



Foothills Lacrosse Association (FLA) Discipline and Appeal Policy

Authority: In accordance with Calgary District Lacrosse Association (CDLA), Rocky Mountain Lacrosse League (RMLL), Alberta Lacrosse Association (ALA), and Lacrosse Canada (LC) Governance.

Purpose

To ensure consistent, fair, and timely resolution of disciplinary matters and appeals, while upholding Safe Sport principles and the standards of our governing bodies including CDLA, RMLL, ALA, and Lacrosse Canada (LC).

Scope

Applies to all FLA members: players, coaches, officials, volunteers, and spectators involved in sanctioned activities.

Guiding Principles

- **Safe Sport Compliance:** FLA adopts Lacrosse Canada's Safe Sport framework and ALA's Discipline and Complaints Policy
- **Procedural Fairness:**
 - Timely notice of allegations
 - Right to respond and be heard
 - Impartial decision-making
 - Decisions based on evidence and accompanied by written reasons
- **Rules of Natural Justice**
 - Right to Know the Case
 - Right to Respond
 - Right to an Impartial Decision-Maker
 - Right to Timely Resolution
 - Right to Reasons
 - Right to Appeal
- **Timeliness:** Clear timelines are enforced for all stages of the process
- **Transparency:** All decisions are documented and communicated



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Complaint Procedures

Reporting

Complaints must be submitted in writing to the FLA Discipline Chair at president@foothillslacrosse.com **within 7 calendar days** of the incident.

Complaints must be submitted following the 24-hour rule, which states that concerns or conflicts require a 24-hour cool down before communication. Any complaints made within 24-hours of the incident will not be reviewed.

Complaints must contain:

- Date of incident
- Time of incident
- Location of incident
- Individuals involved
- Clear, factual summary of the events or problematic behavior
- Steps taken to resolve concern prior to this complaint
- Desired outcome if the complaint is moved to investigation

A preliminary review will occur **within 5 calendar days** of receipt of the complaint.

In the event the complaint moves to investigation, the respondent and complainant will be notified by email.

Investigation

If warranted, a formal investigation will be conducted by a 3-member impartial panel made up of FLA Board of Directors members. The FLA President will serve as Discipline Chair unless a conflict of interest is identified, in which case another member of the FLA executive will serve as the Discipline Chair. This could include but is not limited to:

- Documented interviews
- Request for additional written information from all individuals involved
- Request for written information from 3rd party witnesses



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Hearing

Once the investigation is complete, a hearing will be scheduled. Written notice of hearing date, together with all documentation collected, will be provided to both the respondent and the complainant.

- Hearings may be virtual or in-person
- Hearings are scheduled **within 10 calendar days** of complaint receipt
- Hearing will include but is not limited to:
 - Opportunity for the complainant and respondent to speak to the complaint
 - Mediated conversation between parties
 - Discussion of potential outcome

Decision

After the hearing, a decision will be made by the 3-member panel.

- A written decision will be issued **within 5 calendar days** of the hearing and provided to the respondent and complainant
- Sanctions may include warnings, suspensions, or expulsion, and must align with CDLA, RMLL, and ALA guidelines

Typical timeline for disciplinary procedures is less than 30 days; Foothills Lacrosse reserves the right to extend timelines, with board approval, if necessary.



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Appeal Procedures

Eligibility

Appeals may be filed on grounds of procedural error, new evidence, or disproportionate sanction:

- **Procedural Error:** A significant mistake in applying the policy or process
- **Disproportionate Sanction:** The penalty imposed is excessive compared to the infraction

Appeals must be submitted **within 7 calendar days** of receiving the written decision.

Process

To file an appeal:

- Submit the \$300 appeal fee to FLA Treasurer at treasurer@foothillslacrosse.com
 - If the grounds for the appeal are determined to be unfounded, the appeal fee will be forfeited
 - If the appeal is successful, the appeal fee will be refunded
- Submit a written request to the FLA Discipline Chair at president@foothillslacrosse.com.
Submissions must include:
 - **Statement of the decision being appealed**
Clearly identify the decision under appeal and include a copy of the written decision, if available.
 - **Summary of facts and procedure**
Provide a summary of the circumstances and process that led to the decision in question.
 - **Grounds for appeal**
Specifically identify the alleged errors in the decision and reference any FLA Bylaws, Policies, or Regulations that were not followed or were applied incorrectly.
 - **Desired outcome**
Include a concise statement of the remedy or outcome you are seeking.

The Discipline Chair will acknowledge receipt of appeal **within 2 calendar days** of receipt of both the appeal submission and the appeal fee.



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Once the appeal has been acknowledged by the Discipline Chair:

- An Appeal Panel of 3 impartial members (not involved in original decision) will be convened within **5 calendar days** of acknowledgement by the Discipline Chair.
- If FLA is unable to provide 3 impartial members, FLA reserves the right to request members of CDLA or a CDLA member club's board of directors to act as members of the Appeal Panel. Panel members must declare any conflict of interest before proceeding.
- Once the appeal panel is formed, both parties will be informed via email that the appeal process is underway and the appeal panel members
- All information provided within the original complaint, additional documentation and outcome will be reviewed by this panel
- A hearing will occur if deemed appropriate
- A final written decision will be issued within **14 calendar days** of appeal submission

External Escalation

If unresolved, appeals may be escalated to CDLA, RMLL, or ALA per their respective policies.

Typical timeline for appeal procedures is less than 30 days from acknowledgement of receipt of submission and fees by Discipline Chair; Foothills Lacrosse Association reserves the right to extend timelines, with board approval, if necessary.

Records and Confidentiality

All records will be retained for 5 years.

Confidentiality will be maintained except where disclosure is required by law or governing bodies.

Policy Review

This policy is reviewed annually and updated to reflect changes from CDLA, RMLL, ALA, and LC.