



Labrador Winter Games

Discipline and Complaints Policy

1. Purpose

The purpose of this policy is to ensure that all participants, volunteers, officials, and representatives of the Labrador Winter Games (LWG) are treated fairly and with respect, and that any breaches of conduct, discipline matters, or complaints are handled promptly, consistently, and transparently.

This policy establishes a clear process for reporting, investigating, and resolving disciplinary and complaint matters related to the Games.

2. Scope

This policy applies to:

- All athletes, coaches, officials, volunteers, and staff participating in the Labrador Winter Games;
- Members of the LWG Board and any affiliated subcommittees;
- Contractors, vendors, or service providers working under the direction of the Games; and
- Spectators and members of the public engaging in LWG-sanctioned activities.

3. Guiding Principles

The Labrador Winter Games are founded on principles of respect, fairness, inclusion, and sportsmanship. All disciplinary and complaint matters will be handled in accordance with the following principles:

- Fairness: All individuals have the right to be heard and to respond to allegations made against them.
- Confidentiality: Information related to complaints and investigations will be treated as confidential.
- Timeliness: Complaints and disciplinary issues will be addressed as quickly as reasonably possible.
- Impartiality: Decisions will be made objectively, free from bias or conflict of interest.
- Accountability: All individuals are accountable for their conduct while participating in or representing the Games.

4. Code of Conduct

All participants and representatives of the Labrador Winter Games are expected to:

- Behave respectfully and responsibly toward others;
- Follow the rules, regulations, and policies established by the LWG Board;
- Demonstrate good sportsmanship and uphold the spirit of the Games;
- Avoid harassment, discrimination, bullying, violence, or substance misuse; and
- Comply with all applicable laws and safety requirements.

5. Reporting a Complaint or Incident

Any individual who experiences, witnesses, or becomes aware of a breach of conduct or policy may file a complaint.

Complaints can be:

- Informal: Raised verbally with a supervisor, official, or Board member for resolution; or
- Formal: Submitted in writing to the LWG Board Chairperson via email.

All formal complaints should include:

- The name(s) of the person(s) involved;
- A description of the alleged incident or concern;
- The date, time, and location of the incident;
- The names of any witnesses (if applicable); and
- Any supporting evidence or documentation.

6. Investigation Process

1. Acknowledgment: The Committee will acknowledge receipt of the complaint within five (5) business days.
2. Preliminary Review: The Committee will determine whether the matter falls within its jurisdiction and if sufficient information is available to proceed.
3. Investigation:
 - Relevant parties may be interviewed.
 - Evidence may be collected (statements, video, or documents).
 - Interim measures may be applied if safety or fairness requires.
4. Decision:
 - Findings will be documented in writing.
 - The complainant and respondent will be informed of the outcome and any actions taken.

7. Disciplinary Actions

Depending on the severity and nature of the misconduct, disciplinary measures may include:

- Verbal or written warning;
- Temporary suspension from Games activities;
- Disqualification from specific events or the entire Games;
- Revocation of volunteer or staff duties;
- Referral to law enforcement (if applicable); or
- Any other appropriate corrective or remedial action.

All disciplinary decisions will be proportionate to the circumstances and consistent with due process.

8. Appeals

An individual subject to a disciplinary decision may appeal in writing within seven (7) days of receiving the decision.

Appeals will be reviewed by an Appeals Panel appointed by the LWG Board, which will not include any member involved in the original decision.

The decision of the Appeals Panel is final.

9. Records and Confidentiality

All complaint records, investigation reports, and related documentation will be securely stored and retained by the LWG Board in accordance with applicable privacy and data retention standards.

10. Policy Review

This policy will be reviewed following each Labrador Winter Games cycle, or sooner if required, to ensure it remains effective and aligned with best practices in sport governance and community standards.

Approved by: Labrador Winter Games Organizing Committee - Effective Date: November 24th, 2025

11. Contact Information

For questions, reporting, or submission of formal complaints, please contact:

Labrador Winter Games Association:

Email – labradorwintergames2026@gmail.com