

Code of Conduct of the North Bay Canoe Club

This Code of Conduct applies to all members, participants, parents, guardians, chaperones and other volunteers of the North Bay Canoe Club when participating in club activities or club-related events.

Members of NBCC and other clubs, officials and spectators:

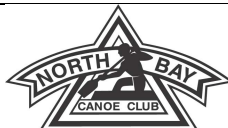
Must be treated with dignity and respect

Must have freedom from any form of harassment

1- Members, participants, parents, guardians, employees, chaperones and volunteers must:

- Follow club rules
- Be co-operative with and respect the coaching staff
- Respect the decisions of the Board of Directors, including those in the posted Club Policies
- Be courteous in the use of language and avoid using any profane, vulgar, threatening, harassing or insulting expressions
- Seek assistance of staff to resolve disagreements
- Maintain a clean and safe environment
- Show proper care for boats and paddles, following the policies of the Canoe Club
- Show proper care for club property and the property of others
- Abide by the coaches decisions regarding regatta entries and team boat crews
- Not drink alcohol, smoke, possess or use illegal drugs at or near the Canoe Club
- Not possess or use alcohol, tobacco or illicit drugs at the Club and related events
- Drive in a manner that endangers self or others (on water or on land)
- Treat others with respect and shall not speak disparagingly of any
- Other athlete, coach, volunteer, employee, parent or board member
- Not speak disparagingly about the Canoe Club
- Not engage in conduct likely to bring the club or sport into disrepute
- Behave at all times in a respectful, professional, responsible and sportsmanlike manner

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Approved By: NBCC Board of Directors	



2- Discipline Guidelines

These Guidelines apply to all members, participants, parents, guardians and volunteers of the North Bay Canoe Club for all club and club-related activities. Incidents are cumulative. Corrective action and interventions by the club that do not result in cessation of inappropriate behaviour or improvement will result in escalating consequences in the form of suspensions and finally termination of membership. The Board of Directors reserves the right to immediately terminate a membership without suspension or escalation of consequences, when it is deemed that the offensive actions in question are severe enough to warrant such action.

2.1- Minor Infractions:

2.1.1 Examples of minor infractions are shown in Appendix A. All disciplinary situations involving minor infractions occurring within the jurisdiction of the North Bay Canoe Club will be dealt with by the appropriate person or persons having authority over the situation and the individual involved. (This person may include, but is not restricted to the Head Coach or an Assistant Coach or Junior Coach.)

2.1.2 Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to explain his or her involvement in the incident.

2.1.3 The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

- a) Verbal reprimand
- b) Written reprimand to be placed on file
- c) Verbal apology
- d) Hand-delivered written apology
- e) Team service or other voluntary contribution to the Canoe Club
- f) Suspension from the days program or current competition
- g) Other sanctions as may be considered appropriate for the offence.

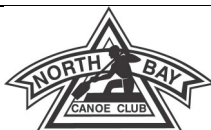
Sanctions involving a) may be made by any member of the coaching staff.

Sanctions involving b) through d) shall be made by the Head Coach or an Assistant Coach.

Sanctions involving e) through g) must be made with consultation of the Head Coach.

2.1.4 Minor infractions, which result in discipline, shall be recorded using the Incident Report form in Appendix B.

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2.2 Major Infractions:

2.2.1 Examples of major infractions are shown in Appendix A. A Head Coach or an Assistant Coach of the Canoe Club shall report to the Commodore or a Vice Commodore or a Member of the Board of Directors a major infraction using the Incident Report form in Appendix B.

2.2.2 Upon receipt of an incident report, the Commodore and a Vice Commodore shall determine if the incident is better dealt with as a minor infraction, or if a discipline hearing is required to address the incident as a major infraction.

2.2.3 If the incident is to be dealt with as a minor infraction, the Commodore or a Vice Commodore will inform the Head Coach and the alleged offender, and the matter shall be dealt with according to an appropriate measure in 2.1.3.

2.2.4 If the incident report is to be dealt with as a major infraction and a discipline hearing is required, the alleged offender (and parent if applicable) shall be notified as quickly as possible and in any event, no later than 7 days from date of receipt of the incident report, and shall be advised of the procedures outlined in this policy.

2.2.5 For major infractions there will be an automatic suspension and possible expulsion. Appropriate external authorities will be notified if appropriate.

2.2.6 Within 7 days of receiving the incident report, the Commodore or Vice Commodore shall forward the report to the members of the Disciplinary Committee. None of the Committee members can be involved in the incident and must be independent of those who were involved in it.

2.2.7 The Discipline Committee shall hold the hearing as soon as possible but not more than 14 days after the incident report is first received by the Commodore, Vice Commodore or Board Member.

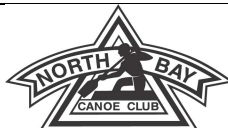
2.2.8 Violence in any form will not be tolerated: (verbal, cyber and physical intimidation, bullying, assault, etc.) Conduct contrary to this expectation is injurious to the club and can lead to suspension or termination of membership privileges.

General.

2.2.9 The Discipline Committee shall govern the hearing as it sees fit, provided that:

- a) The individual being disciplined (and parent if applicable) shall be given at least 5 days notice of the day, time and place of the hearing.
- b) The individual (and parent if applicable) being disciplined shall receive a copy of the incident report.

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- c) The individual being disciplined must be accompanied by a parent if applicable.
- d) The individual being disciplined shall have the right to present evidence and argument.
- e) The hearing shall be held in private.
- f) The Discipline Committee may request that witnesses to the incident be present or submit written evidence.
- g) The Discipline Committee shall render its decision, with written reasons within 5 days of the Hearing.
- h) The Discipline Committee shall have the authority to abridge or extend timelines associated with all aspects of the Hearing.

2.2.10 The Discipline Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:

- a) Written reprimand to be placed on file
- b) Hand-delivered written apology
- c) Suspension from certain Canoe Club events which may include suspension from future teams, camps or competitions.
- d) Suspension of membership privileges for a given time.
- e) Termination of membership in the Canoe Club
- f) Other sanctions as may be considered appropriate for the offense

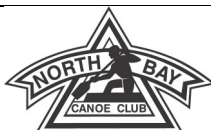
2.2.11 Unless the Discipline Committee decides otherwise, any disciplinary sanctions applied shall take effect immediately.

2.2.12 Any corrections or interventions done by any member of the coaching staff or members of the Discipline Committee regarding this Code of conduct will be accompanied by a written record kept in accordance with the NBCC policies on these matters.

2.2.13 A member with paddling privileges may have his/her membership suspended and/or revoked for the neglect of safety standards of the North Bay Canoe Club. An infraction involving the refusal to comply with safety regulations shall mean an immediate suspension of membership privileges for a length of time determined by the Discipline Committee. A member and/or his/her parent may appeal this suspension by requesting a meeting with the Discipline Committee.

2.2.14 Members who destroy or damage club property will be required to pay the cost of repair or replacement. If fees are not paid within 2 weeks of the incident, an invoice generated by the Treasurer (copied to the Commodore and Secretary) requesting payment will be hand-delivered or mailed, notifying the member that membership privileges will be suspended in 2 weeks if the fees remain unpaid at that time. Full privileges will be restored when fees are paid in full.

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3. Disciplinary Procedures of the North Bay Canoe Club

The Disciplinary Committee will consist of the Commodore, Head Coach and two other Board members. When vacancies occur on the Committee during the course of a year it shall be filled by a person appointed by the Board of Directors.

All members are permitted to control an immediate safety issue when they are witness to it and subsequently brought to the attention of the coaching staff.

Parents may take corrective action for the behavior of their own children or those who have been entrusted to their care. Concerns about the actions of other paddlers shall be brought to the attention of the coaching staff.

All coaching staff are permitted to make a verbal warning of a disciplinary nature to any paddler. The verbal warning will be followed by documentation as per club policy.

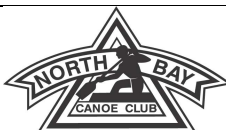
Members' written concerns about incidents involving paddlers, parents, guardians, general members or staff, at the club or competition site, will be referred to the Disciplinary Committee.

Members will be encouraged to settle mutual differences between themselves, mediated by a coach or member of the Disciplinary Committee.

4. Appeals Procedure

4.1 A decision of the Discipline Committee may be appealed to the Board of Directors in the event that the member in question has grounds that the written Guidelines for Discipline were not followed. The request for appeal must be given in writing to the Board within 7 days of the receipt of the written decision of the Disciplinary Committee. Any appeal from the decision of the Discipline Committee will be done according to the Appeals Policy of the North Bay Canoe Club.

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APPENDIX A

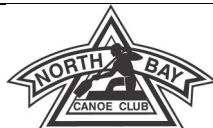
Examples of Minor Infractions

- a) A single incident of disrespectful, disobedient, profane, vulgar, insulting, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, employees, spectators and parents.
- b) Unsportsmanlike conduct such as angry outbursts or arguing.
- c) Verbal corrective action by a member of the coaching staff being ignored.
- d) Refusal to abide by coaches decisions regarding regatta entries and selection to team boats.
- e) Failure to show proper care for club property and the property of others.

Examples of Major Infractions

- a) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or
- b) behaviour directed towards others, including but not limited to peers, opponents, athletes,
- c) coaches, officials, administrators, spectators and sponsors.
- d) Repeated unsportsmanlike conduct such as angry outbursts or arguing.
- e) Repeated refusal to abide by coaches decisions regarding regatta entries and selection to team boats.
- f) Repeated failure to show proper care for club property and the property of others.
- g) Single physically abusive incident.
- h) Pranks jokes or other activities that endanger the safety of others.
- i) Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive, causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely, or irrespective the level of consumption, is in breach of any applicable No Alcohol Policy.
- j) Any use of alcohol by minors at the Canoe Club or at any Canoe Club related events or competitions.
- k) Use of illicit drugs and narcotics at the Canoe Club or at any Canoe Club related events or competitions..
- l) Driving in a manner to endanger other members (on water or on land).
- m) Use of banned performance enhancing drugs or methods.

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APPENDIX B

INCIDENT REPORT

Date And Time Of Incident: _____

Name Of Writer: _____ Position: _____

Location of Incident: _____

This incident is a: _____ Minor Infraction _____ Major Infraction

Individuals Involved In The Incident: _____

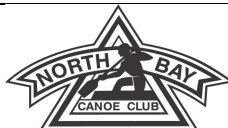
Objective Description Of The Incident (Please be concise, accurate and non-judgmental):

Names Of Individuals Who Observed The Incident: _____

Disciplinary Action Which Was Taken (if applicable): _____

Signature of Writer: _____ Date: _____

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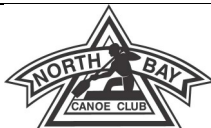


APPEALS POLICY

This Policy applies to decisions made by Discipline Committee of the North Bay Canoe Club.

1. Each Notice of Appeal must be accompanied by a \$150.00 deposit (certified cheque or money order payable to the North Bay Canoe Club), refundable in the case of a successful appeal.
2. The Board of Directors will select a mediator and to oversee appeals under this policy. The Board of Directors involved in the Appeal process shall not consist of any board members involved in the Discipline Committee who's decision is being appealed. The Board of Directors has an overall responsibility to ensure procedural fairness and timeliness are respected at all times in the appeals process and more particularly, has a responsibility to:
 - Receive appeals;
 - Determine if appeals lie within the jurisdiction of this Policy;
 - Determine if appeals are brought in a timely manner;
 - Determine if appeals are brought on permissible grounds;
 - Select a mediator to hear and decide appeals;
 - Coordinate administrative and procedural aspects of the appeal; and
 - Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.
3. Persons who wish to appeal under this policy will submit a written Notice of Appeal to the Board of Directors indicating their intention to appeal, their contact information, the reasons and grounds for the appeal, a summary of evidence to support the appeal, and the remedy requested. This Notice must be submitted within 10 calendar days of the person receiving formal notice of the Discipline Committees decision.
4. Decisions may only be appealed on procedural grounds, which are limited to a Discipline Committee:
 - Making a decision for which it did not have authority or jurisdiction as set out in governing documents;
 - Failing to follow procedures laid out in its approved policies;
 - Making a decision that was influenced by bias or the appearance of bias;
 - Failing to consider relevant information or taking into account irrelevant information in making the decision; or
 - Making a decision that was grossly unreasonable.
5. The appeal process is confidential involving only the Party making the appeal, the Board of Directors involved in the Appeal Process and the mediator. Once initiated and until a written decision is released, the parties will not disclose confidential information relating to the appeal to any person not involved in the proceedings.
6. The decision of the Mediator rendered will be final and binding upon the Appealing Party and the Canoe Club.

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NOTICE OF APPEAL FORM

1. My name is: _____

2. My address is: _____

3. My phone number is: _____

5. My email is: _____

6. I am:

Yes__ No __ A member of the North Bay Canoe Club

Yes__ No __ A parent or guardian of a member of the North Bay Canoe Club

7. Decision appealed was (describe in some detail):

8. Date of decision: _____

9. Date I was informed of decision: _____

10. I was informed of this decision by (whom): _____

11. The decision directly affects me because:

12. This is what I believe the decision should have been:

13. The grounds of my appeal are: (describe what you believe was wrong with the decision and why it was wrong and attach as many additional pages as you feel necessary to fully set forth your arguments)

Date: _____

Signature: _____

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