

### COACH'S CODE OF CONDUCT COMPLAINT FORM

# FOR INCIDENTS INVOLVING RECRUITING, MULTIPLE ATHLETIC ASSOCIATIONS OR GENERAL MISCONDUCT

(to be used for complaints filed with <u>BC SCHOOL SPORTS</u> 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 (II applicable)			Day Phone:				
Home Address:							
				Town/City		Postal Code	
<ul><li>c) Role of Complainant</li></ul>	re: this specific incid	ent: (please circle)					
Coach	Administrator	Athletic Director	Game/Contest Official Tournamen				
Parent	Athlete	Spectator		Other:			
c) Is the Complainant a	Minor (i.e.: under 19	when the Complaint is file	ed)?	YES	NO		
•	•	·	e minor's parent and/or legal guardian. Please see page 3			nature page	
SECTION 2: RESPON	DENT INFORMATION	(must be completed before form	can he suhm	uitted)			
<u></u>							
Name of Coach Agair	st Whom Complain	t is Being Filed (hereafte	r called "Re	espondent"):			
2 ala a di							
		Day Phone: E-Mail:					
=							
Jama Addraga (if avail							
Home Address (if avail				Town/City		Postal Code	
				Town/City		Postal Code	
Геат (Level), Gender	and Sport Coached: _						
Team (Level), Gender	and Sport Coached: _	FICATION INFORMATION	(must be con	npleted before for			
Feam (Level), Gender of the second of the se	and Sport Coached: _ NT FILING AND NOTI Respondent was notif	FICATION INFORMATION fied in writing that this Cor	(must be con	npleted before forn		nitted)	
Feam (Level), Gender of the second of the se	and Sport Coached: _ NT FILING AND NOTI Respondent was notif	FICATION INFORMATION	(must be con	npleted before forn			
Feam (Level), Gender of SECTION 3: COMPLANT of Date and Time that I	and Sport Coached: _ NT FILING AND NOTI Respondent was notif	FICATION INFORMATION fied in writing that this Cor Notification Method? (	(must be cor nplaint is b	npleted before forneing filed?Fax E-n		nitted)	
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names of all individuals involved in the incident(s), the date(s) and time(s) of the incident(s), and the behaviour that has led you to file this complaint. Attach additional numbered pages if more space is needed. a) Date(s) (m/d/y) & Time(s) of the Complaint Incident(s): \_\_\_\_\_ Location of the Complaint Incident (include address if not a school): Other School(s) (if applicable) Participating in Contest at Time of Incident: b) Coach's Code of Conduct Clause Violated by the Respondent (quote Code number): \_\_\_\_\_ c) Please describe the incident: Attachments: The complaint may include attachments such as letters from witnesses. All attachments should be dated. Submissions from minors must be co-signed by a parent or legal guardian. Please list the attachments and submit with this form. Attachment #1) \_\_\_\_\_ Submitted by: Attachment #2) \_\_\_\_\_ Submitted by: \_\_\_\_\_ Attachment #3) \_\_\_\_\_ Submitted by: \_\_\_\_\_ SECTION 5: WITNESSES TO THE INCIDENT(S) Include contact information for any witnesses who should be contacted during the investigation of this complaint. (Additional names may be attached to this complaint form if necessary) 1) Name: \_\_\_\_\_\_ School (if applicable): \_\_\_\_\_ Evening Phone: Day Phone: Role of Witness? Is this Witness a Minor? YES NO School (if applicable): 2) Name: Day Phone: \_\_\_\_ Evening Phone: Role of Witness? Is this Witness a Minor? YES NO School (if applicable): \_\_\_\_\_ 3) Name: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Day Phone: Is this Witness a Minor? YES Role of Witness? NO

**SECTION 4:** <u>DESCRIPTION OF THE COACH'S CODE OF CONDUCT VIOLATION:</u> (must be completed before form can be submitted) Please describe the Coach's Code of Conduct Violation in as much detail as possible. Specifically include the

				t be completed before form can be submitted)
a) I declare, to the best of my	knowledge, that the	) informa	ation conta	ained in this complaint is correct.
Name:			Signature	::
Date:				
guardian. <b>Declaration of the Co-Signe</b>	er: "I have read the so	complet have rea	ted Compli ad the regu	m must be co-signed by the minor's parent or legal iant Form and understand that the information lations on page 4 of this form, and have explained
Name:			Signature	::
BC SCHOOL SPORTS				
Complaint Received on:				Submitted To:
Date of Contact and Confirmat	ion with Respondent: _			
Investigation Officer Appointed	? YES	NO	Name: _	
Date of Hearing:				Time and Location:
Notification Sent to:	Complainant		Date an	d Time:

## 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 <u>least 5 school days</u> prior to a formal complaint being filed with BC SCHOOL SPORTS. Notification may 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) <u>a written complaint</u> 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) <u>additional information</u> 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.