



BC SCHOOL SPORTS

Mailing: 20800 Lougheed Hwy, PO Box 97, Maple Ridge, BC V2X 7E9

Location: 21821 - 122nd Ave, Room 1009, Maple Ridge, BC V2X 3X2

Phone: 604-477-1488 • Fax: 604-477-1484

info@bcschoolsports.ca • www.bcschoolsports.ca

COACH'S CODE OF CONDUCT COMPLAINT FORM FOR INCIDENTS INVOLVING RECRUITING, MULTIPLE ATHLETIC ASSOCIATIONS OR GENERAL MISCONDUCT

(to be used for complaints filed with BC SCHOOL SPORTS under BCSS Policy B2.2)

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 the BC SCHOOL SPORTS office. _____

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: _____

BC SCHOOL SPORTS 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: _____

Attach response letter and other pertinent information before filing.

B2.2 PROCEDURES FOR DEALING WITH INCIDENTS INVOLVING RECRUITING, MULTIPLE ATHLETIC ASSOCIATIONS OR GENERAL MISCONDUCT:

B.2.2.1 Filing a Complaint:

A) the offending coach (respondent) must be notified in writing at least 5 school days prior to a formal complaint being filed with BC SCHOOL SPORTS. 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 BCSS, but this attempt will not preclude a formal complaint submission if the informal resolution attempt affects the 365 day time line noted in this regulation.

C) a written complaint for the specific situation or occurrence is filed with the President of BC SCHOOL SPORTS (*through the BCSS office*). Copies of the written complaint must also be distributed to the respondent, the respondent=s school athletic director and school administrator, and to the President of the respondent=s local Athletic Association, at least 48 hours before the written complaint is filed with BCSS. Complaints should be filed using a BCSS code of conduct complaint form, available from athletic directors, the BCSS office, or the BCSS website. (*Filing is to the BCSS office. The Address is on a top of page 1 of this form*)

D) the formal complaint submitted under this policy must be filed within a 12 month period after the situation or incident has occurred, (12 months consecutive time, not school in session) unless the hearing panel chairperson determines that the period should be extended.

E) the complaint must cite 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 the naming of 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.

B2.2.2 DISCIPLINARY HEARING:

A) four members of the BCSS Management Committee shall act as the Hearing Panel, and shall select the chairperson from the panel. If four members of the Management Committee are not available due to conflict of interest or time or location, the BCSS President will appoint other members from the BCSS Board of Directors to sit on the panel.

B) the hearing will take place within 30 school days of the complaint being received. The hearing may take place as a conference call if most expedient.

Contact the BCSS office for a complete set of procedures for a Disciplinary Hearing for a complaint filed under rule B2.2.