

SCHEDULE J

complaints committee

1 — COMMITTEE MEMBERSHIP:

- 1.01 A Complaints Committee (the Committee) shall be established upon receipt of a complaint.
- 1.02 The Board shall appoint the Committee.
- 1.03 A committee member shall be excused and replaced by another director under the following circumstances:
 - a. the complaint is directed at a committee member or the member is a witness
 - b. the committee member is involved in the complaint
 - c. the committee member is related to the complainant (includes dance partner, family member, spouse or significant other).

2 — PURPOSE OF COMMITTEE

- 2.01. The Committee shall receive, review, investigate and make recommendations to the board for all complaints received.

3 — SUBMISSION OF COMPLAINT

- 3.01. The complainant shall deliver to the Secretary a written statement including but not limited to the following:
 - a. a description of the incident
 - b. date, time and place of incident
 - c. person(s) involved
 - d. witness(es)
- 3.02. The Secretary upon receipt of a complaint shall forward a copy to the chairperson of the Committee and the Committee shall meet within fourteen (14) days to handle the complaint.
- 3.03. The Committee shall acknowledge receipt of the letter of complaint within seven (7) days.

4 — COMPLAINT PROCESS

- 4.01. Any DSAB member who is alleged to have committed an infraction of the rules is entitled to fair notice and an opportunity for a hearing before the Committee.
- 4.02. The Committee may hold a hearing to investigate the matter by such means as it decides appropriate within sixty (60) days of receipt of the complaint; and within at least ten (10) days will send written notice to the member against whom the complaint has been made, indicating the date, time and place of the hearing. A parent or guardian must represent and juvenile or junior member at such a hearing.
- 4.03. At a hearing before the Committee, The Committee shall, at a minimum, ensure the following conditions have been met for the member against whom the complaint has been made:
 - a. the member has been advised of the nature of the allegations made and the possible outcome
 - b. the member has access to all the evidence received by the Committee
 - c. the member has an opportunity for rebuttal to any such evidence and to make representation respecting the complaint
- 4.04. The Committee shall provide its recommendations in a written report to the board, the complainant and the member against whom the complaint has been made; and shall include the following:

- a. a review of the complaint
- b. the findings
- c. the conclusion
- d. any required action(s) against the parties involved
- e. suggestions for improvement to prevent future similar incidents

5 — PENALTIES

- 5.01. When the Committee is satisfied that a member has breached the rules, it may recommend the board take disciplinary action against the member dependent on the seriousness of the incident.
- 5.02. The following are guidelines to be used by the Committee when recommending disciplinary action by the Board:
 - a. a written warning,
 - b. suspension from competition for three (3), six (6) or twelve (12) months,
 - c. loss of membership
- 5.03. A second violation by the same member may merit a higher penalty than those previously handed out.