

5

# SUSPENSIONS & DISCIPLINARY PROCEDURES



## CHAPTER 5 - SUSPENSIONS & DISCIPLINARY PROCEDURES

### 1. INTRODUCTION

- 1.1. The Canadian Armed Forces (CAF) Sports Program offers many benefits and privileges to its members. CAF Sports Program participants, whether athletes, officials, coaches, athletic trainers, members of the jury of appeal, volunteers, etc. are expected to respect the fundamental ideals of the sports program participation and must uphold their obligations by complying with the [CAF Sport Championships Operation Manual](#), the [Code of Discipline](#), and the [DND & CAF Code of Values and Ethics](#). These documents identify the standard of behavior that is expected within the CAF Sports Program. Those who fail to comply with the standard whether on or off the field of play, may be subject to progressive disciplinary measures and suspensions from the CAF Sports Program.
- 1.2. Members involved in a rules infraction while participating in any CAF Sports program, may be subject to suspension from the CAF Sports program activities, for varying lengths of time or numbers of games.
- 1.3. In some instances, suspension from participation in the entire CAF Sports program, including Base, Regional or National Championships and CISM Programs events, may be appropriate.
- 1.4. When a suspension is established following a rule infraction while participating in a CAF Sports event, the information should be entered by the host B/W/U data entry in the central [suspension database](#) (*assessable from the DWAN by PSP and Chief Officials only*) and inform both the CAFSO and the CAF member's home B/W/U.
- 1.5. Following a suspension during a CAF Championship, the local Mgr of F&S(R) in consultation with the B Comd, can suspend the CAF members from their local activities such as their B/W/U Team and their intramurals activities.

### 2. OBJECTIVES

- 2.1. To set out the process and delegate responsibilities in addressing rule and behavior violations within the delivery of the CAF Sports Program in order to protect participant's rights to compete and interact in a safe and respectful environment.
- 2.2. To apply a consistent standard of discipline across B/W/U/HQ for offences that are similar in nature. Discipline may be in the form of suspension or expulsion. In accordance with the applicable rules of play, suspension action will be reviewed and levied against the individual by the appropriate delegate authority as highlighted in this chapter (table [4.1.a](#) and [4.1.b](#)).

### 3. APPLICATIONS

- 3.1. This chapter applies to CAF Regular and Reserve Force members who participate in any activity of the CAF Sports Program (including Intramurals/Inter-Unit, Inter-section, Extramural/CAF Sports Championships, CISM events and Out-Service) as athletes, officials, coaches, athletic trainers, members of the jury of appeal, and volunteers. The chapter also applies to any NPF and contractors or volunteers who fulfil a supporting role associated with the CAF Sports Program.

- 3.2. The chapter applies to all matters that occur both on and off the field/surface of play during CAF sport activities as defined by the competition or CAF Sports Program schedule(s). Events include but are not limited to, B/W/U, intersection, regional, national and, international tournaments, play-offs, exhibition games, training camps, practices as well as off the field/surface activities such as banquets, travel to and from events and time spent in Messes and accommodations.
- 3.3. Further suspensions or disciplinary measures beyond the CAF Sports Office authorities described within this chapter, may be recommended by the MCAFS and imposed by the CAF, NPF, or DND chains of command.

## 4. AUTHORITIES

- 4.1. Suspensions or Discipline for infractions or incidents that violate the [CAF Sports Championships Operations Manual](#), the [DND and CAF Code of Values and Ethics](#), and/or the [Code of Service Discipline](#) and that could have, or have resulted, in harm to an individual, group, or to the CAF Sports Program, will be issued under the following authorities:

### a. Intersection/Inter-unit:

Authority	Length of Suspension	Applies to	Appeal Reviewed By
Mgr F&S / Jury of Appeal	1 - 5 Games / Up to 3 months	Intersection/ Inter-unit	Sr. Mgr. PSP
Sr. Mgr. PSP	6 - 10 Games / Up to 6 months	Intersection/ Inter-unit	Base Commander
Base/Wing Commander	> 10 games / Up to 1 year	Intersection/ Inter-unit	Sr VP PSP

For the duration of the suspension, individuals are suspended from Intersection/Inter-unit play & cannot compete on a base, Regionals, or Nationals teams.

### b. Regionals/Nationals/International:

Authority	Length of Suspension	Applies to	Appeal Reviewed By
Jury of Appeal	Up to the length of the Championship	Intersection, Regional, National, or International	MCAFS
MCAFS	1 – 5 Games / Up to 3 months	Intersection, Regional, National, or International	SSM
SSM	6 – 10 Games / Up to 6 months	Intersection, Regional, National, or International	DProg
DProg	> 10 Games / > 6 months	Intersection, Regional, National, or International	Sr VP PSP

Suspensions may be a combination of Intersection, Regional, National and International play. Game suspensions are sport specific where as suspensions issued as duration may be referring to all sports or a specific sport (as identified in the suspension itself.)

## 5. SPORTING GAME OF PLAY INFRACTIONS

- 5.1. Infractions during the game of play include, but are not limited to, those involving;



- a. Athletes & coaches within the field/surface of play during a CAF sporting activity, and/or;
  - b. Officials, athletic trainers, volunteers and contractors during the official training and/or competition at a CAF sporting activity.
- 5.2. In most cases, infractions occurring during the game of play will be dealt with immediately by the Mgr F&S(R) or the Jury of Appeal. The individual being disciplined will be informed of the nature of the infraction and will have the opportunity to provide written information concerning the incident. In such situations, disciplinary measures will be for the duration of the competition only. In some cases, depending on the severity of the incident, further discipline may be applied.
- 5.3. A detailed list of sport specific infractions and suspensions can be found within the sport specific sections of this manual.
- 5.4. All game of play infractions are to be reported and documented by game officials with a detailed description, copy of the game sheet, penalties and drawing of the infraction. The report is to be submitted to the Chief Official for review within one (1) hour of the end of the game.
- 5.5. The Chief Official/RIC will collect and review the game official's report of the incident within twenty-four (24) hours of the end of the game, ensuring all documentation is complete and complies with the specific sport governing body. The Chief Official will submit the report to the Jury of Appeal and act as an advisor as required.
- 5.6. The Jury of Appeal will collect written statements from the individual(s) involved in the infraction within two (2) hours of the end of the game. The Jury of Appeal will review the game officials report and determine if it is the members first offence or higher. The Jury of Appeal will use the suspension guidelines listed under the specific sport to determine the length of the suspension within forty-eight (48) hours of the end of the game. The Jury of Appeal has the ability to suspend individuals until the end of the championship as per [table 4.1.b](#). Any recommendation for suspension exceeding the length of the championship must be sent to the MCAFS with the Jury of Appeal's recommendation. The individual will be suspended indefinitely pending investigation from the CAFSO.
- 5.7. The host B/W/U Event Coordinator will collect all documentation and reports from the Jury of Appeal and submit it to the CAFSO within forty-eight (48) hours of the end of the game.

## 6. REPORTING NON-SPORT SPECIFIC INFRACTIONS (BEHAVIORAL)

- 6.1. Situations defined as non-sport infractions may include, but are not limited to, disciplinary infractions involving;
  - a. Actions of athletes, coaches, athletic trainers, officials, contractors, and volunteers *outside the field/surface of play* during a CAF Sports Program activity, including Out-Service, High Performance Events and International competition; and
  - b. Actions of athletes, coaches, athletic trainers, officials, contractors, and volunteers *on the field/surface of play* during a CAF Sports Program activity, including Out-Service, High Performance Events and International competition, *may also be deem a behavioral infraction*.
- 6.2. In most cases, non-sport specific infractions will be reported to the host B/W/U Event Organizer (PSP Sports Coordinator, Mgr F&S, or Jury of Appeal). In such situations where

an organizer is of the opinion that further disciplinary action is required, it is required they submit the [Incident Report Form \(Annex A\)](#). The host B/W/U Event Organizer will submit the [Incident Report Form \(Annex A\)](#) to the CAFSO normally within twenty-four (24) hours of being notified on an incident. The individual being disciplined will be informed of the nature of the infraction and will have the opportunity to provide written information concerning the incident.

- 6.3. The designated individual with appropriate authorities (tables [4.1.a](#) and [4.1.b](#)) will then review the form and all other details regarding the incident and determine if disciplinary measures are required and notify the host B/W/U Organizer normally within forty-eight (48) hours of the disciplinary action being taken if a decision to apply reprimand is made.

## 7. INVESTIGATION

- 7.1. PSP/DProg may be required to conduct further investigation of major infractions.
- 7.2. Investigations shall:
  - a. Review the details of the incident report;
  - b. Review the statement from the person(s) submitting the incident;
  - c. Review the statement from the person(s) alleged to have committed the misconduct;
  - d. Review the Jury of Appeals recommendation (if applicable);
  - e. Review the alleged person(s) suspension and behavioral history for past occurrences; and
  - f. Cross-reference the Jury of Appeals recommendations with the minimum suspension guidelines.

## 8. DECISION MAKING

- 8.1. Following a thorough review, and based on the severity of the incident, a decision will be rendered by the appropriate authority (tables [4.1.a](#) and [4.1.b](#)). The CAFSO's written decision will be communicated and distributed to all applicable parties and may include; RSMgrs, B/W/U Chief Warrant Officer's, Managers, F&S(R), Sr Mgr PSP, Chief Officials and where necessary the individual's chain of command normally within seventy-two (72) hours of the incident.
- 8.2. The CAFSO will record all final decisions in the [suspension database](#) (*assessable from the DWAN by PSP and Chief Officials only*) for PSP sports coordinators to have access to for their local programs.

## 9. SUSPENSIONS

- 9.1. The CAFSO may apply the following disciplinary suspensions singularly or in combination for major infractions;
  - a. Written reprimand;

- b. Suspension from certain events which may include suspension from current competition, future teams, banquets, practices, or other competitions;
  - c. Suspension from CAF Sports activities such as competing, coaching, officiating, or volunteering for a designated period of time;
  - d. Reimbursement of costs associated with the infraction and/or with the cost of the member's participation in the tournament in which the infraction occurred (e.g. change of flight, cost of damages, alternate return to base transportation costs, etc.).
  - e. Expulsion from the CAF Sports Program;
  - f. Suspension from all CAF Sports activities; and/or
  - g. Other sanctions as may be deemed appropriate for the offence.
- 9.2. Unless stated otherwise, any disciplinary suspension will commence immediately. Failure to comply with a suspension will result in further disciplinary measures, up to a lifetime suspension from the CAF Sports Program.
- 9.3. In applying suspensions, the CAFSO may acknowledge the following aggravating or mitigating circumstances:
- a. The nature and severity of the infraction;
  - b. Whether the incident is a first offence or has occurred repeatedly;
  - c. The individual's acknowledgement and acceptance of responsibility; and
  - d. The individual's remorse and post-infraction conduct.
- 9.4. Suspensions are to be served and/or carried over in the same level of play within the specific sport they were received unless otherwise stated:
- a. Suspensions received at the intersection level are to be served and/or carried over to the next intersection/regional/national game(s). An individual suspended from intersection play cannot compete on a B/W/U team during regional or nationals.
  - b. Suspensions received at the regional level are to be served and/or carried over to the next intersection/regional/national game(s) unless otherwise stated.
  - c. Suspensions received at the national level are to be served and/or carried over to the next intersection/regional/national game(s) unless otherwise stated.
- Note:** Suspensions must be served consecutively and at the first opportunity. A one (1) game suspension received at a regional or national level equates to a three (3) game suspension at the intersection level.
- 9.5. Further suspensions or disciplinary measures beyond the CAF Sports Office authorities described within this chapter, may be imposed by the CAF, NPF or DND chain of command. Local Mgr's, F&S(R) have the ability to increase suspensions at their intramural level.
- 9.6. Championships that are hosted together are considered **one** event; therefore, if a player on a Men's team is suspended but is also the coach of a Women's team, he will be suspended from the Women's team until his suspension has been served with the Men's team.
- 9.7. An individual that has any outstanding game suspensions will occupy a spot on the team's roster/ eligibility certificate.

- 9.8. In the situation where after a period of one (1) year, an individual still has an outstanding suspension, including a number of games left to purge, a request can be submitted to the CAFSO for a review. Nature of the suspension, reason why suspension wasn't served within twelve (12) months (deployed, team not at regionals, etc.) and support in writing from his/her local CO (Unit CO) to have the suspension lifted.

## 10. DISPUTE

- 10.1. The Jury of Appeal shall hear and rule on disputes presented by team coach/captain and game officials by using only the [Registration of Dispute Form \(Annex B\)](#).
- 10.2. Decisions on disputes shall be confined to:
- Competitor or team eligibility, that is not in accordance with CAF orders; and
  - Interpretation or application of the rules.
- 10.3. Official's judgement calls are non-disputable.
- 10.4. When a competitor, or team coach or captain wishes to register a dispute, play shall be stopped and the dispute shall be lodged in accordance with the rules of the game being played. Play shall not resume until all details of the dispute have been recorded. The Jury of Appeal shall (if possible) render a judgement on the dispute prior to the resumption of play.
- 10.5. Failing the above, the Jury of Appeal shall meet as soon as possible after the registering of the dispute and render a decision.
- 10.6. The Chairperson of the Jury of Appeal shall notify only the parties concerned of the decision when disputes are registered between games or matches. In the situation where an appeal has been made in the middle of a game or match, the Chairperson will inform that game's officials of the final decision. These officials will then inform the parties concerned of the decision

## 11. APPEALS

- 11.1. Appeals regarding a suspension for players and/or coaches shall be sent to the Jury of Appeal and/or the CAFSO. Ruling on appeals will be made by the Jury of Appeal and/or the individual with the appropriate authority.
- 11.2. Appeal of suspension must be received within forty-eight (48) hours of receiving suspension notification, or prior to the next game, whichever comes first.

## 12. BEHAVIORAL SUSPENSIONS (NON-SPORT SPECIFIC)

- 12.1. All behavioral suspensions (non-sport specific) apply to all CAF Sports Programs. The CAFSO will review each case and issue the suspension.

Ref #	Description	Minimum of
12.1	Playing under suspension	1 <sup>st</sup> offence - 1 year 2 <sup>nd</sup> offence - Indefinite
12.2	Absence from events and activities in which attendance is mandatory (opening ceremonies, banquets, etc.)	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence – 6 months

		3 <sup>rd</sup> offence – Indefinite
12.3	Leaving prior to the completion of the Championship (without prior approval from the CAFSO)	1 <sup>st</sup> offence - 6 months 2 <sup>nd</sup> offence - Indefinite
12.4	Failure to complete March Out procedures without prior approval	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence – 6 months 3 <sup>rd</sup> offence - Indefinite
12.5	Missing your flight within your control	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence – Indefinite
12.6	Misuse of military or rental vehicles (leaving the geographical area of the host B/W/U without prior approval from the CAFSO)	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence – 6 months 3 <sup>rd</sup> offence - Indefinite
12.7	Failure to report vehicle accidents in a timely manner (within 24hrs) to the event coordinator	1 <sup>st</sup> offence – 6 months 2 <sup>nd</sup> offence - Indefinite
12.8	Disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, includes, but not limited to, peers, opponents, athletes, coaches, trainers, officials, volunteers or administrators (Harassment)	Indefinite
12.9	Physical or verbal abuse	Indefinite
12.10	Pranks, jokes or other activities which endanger the safety of others.	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence – 6 months 3 <sup>rd</sup> offence – Indefinite
12.11	Deliberate disregard for the rule and regulations under which the CAF Sports Program events are conducted.	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence – 6 months 3 <sup>rd</sup> offence – Indefinite
12.12	Unacceptable conduct on and off the playing surface	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence – 6 months 3 <sup>rd</sup> offence – Indefinite
12.13	Conduct contrary to the ideals of fair play such as angry outbursts or arguing.	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence – 6 months 3 <sup>rd</sup> offence – Indefinite
12.14	Any conduct that result in harm to the image, credibility or reputation to the CAF Sports Program and/or its sponsors (inside and outside the game of play).	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence – 6 months 3 <sup>rd</sup> offence – Indefinite
12.15	Altering or disrespecting sponsorship items	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence - Indefinite
12.16	Vandalism/destruction of facilities, equipment, vehicles or property	Indefinite
12.17	Failure to return accommodations to the condition it was received (clean up body fluids, return furniture to its proper location)	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence – 6 months 3 <sup>rd</sup> offence - Indefinite
12.18	Theft	Indefinite
12.19	Drinking or smoking in public areas (arenas, sports fields, streets, etc.)	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence – Indefinite
12.20	Bringing your own privately purchased alcohol into a licensed facility	1 <sup>st</sup> offence – 6 months 2 <sup>nd</sup> offence - Indefinite
12.21	Abuse of alcohol or cannabis that causes the individual to behave in a disruptive manner, or interferes with the individual's ability to perform his/her duties effectively and safely.	1 <sup>st</sup> offence – 3 months 2 <sup>nd</sup> offence – 6 months 3 <sup>rd</sup> offence - Indefinite



12.22	Abuse of alcohol, cannabis, or any other illicit substance where abuse mean a level of consumption which impairs the individual's ability to speak, walk or drive.	Indefinite
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## ANNEX A - INCIDENT REPORT FORM

<b>INCIDENT REPORT FORM</b>		
<b>NAME OF CHAMPIONSHIP:</b>		
<b>DATE OF INCIDENT:</b>	<b>TIME:</b>	<b>LOCATION:</b>
<b>DESCRIPTION OF INCIDENT:</b> <i>(was anyone injured, people involved, damages, etc. )</i>		
<p>.....</p> <p>(Signature of Witness)</p>		
<b>WITNESS NAME &amp; RANK:</b>	<b>WITNESS CONTRACT INFO:</b>	<b>DATE:</b>

**SUBMIT TO HOST BASE ORGANIZING COMMITTEE ASAP**

Upon completion, a copy shall be provided to the member, host base, and CAF National Sports Office (HQ).

## ANNEX B - REGISTRATION OF DISPUTE FORM

<b>PART 1 – DISPUTE / APPEAL</b>		
<b>NAME OF CHAMPIONSHIP:</b>		
<b>DATE:</b>	<b>TIME:</b>	<b>GAME NUMBER:</b>
<b>DESCRIPTION OF BASIS FOR DISPUTE/APPEAL:</b> <i>(to include rule or rules allegedly violated or misinterpreted)</i>		
<p>.....</p> <p>(Signature of Coach/Official)</p>		
<b>PART 2 – JURY OF APPEAL DECISION</b>		
<p><b>ALLOWED / DISALLOWED</b></p> <p>.....</p> <p>(Signature of Chairperson)</p>		

Upon completion, a copy shall be provided to the member, host base, and CAF National Sports Office (HQ).