



EVENT DISCIPLINE PROCEDURE

Section: Safe Sport Policies
Approved by: SBC Board of Directors

Date of Approval: August 2026
Next Review: August 2029

Definitions

Terms in this Procedure are defined as follows:

- a) **Event** – A swim competition sanctioned by Swim BC or an organization other than Swim BC.
- b) **Participants** – Refers to anybody who has any involvement with any activity governed by Swim BC either directly or indirectly, including but not limited to (i) all categories of individual members and/or registrants defined in Swim BC's Bylaws, and all people employed by, contracted by, or engaged in activities with, Swim BC including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, judges, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
- c) **Person in Authority** – Any Participant who holds a position of authority within Swim BC including, but not limited to, staff, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers.

Purpose

Swim BC is committed to providing a competition environment in which all Participants are treated with respect. This Procedure outlines how alleged misconduct during an Event sanctioned by Swim BC will be handled.

Scope and Application of this Policy

This Procedure will be applied to all Events sanctioned by Swim BC.

If an Event is sanctioned by an organization other than Swim BC (e.g., Swimming Canada), the procedures for event discipline of the host organization will replace this procedure. Incidents involving Participants connected with Swim BC (such as athletes, coaches, and Directors and Officers) at all Events must still be reported by the head coach or club to Swim BC.

This Procedure does not replace or supersede the *Discipline and Complaints Policy*. Instead, this Procedure works in concert with the *Discipline and Complaints Policy* by outlining, for a person in authority with authority at an Event sanctioned by Swim BC, the procedure for taking immediate, informal, or corrective action in respect of a possible violation of the *Code of Conduct and Ethics* during an Event.

Misconduct During Events

Incidents that violate or potentially violate the *Code of Conduct and Ethics*, which can occur during a competition, away from the area of competition, or between parties connected to an Event, shall be reported by the head coach or club representative to a person in authority (usually the Meet Referee) responsible at the Event.

The person in authority at the Event shall use the following procedure to address the incident that violated or potentially violated the *Code of Conduct and Ethics*:

- a) Notify the involved parties that there has been an incident that violated or potentially violated the *Code of Conduct and Ethics*
- b) Convene an independent review panel consisting of either one person or three people (one of whom shall be designated the Chair), who shall not be in a conflict of interest or involved in the original



incident, to determine whether the *Code of Conduct and Ethics* has been violated. The person in authority at the Event may serve on the review panel

- c) The review panel will interview and secure statements from any witnesses to the alleged violation
- d) If the violation occurred during a competition, interviews may be held with the officials who officiated or observed the competition and with the coaches and captains of each team when necessary and appropriate
- e) The review panel will secure a statement from the person(s) accused of the violation
- f) The review will render a decision and determine a possible penalty with effect during the Event
- g) The Chair of the jury will inform all parties of the jury's decision

The penalty determined by the jury may include any of the following, singularly or in combination:

- a) Oral or written warning
- b) Oral or written reprimand
- c) Suspension from future competitions at the Event
- d) Ejection from the Event
- e) Other appropriate penalty as determined by the review panel but limited to the duration of the Event

The review panel does not have the authority to determine a penalty that exceeds the duration of the Event. A full written report of the incident and the review panel's decision shall be submitted to Swim BC by the Chair of the jury following the conclusion of the Event. Further discipline may then be applied in accordance with the *Discipline and Complaints Policy*, if necessary.

Decisions made pursuant to this Policy may not be appealed.

This Policy does not prohibit other Participants from reporting the same incident to Swim BC to be addressed as a formal complaint under the *Discipline and Complaints Policy*.

Swim BC shall record and maintain records of all reported incidents.

Minors

1. Complaints may be brought by or against a Participant who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process.
2. Communication from a Person in Authority must be directed to the Minor's representative.
3. A Minor is not required to attend an oral hearing, if held.

Timeliness

The procedures outlined in this Procedure are Event-specific and therefore shall be exercised and implemented as soon as it is reasonable to do so. The final decision of the jury must be reached and communicated to the Parties prior to the conclusion of the event for it to be effective.

Any decision issued by the review panel after the conclusion of the Event will be of no force or effect..

Confidentiality

This process is confidential. Once initiated and until a decision is released, none of the parties will disclose any confidential information relating to the discipline or complaint to any person not involved in the proceedings. Notwithstanding this requirement, the decisions themselves, as redacted, may be made available by Swim BC.