

DISCIPLINE AND COMPLAINT POLICY

Adopted by BCC Board: February 2019

Reviewed by BCC Board: February 2020

The Barrie Cycling Club (BCC) expects its members to behave in a way that demonstrates respect for other members and their property, including the general public. It also wishes to operate in an environment that is free from harassment or discrimination. In this context, harassment is defined as any action directed at an individual or group that creates a hostile, intimidating or offensive environment. Discrimination is defined as not respecting the rights and dignity of every member of the BCC equally, irrespective of gender, ethnic origin, age, sexual orientation or religion. The purpose of this policy is not to provide a comprehensive definition of what is unacceptable behavior but instead to create a framework to be able to judge the behavior in the context of the following questions:

- Will the behavior have a negative impact on the reputation of the Club?
- Does the behavior create significant tension, disharmony or disunity within the Club?
- Could the behavior be considered to be discrimination or harassment as defined above?

If the answer to any of these questions is 'yes', the behavior is likely to be unacceptable.

Following examples as a general guideline:

Misconduct:

- Disrespectful, abusive, racist, or sexist comments or behaviour
- Disrespectful conduct
- Minor incidents of violence (e.g., tripping, pushing, elbowing)
- Conduct contrary to the values of the Club
- Non-compliance with the Club's policies, procedures, rules, or regulations
- Minor violations of the Club's Code of Conduct

Gross Misconduct:

- Repeated minor incidents
- Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- Major incidents of violence (e.g., fighting, attacking, sucker punching)
- Pranks, jokes, or other activities that endanger the safety of others
- Conduct that intentionally damages the Club's image, credibility, or reputation
- Consistent disregard for the Club's bylaws, policies, rules, and regulations

- Major or repeated violations of the Club's Code of Conduct
- Intentionally damaging Club property or improperly handling the Club monies
- A conviction for any Criminal Code offense

This policy applies to all BCC members.

GRIEVANCE AND DISCIPLINARY PROCESS

Any individual may report an incident or complaint to the ride leader verbally and/or Disciplinary Chair (BCC President or Vice-President) in writing, within fourteen (14) days of the alleged incident. This timeline can be waived or extended at the Disciplinary Chair's discretion. Verbal complaints addressed during a ride can be pursued further, if the individual is unsatisfied with the resolution, by contacting the Disciplinary Chair within the required timeline. At the BCC's discretion, the BCC may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the BCC will identify an individual to represent the BCC.

The Club receives feedback through its website or directly to ride leader or board members about the conduct of its members on Club rides. Not all feedback requires in-depth investigation. However, if action is required the member(s) involved will be asked to address the issue and if necessary, take action to prevent the incident from occurring again. Whether or not an incident requires action will be determined by the ride leader or the organizer of the event.

The stages that may be followed when discipline is deemed necessary include the following:

- Verbal or written reprimand
- Verbal or written apology
- Service or other contribution to the Club
- Removal of certain privileges
- Suspension from certain teams, events, and/or activities
- Suspension from all Club activities for a designated period of time
- Payment of the cost of repairs for property damage
- Suspension of funding from the Club or from other sources
- Expulsion from the Club
- Any other sanction considered appropriate for the offense

If the breach of compliance is more serious in nature, especially if it involves rider safety and/or engagements with members of the public, the process would proceed as follows:

- An Investigation Team of three individuals would be formed by appointment of the BCC Board of Directors.
- The implicated member(s) involved would be asked to explain what had happened to the Investigation Team.

- The Team would investigate the incident by consulting widely and gathering as much evidence as was necessary to understand and resolve the issue.
- Any implicated member who was involved in this disciplinary process would have the right to bring as much evidence to the Investigation Team as they felt necessary to support their position in the case of a dispute. This could include witnesses, notes, photos, etc.
- The Team would review the evidence with all those involved in the incident and agree its conclusions and recommendations.
- The Investigation Team would make disciplinary recommendations to the Board at the next scheduled board meeting, or if of a more urgent nature, at a specially convened Board meeting.
- Any proposed disciplinary actions would have to be approved by the Board. Any members of the Board who were on the Investigation Team shall not vote on any disciplinary actions.
- Once these had been agreed by the Board, they would be communicated back to all members involved.

The Barrie Cycling Club's Discipline and Complaint Policy is intended to ensure members behave in a way that demonstrates respect for other members through brevity and plain language.

(The Barrie Cycling Club acknowledges the support and permission of the Peterborough Cycling Club to use their plain language documents as a base for our own plain language documents.)