



**DISCIPLINE POLICY
ATHLETICS NOVA SCOTIA**

**UPDATED: SEPTEMBER 2025
APPROVED: JANUARY 2026**

Note: In this policy, "days" will mean total days irrespective of weekends or holidays. This policy only covers those members who are not covered under our Third Party investigation process as found here.

1. PREAMBLE

1.1 Membership and participation in the activities of Athletics Nova Scotia (the "Association") offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including complying with the Code of Conduct of Athletics Nova Scotia. This Code of Conduct identifies the standard of behaviour that is expected of members and participant, and those who fail to meet this standard may be subject to the disciplinary procedures set out in this policy.

2. APPLICATION OF THIS POLICY

2.1 This policy applies to all categories of members of Athletics Nova Scotia and to all individuals participating in activities with or employed by Athletics Nova Scotia. These include, but are not limited to athletes, coaches, officials, organizers, managers, volunteers, directors, officers and employees.

2.2 This policy applies to all discipline matters that may arise during the course of Athletics Nova Scotia's business, activities and events, including but not limited to the office environment, competitions, practices, training camps, travel associated with competitive activities, and any meetings of staff, committees or the Board of Directors.

3. REPORTING AN INFRACTION

3.1 Any individual may report to either their appropriate representative (i.e., Athlete's

Representative, Coaching Chair, Official's Chair) or to the President, a disciplinary infraction, using the Incident Report. It will be at the sole discretion of the President to determine if the infraction is best dealt with as a minor or a major infraction.

4. MINOR INFRACTIONS

4.1 Minor infractions are single incidents of misconduct that breach the Code of Conduct but generally do not result in harm to others. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the individual involved: this person may include, but is not restricted to, a board member, committee member, volunteer, staff person, coach, organizer or manager.

4.2 Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person having authority, provided the individual being disciplined is told the nature of the infraction. This policy will not prevent an appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behaviour that constitutes a minor infraction.

There are no requirements for the President or the person having authority over the individual to notify the Athletics Nova Scotia Executive Board or Board of Directors of details related to minor infractions.

4.3 Disciplinary sanctions for minor infractions may include the following:

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- a) verbal or written reprimand;
- b) verbal or written apology;
- c) service or other voluntary contribution to the Association;
- d) suspension from the current activity or competition;
- e) any other similar sanction considered appropriate for the offense.

5. MAJOR INFRACTIONS

5.1 Major infractions are instances of misconduct which violate the Code of Conduct and which result, or have the potential to result, in harm to other persons, to Athletics Nova Scotia or to the sport of athletics.

5.X If the incident is a major infraction, the President will notify the Athletics Nova Scotia Executive Board of the incident as soon as possible, and will provide the Executive Board with a copy of the incident report and a copy of this policy.

5.2 If the incident is a major infraction, a hearing is required. The President will notify the individual alleged to have committed a major infraction of the matter as soon as possible, and will provide the individual with a copy of the Incident Report and a copy of this policy.

5.X The President will notify the Athletics Nova Scotia Board of Directors of the incident within five business days of providing the incident report to the individual.

5.3 Major infractions occurring within competition may be dealt with immediately, if necessary, by the appropriate person having authority. The individual being disciplined will be told the nature of the infraction and will have an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeal provisions of this policy.

6. INVESTIGATION

6.1 Depending on the nature and severity of the infraction, the Association may appoint an independent individual to conduct an investigation. If this is the case, the Investigator will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the President.

7. DISCIPLINE PANEL

7.1 Within 7 days of receiving an Incident Report documenting a major infraction or of receiving the written report of the Investigator if an investigation was carried out, the President will appoint three individuals to serve as a Discipline Panel. The members of the Panel will select from themselves a Chairperson.

7.1.a If the President does not adhere to the deadline imposed by clause 7.1 of this Policy, the individual bringing the complaint maintains the right to bring the matter to the attention of the Athletics Nova Scotia Executive Board at the next scheduled meeting of the Board, and the Board may assume the powers provided to the President in this Policy to ensure the complaint is dealt with in a timely manner.

7.2 The Discipline Panel will hold the hearing as soon as possible. The Disciplinary Committee has discretion for the timeline of the panel. The aim will be as timely as possible, based on availability of independent panel members.

APPENDIX 1

DISCIPLINE POLICY ATHLETICS NOVA SCOTIA

EXAMPLES OF MINOR INFRACTIONS:

1. a single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
2. conduct contrary to the ideals of fair play such as angry outbursts or arguing;
3. a single incident of being late for or absent from Athletics Nova Scotia events and activities at which attendance is expected or required;
4. non-compliance with the rules and regulations under which Athletics Nova Scotia events are conducted, whether at the local, provincial, national or international level.

EXAMPLES OF MAJOR INFRACTIONS:

1. repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
2. repeated conduct contrary to the ideals of fair play such as angry outbursts or arguing;
3. repeated incidents of being late for or absent from Athletics Nova Scotia events and activities at which attendance is expected or required;
4. activities or behaviour that interfere with the organization of a competition or with any athlete's preparation for a competition;
5. pranks, jokes or other activities which endanger the safety of others;
6. deliberate disregard for the rules and regulations under which Athletics Nova Scotia events are conducted, whether at the local, provincial, national or international level;
7. any conduct that results in harm to the image, credibility or reputation of Athletics Nova Scotia and/or its' sponsors
8. abuse of facilities or equipment
9. any use of alcohol or any other illicit substance by minors;
10. use of illicit drugs and narcotics;
11. use of banned performance enhancing drugs or methods

INCIDENT REPORT

Date and time of incident: _____

Name of writer: _____ Position: _____

Location of incident: _____

This incident is a: _____ minor infraction _____ major infraction

Individual(s) involved in the incident:

Objective description of the incident
(please be concise, accurate and non-judgmental):

Contact information of individuals who observed the incident:

Disciplinary action THAT was taken (if applicable): _____

Signature of writer: _____ Date: _____

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Updated: September 2025

Approved: _____

Note

In this policy, "days" refers to total days irrespective of weekends or holidays. This policy applies only to members **not** covered under the Third Party Investigation Process.

1. PREAMBLE

1.1 Membership and participation in Athletics Nova Scotia (the "Association") offer many benefits and privileges. Members and participants are expected to fulfill certain responsibilities, including compliance with the Athletics Nova Scotia Code of Conduct. Failure to meet these standards may result in discipline under this policy.

2. APPLICATION OF THIS POLICY

2.1 This policy applies to all categories of Athletics Nova Scotia members, including but not limited to: athletes, coaches, officials, organizers, managers, volunteers, directors, officers, and employees.

2.2 It applies to all discipline matters arising in the course of Athleti