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# ONTARIO JIU JITSU ASSOCIATION

*Discipline / Appeals Policy. – 2017*

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**Ontario Jiu Jitsu Association**  
40 Bell Farm Rd, Unit 7. Barrie , Ontario L4M 5L3  
1-800-352-1338

[www.ontariojiujitsu.ca](http://www.ontariojiujitsu.ca)

## **Discipline/Appeals Policy**

*The discipline/appeals policy addresses all reported incidents in which a policy, procedure or guideline of the organization has been violated. Such cases include all forms of harassment; intentional/unintentional violations of rules and regulations; any behavior contrary to the Code of Conduct Agreements (Officials,*

*organization has been violated. Such cases include all forms of harassment; intentional/unintentional violations of rules and regulations; any behavior contrary to the Code of Conduct Agreements (Officials, Coaches, and Athletes) and/or against the spirit of the Mission and values of the OJA.*

1. Reported incidents of any violations of rules, regulations, or policies of the OJA will be addressed within 30 days of the occurrence.
2. A committee composed of a minimum of three persons will be established by the PSO to address all cases.
3. The disciplinary committee must all be members of the OJA, and must be selected based on their impartiality.
4. A reported incident is NOT considered a disciplinary matter until the completion of an investigation and a recommendation is provided.
5. The committee must inform the person(s) involved that a complaint has been raised against them and the nature of that complaint in writing. The name(s) of the complainant can be confidential depending on the nature of the issue.
6. The disciplinary committee is required to keep all information during their deliberations confidential.
7. The outcome is to be reached by majority of the committee and to be provided to the governance body (national, provincial, regional) involved in writing, within the 30-day period – with the disciplinary recommendation. The governance body is to forward this letter to the person(s) involved within 72 hours of receiving it.
8. Disciplinary recommendations include:
  - a. Illegal Offence according to the Criminal Code of Canada – Automatic expulsion and notification of authorities.
  - b. Serious Offence – Expulsion; suspension; or written warning.
  - c. Violation of Guidelines – Suspension; Written warning; or verbal warning
  - d. Violation of Policies – Suspension; Written warning; or verbal warning
  - e. Behavior/actions in contradiction to the spirit of the organization's Mission, rules and regulations – Written warning; or verbal warning.
9. Additional recommendations may include verbal and/or written apologies to parties affected by the actions of the individual(s) named in the offence.
10. A person that has been issued a disciplinary action is provided a 30-day period to appeal. This appeal has to be requested in writing within 5 days of receiving the notice and has to be based on the following:
  - The panel did not follow the procedures laid out in this policy;
  - Members of the panel were influenced by bias; or
  - The panel reached a decision, which was grossly unfair or unreasonable.
11. The PSO is required to establish a committee to review the appeal, with a minimum of three persons and a maximum of four. All members of the appeals committee must be members of OJA. Of the three person committee:
  - a. One member is selected by the National office or provincial/territorial affiliate;
  - b. The second is member of a governance body (national or provincial/affiliate).
  - c. The third is selected based on their expertise in the area of the complaint
12. The committee has 30 days to respond to the appeal. The final result is by majority decision.
13. The results of their appeal investigation must respond in the following three outcomes:

- a. In agreement of the Disciplinary Committee's findings and recommendations
- b. In disagreement of the Disciplinary Committee's findings and recommendations
- c. In agreement of the Disciplinary Committee's findings but in disagreement with the

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- c. In agreement of the Disciplinary Committee's findings but in disagreement with the recommendations.

14. If the Appeals Committee is in disagreement of the original findings or outcomes, they are required to provide an alternative. The outcome established by this step is considered binding by all parties.
15. The Board will provide the final report to the party involved and the final report will be filed with the member's file. The report is considered confidential.