



IPSC Ontario has developed a well-defined complaints / discipline process. High standards and ethical practices are very important to us. Members are encouraged to bring concerns to the attention of IPSC Ontario Board of Directors. Please see below our Guidelines for Complaints and Discipline.

### **Guidelines for Forum Use, General Complaints and Ethics and Discipline**

To file a complaint, please download the [IPSC Ontario Ethics/Complaints Notification Form](#).

Completed forms may be submitted to: [president@ipsc-ont.org](mailto:president@ipsc-ont.org).

### **IPSC ONTARIO DISCIPLINARY / ETHICS PROCESS**

1. IPSC Ontario shall establish a formal Disciplinary/Ethics program.
2. The Board of Directors shall appoint a formal Disciplinary/Ethics Committee chairperson.
3. The Disciplinary/Ethics Committee Chairperson shall appoint the members of the committee and there shall be a maximum of 7 members (IPSC ONTARIO) who shall sit on this committee.
4. The Disciplinary/Ethics Committee shall only investigate alleged infractions filed by members of IPSC Ontario against other general members, RO's, Moderators or Board Members.
5. The Disciplinary/Ethics Committee is not obliged to investigate every complaint. If it is plain and obvious that a complaint will not lead to any significant action or if it appears that a complaint is frivolous or vexatious, the Disciplinary/Ethics Committee can decline to investigate it.
6. The Disciplinary/Ethics Committee will not investigate a complaint unless the complainant has provided to the Ethics Committee all of the information he or she has in support of the complaint.

7. The Disciplinary/Ethics Committee will require a complainant to complete **the attached form** before it will investigate a complaint.
8. The Disciplinary/Ethics Committee can initiate its own investigation, without a complaint, if it learns of concerns or allegations warranting further inquiry.
9. An investigation can consist of reviewing any documented evidence, interviewing or corresponding with likely witnesses.
10. Suggested timelines for conducting an investigation are as follows:
  - a. Notice to the member of the complaint or concern: within one month after receipt;
  - b. Member's Response to Committee's request for information: within 21 days after notification;
  - c. Approach of other possible witnesses or holders of relevant documents: two weeks after response by member or as deemed necessary by consensus of the Disciplinary/Ethics Committee;
  - d. Decision of Disciplinary/Ethics Committee: within a maximum of three months after member's response;
  - e. Reasons for decision, notification to the member and any complainant: within 21 days after decision of Disciplinary/Ethics Committee.
11. Advice, caution or a warning by the Disciplinary/Ethics Committee is a non-punitive, continued educational action designed to assist members to understand their actions and to prevent further difficulties of a similar nature arising in the future.

### **Discipline Hearings:**

1. A Discipline Panel shall be comprised of 3 IPSC Ontario Members who do not have any prior knowledge of the matter being determined nor shall they have any personal or working relationship with the person who is the subject of the hearing.
2. The Chair of the Disciplinary/Ethics Committee and the member, either of which can be represented by an agent or lawyer, are parties to the hearing.
3. The Disciplinary/Ethics Committee should prepare a notice of hearing setting out the allegations against the member and, if known, the time, date and place of the hearing and should formally serve it on the member.
4. The Discipline Committee shall set a date, time and place for the hearing.
5. A Discipline hearing can be held electronically, if all parties agree, or in person or partly electronically, if all parties agree, and partly in person, at the discretion of the Disciplinary Panel. For an electronic hearing, rather than setting a place, the Disciplinary Panel should set out a means for participating in the hearing.
6. All parties should disclose their cases to the other at least ten days prior to the hearing.
7. A recording device or court reporter should record all of the evidence.
8. The procedure before the Discipline Panel is informal. No formal rules of procedure or evidence apply. At any time, the Discipline Panel can give procedural directions to the parties.

9. A hearing will usually begin with the Discipline/Ethics Committee Chair presenting its case through documents and witnesses. The member should then have his/her opportunity to present its documents and witnesses. The Discipline/Ethics Committee Chair may be given an opportunity to present reply documents and witnesses. All parties should be given an opportunity to make submissions to the Discipline Panel as to whether the allegations have been proven.
10. If a finding is made against a member, all parties should be given an opportunity to introduce additional documents and witnesses and make additional submissions as to what order ought to be made.
11. A reprimand is a private conversation or written communication between the members of the Discipline Panel and the member in which the members of the Discipline Panel have an opportunity to express their views of the member's conduct and provide instruction as how the member might avoid similar improper conduct in the future. A reprimand has a punitive element to it. The content of an oral reprimand need not be recorded; only the fact of the reprimand and the finding to which it relates needs to be recorded.
12. Hearings are not open to the membership or to the public.
13. The Discipline Panel should issue written decisions and reasons.
14. Suggested timelines for conducting a discipline hearing are as follows:
  - a. Notice of the referral to the Board of Directors by the Ethics Panel: one week after the decision.
  - b. Appointment of the members of the Discipline Panel: next Board meeting.
  - c. Setting of discipline hearing date by Discipline Panel: two weeks after appointment.
  - d. Hearing date: one to three months after hearing date set.
  - e. Length of adjournments: no longer than one month.
  - f. Release of decision and reasons: one month after the hearing and submissions are completed.
  - g. Hearing date for evidence on submissions and order (if not on the same date as the hearing on finding): one month after release of the decision and reasons on finding.

**Appeals:**

23. Appeals may only be made to an Appeals Committee. The Appeals Committee shall be appointed as a subset of the Board of Directors and shall be limited to a maximum of 3 Directors.
24. The President/Chair shall not be permitted to serve on the Appeals Committee.
25. The guidelines for appeals are similar to those for hearings, with necessary modifications. The main difference is that no new evidence is introduced. Rather, submissions are made on the record of the discipline hearing.

26. If the Appeal Committee refers a matter back to the Discipline Panel for a new hearing, it may direct that a differently composed Discipline Panel hear the matter. If the Appeals Committee is silent on the matter, the same Discipline Panel that heard the original matter can hold the new hearing.

**General:**

25. The members of a Disciplinary/Ethics Committee, Discipline Panel nor the Board of Directors should not have a direct interest in the outcome. However, it is recognized that the Association is relatively small and that any member will often have previous casual contact with the participants in an investigation, hearing or appeal. Such prior contact should not be deemed to constitute an appearance of bias.

26. The members of a Disciplinary/Ethics Committee, Discipline Panel nor the Board of Directors should not have any private contact with any person in respect of a complaint and discipline matter. If another person initiates the contact, the member of the Disciplinary/Ethics Committee, Discipline Panel nor the Board of Directors should immediately terminate the contact and report it to the Chair of Disciplinary/Ethics Committee, Discipline Panel nor the Board of Directors. All contact should be through official channels as outlined in the by-laws and as further detailed in the correspondence with the participant. Where feasible, correspondence should have two or more names and signatures so that the recipient has some choice with whom to respond.

27. The Disciplinary/Ethics Committee may receive its own legal advice at the cost of the Association.

28. A complainant may be advised as to the status of any investigation, hearing or appeal and provided a summary of the final decision. However, the complainant is not entitled to be present at a meeting or hearing of the Disciplinary/Ethics Committee, Discipline Panel nor the Board of Directors to review the evidence gathered or heard unless a response is desired from the complainant. The complainant may also be provided with a summary of the reasons for the decision of the Disciplinary/Ethics Committee at the discretion of the Committee.

29. This guideline is to assist those involved in the investigation and enforcement of a Codes of Conduct/Ethics and the Constitution.



# IPSC Ontario

## Ethics/Complaints Notification Form

**Please complete each of the following questions.**

1. Please provide the full name and contact information of person involved:

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2. Summarize the issue/complaint.

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3. Provide a copy of all documents or evidence relevant to this action (please note review of supportive material is an important part of the complaints process):

4. Please provide the names of any witnesses who may have witnessed the incident leading to this complaint.

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# IPSC Ontario Discipline/Ethics Appeals Form

**Please answer each of the following questions to the best of your ability.**

1. Please provide your full name and contact information:

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2. Provide evidence or reasons why you believe this disciplinary action was incorrect or disproportionate to the alleged infraction: (You may provide your response on a separate page(s))

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3. Provide the name(s) and contact information for each witness to this alleged conduct and summarize their evidence.

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