



BC SCHOOL SPORTS

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COACH'S CODE OF CONDUCT COMPLAINT FORM FOR INCIDENTS THAT OCCUR DURING A GAME, PRACTICE OR ATHLETIC CONTEST

(to be used for complaints filed with Athletic Associations or Sport Commissions under BCSS Policy B2.1)

Please refer to the Complaint Submission Regulations on page 4 of this form. **PRINT OR TYPE**

SECTION 1: **COMPLAINANT INFORMATION** (must be completed before form can be submitted)

a) Name of Individual Filing Complaint (hereafter called "Complainant"):

School (if applicable): _____ Day Phone: _____

Evening Phone: _____ E-Mail: _____

Home Address: _____

Town/City

Postal Code

b) Role of Complainant re: this specific incident: (please circle)

Coach

Administrator

Athletic Director

Game/Contest Official

Tournament Director

Parent

Athlete

Spectator

Other: _____

c) Is the Complainant a Minor (i.e.: under 19 when the complaint is filed)? YES NO

If yes - this complaint form must be co-signed by the minor's parent and/or legal guardian. Please see page 3 for signature page.

SECTION 2: **RESPONDENT INFORMATION** (must be completed before form can be submitted)

Name of Coach Against Whom Complaint is Being Filed (hereafter called "Respondent"):

School: _____ Day Phone: _____

Evening Phone: _____ E-Mail: _____

Home Address (if available): _____

Town/City

Postal Code

Team (Level), Gender and Sport Coached: _____

SECTION 3: **COMPLAINT FILING AND NOTIFICATION INFORMATION** (must be completed before form can be submitted)

a) Date and Time that Respondent was notified in writing that this Complaint is being filed? _____

Notification Method? (circle) Fax E-mail Letter

Notification Sent to what Location? _____

Attach a copy of the fax, e-mail or letter sent to the respondent, or proof of delivery of the fax, e-mail or letter.

b) Date and Time of Complaint Submission to (complete applicable line)

i) Athletic Association: _____ Recipient: _____

Address to which the complaint is being sent? _____

OR

ii) Sport Commission: _____ Recipient: _____

Address to which the complaint is being sent? _____

SECTION 6: COMPLAINANT SUBMISSION OF INFORMATION (must be completed before form can be submitted)

a) I declare, to the best of my knowledge, that the information contained in this complaint is correct.

Name: _____ Signature: _____

Date: _____

b) If the Complainant is a minor when the complaint is filed, this form must be co-signed by the minor's parent or legal guardian.

Declaration of the Co-Signer: "I have read the completed Compliant Form and understand that the information contained in this Complaint is correct. Further, I have read the regulations on page 4 of this form, and have explained the required timelines and complaint process to the minor."

Name: _____ Signature: _____

Date: _____

ASSOCIATION / COMMISSION USE ONLY:

Complaint Received on: _____ Submitted To: _____

Date of Contact and Confirmation with Respondent: _____

Investigation Officer Appointed? YES NO Name: _____

Date of Hearing: _____ Time and Location: _____

Notification Sent to: Complainant Date and Time: _____

Respondent Date and Time: _____

Hearing Panel: 1) _____ Notification and Package: _____ / _____

2) _____ Notification and Package: _____ / _____

3) _____ Notification and Package: _____ / _____

4) _____ Notification and Package: _____ / _____

Hearing Decision: _____

Attention Athletic Associations / Commissions: At the conclusion of the Hearing and any Appeal period, attach all Complaint, Response and Hearing Documentation to this Complaint Form, and file with the permanent Association / Commission archive files. Send a copy of the final response letter and any other pertinent information to the BC SCHOOL SPORTS office.

B2.1 PROCEDURES FOR DEALING WITH INCIDENTS THAT OCCUR DURING A GAME, PRACTICE OR ATHLETIC CONTEST:

B2.1.1 FILING A COMPLAINT:

- a) the offending coach ("respondent") must be notified in writing at least 24 hours (1 school day) prior to a formal complaint being filed with the applicable disciplinary body (Athletic Association or Sport Commission). Notification may be effected by delivery of a fax, e-mail or letter to the coach, c/o his/her school.
- b) the complainant and the respondent may wish to pursue informal resolution prior to the formal complaint being filed with the local Athletic Association or Sport Commission, but this process will not preclude a formal complaint submission if the informal resolution attempt affects the 5 working days time line.
- c) a written complaint for the specific incident must be filed with the President of the applicable Athletic Association (*if during league or athletic association play*) or Sport Commission (*if during BC zone play-offs and BC championships*). The written complaint must be sent to the respondent and copied to respondent's school Athletic Director, and Administrator and to the BC SCHOOL SPORTS office. Complaints should be filed using a BCSS Code of Conduct Complaint Form, available from Athletic Directors, the BCSS office, or the BCSS website.
- d) the formal complaint filed under this policy **must be filed within 5 school days** after the situation or incident has occurred, unless the Athletic Association or Sport Commission receiving the complaint determines that the period should be extended.
- e) the complaint must cite the specific clause of the Coach's Code of Conduct alleged to have been violated, the date of the occurrence and the particulars of the alleged violation, including naming other parties involved (if applicable).
- f) the complaint can be filed by any person who has information that leads him or her to believe that a violation has occurred.
- g) additional information in support of the complaint can be submitted as written evidence and be attached to the complaint. This additional information may take the form of letters from students or spectators, reports or letters from tournament or game/event officials, or confirming information from other coaches or school officials. If any of the evidence is submitted by a minor, the letter must be co-signed by the minor's parent or guardian. All submitted information must be dated.

B2.1.2 DISCIPLINARY HEARING:

- a) the hearing between the Athletic Association or Sport Commission Disciplinary Committee, the complainant and the respondent will take place within 15 school days of the formal written complaint being received.

Contact your local Athletic Association President or the BCSS office for a complete set of procedures for a Disciplinary Hearing for a complaint filed under rule B2.1.