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, chaperones and volunteers must:

- follow club rules as outlines in this document
- 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
- respect and 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 drink alcohol under-age at Canoe Club related events or competitions
- not drive in a manner to endanger other members (on water or on land)
- 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.

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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 Disciplinary Procedure shall include

1. A verbal warning, with a written record kept of the verbal warning.
2. A written warning to be signed by parent/ guardian if under 18
3. An invitation to a documented interview with the Disciplinary Committee. In the event that the invitation is declined, the committee will meet and determine the consequences
4. A suspension of membership privileges for a given time
5. A termination of membership privileges.

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

A member with paddling privileges may have his/her membership suspended and/or revoked for the neglect of Code of Conduct 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 Head Coach and the Commodore. A member and/or his/her parent may appeal this suspension by requesting a meeting with the Disciplinary Committee.

A Letter of Warning will result from:

- Verbal corrective action by staff or disciplinary committee being ignored

Suspension from classes or competitive events will result from:

- Outright disobedience and disrespect to a staff member
- Refusal to abide by selection to team boats
- Any other action which violates the Code of Conduct upon decision of the Disciplinary Committee following a meeting to which the member has been invited to attend

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For major infractions there will be an automatic suspension and possible expulsion. The police may be called. Major infractions include:

- Drinking underage on club property or at club event
- Use of illegal drugs or possession of drug-related items on club property or at club event
- Speeding or dangerous driving near the club or at away regattas (on water or land)
- Violence, bullying or threats of bodily harm

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.

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. Repeated minor incidents or a major incident will be reported in writing to the Disciplinary Committee.

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.

If a meeting of the Discipline Committee is required, it will take place within 7 days from the date that a written report detailing the infraction is delivered to the Commodore, Head Coach or a member of the Board of Directors. The written decision of the Disciplinary Committee will be made available within 5 days of the meeting.

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A decision of the Disciplinary 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.

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