

# CANOEKAYAK CANADA STANDARD OF CONDUCT POLICY

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## **1. Preamble**

- 1.1 CanoeKayak Canada is committed to providing a sport environment that is characterized by honesty, fairness, mutual respect and open and clear communication.
- 1.2 CanoeKayak Canada believes that these values and ideals should guide all our communications and actions, and that such conduct is in the best interests of all who participate in the sport of canoe and kayak racing.
- 1.3 Membership in CanoeKayak Canada brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the policies, rules and regulations of CanoeKayak Canada.
- 1.4 This Standard of Conduct Policy identifies the standard of behavior, which is expected of all Canadian CanoeKayak Canada members. Members who fail to meet this standard will be subject to the disciplinary processes and sanctions identified within this policy.

## **2. Application**

- 2.1 This policy applies to all members of **CanoeKayak Canada**, and members include athletes, coaches, officials, volunteers and administrators engaged as such in the management, activities, programs or events of CanoeKayak Canada or any of its sport disciplines, including in the case of the Sprint Racing Discipline, its divisions.
- 2.2 **This policy does not apply to employees of CanoeKayak Canada. Any matters pertaining to employee(s) failure to meet the identified standard of behavior shall be referred immediately to the CKC Director General. Any matter pertaining to the Director General's failure to meet the identified standard of behavior shall be referred immediately to the CKC Commodore.**
- 2.2 With respect to matters arising within the management, activities, programs or events of clubs (as distinct from divisional matters which are covered by this policy), provincial associations or affiliates of CanoeKayak Canada, these matters shall be dealt with using the standard of conduct policies and mechanisms of such organizations, provided that any such organization is at liberty to adopt this Policy, with any necessary modifications for its own use and applications.

## **3. Code of Conduct**

- 3.1 Coaches, athletes, officials, volunteers and administrators share responsibility for the orderly conduct of canoe and kayak competitions:
  - 3.1.1 they shall at all times acknowledge the authority of appointed competition officials and treat their roles and decisions with respect

- 3.1.2 they shall at all times exercise self-control and show proper respect for peers, competitors and spectators
- 3.1.3 they shall at all times demonstrate due regard for the overall integrity of the competition.
- 3.2 Coaches, athletes, officials and administrators share responsibility for understanding and complying with the rules under which canoe and kayak competitions are conducted:
  - 3.2.1 they shall at all times observe the relevant club, local, divisional, provincial, national and international rules and regulations governing the sport of canoe and kayak racing.
- 3.3 Coaches, athletes, officials, administrators and volunteers shall, when at and away from competition sites, conduct themselves, at all times, in a manner consistent with the ideals and values of CanoeKayak Canada:
  - 3.3.1 their behaviour shall at all times be respectful, professional, responsible and sportsmanlike;
  - 3.3.2 they shall treat others with respect and shall not speak disparagingly of any other athlete, coach, official, administrator, volunteer or program;
  - 3.3.3 they shall not engage in conduct likely to bring the association, competition or sport into disrepute.

#### **4. Disciplinary Procedures**

##### **4.1 Minor Infractions:**

- 4.1.1 Examples of minor infractions are shown in Appendix A. All disciplinary situations involving minor infractions occurring within the jurisdiction of CanoeKayak Canada will be dealt with by the appropriate person having authority over the situation and the individual involved. (This person may include, but is not restricted to, a Council member, Head Competition Official, Coach, Team Manager.)
- 4.1.2 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.
- 4.1.3 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 at the national office
  - c) verbal apology
  - d) hand-delivered written apology

- e) team service or other voluntary contribution to CanoeKayak Canada
- f) suspension from the current competition
- g) other sanctions as may be considered appropriate for the offence.

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

## **4.2 Major Infractions:**

4.2.1 Examples of major infractions are shown in Appendix A. Any member of CanoeKayak Canada may report to the Director General a major infraction using the Incident Report form in Appendix B.

4.2.2 Upon receipt of an incident report, the Director General shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.

4.2.3 If the incident is to be dealt with as a minor infraction, the Director General will inform the appropriate person in authority as described in Section 10 and the alleged offender, and the matter shall be dealt with according to Sections 11 through 13 of this policy.

4.2.4 If the incident report is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and in any event, no later than 3 days from date of receipt of the incident report, and shall be advised of the procedures outlined in this policy.

4.2.5 Within 5 days of receiving the incident report, the Director General shall forward the report to the Chairperson who shall appoint three individuals to serve as a Disciplinary Panel. Where possible, one of the Panel members shall be from the peer group of the alleged offender. None of the Panel members can be involved in the incident and must be independent of those who were involved in it.

4.2.6 The Discipline Panel shall hold the hearing as soon as possible, but not more than 14 days after the incident report is first received by the Director General.

4.2.7 The Discipline Panel shall govern the hearing as it sees fit, provided that:

- a) The individual being disciplined shall be given 5 days written notice (by courier or fax) of the day, time and place of the hearing. The Panel may decide to conduct the hearing in person, by telephone or video conference.
- b) The individual being disciplined shall receive a copy of the incident report.
- c) Members of the Panel shall select from among themselves a Chairperson.
- d) A quorum shall be all 3 Panel members.
- e) Decisions shall be by majority vote; the Chair carries a vote.

- f) The individual being disciplined may be accompanied by a representative.
- g) The individual being disciplined shall have the right to present evidence and argument.
- h) The hearing shall be held in private.
- i) The Panel may request that witnesses to the incident be present or submit written evidence.
- j) The Panel shall render its decision, with written reasons within 5 days of the Hearing.
- k) Once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the Hearing.

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

- a) written reprimand to be placed on file at the national office
- b) hand-delivered written apology
- c) suspension from certain CanoeKayak Canada events which may include suspension from the current competition or from future teams or competitions
- d) suspension of all CanoeKayak Canada privileges
- e) suspension from certain CanoeKayak Canada activities (i.e. playing, coaching or officiating) for periods of up to three years
- f) suspension from all CanoeKayak Canada activities for periods of up to three years, or for life, if the circumstances of the infraction warrant
- g) other sanctions as may be considered appropriate for the offense

4.2.9 This policy does not apply to matters properly following under the CKC Doping Policy and the CKC Harassment Policy.

4.2.10 In order to keep costs to a reasonable level the Panel may conduct the Hearing by means of a conference call or video conference.

4.2.11 Unless the Discipline Panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.

## **5. Appeals Procedure**

5.1 Any appeal from the decision of the Discipline Panel or if no Discipline Panel has been constituted, from the decision of anyone else to discipline under the terms of the policy, will be done according to the Appeals Policy of the CKC.

Approved at SRD Annual General Meeting  
 May, 1999  
 Proposed Revision (February 2004)

## **APPENDIX A**

### **Examples of Minor Infractions**

- a) A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
- b) Unsportsmanlike conduct such as angry outbursts or arguing.
- c) A single incident of intentionally being late or if unintentionally which results in significant embarrassment to or disruption of the event or activity for a discipline at which attendance is expected or required.

### **Examples of Major Infractions**

- a) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
- b) Repeated unsportsmanlike conduct such as angry outbursts or arguing.
- c) Repeated incidents of being late for or absent from CanoeKayak Canada events and activities at which attendance is expected or required, whether intentional or not.
- d) Single physically abusive incident.
- e) Activities or behaviour which intentionally, or even if not intentional with wanton disregard for the consequences, interfere with a competition or with any athlete's preparation for a competition.
- f) Pranks jokes or other activities that endanger the safety of others.
- g) Deliberate disregard for the rules and regulations under which CanoeKayak Canada events are conducted, whether at the local, divisional, provincial, national or international level.
- h) Violation of the National Team Athlete Agreement.
- i) Violation of the sponsorship policy for individual athletes.
- j) 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.
- k) Any use of alcohol by minors.
- l) Use of illicit drugs and narcotics.
- m) Use of banned performance enhancing drugs or methods.

**STANDARD OF CONDUCT POLICY**

**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):  
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Names Of Individuals Who Observed The Incident: \_\_\_\_\_  
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\_\_\_\_\_

Disciplinary Action Which Was Taken (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Writer: \_\_\_\_\_ Date: \_\_\_\_\_