



# **GCBA DISCIPLINE PROCESS**

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# **GCBA DISCIPLINE PROCESS**

## **Introduction**

1. As with any organization involving competition, a process is required to guide all coaches, convenors, and administrators in the handling of difficult discipline situations. Unfortunately, in the heat of action, some individuals, players, coaches and even spectators, have difficulty in controlling their emotions. In the majority of cases, individuals can be counseled verbally and no formal disciplinary action need be taken. The process described in this document should be used in situations where informal counseling has failed.
2. For further amplification, reference can be made to Basketball Ontario's Discipline Policy and Procedures issued February 1998. In the case of conflict between this process and Basketball Ontario's policy, this process shall take precedence.
3. The behaviour contract is considered a first warning and acceptance of GCBA behaviour protocols. The lack of a signed behaviour contract does not constitute claims that a first warning must be issued.

## **Application of Process**

4. This process applies to:
  - a. all members of the GCBA including relatives and friends who attend a sanctioned GCBA event;
  - b. all GCBA sanctioned programs or services, including but not limited to, GCBA house league and competitive games and/or tournaments.

## **Definitions**

5. The following definitions shall apply to the Discipline Process as outlined below.

Definition		Details
Chain of Communication	Coach → Convenor → Director → Vice President (HL/Comp) → Discipline Committee → Executive	This chain should be used for all dealings with the GCBA, whether it is complaints, praise, suggestions, etc. Certainly any form of correspondence should follow this path In all cases, if an individual is unsatisfied by the decision rendered at any level; an appeal can be forwarded to the next level. Decisions made by the Executive are final and cannot be appealed.
Protocol for Misconduct Penalties	See Table-1	The GCBA Protocol for Misconduct Penalties is described in Table-1. Those in a position to assess penalties must ensure they are acting within the confines of the Protocol
Powers to assess penalties	See Table-2	Individuals in positions of authority have certain maximum powers of punishment
Player Suspension		A <b>House League player</b> suspended from his team cannot sit on the team's bench during a game and cannot dress in uniform for that game. A <b>Competitive player</b> may be allowed to dress for his team but is not allowed to play. This is to accommodate for the Equal Participation rules that apply to House league. In the case of a Competitive player who falls under certain league participation rules, the coach may use

Definition		Details
		his own discretion as to whether the suspended player is allowed to sit on the team bench for a game
Coach suspension	When a coach is suspended he/she is not allowed to attend the game in any capacity, not even as a spectator	.
Convenor suspension	When a convenor is suspended he/she is not allowed to attend the game in any capacity, not even as a spectator	

### **Discipline Committee**

6. The Discipline Committee shall consist of the following (5) persons:

Chair: Will be appointed by the Executive and should be a member of the GCBA who has had experience in several volunteer capacities over at least three seasons.

Members: (4)

*Referee in Chief GCBA or a qualified referee representative*

*VP House League /or VP Competitive (not previously involved in the mediation of the dispute)*

*2 members at large:*

- ✓ A Convenor (not previously involved in the mediation of the dispute) and/or
- ✓ A coach (not previously involved in the mediation of the dispute) and /or
- ✓ A parent (not previously involved in the mediation of the dispute)

## **Process Description**

7. The discipline process depicted in the process diagram (Annex A) is to be used most situations involving infractions that are of a serious nature. If a person is unsure as to whether a certain situation warrants the use of this process, he/she should discuss it with their respective VPs.

An infraction is an event, which takes place within any of the facilities that, the GCBA uses for games and practices and which should be recorded for historical purposes and possible punishment. Although it may seem minor at the outset, the repetition of certain infractions by one or more individuals could make it into a serious offence. Typical infractions are flagrant fouls, rowdy spectators, unsportsmanlike conduct, destruction of property etc. These events are to be recorded in an Incident Report, which would normally be generated by the convenor but can also be produced by a coach, a referee or a GCBA Executive member present in the gym. Either way the convenor will ensure that all relevant information is entered such as records of conversations and decisions rendered.

**Decision point.** At this stage the convenor has to decide if it is within his powers to punish the infraction or if it needs to be passed on to the next level. Powers to assess misconduct penalties are described earlier in this document and penalties must be within the approved Protocol. If the convenor decides that he/she cannot hand out the punishment, he/she passes the completed incident report to the appropriate VP with a recommendation for punishment in accordance with the Table-1 Protocol for Misconduct Penalties. The incident report will still be passed on to the Referee-in-Chief (RIC) for record keeping.

Note: The process for competitive teams may be slightly different in that they may not have convenors. In those cases, the report would be passed to the Director Competitive or be generated by the VP Competitive.

**Decision Point.** The VP has the same decision to make that the convenor had with higher levels of punishment. He/she would make a

recommendation for punishment if the decision is made to pass it on to the next level, the Executive level (Discipline Committee).

**Decision point.** The Discipline Committee will examine the facts and will decide whether a hearing needs to be convened. Usually this decision would be dependent on whether witnesses need to be interviewed. Hearings should occur only under exceptional circumstances. If no hearing is required, the Discipline Committee renders its decision. If a hearing is required, the Discipline Committee convenes it and a decision is rendered and forwarded to Executive for endorsement.

**Appeals.** Individuals or groups may only appeal the decision of an assessed penalty of a third incident or a full season suspension. The appeal will be passed directly to the Executive Committee who will determine to strike a Discipline Committee, if warranted. All decisions are final. (See Annex B)

All Incident Reports will be kept by the RIC including where the Discipline Committee made decisions.

**Table 1 – GCGA Protocol for Misconduct Penalties**

<b>Role</b>	<b>Infraction</b>	<b>Penalty</b>	<b>Penalty to be assessed by</b>
<b>Player</b>	Verbal abuse of another player, a coach, an official, a minor official or a spectator <b><i>after a first warning has been issued</i></b>	<p><b>First incident:</b> Suspension for one game</p> <p><b>Second incident:</b> Suspension for two to five games</p> <p><b>Third incident:</b> suspension for remainder of season</p>	<p><b>First incident:</b> Convenor or Director or RIC</p> <p><b>Second incident:</b> VP</p> <p><b>Third incident:</b> Discipline Committee</p>
<b>Player</b>	Double Technical foul in a game	Automatic one-game suspension	Convenor or Director or RIC
<b>Player</b>	Any deliberate violent threat or attack on any other player, coach, official, minor official or spectator	Immediate suspension pending investigation or hearing by convenor or VP. Penalty must be at least a two game suspension, can be a full season suspension	<p>Convenor or Director or RIC or VP</p> <p>Full season suspension must involve Discipline Committee as needed.</p>
<b>Coach</b>	Verbal abuse of another player, a coach, an official, a minor official or a spectator <b><i>after a first warning has been issued</i></b>	<p><b>First incident:</b> Suspension for one game</p> <p><b>Second incident:</b> Suspension for two to five games</p> <p><b>Third incident:</b> Suspension for remainder of season</p>	<p><b>First incident:</b> Convenor or RIC</p> <p><b>Second incident:</b> VP</p> <p><b>Third incident:</b> Discipline Committee</p>

Role	Infraction	Penalty	Penalty to be assessed by
<b>Coach</b>	Double Technical foul in a game	Automatic one-game suspensions	Convenor or Director or RIC
<b>Coach</b>	Any deliberate violent threat or attack on any player, coach, official, minor official or spectator	<b>Immediate</b> suspension pending investigation or hearing by convenor or VP. Penalty must be at least a <b>two game suspension</b> , can be a full season suspension	Convenor or Director or VP  Full season suspension must involve Discipline Committee as needed.
<b>Player, Coach, Assistant Coach, Manager, other volunteer</b>	Misconduct in the form of inappropriate language, innuendo, action inside or outside the gym but undertaken in the volunteer role in interacting with players, referees, parents or association officials	Incident report to be filed immediately, swift hearing directly to the VP. Executive to be informed. Suspension pending outcome. Zero tolerance.  <b>First Incident:</b> Warning and one month suspension for first offense.  <b>Future Incidents:</b> Relief from volunteer opportunities.	VP  Discipline Committee can/should be engaged depending on the seriousness of the matter. Immediate expulsion is warranted in cases of abuse (physical or verbal), inappropriate behaviour (of a sexual or physical nature), threatening behaviour.
Spectators	Verbal abuse of players, coaches, referees, minor officials or association officials (i.e. gym captains, etc)	<b>First incident:</b> Removal from gym for remainder of that game.  <b>Second incident:</b> Removal of gym for one month and suspension from	Convenor or Director or Association Official  VP

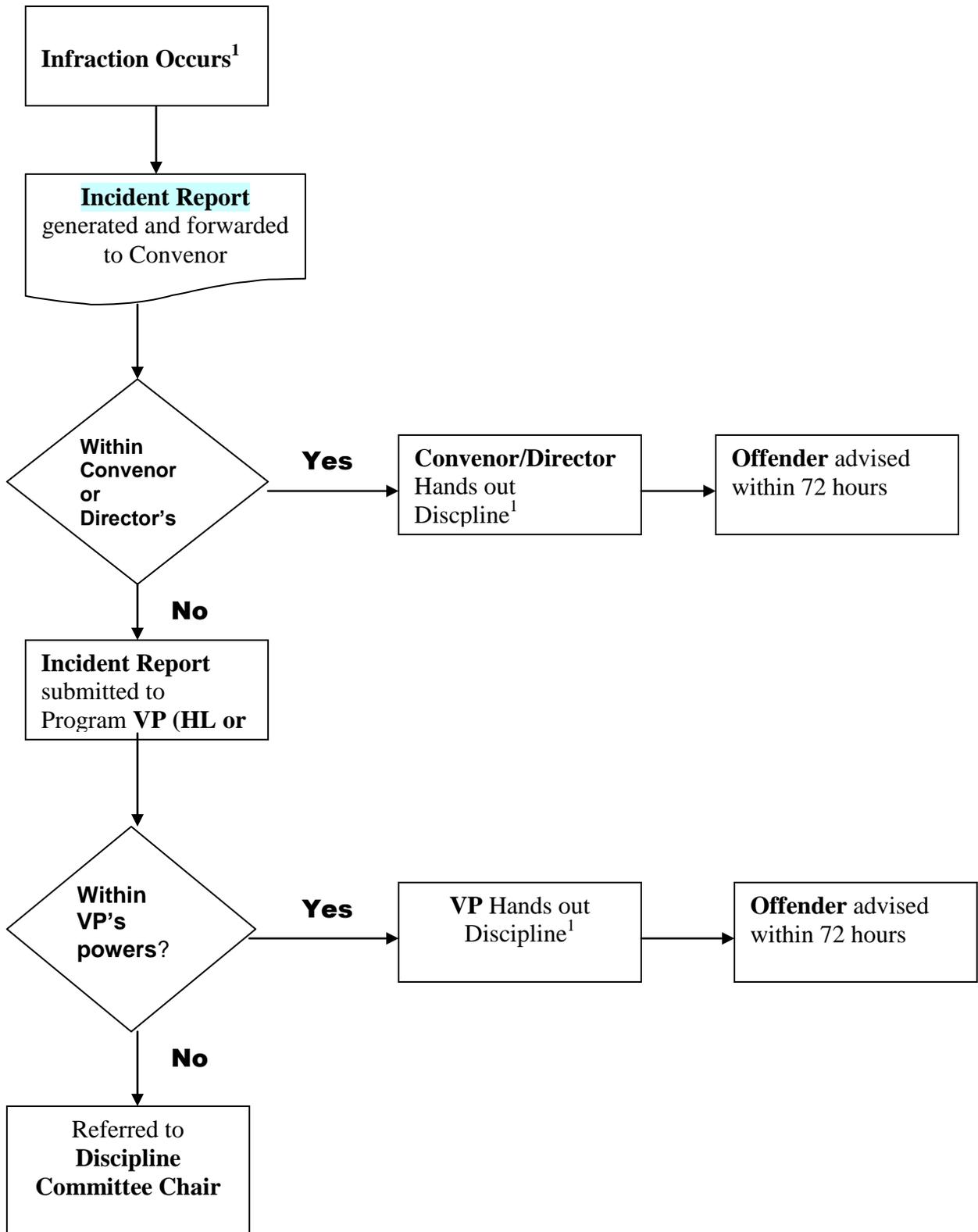
Role	Infraction	Penalty	Penalty to be assessed by
		<p>all volunteer activities</p> <p><b>Third Incident:</b> Removal from gym for remainder of season</p>	<p>Full season suspension must involve Discipline Committee as needed</p>
Spectators	Any deliberate violent threat or attack on any player, coach, official, minor official or spectator	<p>Immediate removal from gym. Immediate filing of report to applicable VP. Suspension from attendance in gym pending hearing. Hearing by VP and/or Discipline Committee</p>	<p>Convenor or Director or Association Official</p>

**Table-2 Powers to Assess Misconduct Penalties**

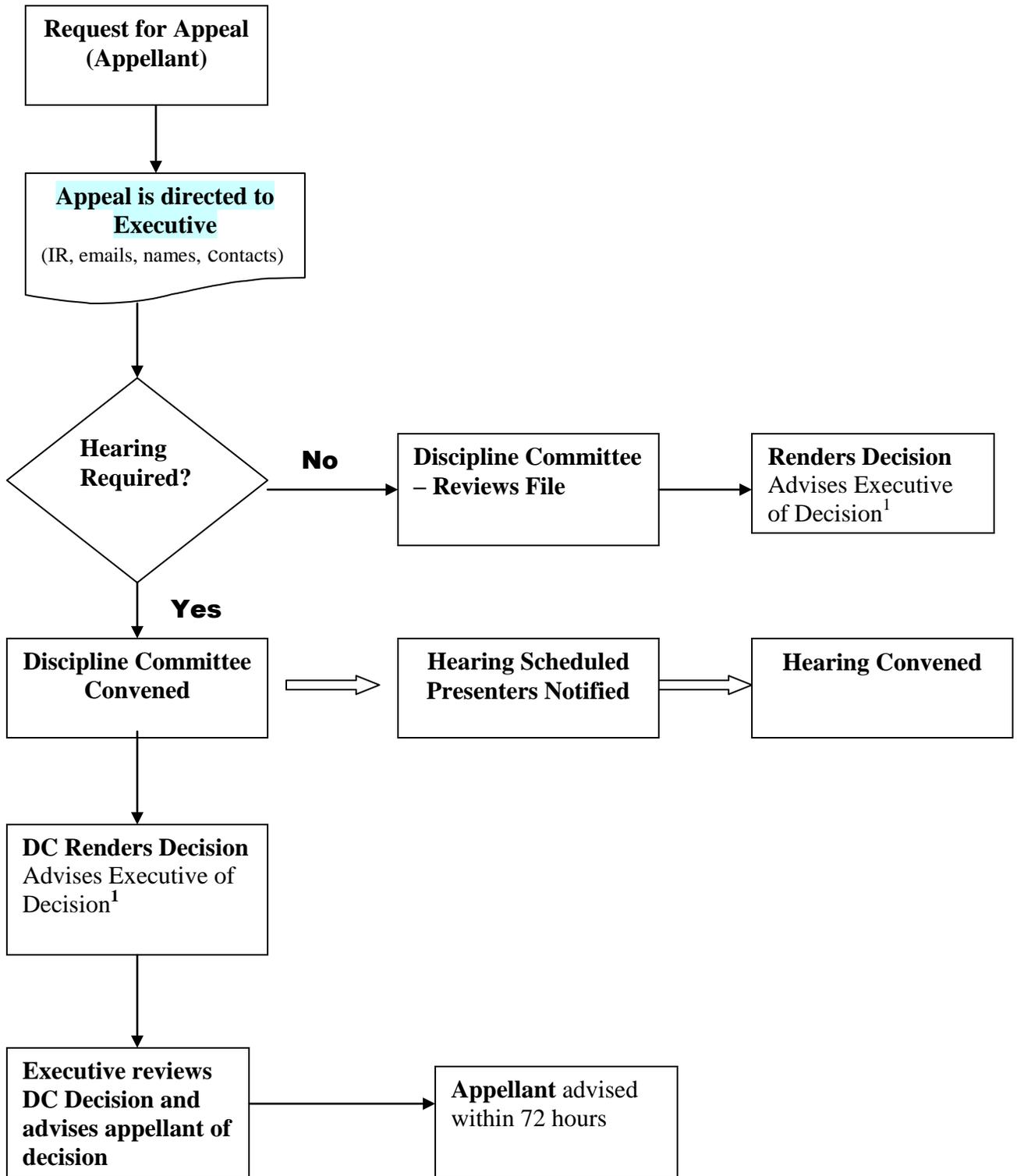
Penalty Assessed By	Role	Penalty
Convenor or Director or RIC	Player Coach Asst Coach	<p><b>Up to maximum 2 game suspension</b> for a player, coach or assistant coach upon completion of an incident report and in keeping with the protocol for misconduct penalties.</p> <p><b>Removal</b> of a player, coach or assistant coach from GCBA facility immediately following review of a case presented under the chain of communication, adherence to the Discipline Committee protocol for review of such cases and the issuance of a report.</p>
VP	Player Coach Asst Coach Convenor Association Official Volunteer Spectator	<p><b>Up to maximum 5 game suspension</b> for a player, coach, assistant coach, convenor, association official, volunteer or spectator upon completion of an incident report and in keeping with the protocol for misconduct penalties.</p> <p><b>One month suspension</b> is warranted in cases of abuse (physical or verbal), inappropriate behaviour (of a sexual or physical nature), threatening behaviour while awaiting outcome of investigation and hearing.</p> <p><b>Removal</b> of a player, coach, assistant coach, convenor, association official, volunteer or spectator from GCBA facility following review of a case presented under the chain of communication, adherence to the Discipline Committee protocol for review of such cases and the issuance of a report.</p>
Association Official	Spectator Volunteer Coach Asst Coach Player	<p><b>Removal</b> of a player, coach, assistant coach, convenor, association official, volunteer or spectator from GCBA facility following review of a case presented under the chain of communication, adherence to the Discipline Committee protocol for review of such cases and the issuance of a report.</p>
Discipline Committee	Player Coach	<p><b>Suspension for remainder of the season</b> for a player, coach, assistant coach, convenor,</p>

<b>Penalty Assessed By</b>	<b>Role</b>	<b>Penalty</b>
	Asst Coach Convenor Spectator Volunteer Association Official	spectator, volunteer, association official upon completion of an incident report and in keeping with the protocol for misconduct penalties.

## Annex A - GCBA DISCIPLINE PROCESS



## Annex B - GCBA DISCIPLINE APPEAL PROCESS



## **Annex C – Incident Report**

See [www.gcba.ca](http://www.gcba.ca)