



Complaints, Investigation and Discipline Policy

Origin: Executive Committee

Approved: March 2021

Approval Process: Executive Committee

Revision Date(s):

1.0 Core Values

WCSA expects that all participants including coaches, officials, student-athletes, administrators, volunteers, and others connected to our programs and events uphold our core values of honesty, integrity, fair play, sincerity and honor. All participants shall demonstrate and actively encourage compliance with both the spirit and the letter of the rules governing WCSA activities and shall ask for clarity on or interpretation of any rule regarding which there is uncertainty. An accepted element of the spirit of those rules is that any suspected violation be brought forward as a Complaint or be brought to the attention of the alleged violator as soon as possible, and that intentionally withholding such suspicion until a later date is against the spirit of the rules.

2.0 Complaints

Any participants in WCSA activities who have knowledge of a violation of a WCSA by-law, principle, policy, rule, regulation, practice, agreement, or ethical standard to which this Policy applies may make a Complaint to WCSA as soon as reasonably possible. If any member team becomes aware of a violation by their team, Complaints can and should be initiated through self-disclosure, where a Complainant voluntarily discloses a violation by one or more individuals associated with the Complainant's team.

Complaints, including self-disclosures, shall be made in writing (or electronically), directed to the WCSA Executive Committee, and shall:

- a) identify the date or dates of the alleged violation;
- b) identify the place of the alleged violation, if relevant;
- c) provide the name(s) and address of the Complainant and the name of the person to whom all future notices regarding the Complaints are to be sent;
- d) provide the name of the Member Institution and/or individual, against whom the Complaint is made, and the names of all parties involved;
- e) identify the by-law, principle, policy, rule, regulation, practice, agreement, or ethical standard of WCSA alleged to have been breached;
- f) include a precise and concise statement of the facts and circumstances of the alleged violation;
- g) include any substantive evidence of the alleged violation;
- h) identify whether the violation impacted or potentially impacted the outcome of a competition; i.e. if an eligibility violation did the player play in a game?
- i) identify whether the violation conferred a competitive or material financial advantage;
- j) include any other information which the Complainant considers relevant; and
- k) be signed (physically or electronically) by the Complainant.

3.0 Complaint Resolution Process

As soon as possible following the gathering of any initial information deemed necessary, the Executive Committee, or their appointed representative, shall determine, and shall notify the Complainant, the Respondent, and any other affected parties, that: a Complaint was made, and the Executive Committee either dismissed the Complaint because this policy does not apply to the content of such Complaint; or

- a) a Complaint was made, and the Executive Committee determined that no violation occurred; or
- b) a Complaint was made, and the Executive Committee determined that an investigation is necessary in order to determine whether a violation occurred; or
- c) a Complaint was made, and the Executive Committee determined that a violation occurred.

If an investigation is deemed necessary, the Executive Committee may investigate the Complaint or appoint an independent investigator to investigate the Complaint.

The investigator shall conduct the investigation in a timely manner and at the conclusion of the investigation shall provide a written report to the Executive Committee.

If a hearing is deemed necessary, the Executive Committee determines the format for the hearing at its sole discretion. They may decide to conduct the hearing by way of an oral hearing in person, an oral hearing by telephone/online communication, a hearing based on written submissions, or a combination of these methods. They shall govern the hearing in an informal manner and may impose such procedures as deemed appropriate.

4.0 Sanctions

In the event the Executive Committee confirms that a violation occurred, they shall determine the sanctions to be imposed for that violation and shall distribute to the affected parties a written decision, with reasons, as soon as reasonably possible following the determination.

The penalties that may be imposed upon the student-athlete, member team, or individual are:

- a) probation for a period not exceeding five (5) years from the date of violation, during which time the student-athlete, member team, or individual may continue to participate in WCSA activities;
- b) the student-athlete, member team, or individual shall undergo any required education as deemed necessary to prevent a repeat violation;
- c) in the case of an eligibility violation relating to the use of an ineligible student-athlete, forfeiture of all competitions in which the ineligible student-athlete participated and a revision to the standings;
- d) formal letters of apology to any party affected by the violation;
- e) suspension of the student-athlete, member team, or individual from participating in any WCSA activities;
- f) a fine payable to WCSA;
- g) payment of the costs of the investigation and disciplinary process;
- h) reprimand or warning;
- i) other penalties as may be considered appropriate for the violation.

In determining penalties, the Executive Committee may have regard to the following aggravating or mitigating circumstances, where applicable:

- a) self-disclosure, or lack thereof, of the violation;
- b) the nature and severity of the violation;
- c) the extent to which others have been harmed by the violation;
- d) the cooperation of the Respondent in the proceedings under this Policy;
- e) the degree to which the violation was pre-meditated;
- f) the age, maturity and experience of the Respondent;
- g) the Respondent's acknowledgment of responsibility for the violation;
- h) the Respondent's remorse and post-violation conduct;
- i) prior similar or related violations of the Respondent;
- j) the violation of a relationship of trust between the Respondent and an affected party(ies);