Section 8: Discipline Policy

Airdrie Minor Basketball Association (AMBA) does not tolerate physical abuse, racial slurs, degradation, or any harassment/discrimination toward our members and participants. The Board of Directors strictly adheres to a zero-tolerance stance in these areas. Any such behavior toward AMBA staff, officials, Board Members, or volunteers will result in immediate disciplinary action.

8.1. AMBA Board of Directors Oversight

8.1.1. Disciplinary matters and reviews are managed directly by the AMBA Board of Directors (or a designated Board Conduct Committee/Liaison comprised of Board members).
8.1.2. The AMBA Vice President oversees disciplinary reviews and Board Appeals. A designated Board Liaison reviews and investigates game reports and presents findings directly to the Vice President and the Board of Directors.
8.1.3. If a personal conflict of interest exists for any Board member during a disciplinary review or appeal, that member must recuse themselves. In such instances, a member of the Operations Leadership Team may sit on the review panel or committee on their behalf.

8.2. Participation Agreement

8.2.1. The AMBA Participation Agreement outlines the conduct standards expected of all coaches, players, and spectators participating in AMBA programs.
8.2.2. A parent/guardian, as well as all players and coaches, must read, understand, and sign (electronically or physically) the AMBA Participation Agreement before participating. The commitments within this document form part of AMBA's official rules. Individuals who have not agreed to abide by the Participation Agreement will not be permitted to participate in any Association activities. The agreement is available on the official AMBA website for reference.
8.2.3. A "calendar year" or "season" refers to the AMBA operating season (September through August).

8.3. Procedure

8.3.1. Any incident involving a player, coach, referee, or spectator during an AMBA-sanctioned event must be reported by both teams and officials via an online report on the AMBA website within forty-eight (48) hours of occurrence. Failure to report promptly may delay action and/or lead to further disciplinary review.
8.3.2. AMBA utilizes a progressive discipline framework, which generally proceeds as follows:

1. Warning to a Coach, Player, Parent, Official, or Spectator.
2. Suspension of a Coach, Player, Parent, Official, or Spectator.
3. Extended suspension of a Coach, Player, Parent, Official, or Spectator.
4. Indefinite suspension of a Coach, Player, Parent, Official, or Spectator.

8.3.3. Depending on the severity of the incident, the AMBA Board of Directors reserves the right to bypass or eliminate any preliminary steps in the progressive discipline process.
8.3.4. If the AMBA Vice President or Board of Directors determines that conduct warrants sanctioning, they may:

1. Issue a formal warning; or
2. Impose a suspension.

8.3.5. Any disciplinary decision rendered takes effect immediately and remains binding unless altered or rescinded through an official appeal. While an appeal is under review, suspended individuals are barred from attending any AMBA event.
8.3.6. Disciplinary reviews do not require in-person meetings. However, individuals subject to proceedings will be contacted and given the opportunity to present their account of events. Contact may be made in person, by phone, or electronically. The individual has seventy-two (72) hours from the first contact attempt to respond; failure to respond within this timeframe will allow proceedings to move forward. Interim suspensions may be issued immediately for serious incidents.
8.3.7. Written or electronic notification of discipline will be delivered to the individual and their respective Club/Team Representative.
8.3.8. While serving a suspension, the individual cannot be inside or on the premises of any facility hosting an AMBA-sanctioned event (including gymnasiums, hallways, and parking lots) before, during, or after scheduled games. Non-compliance will result in game forfeiture and further sanctions. Suspended individuals will be noted on game scoresheets with an asterisk and marked as suspended.

8.4. Levels of Discipline

The matrix below outlines standard guidelines for disciplinary action. The AMBA Board of Directors reserves the right to evaluate unlisted scenarios and apply proportional consequences at their discretion.

Level	Description	Recommended Action
Level 1	Warning	● Written warning letter issued to party/club ● Recorded in AMBA Disciplinary Database
Level 2	● Repeat of any Level 1 violation ● Direct violation of AMBA Policies (Participation Agreement, Concussion Policy, etc.) ● 2 Technical fouls in a single game or 3 across a season ● Any game ejection ● Any violation toward a junior/minor official (blue whistle) ● Filing a false or	1 (or more) Game Suspension

Level	Description	Recommended Action
	embellished report	
Level 3	● Repeat of any Level 2 violation ● Unsportsmanlike verbal statements or behavior (including inappropriate conduct toward staff/officials regarding ID enforcement) ● Failure to display required Staff ID, coaching from prohibited areas, or using improper ID ● Intentional damage to AMBA or facility property/equipment ● Accumulating further technical fouls following a Level 2 suspension ● Refusal to leave a facility after being ejected	2 (or more) Game Suspension
Level 4	● Repeat of any Level 3 violation ● Intentional, aggressive physical altercation with another player ● Use or possession of drugs, alcohol, or dangerous items at an event ● Any confrontation initiated post-ejection or post-game on facility property	3 (or more) Game Suspension
Level 5	● Repeat of any Level 4 violation ● Accumulation of multiple Level 2–4 violations in a single incident	4 (or more) Game Suspension **OR** Indefinite Suspension

Level	Description	Recommended Action
	• Spectators or coaches entering the court of play and engaging in negative interactions with officials, players, scorekeepers, or staff • Unauthorized entry/break-in into a facility • Failure to abide by active AMBA discipline • Falsifying registration documents or playing under false pretenses • Filing a second false or embellished report • Intentional aggressive acts resulting in physical injury • Any illegal act or law violation • Verbal, written, or physical abuse of AMBA staff	

8.5. Protests and Appeals

8.5.1. A warning issued by the AMBA Vice President or Board is final and cannot be appealed. Repeat behavior after a warning will result in a minimum 1-game suspension and referral to the Board of Directors.
8.5.2. To request an appeal, the appellant must submit an official "Request for Appeal" to **president@airdriebasketball.ca**. The request must contain **NEW INFORMATION** that was not available during the initial ruling. The AMBA Vice President will review the new material against the original ruling to determine if an appeal hearing is granted.
8.5.3. Any suspension imposed by the Board may be appealed to the AMBA Executive Appeals Committee.
8.5.4. Appeals must be submitted in writing to **president@airdriebasketball.ca** within 24 hours of receiving the suspension notice. A **$100.00 appeal bond** must be submitted via e-transfer to **president@airdriebasketball.ca**. This bond will be fully refunded if the appeal is successful.
8.5.5. Decisions made by the AMBA Executive Appeals Committee are final and binding.
8.5.6. Any individual suspended for one full year or more may apply to the AMBA Board of Directors for reinstatement after one calendar year from the date of the original decision.

8.5.7. Reinstatement Procedures

If an individual receives a consequence under Section 8.4, they must fulfill the corresponding reinstatement steps:

Levels 1–4

1. Re-sign and date the AMBA Participation Agreement for Association records.
2. Complete any additional requirements set by the AMBA Board of Directors (e.g., training modules or meeting with a Board representative).

Level 5

1. Eligible to apply for reinstatement no earlier than one calendar year from the date of the Level 5 ruling.
2. Must appear before the AMBA Executive to demonstrate a genuine commitment to adhering to Association standards.
3. Must provide official proof of completion for the Safe Sport training course.
4. Must post a $100.00 performance bond, returned at the conclusion of the active playing season.
5. If any further violations occur during the reinstatement season:
    - The $100.00 bond is forfeited to AMBA.
    - Reinstatement status is immediately revoked.
    - No further appeals will be granted.

Board Appeals Process

If you have been issued a suspension, you may appeal the decision using the following process:

1. **Notice of Intent:** Notify the Board of Directors of your intent to appeal within **24 hours** of receiving your suspension notice by emailing **president@airdriebasketball.ca**.
2. **Submit Bond:** Submit the **$100.00 appeal bond** via e-transfer to **president@airdriebasketball.ca**. (Refunded if the appeal is upheld/successful).
3. **Committee Formation:** The AMBA Vice President will assemble an Appeals Committee consisting of the VP and two neutral operations directors and community member.
4. **Scheduling:** The Appeals Committee will schedule a prompt hearing (online via Zoom/Google Meet or in person).
5. **Support Person:** You may bring one support person or representative to the hearing. The committee must be notified in advance. Statements made by your representative will be considered part of your official representation.
6. **Witness Statements:** If presenting witness testimony, you must provide written statements along with full contact details (name, phone, email) and their relationship to the event.
7. **New Information:** The hearing focuses on evaluating **new or additional details**. If no new information is presented beyond the original report, the original ruling will typically stand.
8. **Deliberation:** The Appeals Committee will deliberate privately following the presentation of information.
9. **Authority:** The Appeals Committee has full authority to uphold, reduce, increase, or rescind any disciplinary action.
10. **Voting:** Rulings require a two-thirds (2/3) majority vote to pass.
11. **Final Decision:** You will receive written notification of the decision within **24 hours** of the hearing. The decision of the Appeals Committee is final.

For questions regarding the discipline or appeals process, contact ***president@airdriebasketball.ca****. All procedures are subject to periodic review and updates by the AMBA Board of Directors.*