

Renfrew Amateur Wrestling Club

Code of Ethics and Conduct Guidelines

adopted June 19, 2001

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GENERAL POLICY STATEMENTS

1. In all cases the rights of the individual will be respected by the RAWC and all its sub-committees, including any disciplinary committees. Any member of the Renfrew Amateur Wrestling Club accused of contravening this code of conduct/ code of ethics document will have the right to:

- * speak to the accusation
- * represent himself or be represented at any disciplinary hearing
- * appeal any decision of the Executive or Disciplinary Committees as outlined herein to:
 - * an Appeal Board
 - * ultimately, the full Board of Directors of the RAWC
- * be treated in a fair manner
- * expect confidentiality with respect to any accusation made against him

2. This policy document is intended to be a working tool for the Renfrew Amateur Wrestling Club. It is not intended to overwrite or replace the Constitution and Bylaws of the RAWC. In case of any dispute between the two documents, the Constitution and Bylaws of the RAWC will always be deemed to take priority.

3. This policy document will also provide the means and the process for Grievances and Appeals of a General Nature, not specifically related to a disciplinary matter.

4. Further, this document is not intended to overwrite or otherwise replace the laws of the Province of Ontario or any other jurisdiction. In all cases, the law of the land will apply

5. Language: the language of this document applies to all members of the RAWC whether male or female

A. PURPOSE AND OBJECTIVES

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The Renfrew Amateur Wrestling Club, by adopting a Code of Ethics/Conduct, intends to:

- * teach skills, courage, perseverance, and a sense of fair play and respect for the rules

* promote the development of good citizenship through co-ordination of effort, subordination of personal vanity, respect for others, a healthy esprit-de-corps, and a desire to give the best possible efforts.

* promote the mental and physical well being of each member of the RAWC

* improve, promote and maintain an open working relationship with its members, parents, staff, and any others with a vested interest or dealings with the RAWC.

B. COMPLIANCE OF MEMBERS

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Responsibility:

Individuals: All individuals bear some responsibility for making themselves aware of the policies and procedures herein, and adhering to same.

Club: The club bears the responsibility for ensuring that the individual members are aware of, following, and understanding the provisions of the Code of Conduct/ Ethics. Text of the Code of Ethics/Conduct will appear on the RAWC website.

Members: are aware of, follow, and understand the Code of Conduct/ Ethics. Parents of wrestlers under the age of eighteen (18) or attending events with the Club, are to be regarded as members for the purpose of this document.

Coach: Coaches bear the responsibility for ensuring that the individual is aware of, following and understanding the Code of Conduct/Ethics and for preparing the individual in such a way as to leave no doubt whatsoever precisely what conduct is expected when participating in any program, event, or competition sponsored or sanctioned by the RAWC. A copy of the Code may be distributed to athletes at any time during the season, and will be kept on hand at all times.

C. SCOPE AND RESPONSIBILITIES

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The Code of Conduct/Ethics outlines the principles of conduct, obligations and duties governing the behaviours of all members of the Renfrew Amateur Wrestling Club. The Code of Conduct/Ethics applies to ALL members of the RAWC when participating in and traveling to or from any activity sponsored or sanctioned by the RAWC. Additionally it also applies to any business activities being conducted by or on behalf of the RAWC.

RESPONSIBILITIES

All members: Every member of the RAWC shall adhere to this Code.

Every member in a position of authority is responsible to guide those under their jurisdiction to abide by the Code of Conduct/Ethics both by setting an appropriate example and by instruction.

Board of Directors: Responsibility for ensuring compliance with the Code is with the Board of Directors of the RAWC. Further, the Executive Committee (President, Vice-President, Secretary, Treasurer, Past-President, Head Coach) of the RAWC is responsible for monitoring adherence to these policies and handling of violations except as otherwise noted in this policy.

At Programs/Events/Competitions

Responsibility for compliance with the Code of Conduct/Ethics at programs, events, competitions is with the coaches, managers, and /or members of the Executive present.

During travel: Responsibility for compliance with the Code of Conduct/Ethics for a group or team during travel to and from programs, events, or competitions is with the Team Managers, Coaches, officials assigned to travel with the team, or members of the Executive present.

EXAMPLE IS THE BEST TEACHER

D. CODE OF CONDUCT AND ETHICS

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PURPOSE: The Renfrew Amateur Wrestling Club is established to promote, foster, and teach the sport of amateur Olympic-style wrestling and to provide the maximum opportunity for all members to participate.. We strive to develop community spirit, and encourage sportsmanship and good fellowship amongst all participants to the betterment of their physical, mental and social well-being. We develop, organize and control team and individual competition to the maximum of playing accommodation and financial resources. We sponsor and promote athletic, social and such other activities as contribute to the finances and goals of the RAWC. To that end, all members of the RAWC are expected to abide by rules of ethical behaviour as well as the rules of wrestling practice.

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GENERAL: Members of the RAWC shall strive to react to success and failure with grace and dignity. Members shall refrain from seeking special privileges or treatment and remember that others are striving for the same objectives. All members must seek to discover and promote the positive aspects of the sport of Amateur Wrestling.

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ETHICAL BEHAVIOUR:

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All members are expected to treat each other with courtesy and respect at all times and to refrain from:

- * malicious gossip and demeaning remarks to others
- * expressing their displeasure with officials or other event organizers by any means other than by accepted protest procedures.
- * making comments to a meet official with regards to a coach, officials' or athletes' abilities etc, during a competition
- * attempting to disrupt, distract, or in any way interfere with the performance of an athlete during competition or training.

Abuse: It is unacceptable for any member to physically strike or abuse another person regardless of the situation or location.

Honesty: All members are expected to be honest and forthright in their dealings with the RAWC, members and non-members.

Meetings: Members should exercise their right to attend meetings to provide their input and ideas for the betterment of wrestling. By choosing not to attend the member is deemed to tacitly support any decision coming out of the said meeting. It shall be considered unethical to attempt to affect changes to decisions through discrediting the forum or the procedures used to formulate those decisions. All decisions shall be reviewed through proper process.

Members of committees should state their dissent of any action taken by the committee and their intention to seek a review of the stated action. The dissent should be recorded in the minutes of the Committee meeting. If the dissent is not recorded, the entire committee shall be deemed to accept and support the action once a motion in favour of the action is adopted.

Recruitment: Recruitment of members from other clubs/organizations is strictly prohibited without first obtaining the permission from the athletes designated coach. Recruitment of athletes (either to attend practice or competitions) from one team to another within the RAWC is strictly forbidden without consultation first between the designated coaches attached to each team.

BEHAVIOUR AT SANCTIONED TOURNAMENTS (local, away), TRIPS, EVENTS

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While attending these events, all members of Team Renfrew (Senior, Junior, Mat Rats) are reminded that they are representing the communities of Renfrew and Area, the RAWC, the province of Ontario, as well as their parents and supporters. As such, the RAWC, demands that all athletes behave in the best way possible while traveling to and from these events, while in accommodations arranged for by the RAWC, and while at the event as well.

Rules:

1. All RAWC athletes are expected to behave in a courteous manner at all times.
2. All RAWC athletes are expected to stay with the team, or where they have been instructed to stay, at all times. **DO NOT LEAVE ON YOUR OWN OR WITH ANOTHER TEAM MEMBER FOR ANY REASON WITHOUT LETTING A COACH OR MANAGER KNOW** (for example: to go to the store...ask first!)
3. All RAWC athletes are expected to respect each other and the property of others at all times, including while traveling to and from the event, while participating in the event, while residing in the accommodations provided, as well as at all other times.
4. All athletes are reminded to be in their rooms by curfew. Lights out will be determined by the coaches, but should be reasonable and respectful of the other room occupants and those in the next rooms. (See Curfews)
5. There is to be no smoking, consumption of alcoholic beverages, or use of illegal drugs at any times during the trip. (See Smoking, Drinking, Drug Use/Abuse)
6. All team members traveling without parents are to reside in the hotel room or other (i.e. billet) to which they are assigned unless they request permission and are given permission to change rooms by the Team Manager. **Team members are responsible for any damage resulting to the accommodations to which they are assigned unless they change arrangements as noted above.** **DO NOT CHANGE ROOMS ON YOUR OWN WITHOUT LETTING THE TEAM MANAGER KNOW.**
7. The Team Manager (or person making arrangements for accommodations), will attempt, where possible, to reserve at least one female and one male "emergency bed" in the appropriate coaches' or managers' rooms for such purposes as could be required.
8. All members of Team Renfrew (Junior, Senior, Mat Rat) are to obey the instructions of all RAWC coaches and managers, as well as host officials while at all events.

Any members not abiding by the rules of behaviour for sanctioned tournaments, trips and events, will be in violation of the Code of Ethics/Conduct and subject to penalties as outlined.

CURFEW

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The RAWC has a curfew policy to ensure that all athletes are well rested and well prepared for competition. Those athletes, not wrestling, are still required to respect the curfew policy as other teammates in the room or adjoining rooms may still be wrestling.

Wrestlers, whether staying with or without their family members are expected to follow these curfews.

<u>AGE GROUP</u>	<u>IN ROOMS</u>	<u>LIGHTS OUT</u>
Novice/Kids	9:30pm	10:00pm
Bantams	10:00pm	10:30pm
Cadets	10:30pm	11:00pm
Juveniles	11:00pm	11:00pm
Junior/Senior	11:00pm	11:00pm

Coaches, may at their discretion change the curfew should programs run longer than expected at a specific competition/event. The new curfew will be for that event only and will reflect a reasonable time.

Parents and supporters are expected to respect the curfew of the athletes staying in your room.

RAWC curfews do not override curfews set by the hosting facility.

DRINKING OF ALCOHOL

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1. Consumption of alcoholic beverages by any members of the RAWC under the age of majority of the Province of Ontario is strictly forbidden at any RAWC sanctioned or sponsored event, program, or competition, while traveling to or from such events, programs or competitions, or while staying in accommodations arranged for by the RAWC. Persons found in contravention of this code will be subject to penalties.

2. Further, there is to be **no consumption of alcohol by any athletes** while attending any RAWC sponsored/sanctioned competitions, practices or sporting events, while traveling to or from such competitions, practices, or sporting events, or while staying in accommodations arranged by the RAWC at such competitions. Persons found in contravention of this code will be subject to penalties.

3. The procurement, provision, or serving of alcohol to members of the RAWC under the age of majority of the Province of Ontario, by members of the RAWC Board or its coaches and managers is strictly forbidden at all times. All persons found in contravention of this will be

immediately dismissed from their positions and subject to further penalties, including notification of the proper legal authorities and the OAWA.

4. Consumption of alcohol, by members of the RAWC coaching staff during practice or competition is strictly forbidden. It will be the responsibility of the most senior coach present to ensure that the consumption of alcohol by all members of the coaching staff, chaperones, and team officials while attending competitions, programs, and events, or while supervising the team will be limited. A "designated coach" similar to the "designated driver" should be selected at each event.

5. Whenever possible, a "hospitality suite/room" should be arranged to ensure adequate supervision of persons traveling with the team. Adults should be encouraged to leave alcohol in this room (if provided) to ensure that athletes in their room or under their supervision do not have access to alcohol or witness the consumption. There may be children who have experienced trauma associated with drinking or have major issues surrounding alcohol. An adult having even one drink, may affect these children very badly or bring out hidden fears.

Remember that we are at these events for the athletes benefit!

DRUG USE/ABUSE

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The use of illegal drugs, (by any member of the RAWC, its Board, and members of the coaching staff) at any program, event or competition sponsored or sanctioned by the RAWC is strictly forbidden and subject to penalties, including immediate dismissal from a position of authority and notification of the appropriate law enforcement authorities and the OAWA.

Team managers, chaperones, officials and coaches will not provide medication of any kind to any athlete under the age of majority for any reason without the prior signed permission of the athlete's parents.

Parents and athletes will be requested to fill out a medical information form and consent to administer medications as part of the registration process. This information will be considered confidential. Parents may request that all copies of this information be returned to the parent at the conclusion of the season. A current consent to administer medications will be obtained each season and will last for the duration of the season unless the parents advise otherwise.

SMOKING

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Smoking, by any RAWC athlete, while at any practice, program, event or competition, while traveling with the team to and from such events, or while staying in accommodations arranged for by the RAWC is forbidden. OAWA guidelines as well forbid smoking by member athletes at OAWA sanctioned events or competitions.

Managers or coaches who are aware of or who suspect that athletes under their charge may be smoking should attempt to strongly discourage this unsafe and unhealthy practice. Information on the adverse affects of smoking and athletics should be made available to coaching staff.

Members of the RAWC Board and coaching staff are not to purchase, procure, provide, or distribute smoking materials (cigarettes, cigars, tobacco, papers etc) to any RAWC athlete or to make it possible for RAWC athletes to pursue this practice during competitions, programs, or events sponsored or sanctioned by the RAWC, while traveling to and from such events or while staying in accommodations arranged by the RAWC. Persons found in contravention of this code will be subject to penalties, including possible dismissal from positions of authority.

HARASSMENT

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Harassment is a form of discrimination. It forces people to experience an environment that is stressful, degrading and disruptive. Harassment takes many forms, both verbal and physical. As members of the RAWC we must always be aware of the impact of our actions. They can be very damaging.

The Canadian Human Rights Commission has defined Harassment as "any unwanted physical or verbal conduct that offends or humiliates" . At no time will harassment be tolerated by any individual whether an athlete, coach, or member of the RAWC. Members in contravention of this code will be subject to penalties.

THEFT/VANDALISM:

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Vandalism, theft or possession of stolen property, is prohibited. Willful acts of destruction to the property of others is prohibited. At all times, the members of the RAWC will be responsible to the laws of the land. Civil authorities will be contacted first in any case of willful damage or vandalism. It is the responsibility of the individual perpetrating such acts to make restitution when required.

Minimum Penalty for violation:

- * Immediate notification of the local authorities, with members subject to the law
- * Further actions: (may be any, all or a combination of the following)
- * restitution
- * removal from the event/competition and sent home at own expense
- * a one year suspension followed by a two year probationary membership.

WEIGHT CONTROL

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The Renfrew Amateur Wrestling Club opposes excessive weight loss. Excessive weight loss places athletes at risk both physically and mentally and further jeopardizes the wrestlers enjoyment of the sport. The Renfrew Amateur Wrestling Club also forbids the use of artificial means to achieve weight losses.

1. For the purpose of weight loss, the senior Team Renfrew coach (Head Coach, Senior Team, Junior Team, or Mat Rat) is deemed responsible for the weight loss practices of his/her athletes. The phrase "I didn't know" is not acceptable. It is the coaches' responsibility to be aware of and prevent excess and dangerous weight loss. Coaches are advised to monitor their athletes' weight and overall physical condition on a regular basis.

2. Coaches are encouraged to educate athletes of the negative health and performance impacts of excessive weight loss. The OAWA makes such educational information available to clubs and coaches upon request at no charge. The RAWC will acquire such information for its coaches upon requests.

3. Athletes following excess weight loss practices should be counseled first and if that is not successful, should be suspended from the team and referred for professional counseling. Parents, of RAWC wrestlers who are under the age of eighteen (18), will be alerted and kept informed of the coaches concerns.

4. For all RAWC sponsored or sanctioned events, programs, or competitions, the use of artificial means and extreme weight loss measures is strictly prohibited. In addition, these methods are currently in violation of RAWC Code of Ethics/Conduct and OAWA guidelines. Artificial and extreme measures of weight loss include:

*** the use of diuretics, laxatives, and other medications**

*** the use of saunas**

*** the use of rubber suits or other vapor impermeable items, as well as the use of excessive clothing**

5. For athletes in good physical condition, weight loss should not exceed 3% of total body weight as recorded at the last practice immediately preceding the event. No athlete should be allowed to drop below a safe body fat ratio.

6. Coaches found to be contravening this policy will be subject to disciplinary action under the RAWC Code of Ethics/Conduct. Failure to comply with this policy will be considered abuse under the code. As a minimum penalty, coaches will be required to educate themselves and their athletes on RAWC weight loss policy.

E. MISCELLANEOUS

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Any other grievance or matter that is not specifically covered by this or any other policies, documents, or rules of wrestling whereby the investigation of same will further the efficiency of the RAWC.

Minimum penalty for violation: None

F. REPORTING VIOLATIONS/GRIEVANCES

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It is the responsibility of any individual in a position of authority to document and report any violation of the Code of Ethics or Conduct and to report to the local law enforcement agencies any criminal activities.

GENERAL PROCEDURES:

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1. Any person may report a Violation of the Code of Ethics/Conduct by any member of the RAWC at any time. Any person may report a grievance at any time.
2. The Senior Coach of any team (High-school, Mat Rats, or Team Renfrew) is empowered to apply the following penalties at their discretion:
 - * verbal reprimand
 - * written reprimand
 - * suspension from the program, event, or competition
 - * removal from the team and or sending the violator home

NOTE: The President of the RAWC and the Head Coach must be notified either before or as soon as possible afterwards if the last penalty above is imposed.

If a conversation with an athlete is to be considered a verbal reprimand, the athlete (or their parent) is to be advised that it is a verbal reprimand.

It is not necessary to follow these reprimands in order. It may be that a behaviour is serious enough to warrant one disciplinary action without having already handed down the others. The athlete, or their parent reserves the right to appeal the disciplinary action to the Appeals Committee.

This doesn't prevent the designated coach or the team managers running a practice or heading up an event, from addressing disruptive, disrespectful, or dangerous behaviours, with an athlete, at the time. These persons must be able to address this behaviour as they see fit. They may speak to the athlete or ask the athlete to "sit out" if the behaviour is serious enough. They will then speak to their Senior Coach at the first available moment to inform them. Should the Senior Coach then speak to the athlete, they may consider their conversation a verbal reprimand.

3. A "REPORT OF VIOLATION OF CODE OF CONDUCT OR ETHICS" must be completed and received by the RAWC President, within fifteen (15) days of the completion of the program, event, or competition when any penalty is applied.

4. Additional penalties may be applied by the Discipline Committee of the RAWC if one is struck by the Executive Committee, or the Board of Directors of the RAWC.

5. The parent/guardian of any individual against whom a complaint has been made, who is under the "Age of Majority", must be contacted directly prior to the removal from the Team, or sent home, or suspended from a program, event, or competition.

6. No member may conceal or destroy evidence of any criminal act committed by any member of the RAWC.

7. Criminal acts must be reported to the law enforcement authorities of the host province, state or country.

8. Any decision concerning the administration of the Code of Ethics/Conduct must be based on reasonable evidence of a violation of the Code of Ethics/Conduct.

9. The decision of the Head Coach, Senior Coach, or Manager is subject to review by the Discipline Committee, if one is struck, or by the RAWC Board of Directors.

PROCEDURE FOR MAKING A REPORT

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Making a complaint at any time.

Complainant first completes a "Report of Violation of Code of Ethics/Conduct" letter, ensuring that reasonable evidence is provided and providing the names of witnesses where possible. A "General Grievance" should be made by document and outlining the subject matter of the grievance in written format.

Forward a copy of the Report of Violation of Code of Ethics/Conduct or General Grievance to the RAWC and the attention of the President.

While at a sanctioned event, program or competition

Head Coach, Senior Coach, or Team Manager, when approached by an individual making a complaint or when confronting a situation involving a violation of the Code of Ethics/Conduct, makes a determination of reasonable evidence and then:

1. Makes a reasonable effort to prevent any recurrence or continuation of any prohibited activity or behaviour.
2. Gives the individual implicated in violating the Code of Ethics/Conduct an opportunity to account for the actions /behaviours prior to determining the penalty.

NOTE: This must be done in the presence of at least one other official of the RAWC.

3. If a violation is substantiated, completes a "Report of Violation of Code of Ethics/Conduct" indicating as well the action taken.

NOTE: If the individual is being sent home, notifies the President of the RAWC, the Head Coach, as well as contacts the parents of any individual under the age of 18, as outlined previously.

4. Reports any criminal acts to the appropriate law enforcement agencies
5. Forwards a copy of the Report of Violation of Code of Ethics/Conduct by hand delivery, registered mail or courier with signatures within fifteen (15) calendar days post conclusion of the event, program, competition to:

- * the President of the RAWC
- * the Discipline/Grievance Committee
- * the member who is the subject of the discipline violation
- * the person making the complaint
- * parent or guardian if applicable

PROCEDURE TO ADDRESS A REPORT OF VIOLATION OF CODE

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Discipline Committee or RAWC Executive (President, Vice, Secretary, Treasurer, Past-President, Head Coach) if Requested to Review.

1. When the Report of a Violation of the Code of Ethics/Conduct is received, the President will inform the Executive committee, and determine if a Discipline Committee is to be struck. The Executive or Discipline Committee (as determined to be appropriate) schedules a meeting within fifteen (15) calendar days of receipt of the complaint.

2. Ensures that the member who is the subject of the discipline violation has received a copy of the report.

3. The Discipline Committee reviews the penalties imposed, determines whether additional penalties should be imposed, and forwards a copy of the decision, within fifteen (15) days of the meeting by registered mail or courier with signatures to:

* the President of the RAWC

* the member against whom the report has been filed

* the person making the complaint

* parent/guardian (if applicable) against whom the report has been filed

EXCEPTION: There will only be sent to a complainant a finding of FOUNDED or UNFOUNDED if the subject of the complaint is a coach with the RAWC in order to preserve the confidentiality and the working relationship between the RAWC and its coaches.

PROCEDURE TO ADDRESS A GRIEVANCE

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President: The President of the RAWC will review the matter and may do the following:

* dismiss the matter as being frivolous or vexatious in nature and notify the complainant outlining the decision

* refer the matter to the appropriate Committee for response with a copy back to the complainant

* strike an Appeal Committee to review the matter and make a decision

G. PENALTIES

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Members of the Renfrew Amateur Wrestling Club, violating the Code of Ethics/Conduct may be subject to one or more of the following penalties:

1. Verbal reprimand
2. Written reprimand
3. Placement on probationary membership
4. Suspension of financial assistance, if applicable
5. Suspension of membership privileges including participation as a member of the team at National or Provincial programs, events, or competitions (present and/or future)
6. Suspension from program, event or competition
7. Removal or dismissal from team or club (cannot be imposed on elected positions)
8. Requirement to make restitution to any party or parties for damage
9. For infractions occurring during out of town trips, the penalty may include the individual being removed from the team and sent home. This includes the following:

* return transportation costs are the responsibility of the individual.

* automatic six-month suspension from any program, event, or competition followed by a two year probationary membership period. Any reinstatement of membership privileges will only be considered once the cost of return transportation as noted above is reimbursed to the RAWC.

Notes: The President of the RAWC must be notified of the imposition of this penalty either before or as soon after as possible. The Team Manager, Head Coach, or Senior Coach must ensure that the individual is met upon arrival. If this is not possible, this penalty will not be imposed and an appropriate alternate penalty will be determined.

All members and their coaches traveling to such out of town competitions and their parents (if applicable), will be notified in advance of this policy and possible penalties.

10. Combination of any of the above noted penalties, or a determination of another penalty as deemed appropriate.

All athletes (if 18 or over) or their parents (if under 18) will be required to sign a consent to abide by this policy as part of their registration for participation in the program.

H. APPEALS

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1. Any member may appeal the severity of or process by which the penalty was imposed.
2. An appeal to a decision regarding a disciplinary matter must be filed, in writing to the attention of the President of the RAWC, care of the RAWC, within fifteen (15) calendar days of the receipt of the written decision.
3. All communication to the RAWC regarding appeals must be forwarded by registered mail or courier with signature. Exception: in matters of extreme urgency, or when time is of the essence, the President of the RAWC or his delegate may authorize the electronic transmission of the written appeal.
4. The Executive Committee shall meet within fifteen (15) calendar days of receiving an appeal on a disciplinary matter.
5. **Upon receipt of the appeal on a disciplinary matter**, the Executive Committee will strike a Disciplinary Appeals Committee, which is to be significantly different (by a majority of its members) from the original Committee which determined the disciplinary ruling in question. **Appeals Committees examining Policy or a General Grievance** will be composed of at least three (3) members of the Board of Directors not being on the Executive Committee or coaches.
6. **In Appeals of a disciplinary matter**, the Appeals Committee will examine the original infraction, the actions of the Executive / Disciplinary Committee and determine its own findings.

The Appeals Committee will then determine a course of action which may include:

- * upholding the original penalty
- * determining that no penalty is required
- * determine a new penalty

Any decision regarding a disciplinary matter, made by the Appeals Committee is final except as is provided in the Constitution and Bylaws.

6. In General Grievances concerning Policy matters, the Appeals Committee will then make the following:

- * deny the Appeal
- * Uphold the Appeal

* Uphold the Appeal and set parameters/conditions

Any Appeal upheld regarding policy matters, with or without conditions will be reviewed at the next Board of Directors of the RAWC meeting to determine the following:

* deny the Appeal

*uphold the Appeal and send the policy back to the appropriate committee for amendments.

PROCEDURE FOR MAKING AN APPEAL

Complainant: forward a written appeal in letter format by registered mail of courier with signatures to the RAWC, attention of the President.

Executive Committee: If an appeal has been received concerning a decision made by the Executive Committee or Discipline Committee, then the Executive Committee at its next scheduled meeting, establishes an Appeal Committee to hear the appeal.

If no Executive meeting is scheduled within 30 days of the receipt of the appeal, then the President of the RAWC will establish an Appeal Committee on behalf of the Executive Committee or can conduct the meeting by transmission of documentation via electronic means. Every effort is to be made to consult the members of the Executive Committee before doing so, and the process is to be reviewed by the Executive Committee at their next meeting.

Board of Directors: the Board of Directors of the RAWC shall be apprised of all disciplinary actions and appeals carried out by the RAWC. Where necessary, the information provided to the Board will be edited for sensitive or confidential material, however the Board has the power to require full disclosure by a majority of vote at any meeting of the Board.

Annual General Meeting: A compilation of all matters of appeals concerning policy matters will be distributed to the members at large during the AGM, in order to show that precedents have been made regarding policy

I. OUTCOME

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Executive, Discipline, or Appeals Committee

Completes a review of existing material, providing copies of the written decision within fifteen (15) calendar days of the meeting to:

* the Board of Directors

* the member against whom the report has been filed

* the member who initiates an appeal of policy, or the person making the complaint

File Retention

All files will be purged and destroyed two (2) years after the incident or two (2) years after the completion of any penalties imposed, whichever comes last. Any matter that is considered precedent setting, will after purging any reference to identity or sensitive information, be kept as Case History.