

EAST YORK CURLING CLUB CODE OF CONDUCT COMPLAINTS REVIEW PROCESS

Reporting

- A complaint may be filed against another Club Member if that person has potentially violated the East York Curling Club's Code of Conduct.
- A complaint can be filed by contacting the Club Manager, a member of the Board of Directors, or a League Representative in writing. The complaint must identify the individual(s) involved, a clear description of the situation, and what attempts (if any) were made to resolve the situation.
- Members are encouraged to resolve conflicts among themselves first but the East York Curling Club recognizes that this is not always possible or even ideal. Also, members may also first consider mediation through a third party such as a League Representative.

Investigation

- When a complaint is filed, a Board Investigative Panel will investigate the complaint. This panel is empowered to lay sanctions to the level of warnings or probations.
- If a member faces a sanction of a suspension or expulsion, the matter will be referred to the Board of Directors (less the members on the Investigative Panel) in a hearing. The Board of Directors will make a final decision.
- Guidelines for an investigation can include, but are not limited to: notifying the complainee if a complaint is found to be credible and that sanctions are possible, seeking additional information (from the complainant, complainee, or witnesses) about the situation, or checking for previous complaints about the complainee.
- The Investigative Panel will consist of two members of the Board of Directors and the Club Manager. Member(s) of the Investigative Panel may be replaced if there is a perceived conflict of interest with the complaint. The members of the Investigative Panel will not take part in any Board vote related to the complaint.

Sanctions and Appeal

- If a Club Member is sanctioned by the Investigative Panel or the Board of Directors, the Member will be notified in writing.
- If a Club Member is sanctioned up to the level of probation, that person has the option to appeal the determination of the Investigative Panel to the Board of Directors. The appeal may challenge whether the investigation had been done appropriately, the findings of the Investigative Panel, the conclusions reached based on those findings, or the appropriateness of the sanction. The appeal will be heard at the next Board meeting.
- By a majority vote, the Board of Directors can overturn the ruling of the Investigative Panel thus removing the sanction. The complaint will not be re-investigated afterwards.
- Sanctions that may be applied to a Club Member can include (but are not limited to): recording of incident, a warning letter, probation with a remediation plan, suspension, or expulsion from the East York Curling Club.
- Sanctions that include suspension or expulsion shall also follow Article Four of the East York Curling Club Constitution.