COMMITTED AND, OR THERE IS A DISAGREEMENT ABOUT THE MANNER IN WHICH WKMBA POLICIES HAVE BEEN APPLIED.

OUTLINED BELOW ARE THE STEPS THAT PARENTS, PLAYERS, COACHES AND VOLUNTEERS MUST UTILIZE TO DEAL WITH ANY CONFLICTS THAT ARISE:

STEP 1:

- A) Wait 24 hours after the incident except in cases where immediate action is required (physical abuse, mental abuse, tournament play, or criminal activity). Proceed if action is still deemed practical and necessary.
- B) Write out the facts of the conflict or concern on paper.
- C) The Coach or Parent should contact the Division Director to receive direction on the process on how to proceed.
- D) If comfortable doing so, the Coach or Parent shall contact the other party and explain their concern and set a time to discuss the issue if they are not able to complete at that time (should be no later than 48 hours after initial communication whenever possible). If one or both parties are not comfortable to meet then the Division Director should proceed with this issue to Step 2.
- E) If the issue is resolved then the Parent or Coach should inform the Division Director of the same and provide them with the outcome, in writing, at that time. Again, if a resolution is not agreed upon go to Step 2.

STEP 2:

- A) If the Parent and Coach cannot agree on a resolution the Division Director, either the 1<sup>st</sup> or 2<sup>nd</sup> Vice President and a designated Board member ('the Committee') will arrange to meet with the parties within 48 hours of receiving letters from both parties describing the conflict and suggested resolutions. Statements from witnesses may be sought if the Committee deems necessary to assist with a resolution.
  - a. If at any time during this process there is a 'conflict of interest' for any of the three members of the Committee, an alternate Board member will be required to participate.
- B) If the parties meet and reach an agreement, or a resolution, there will be no need for further action
- C) If an agreement cannot be reached the Committee will make a ruling based on the information they have and convey their decision to the affected parties.
- D) If one, or both, parties wish to appeal the decision we would proceed to Step 3.

- E) In this case the Vice President would communicate a decision, if required, as to whether to permit the party in question to continue to be active with the team, or not, pending further investigation.

**STEP 3:**

- A) The Board of Directors will meet in a timely manner and determine a fair resolution based on the provided information. The Board may, or may not, seek additional feedback.
- B) Once a decision has been made by the Board of Directors their decision will be conveyed to both parties in writing accompanied with a clear explanation of the decision and, or any penalties or suspension assessed.
- C) A report outlining the process and outcome shall be prepared and filed. This report should include recommendations for future infractions by the same individual.
- D) This process should be completed within 7 days whenever practical.
  - a. If there is an unexpected delay in reaching a conclusion and, or we are at a critical point in the season, the President would communicate a decision, if required, as to whether to permit the party in question to continue baseball activities, or not, while the decision on the incident is still pending.

**PENALTIES MAY RANGE FROM:**

- LEVEL 1: A verbal apology to the parties involved (Director to witness)
- LEVEL 2: A written apology to the parties involved (copy to the Board)
- LEVEL 3: Temporary Ban from attending WKMBA activities (Parent/Player)
- LEVEL 3: Temporary Suspension of Coaching Privileges (Coach)
- LEVEL 4: Remainder of Season Ban from attending WKMBA activities (Parent/Player)
- LEVEL 4: Remainder of Season Suspension from Coaching Privileges (Coach)
- LEVEL 5: Permanent Ban from attending WKMBA activities (Parent/Player)
- LEVEL 5: Permanent Suspension from Coaching Privileges (Coach)

It should be noted that any single incident can range from a Level 1 to a Level 5 based on the severity of the incident. More minor incidents would be escalated to a higher level of discipline if the behavior related to the penalty was repeated.

It should also be noted that there are potentially several 'Seasons' within a calendar year. These would be the Spring, Summer, Fall and Winter Ball seasons. In some cases these 'seasons' may overlap. The 'Remainder of Season' suspensions would have to be identified at that time if one, or more, of the 'seasons' are impacted.

**In-Game or In-Practice Discipline**

*It should also be noted that any Coach has the immediate ability to discipline a player in-game or in-practice based on player attitude and, or player safety concerns. This discipline could range from being*

*isolated to the dugout only, to potentially being asked to leave the vicinity of the facility (if parent or guardian is in attendance). Minor incidents (dugout restriction) should be noted in a Coach's logbook (for escalation purposes) and a conversation should be held with the parent/guardian outlining the coach's concern and reasoning for the discipline. If parent/guardian is not in attendance a phone call or email should be completed within 24 hours. Major incidents (asked to leave the facility) must be communicated to the Division Director. Any escalation or recommendation for further suspension, based on the incident prompting the removal of the player from the game/practice, must be managed through the Disciplinary Action Procedures.*