

# Water Polo West Association (WPWA) Discipline and Complaints Policy

Water Polo West Association (WPWA)

Date Approved: March 16, 2026

Review Date: September 2026 – or upon review by Sport Law



## Table of Contents

<b>Water Polo West Association (WPWA) Discipline and Complaints Policy.....</b>	<b>1</b>
<b>Preamble and Notes to the WPWA Discipline and Complaints Policy .....</b>	<b>3</b>
<b>Purpose .....</b>	<b>4</b>
<b>Principles .....</b>	<b>4</b>
<b>Application of this Policy.....</b>	<b>4</b>
<b>Minors .....</b>	<b>5</b>
<b>Anonymous Complainants .....</b>	<b>5</b>
<b>Disciplinary Procedure .....</b>	<b>5</b>
<b>Mediation.....</b>	<b>6</b>
<b>Complaint Procedure.....</b>	<b>6</b>
<b>Complaint Procedure: Process #1.....</b>	<b>7</b>
<b>Request for Reconsideration .....</b>	<b>10</b>
Process #2: Option 1.....	10
<b>Case Manager Responsibilities.....</b>	<b>11</b>
<b>Case Manager .....</b>	<b>11</b>
Process #2 Option 2.....	12
<b>Jurisdiction .....</b>	<b>12</b>
<b>Minor Infractions .....</b>	<b>13</b>
<b>Hearing Procedure.....</b>	<b>14</b>
<b>Decision .....</b>	<b>16</b>
<b>Sanctions .....</b>	<b>16</b>
<b>Criminal Convictions .....</b>	<b>16</b>
<b>Confidentiality .....</b>	<b>17</b>
<b>Timelines .....</b>	<b>17</b>
<b>Records and Distribution of Decisions .....</b>	<b>17</b>
<b>Appeals Procedure .....</b>	<b>17</b>

## Preamble and Notes to the WPWA Discipline and Complaints Policy

\* Indicates a section or excerpt that has been adapted from the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#) from the Office of the Sport Integrity Commissioner.

## Purpose

1. Members and Participants are expected to fulfil certain responsibilities and obligations including, but not limited to, complying with the policies, By-laws, rules and regulations of the WPWA. Non-compliance may result in the imposition of sanctions pursuant to this Policy.

## Principles

2. The following principles guide the findings and determinations under this Policy:
  - a) Any form of Maltreatment violates the integrity of members and undermines the values of Canadian sport.
  - b) Sanctions imposed will reflect the seriousness of the Maltreatment and the harm to those affected and the values of Canadian sport.

## Application of this Policy

3. This Policy applies to all Members and Participants.
4. This Policy applies to matters that may arise during the business, activities, and events of the WPWA including, but not limited to, competitions, practices and training, treatment or consultations, camps and clinics, travel associated with the activities of the WPWA, and any meetings.
5. This Policy also applies to Members' and Participants' conduct outside of the business, activities, and events of WPWA when such conduct adversely affects the relationships (or the work and sport environment) of the WPWA, is detrimental to the image and reputation of the WPWA, or upon the acceptance of the WPWA.
6. This Policy applies to alleged breaches of the Code of Conduct and Ethics by Members who have retired from the sport where any claim regarding a potential breach of the Code of Conduct and Ethics occurred when the Member/Participant was active in the sport. In addition, this Policy will apply to breaches of the Code of Conduct and Ethics that occurred when the Participants involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the member(s)\*.
7. Applicability of this Policy will be determined by the WPWA at its sole discretion and shall not be subject to appeal.
8. In the event that it is considered appropriate or necessary on the basis of the circumstances, immediate discipline or the imposition of a sanction may be applied, after which further discipline or sanctions may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions may be for the duration of the competition, training, activity, or event only.

9. In addition to being subject to disciplinary action pursuant to this Discipline and Complaints Policy, an employee of the WPWA who is a Respondent to a complaint may also be subject to consequences in accordance with the employee's Employment Agreement or policies for human resources, if applicable.

## Minors

10. Complaints may be brought for or against a Participant who is a Minor. Minors must have a parent, guardian or other adult serve as their representative during this process.
11. Communication from the Executive Director /or Representative or Case Manager, Discipline Chair or Discipline Panel (as applicable) must be directed to the Minor's representative.
12. A Minor is not required to attend an oral hearing, if held.

## Anonymous Complainants

13. Complaints wherein the Complainant wishes to remain anonymous during the discipline process may be accepted as an Anonymous Complaint at the sole discretion of WPWA.
14. Where WPWA exercises its discretion accept an Anonymous Complaint, WPWA shall appoint an Anonymous Complainant's Advocate, to represent the Complainant's interests.
  - a) The Anonymous Complainant's Advocate will be a volunteer role and will be appointed by WPWA after ensuring that the individual has no other personal or professional interest in the Complaint.
  - b) The Anonymous Complainant's Advocate will be responsible to liaise with WPWA, represent the Anonymous Complainant's interests in the Complaint, and receive information about the status and outcome of procedures and provide that information to the Anonymous Complainant.

## Disciplinary Procedure

15. The Disciplinary Procedure applies to Complaints regarding Participants' conduct during WPWA business, activities, and events including, but not limited to, competitions, tournaments, games, matches, practices, tryouts, training camps, and travel associated with WPWA.
16. The Disciplinary Procedure does not prevent discipline from being applied, during a competition or event, according to specific procedures in place for that particular event.

17. Members may also be subject to the disciplinary rules and processes of other associations, clubs, or organizations. Where appropriate, WPWA will respect decisions made by those bodies.
18. Any person, including but not limited to Members, parents, athletes, club or organization representatives, coaches, or representatives of WPWA, is encouraged to report violations of the Code or other relevant policy of WPW.
19. Complaints must be in writing and must be reported to WPW within fourteen (14) days of the alleged violation.
20. A Complainant wishing to file a Complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the Complaint outside of the fourteen (14) day period will be at the sole discretion of WPWA. This decision may not be appealed.
21. Complainants must identify themselves in the written Complaint.
22. The Executive Director or designate will receive the complaint.
23. At its discretion, the WPWA may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the WPWA will identify an individual to represent the organization.
24. Withdrawn complaints may be retained by the WPWA. The WPWA, at its discretion, may resume a withdrawn complaint and act as the Complainant by appointing an individual to represent the WPWA. The WPWA does not require the original Complainant's consent to resume a withdrawn complaint.

## Complaint Processing

25. All complaints made in writing to the WPWA will be acknowledged within 2 working days.
  - a) An initial assessment of the complaint will take place by the Executive Director and/or other WPWA Staff designate to determine whether the issues raised by the complainant fall within the scope of this policy.

## Mediation

26. Before any Complaint proceeds, it will first be reviewed by WPWA's Executive Director (or designate) with the objective of resolving the Complaint informally and/or with the assistance of a mediator. Disputes that are resolved by mediation may not be appealed or subsequently re-submitted as a Complaint under this Disciplinary Procedure.

## Complaint Procedure: Process #1

27. An effort will be made to attempt to seek early resolution of complaints wherever possible. Issues suitable for early/ informal resolution include minor infractions

(see appendix A). Complaints raising issues of a more serious nature are prioritized and responded to within 2 business days. Attempts will be made to resolve the complaint informally, including mediation.

- a) Determine the appropriate jurisdiction to manage the complaint and consider the following:
  - i. Whether the complaint should be handled by a Club or by the WPWA. In making this decision, the Executive Director or Designate will consider:
    - a. whether the incident has occurred within the business, activities or events of the Club or the WPWA. If the incident has occurred outside of the business, activities or events of any of these organizations, the Executive Director/ assigned designate will determine which organization's relationships are adversely affected
- b) Determine the appropriate jurisdiction to manage the complaint and consider the following:
  - i. Whether the complaint should be handled by a Club or by the WPWA. In making this decision, the Executive Director/ Designate will consider:
    - a. whether the incident has occurred within the business, activities or events of the Club or the WPWA. If the incident has occurred outside of the business, activities or events of any of these organizations, the Executive Director or Designate will determine which organization's relationships are adversely affected or which organization's image or reputation will be detrimentally affected by the incident; and
    - b. if the Club is otherwise unable to manage the complaint for valid and justifiable reasons, such as a conflict of interest or due to a lack of capacity
  - ii. If the Executive Director/ Designate determines that the complaint or incident should be handled by a Club, that Club may address the complaint per its own policies or may adopt this Policy and appoint its own Representative to fulfill the responsibilities listed below. In such instances, any reference to Representative below shall be understood as a reference to the Club's Representative and references to the WPWA shall be understood to be a reference to the Club.
- c) Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy and, if so, the complaint will be dismissed immediately and the Executive Director/Designates decision to dismiss the complaint may not be appealed;
- d) Propose the use of alternative dispute resolution techniques

- e) Determine if the alleged incident should be investigated pursuant to Investigation Procedure; and/or
  - f) Choose which process (Process #1 or Process #2) should be followed, and may use the following with consideration of the stipulations as described below:
    - i. Process #1
      - a. The Complainant alleges the following incidents:
        1. Disrespectful, abusive, racist, or sexist comments or behaviour
        2. Disrespectful conduct
        3. Minor incidents of violence (e.g., scratching, elbowing, excessive splashing)
        4. Conduct contrary to the values of the WPWA
        5. Non-compliance with the organization's policies, procedures, rules, or regulations
        6. Minor violations of the Code of Conduct and Ethics, Social Media Policy, or Athlete Protection Policy
    - ii. Process #2
      - a. The Complainant alleges the following incidents:
        1. Repeated minor incidents
        2. Any incident of hazing
        3. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
        4. Major incidents of violence (e.g., fighting, attacking, sucker punching)
        5. Pranks, jokes, or other activities that endanger the safety of others
        6. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
        7. Conduct that intentionally damages the organization's image, credibility, or reputation
        8. Consistent disregard for the bylaws, policies, rules, and regulations
28. Particularly, the Executive Director or Designate should propose mediation and/or a negotiated settlement. The Executive Director may act as the mediator (or may appoint someone else) and must invite a representative from the WPWA to join the process. Mediated resolutions and/or negotiated settlements must be approved by the WPWA and may not be appealed by any Party. Mediated agreements and negotiated settlements must be distributed to both parties and to the WPWA.

29. When the Executive Director determines that the complaint is frivolous and/or outside the jurisdiction of the Policy, the Executive Director must prepare a disposition outlining reasons that will be distributed to the Complainant and to  
Complaints that are not accepted for review under this complaints policy may be dismissed by WPWA for the following reasons: the issue is not within the jurisdiction for review by WPWA, the concerns raised have previously been investigated by the organization and no new issues have been reported, the issues raised by the complainant are currently before the courts, the complaint appears vexatious, the remedy sought by the complainant is not achievable.
30. If it is determined that the Complaint is frivolous or vexatious or outside WPWA's jurisdiction, the Complaint will be dismissed immediately and cannot be appealed.
31. When a complaint is dismissed for any of the reasons above, the complainant will be notified by within 7 business days of receiving the complaint, with reasons provided for the decision to dismiss the complaint.
32. Should mediation fail to resolve the Complaint, WPWA's Executive Director or Designate will appoint a Case Manager to oversee management and administration of a Complaint submitted in accordance with this Procedure. The Case Manager is not required to be associated with WPWA. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times, and to implement this Procedure in a timely manner. More specifically, the Case Manager has a responsibility to:  
Determine if the Complaint is a Minor or Major Infraction  
c. Appoint a Panel, if necessary, in accordance with this Procedure  
d. Coordinate all administrative aspects of the Complaint  
e. Provide administrative assistance and logistical support to the Panel as required  
f. Provide any other service or support that may be necessary to ensure the fair and timely resolution of the Complaint
33. The Case Manager will inform the Parties if the incident will be dealt with as a Minor or Major Infraction, and how adjudication of the Complaint will proceed.
  - a. Process #1: Handled by Executive Director or Designate
    - i. Following the determination that the complaint or incident should be handled under Process #1, the Executive Director or Designate who may:
      1. Make a decision;
      2. Ask the Complainant and the Respondent for either written or oral submissions regarding the complaint or incident; or
      3. Convene the parties to a meeting, either in person or by way of video or teleconference in order to ask the parties questions.

4. Thereafter, the Executive Director or Designate shall determine if a breach occurred and, if so, if one or more sanctions should be applied (see: Sanctions).
5. The Executive Director or Designate will inform the Parties of the decision, which will take effect immediately.
6. Records of all sanctions will be maintained by the WPWA.

## Request for Reconsideration

34. If there is no sanction, the Complainant may contest the non-sanction by informing the Board Representative, within five (5) days of receiving the decision, that the Complainant is not satisfied with the decision. The initial complaint or incident will then be handled under Process #2 of this Policy.
35. If there is a sanction, the sanction may not be appealed until the completion of a Request for Reconsideration. However, the Respondent may contest the sanction by submitting a Request for Reconsideration within five (5) days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate:
  - a. Why the sanction is inappropriate;
  - b. Summary of evidence that the Respondent will provide to support the Respondent's position; and
  - c. What penalty or sanction (if any) would be appropriate.
36. Upon receiving a request for reconsideration, the Executive Director or Designate will present the request to the WPWA Board of Directors who may decide to accept or reject the Respondent's suggestion for an appropriate sanction.
37. Should the WPWA Board accept the Respondent's suggestion for an appropriate sanction, that sanction will take effect immediately.
38. Should the WPWA Board not accept the Respondent's suggestion for an appropriate sanction, the initial complaint or incident will be handled under Process #2 of this Policy.

### Process #2: Option 1

- a) The Complainant will have the option of having A Case Manger assigned who will take over the investigation or to request the Case be handled by an Independent Third-Party Organization as outlined below.
- b) A formal investigation of a complaint will include gathering, all relevant evidence through interview of witnesses and documents. All will be considered by the investigator during the review process, and the complainant will be provided an opportunity to be heard and comment on any preliminary findings prior to concluding the review of their complaint. Documentation requirements for the investigation file include (for example): copy of the original complaint all interviews notes with the date, time and names of those

present copies of all records reviewed in the course of the investigation a statement about any action taken in response to the complaint, or specific resolution reached on the matter, including clear reasons for decisions made final report outlining investigative process and outcome

- c) Concluding complaints: A final report/letter is due at the conclusion of a complaint investigation and provided to the complainant within 10 business days. This report will include information about the issues raised by the complainant, the evidence considered during the review of the complaint, including the information provided by the complainant. A decision with recommendations and sanctions where applicable will be outlined.

## Case Manager Responsibilities

### Case Manager

39. Following the determination that the complaint or incident should be handled under Process #2, the Case Manager has a responsibility to:
  - a. Propose the use of alternative dispute resolution techniques (if they have not already been attempted)
  - b. Appoint the Discipline Panel, if necessary
  - c. Coordinate all administrative aspects and set timelines
  - d. Provide administrative assistance and logistical support to the Discipline Panel as required
  - e. Provide any other service or support that may be necessary to ensure a fair and timely proceeding
40. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion. Questions about the timelines and process should be submitted to the Case Manager.
41. The Case Manager may propose using alternative dispute resolution with the objective of resolving the dispute. If applicable, and if the dispute is not resolved, or if the parties refuse to attempt alternative dispute resolution (such as mediation or a negotiated settlement) the Case Manager will appoint a Discipline Panel, which shall consist of a single Arbitrator, to hear the complaint. At the discretion of the Case Manager, a Discipline Panel of three people may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the Chair.
42. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence (3) submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures

that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:

- a. The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium
- b. Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing
- c. When the hearing consists of an exchange of documentary evidence, the Case Manager will facilitate the exchange of documents. Generally, the Complainant submits their complaint documents first, the Respondent has three (3) weeks to submit their response documents, and then Complainant has an additional one (1) week to submit a final rebuttal. All Parties must see all documents submitted.

#### Process #2 Option 2

- a) When a Major Infraction has been determined to have occurred the Complainant may request or be encouraged to have an Independent Third Party take over the investigation
- b) The existence of this Independent Third-Party does not prevent individuals from trying to resolve matters at the club or provincial level.
- c) The role of the Independent Third Party may include:
- d) Provide confidential advice to individuals considering a complaint.
- e) Refer individuals to legal, mental health or other support resources.
- f) Review and analyze incoming complaints and determine whether they are admissible under WPWA's policies and Code of Conduct.
- g) Determine the appropriate jurisdiction to manage the complaint (Abuse-Free Sport, Water Polo Canada [WPC], Province/Territory, or Club).
- h) Appoint an investigator or discipline panel.
- i) Serve as the point of contact for all parties involved in a complaint, operating independently of WPWA.

## Jurisdiction

34. This Procedure does not prevent an appropriate person having authority (such as a coach or team manager) from taking immediate, informal or corrective action in response to behaviour that constitutes an infraction. Further sanctions may be applied in accordance with this Procedure.
35. This Procedure does not apply to the extent it is inconsistent with any dispute resolution procedure contained in a valid and applicable contract.

36. Any infractions or Complaints occurring during competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, activity, or event only. Further sanctions may be applied but only after review of the matter in accordance with this Procedure.

## Minor Infractions

37. Minor Infractions are isolated incidents of falling short of the expected standards of conduct that generally do not result in harm to others, WPW, or to the sport of water polo. Examples of Minor Infractions can include, but are not limited to, a single incident of:
- a. Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
  - b. Disrespectful conduct such as outbursts of anger
  - c. Bullying
  - d. Conduct contrary to the values of WPW
  - e. Being late for, or absent from, WPW events and activities at which attendance is expected or required
  - f. Non-compliance with WPW's policies, procedures, rules, or regulations
  - g. Non-serious violations of WPWA's Code of Conduct
38. All disciplinary situations involving Minor Infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved. If applicable, discipline specific to the particular event or competition shall be applied. The person in authority can be, but is not restricted to being, an official, staff, coach, event organizer, or WPW decision-maker.
39. Provided the Respondent is informed of the nature of the alleged infraction and has an opportunity to provide information concerning the incident, procedures for dealing with Minor Infractions will be informal (relative to the procedures for Major Infractions) and will be determined at the discretion of the person in authority responsible for discipline of such infractions.
40. Penalties for Minor Infractions, may include one or more of the following:
- a. Verbal or written reprimand from WPW
  - b. Verbal or written apology from one Party to another
  - c. Mandated service or other voluntary contribution
  - d. Removal of certain privileges of membership for a designated period of time
  - e. Suspension from WPW sanctioned competition, activities, or events
  - f. Fines
  - g. Any other sanction considered proportionate to the offense
  - h. If applicable, discipline specific to the event or competition at which the infraction took place

41. Minor Infractions that result in discipline will be recorded and records will be maintained by WPW. Repeated Minor Infractions may result in further incidents being dealt with as a Major Infraction. Major Infractions
42. Major Infractions are instances of falling short of the expected standards of conduct that result, or have the potential to result, in harm to other persons, to WPWA, or to the sport of water polo. Examples of Major Infractions include, but are not limited to:
  - a. Repeated minor infractions
  - b. Any incident of hazing or patterns of repeated bullying
  - c. Physical abuse or Violence
  - d. Behaviour that constitutes Harassment or Sexual Harassment
  - e. Pranks, jokes, or other activities that endanger the safety of others
  - f. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
  - g. Conduct that intentionally damages WPW's public image, credibility, or reputation
  - h. Blatant disregard for WPW's Bylaws, policies, rules, and regulations
  - i. Intentionally damaging property or improperly handling WPW monies
  - j. Abuse of trust or positions of authority
  - k. Inappropriate consumption of alcohol or cannabis, any use or possession of alcohol or cannabis by minors, or use or possession of illicit drugs and narcotics
    - i. Any possession or use of banned performance enhancing drugs or methods
43. Major Infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, activity, or event only. If applicable, discipline specific to the particular event or competition shall be applied. Further sanctions may be applied but only after review of the matter in accordance with this Procedure.
44. Major Infractions will be handled using the Hearing Procedure with a Case Manager assigned and described in this Procedure, except where a dispute resolution procedure contained in a valid and applicable takes precedence. i.e. Suspension Pending a Hearing
45. WPWA may determine that an alleged incident is of such seriousness as to warrant immediate suspension of a Member pending a Hearing and a decision of the Panel or, if applicable, conclusion of legal proceedings.

## Hearing Procedure

46. The Case Manager will notify the Parties that the Complaint is potentially meritorious and that the incident will go to a Hearing. The Case Manager will then decide the procedure, format and timelines under which the Complaint will be adjudicated. These procedural decisions are at the sole discretion of the Case Manager and may not be appealed.
47. The Case Manager will appoint a Panel, which will consist of a single Adjudicator, to hear the Complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the Complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as Chair.
48. If the Respondent acknowledges the facts of the incident, the Respondent may waive their right to a Hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a Hearing for the purposes of determining an appropriate sanction. The Panel will take the Respondent's decision to admit responsibility into consideration in arriving at an appropriate sanction.
49. If a Party chooses not to participate in the Hearing, the Hearing may still proceed in their absence.
50. As determined by the Panel, the Hearing may involve an oral in-person Hearing, an oral Hearing by telephone, a Hearing based on a review of written submissions and documentary evidence, or any combination of these methods. The Hearing will be governed by the procedures that the Case Manager deems appropriate in the circumstances, provided that:
  - a. The Parties will be given at least 14 days' written notice of the day, time, and place of the Hearing
  - b. Copies of any written documents which the Parties wish to have the Panel consider will be provided to the Case Manager and all Parties in advance of the Hearing
  - c. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense and, if the Party is a minor, the Party may be accompanied by a parent/guardian
  - d. The Panel may request that any other individual, including the Complainant, participate and give evidence at the Hearing
  - e. The Panel may allow as evidence at the Hearing any material oral or documentary evidence relevant to the Complaint, but may exclude such evidence that is unduly prejudicial and place such weight on any evidence that it deems appropriate
  - f. If the Panel is made up of three persons, the decision will be by a majority vote

51. If a decision may affect another Member, to the extent that the other Member would have recourse to a Complaint in their own right, that Member will be added as a party to the Complaint in question and will be bound by the decision. The Case Manager will make arrangements for the other Member(s) to join the proceedings.
52. In fulfilling its duties, the Panel may obtain independent advice.

## Decision

53. After Hearing a Complaint, the Panel will determine whether an infraction has occurred and, if so, what sanctions to be imposed. Within thirty (30) days of the Hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and WPW. In extraordinary circumstances, the Panel may first issue a verbal or summary decision after the Hearing's conclusion, with the full written decision to follow within thirty (30) days.

## Sanctions

54. The Panel may apply one or more of the following disciplinary sanctions:
  - a. Verbal or written reprimand from WPW to a Party
  - b. Verbal or written apology from one Party to another
  - c. Education, training, or counselling
  - d. Service or other voluntary contribution
  - e. Removal of privileges for a designated period of time
  - f. Suspension from WPW sanctioned competitions, activities, or events
  - g. Expulsion from membership in WPW
  - h. Fines
  - i. Withholding of prize money or awards
  - j. Suspension of funding from WPW or from other associated sources
  - k. Payment of the cost of repairs for property damage
  - l. Any other sanction considered proportionate to the offense.
55. Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.
56. Infractions that result in discipline will be recorded and records will be maintained by WPWA.

## Criminal Convictions

57. A Member's criminal conviction for any of the following crimes will be deemed a Major Infraction under this Policy and will result in automatic expulsion from WPW and/or immediate removal from WPW competitions, programs, activities

and events: a. Any child pornography offences b. Any sexual offences c. Any offence of physical or psychological violence d. Any offence involving illegal substances e. Offences involving minors, exploitation, or abuses of trust

## Confidentiality

58. The Complaint and Hearing process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is issued, none of the Parties may disclose confidential information relating to the Hearing or Complaint to any person not involved in the proceedings. In BC, people have a right to expect that their complaint will be handled confidentially and that the privacy principles contained in the Freedom of Information and Protection of Privacy Act<sup>22</sup> will be observed when an organization collects, stores and uses personal information obtained in the context of responding to a complaint.

## Timelines

59. If the circumstances of the Complaint are such that adhering to the timelines outlined by this Procedure will not allow a timely resolution to the Complaint, the Case Manager or Panel may direct that these timelines be revised.

## Records and Distribution of Decisions

60. Minor and Major Infractions that result in discipline, as well as any Panel decisions, will be recorded and maintained by WPW.
61. WPC and relevant provincial sport associations, as well as any clubs or other organizations with which the Member is affiliated may be advised of any decisions reached by a Panel.
62. Decisions are matters of public interest and will be publicly available with the names of the Parties redacted. Names of Members disciplined may be disclosed to the extent necessary to give effect to any sanction imposed. Pursuant to the WPW's Confidentiality Policy, the Panel may determine that disclosing a person's identity would unduly violate privacy and may decide that the decision, or part of the decision, shall be kept confidential.

## Appeals Procedure

63. The decision of the Panel may be appealed in accordance with WPWA's Appeal Policy.
64. An Independent Third Party is not an appeal mechanism and is independent from any process which may have taken place at the club level. Other remedies do not need to be exhausted prior to our office having jurisdiction over this Complaint.

65. With respect to the jurisdiction of the Independent Third Party, their jurisdiction is not limited to National level events with Water Polo Canada. Anyone involved with/participating in the NCL is subject to their jurisdiction.