



Highwood Current Swim Club (CRNT)

DISCIPLINE and COMPLAINTS POLICY

CRNT will not tolerate disrespectful or bullying behavior of any kind. This Policy applies to all Members and discipline matters that may arise during CRNT business, activities, and events including, but not limited to, competitions, practices, training camps, travel associated with CRNT activities, and any meetings. All members of the club are expected to display a positive attitude, respectful behavior and support all members of the organization, whether at practice or at any external events.

If an incident extends beyond or outside of a club function, complaints and grievances may still be reviewed under this policy at the discretion of the Head Coach and/or Board.

If a member chooses NOT to abide by these expectations and displays any of the following types of incidents, they will be held accountable for their actions.

Examples of incidents (but not limited to):

- Physical Aggression: pushing, grabbing, hitting, pinching, spitting, tripping, etc. Also includes destroying property and threatening.
- Social Alienation: gossiping, spreading rumors, intentionally excluding from a group.
- Verbal Aggression: name Calling, put-downs, swearing, screaming, or yelling at a person.
- Intimidation: threatening others to do something, threatening with a weapon.
- Sexual Harassment: any comments or actions of a sexual nature that are unwelcome and make the recipient uncomfortable. Any words written or spoken, or action taken, that ridicules a person's gender, sexual orientation, or gender identification.
- Racial/Ethnic/Religious Harassment - offensive comments, jokes or behaviors that disparage or ridicule a person's race, ethnic, or religious background.
- Cyber Bullying: using technology to frighten, embarrass, exclude, or damage another person's reputation. Can include emails, chat rooms, photographs, social media, text messages, etc.

Purpose:

CRNT is committed to providing an environment in which all Members are treated with respect characterized by the values of fairness, integrity, and open communication. Members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with CRNT policies, bylaws, rules, and regulations, including the Code of Conduct and Ethics. Irresponsible behavior by Members can result in severe damage to the integrity of CRNT Conduct that violates these values may be subject to sanctions pursuant to this Policy.

Since discipline may be applied, CRNT provides Members with the mechanism outlined in this Policy so that complaints are handled fairly, expeditiously, and affordably.

- Retaliation against any individual for reporting an incident under this Code is a violation of this policy and will not be tolerated. Any retaliatory action should be reported immediately to the Board of Directors
- Similarly, a false accusation is a serious matter. A person making a false statement may face serious consequences.
- If an incident of high severity occurs, it is up to the Board of Directors as to whether steps can be skipped and/or an individual is removed immediately from the organization. Incidents of high severity would include breaking the law, inflicting physical injury, sharing of sexual images online, exploitation of a minor, and others.
- CRNT has zero-tolerance for athletes/coaches/parents using alcohol or recreational substances while representing the club at practices, meets or any other external events. Failure to follow these guidelines would mean an automatic suspension from the team for a term deemed appropriate by the Head Coach and the Board of Directors.
- At any point in the process of a complaint, the police may become involved depending on the severity and/or nature of the complaint.
- Appeals to any disciplinary decision must be received in writing addressed to the Board of Directors.
- Families that are not in compliance with the Code of Conduct and/or the Discipline and Complaints Policy are not eligible to serve on the Board of Directors.

Application of this Policy:

Steps in dealing with an athlete:

Step 1:

- Primary coach will meet with the athlete and review the Code of Conduct with them. If it is determined the athlete is in violation of the code, the athlete will be instructed to stop the behaviours and the coach will determine an appropriate consequence.
- Parents will be contacted and made aware of the incident.
- Incident will be documented and filed with the Board of Directors.
- If the initial complaint brought forward is serious or complex in nature, Step 1 may be omitted at the discretion of the coach and proceedings will start at Step 2 below.

Step 2:

- If step one is not successful in resolving the issue or mitigating the problem, the Head coach will start an investigation procedure.
- The Primary Coach, Head Coach, parent (s), and possibly the athlete(s) will meet in person. The Code of Conduct will be reviewed, and an appropriate consequence will be determined.
- The athlete and parents will be notified that a subsequent incident will result in a formal meeting with the Board of Directors, Primary Coach, and Head Coach. The incident will be formally documented and filed with the Board of Directors.

Step 3:

- If the incident is not resolved, Head Coach, Primary Coach, Board of Directors, parent (s) and athlete(s) will have a formal meeting initiated by the Head Coach.
- Consequences are given and FINAL WARNING is issued.

- The next step is a meeting with the Board of Directors to determine suspension or removal from the organization. The meeting is documented and filed with the Board of Directors.

Step 4:

- The athlete is suspended or removed from the organization and the suspension or removal process is documented and filed with the Board of Directors.

**** At any point, the police may become involved depending on the severity of the incident. ****

Steps in dealing with a parent:

Step 1:

- If a parent is displaying any inappropriate behavior, any individual can report the incident to the Primary coach.
- Primary Coach is obligated to then report the incident to the Head Coach and the Board of Directors. Head Coach, Primary Coach and parent will meet. A review of the Code of Conduct will be done and if it is determined that the parent is in breach of the Code, a request is made to the parent to stop the behaviors. The Incident is documented and filed with the Board of Directors.

Step 2:

- If the inappropriate behavior continues, Head Coach, Primary Coach and a Board member will meet with the parent and a consequence will be determined.
- The parent will be given notice that if behavior continues, they will not be allowed on site of the sporting venue during practice and /or competitions for a period or indefinitely. The incident is documented and filed with the Board of Directors.

Step 3:

- Head Coach, Primary Coach, and a Board member will meet with the parent and a time frame is determined in which the parent is not allowed on site of the sporting venue during practice and/or competition.
- This is the FINAL WARNING before a parent is completely barred from the organization. Incident is documented and filed with the Board of Directors.

Step 4:

- Parent is barred from the sporting organization.
- Board of Directors can call a meeting with the parent and/or provided with a letter of dismissal. Board of Directors can, on a case-by-case basis, determine whether or not the family is also barred from the organization. Incident is documented.

**** At any point, the police may become involved depending on the severity of the incident. ****

Steps in dealing with coaches:

Step 1:

- Parent and/or athlete will talk directly to the coach who is displaying the inappropriate behavior and inform them of the incident(s). Sometimes the coach does not realize how their behavior is coming across to others and a simple reminder of the Code of Conduct is all that is needed.
- Parent will document the meeting and all incidents of negative behavior, and a copy is forwarded to the Board of Directors

Step 2:

- If the parent and/or athlete feel that the issue has not been resolved, the parent and/or athlete will meet with Head Coach, a board member, and the coach displaying the inappropriate behavior.
- The Code of Conduct will be reviewed, and the Board member begins investigation procedures.
- The meeting is documented and filed with the Board of Directors. If it is determined that the coach is in breach of the code of conduct, the coach will be required to stop or change behaviors and will be notified that further incident will result in a formal meeting with the Board of Directors and disciplinary action may occur.

Step 3:

- Head Coach, Board of Directors and the coach/perpetrator will meet. Parents may be involved in this meeting, but this is up to the Board. The Code of Conduct is reviewed, and all incidents of bullying are discussed and documented.
- Based on the investigation, the Board will determine what disciplinary action is needed. A FINAL WARNING is given to the coach and the meeting is documented and filed.

Step 4:

The Board of Directors meets with the coach and the coach is terminated. The meeting is documented.

Criminal Convictions

A Member's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in expulsion from CRNT and/or removal from CRNT competitions, programs, activities and events upon the sole discretion of Swim Alberta:

- Any child pornography offences
- Any sexual offences
- Any offense of physical or psychological violence
- Any offense of assault
- Any offense involving trafficking of illegal drugs

Confidentiality

The discipline and complaints process are confidential and involves only CRNT, the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

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