

DON ROWING CLUB OF MISSISSAUGA

Code of Ethics and Code of Conduct Policies and Discipline Procedure.

Application

These Policies apply to all Members defined as Members in the Club By-Law as well as any individuals engaged in activities with the Club including parents, volunteers, spectators and non-member participants ("Participants"). These Policies apply to the conduct of Members and Participants at any Club activity, program and event.

The context of all Club policies and procedure lie within the governing By-Law of the Club which states that the objects of the Club are:

- }\ To provide competitive and recreational rowing opportunities for our members;
- }\ To provide opportunities for community and youth involvement in rowing; and
- }\ To support the sport of rowing at the local, provincial and national levels.

Code of Ethics

The Club is committed to creating a high-quality and inclusive sports experience. All members and participants of the Club are thus expected to act in a spirit of:

- }\ Care, respect and fairness for people
- }\ Personal development of self and others
- }\ Promotion of the Club and of the sport of rowing
- }\ Cooperation with Club members and other community and sports partners

Code of Conduct – Members & Participants

The actions of members and participants reflect on the Club and the sport of rowing. Accordingly, members and participants must;

- Demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct.
- Treat others with respect and refrain from negative remarks or conduct.
- Act with due care for their own safety and that of others.
- Care for and respect the property and assets of the Club as well as that of others.
- Avoid and reject the non-medical use of drugs or the use of performance-enhancing drugs or methods, in accordance with the Canadian Centre for Ethics in Sport and the World Anti-Doping Agency.
- Consume alcohol and tobacco products responsibly in association with Club activities.
- Refrain from any behaviour that constitutes or condones harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious.
- Refrain from any behaviour that constitutes or condones sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature that: is offensive and unwelcome; creates an intimidating and hostile environment; or can reasonably be expected to be harmful to participants in the sport environment.
- Comply at all times with the By-Laws, policies, rules and regulations of the Club, comply with any contracts or agreements executed with or by the Club, and comply with any sanction imposed by the Club.
- Abide by the RCA Rules of Racing.
- Not get involved in any act considered to be an offense under federal, provincial or local laws.

- **Code of Conduct – Coaches**

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- Coaches play an important role in sport and their actions have a significant influence on the people in their charge. Accordingly, in addition to the above code, coaches must also:

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- Consistently display high personal standards and project a favourable image of rowing and coaching.
- Develop their own coaching and rowing knowledge, and that of other members.
- Direct criticism at the performance rather than the person.
- Refrain from public criticism of other rowing coaches, officials or volunteers.
- Abstain from the use of tobacco products while in the presence of rowers.
- Promote responsible drinking and a drug-free sporting environment.
- Ensure that the activity being undertaken is suitable for the age, experience, and ability level.
- Promote and ensure safety.
- Encourage all athletes to demonstrate their own adherence to the code of conduct.

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- **Discipline Procedure**

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- Failure by a Member or Participant to comply with the expected standard set out above may result in discipline and the imposition of a sanction or termination of membership of the Club under the By-Law.

- Section 7.09 Termination for Breach of By-law, Policy, Rule and Regulation.
- Any member who shall violate the by-laws, policies, rules or regulations or who shall be guilty of any misconduct against the Club or any of its members, may be disciplined, suspended or expelled by a two-third majority of the board present at any such disciplinary meeting. The secretary shall notify that member of whom there is a complaint, in writing (and verbally if possible), of the complaint. The member shall be given a reasonable opportunity to answer such the complaint in writing or verbally before the board at a regular meeting of the board. The board shall make reasonable rules as to their procedures in judging such a matter against a member, giving due and fair hearing the member's reply to such charges.
- Reporting an Infraction
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- a) Any individual may report to a Representative of the Club a complaint of an infraction by a Member or Participant. Such complaint must be in writing and must be made within 14 days of the alleged infraction. For the purposes of this Section, a "Representative" is any person in a responsible volunteer or staff position within the Club.
- b) Upon receiving a complaint, the Representative will provide it immediately to the President of the Club, or designate, if the President is not available or not able to act in this capacity.
- c) The President (or designate) has a responsibility to ensure procedural fairness is respected, and to act in a timely manner.
- d) The President (or designate) may determine that an alleged infraction is of such seriousness as to warrant suspension of the Member, or removal of the Participant, pending investigation, a hearing and a disciplinary decision.
- e) Upon receiving a complaint of an infraction, the President (or designate) will review the complaint and may:
 - Dismiss the complaint if he or she considers it to be trivial or vexatious.^[SEP]
 - Determine that the complaint does not fall within the jurisdiction of this policy, and refer to it the appropriate body having jurisdiction.^[SEP]
 - Direct that serious infractions be referred to the Board of Directors, in accordance with Club By-Law.
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- Direct that all other infractions be handled on an ad-hoc basis by the Club.
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- Disciplinary Procedures for Serious Infractions
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- a) The Board of Directors has an overall responsibility to ensure procedural fairness is respected at all times during the disciplinary process, and to carry out this process in a timely manner.
- b) Depending on the circumstances of the complaint, the Board of Directors may authorize an investigation into the alleged infraction.

- c) The Board of Directors will determine the format of the disciplinary process, which may involve an oral hearing in person, a hearing based on written submissions, or a combination of these methods.
- d) The Member or Participant will be given reasonable notice of the format as well as day, time and place of the hearing and will receive a copy of the Investigation Report if an investigation was carried out. The Member or Participant may be accompanied by a representative and will have the right to present evidence and argument before the Board of Directors.
- e) After hearing the matter, the Board of Directors will reach a decision as to whether an infraction has occurred and if it has, what the sanction should be. The Board of Directors will issue a written decision, including reasons, for distribution to the Member or Participant, and the complainant.
- f) Where the conduct being reviewed by this policy is of a sensitive nature, the Board of Directors will meet *in camera* and keep all proceedings confidential, except where publication is ordered as part of the sanction, is required by law, or is in the best interests of the public.
- g) In fulfilling its duties, the Board of Directors may obtain independent advice.
- Disciplinary Sanctions and Termination of Membership
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- Disciplinary sanctions or termination of membership will be applied in accordance with the Club's By-Law.
- Criminal Convictions
- A Member or Participant's conviction for any of the following Criminal Code offenses will be deemed an infraction under the By-Law and will result in expulsion from the Club if the Participant is a Member.
 - Child pornography offences.
 - Any sexual offences involving a minor.
 - Any offence of assault involving a minor.
 - Any offence of physical or psychological violence involving a minor; or
 - Any offence involving trafficking of illegal drugs or substances listed on the Canadian Anti-Doping Program's Prohibited List.

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Athlete Name and Signature _____

Name and Signature of Parent/Guardian if Athlete under 18 years of age

Date Signed _____