



SVLL Investigation and Discipline Procedures

1. Introduction

- Purpose: To provide a clear framework for addressing formal complaints of misconduct, ensuring fairness, and maintaining the integrity of the game. Complaints that are not completed in writing are not considered formal complaints that follow the process outlined in this procedure.

2. Definitions

- **Formal complaint:** A formal complaint is considered a written complaint filed with the SVLL Board of Directors. A formal complaint represents a breach of SVLL player, coach or parent code of conduct.
- **Misconduct:** Any behavior that is detrimental to the sport, including but not limited to
 - a) Disrespectful conduct or comments
 - b) Acts of physical violence
 - c) Non-compliance with the codes of conduct of the league
 - d) Hazing or pranks, jokes, or other activities that endanger the safety of others
 - e) Abusive, racist, or sexist comments, conduct or behaviour
 - f) Intentionally damaging the property of SVLL, or improperly handling money, inventory or assets of the league
- **Investigation:** A formal inquiry into allegations of misconduct.
- **Complainant:** An individual who raises alleged misconduct against another player, a coach or a parent.
- **Respondent:** An individual who has had a complaint of alleged misconduct lodged against them.
- **President:** President of South Vancouver Little League.
- **Appeal Committee:** Shall consist of any 3 Board Members of South Vancouver Little League that was not included in the original investigation. Alternate members may include Division Coordinators.
- **Sanctions (Disciplinary Action):** Consequences imposed for confirmed misconduct.
- **Investigation Committee:** Consists of four (4) Members, consisting of the Umpire-In-Chief, President, Vice President and Head Coach. Should a member on the investigation committee be in conflict, an alternate member(s) shall be selected from the Player Agent, Secretary or Registrar.

3. Reporting Misconduct

- Any participant (player, coach, parent, umpire) witnessing or experiencing misconduct should report it immediately to a designated authority (e.g., team manager, league official).
- Any formal complaints involving alleged breaches of SVLL codes of conduct must be reported in writing by an Individual (or Individuals) to the President or if the President is in conflict, the league vice president within thirty (30) days of the occurrence of the incident.
- Formal complaints must include documentation in writing with the date, time, location, and specifics of the incident.
- A Complainant who fears retribution or reprisal or who otherwise considers that their identity must remain confidential may file a complaint with the league president or designate and request that their identity be kept confidential. If the President considers that the Complainant's identity must remain confidential, the President may act as the Complainant.

PLAYERS

- Complaints may be brought by or against players.
- Players must have a parent/guardian or other adult serve as their representative during the investigation.
- Communication from the Investigation Committee must be directed to the player's representative.
- A Player is not required to attend or participate in an oral hearing, if held, or participate in an investigation if conducted. In such circumstances, no adverse inference can be drawn against the Player.

4. Initial Assessment

- Upon receipt of a complaint, the league president shall initially determine whether the complaint is frivolous, vexatious or if it has been made in bad faith. Such determinations must be shared with the Investigation Committee with a report on how such conclusions were drawn.
 - a reported complaint shall not be characterized as vexatious if the evidence demonstrates that there was a reasonable basis for filing and pursuing it. For a complaint to be considered to have been made in bad faith, the president must consider that it was filed consciously for a dishonest purpose that there was an intention to mislead.
- The league president will conduct an initial assessment of the report within 72 hours to determine the necessity of a formal investigation.
- If immediate action is required (e.g., to ensure safety), appropriate temporary measures should be taken (e.g., suspending the individual involved).

5. Investigation Process

- Should the league president determine that a formal investigation is necessary they will notify members of the Investigation Committee.
- The Respondent shall be given a copy of the formal complaint for purposes of their response to the allegations, unless the league president has received a request for confidentiality and the president is in agreement.
- The Investigation Committee will:
 - Interview the Complainant, the Respondent (accused), and any witnesses.
 - Collect relevant documentation (e.g., reports, photographs).
- The investigation should be completed within 14 days from referral to the Investigation Committee.

6. Findings and Recommendations

- The investigation team will compile findings into a written report outlining:
 - Summary of allegations
 - Evidence collected
 - Conclusions drawn
- The report will include recommendations for sanctions/disciplinary action, if applicable.
- This report shall be completed within 48 hours from the conclusion of the investigation process outlined in section 5 above.

7. Sanctions (Disciplinary Action)

- Possible actions may include:
 - Verbal warning
 - Written warning
 - Suspension from games or practices
 - Permanent expulsion from the league
- The severity of the action should correspond to the severity of the misconduct. When determining the appropriate sanction, the Committee shall consider the following factors (where applicable):
 - a) Respondent's relationship with the Complainant, including whether there is a power imbalance;
 - b) The Respondent's prior history and any pattern of misconduct;
 - c) The respective ages of the individuals involved;

- d) Whether the Respondent poses an ongoing and/or potential threat to the safety of others;
- e) The Respondent's voluntary admission of the offense(s), acceptance of responsibility for the misconduct, and/or cooperation in the investigative process;
- f) Real or perceived impact of the incident on the Complainant, sport organization or the sporting community;
- g) Circumstances specific to the Respondent being sanctioned (e.g. lack of appropriate knowledge or training regarding the requirements in the Code; addiction; disability; illness);
- h) Whether, given the facts and circumstances that have been established, continued participation in the sport community is appropriate;
- i) A Respondent who is in a position of trust, intimate contact or high-impact decision-making may face more serious sanctions; and/or
- j) Other mitigating or aggravating circumstances.

8. Communication

- After hearing the matter, the Investigation Committee will determine based on a balance of probabilities whether or not misconduct has occurred. If the committee finds that that misconduct has occurred, it will determine what sanctions should be imposed.
 - If the complaint is dismissed, the Respondent and Complainant will be notified that the complaint is dismissed.
 - If the complaint is found to be founded, the Respondent will be told in writing what factors led the committee to draw its conclusions and any sanctions imposed. The Complainant will be communicated that the investigation is complete and that follow up will take place with the Respondent.
- Communication to the Complainant and Respondent shall be provided within 48 hours after the Investigation Process is completed.
- A report to the Board of South Vancouver Little League will be provided by way of a summary of information only. Only in circumstances where the Board has identified that the investigation process has not been followed shall the Board be able to call into question the conclusions drawn and sanctions laid by the committee.
- A copy of the report may be provided to the relevant league officials only if necessary.

9. Appeal Process

- Individuals subject to disciplinary actions have the right to appeal.
- Appeals must be submitted in writing within 7 days of the decision, outlining the basis for the appeal.
- An Appeal Committee will review the case and provide a final decision within 14 days.

10. Confidentiality

- All investigations and disciplinary proceedings will be handled with confidentiality to protect the privacy of those involved. The investigation process shall only be discussed amongst the investigation committee and as necessary, by the Board. Such discussions shall only happen in-camera (in private) and not at any public Board/Coordinator meetings.

11. Review of Procedures

- These procedures should be reviewed annually and updated as necessary to ensure best practices.