



Chinooks Dispute Resolution Disciplinary and Appeal Procedure

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Chinooks Dispute Resolution, Disciplinary and Appeals Procedure

While many concerns can be dealt with in an informal manner to the satisfaction of all concerned, it is advisable that detailed records are maintained in respect of all complaints and that all parties are advised of the formal complaints and appeals procedure. Anonymous complaints will be received.

If the complaint or concern relates to a child abuse matter or criminal offence that meets criteria for formal reporting to the statutory authorities.

A. Dispute Resolution Process

Chinooks supports and encourages the resolving of disputes and conflict in an effective and efficient manner such as

through dispute resolution, involving negotiation, facilitation and mediation. If the parties agree to a dispute resolution method, then a mediator or facilitator, acceptable to all parties will be appointed to mediate or facilitate the dispute. Participants will agree in advance regarding payment for any costs. Any negotiated decision will be binding on the parties and cannot be appealed.

B. Disciplinary Process

Step One

Any person who has a complaint or concern should bring it to the attention of the secretary at secretary@chinooksoccer.com under the relevant rules of the body concerned. The complaint or concern should be in writing and should outline all relevant details and other parties involved.

Step Two

The complaint will be reviewed by an Investigation Committee, comprised of three committee members who are not Chinooks Officers or Directors. The Investigations Committee will review the complaint and make a determination about whether the complaint is to be directed to a hearing.

Step Three

If the Investigation Committee directs the complaint to a hearing, then the person(s) complained about shall be notified and a hearing, in front of a Disciplinary Committee must be scheduled within three months. The Disciplinary Committee will consist of three members, and not be comprised of any Chinooks Officers or Directors, nor members of the Investigation Committee of the same complaint.



Step Four

The Disciplinary Committee should furnish any participant with details of the complaint being made against them and afford them the opportunity of providing a response either verbally or in writing. In the event of a complaint against a child, the parents/guardians should be informed and advised of the process.

Step Five

The Disciplinary Committee should then hear the case of all parties involved, either by way of written or oral submissions, and decide if a rule or regulation has been infringed. Procedural fairness in this process will be given priority and a view to allowing the parties to sufficiently answer the case against them.

Step Six

The Disciplinary Committee should issue a written decision, with sufficient reasons, to all parties, including any sanctions, if any, that are to be imposed, within 30 days of the hearing. (Written decision should be forwarded to parents if the proceedings involve a participant under eighteen years of age).

C. Appeal Procedure

Step One

Any party not satisfied with the findings of the Disciplinary Committee can appeal the decision in writing to the board of directors within two weeks of issuance of the written decision the findings.

Step Two

The Appeal Committee, not to be comprised of any Chinooks Officers or Directors, will then rehear the case and all evidence, should be considered. The Appeal Committee can dismiss the appeal, or allow the appeal, wholly or in part, and then may vary, alter or set aside any sanction imposed by the Disciplinary Committee. A written decision is to be issued by the Appeal Committee within 30 days of hearing the appeal.

*Written confidential records in relation to disciplinary proceedings should be safely and confidentially kept on file.