



Highwood Current Swim Club

DISCIPLINE and COMPLAINTS POLICY

The Highwood Current Swim Club (CRNT or the Organization) 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.

Parents and Swimmers are required to sign the Code of Conduct Policy document, which outlines the expectations of all Club Members.

1. 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.

2. 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.

- A. 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
- B. Similarly, a false accusation is a serious matter. A person making a false statement may face serious consequences.

- C. If an incident of high severity occurs an individual may be removed immediately from the Organization. Incidents of high severity would include habitual bullying, breaking the law, inflicting physical injury, sharing of sexual images online, exploitation of a minor, and others.
- D. Should a Parent and/or Athlete decline to participate in the investigation, scheduled discipline meetings, or sanctions resulting from the discipline process may result in removal of the Athlete and Family from the Organization.
- E. The CRNT Board of Directors reserves the right to address complaints and resolve them to the best of their ability with the aim to ensure Athlete safety and the values of the Organization.
- F. 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.
- G. At any point in the process of a complaint, **the police may become involved depending on the severity and/or nature of the complaint.**
- H. Appeals to any disciplinary decision must be received in writing addressed to the Board of Directors.

3. Policy Application:

A. Athletes:

- I. The 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.
 - a. Concerns with bullying or other incidents between Athletes must be brought to the attention of the Athlete's Coach as soon as possible if they are not already aware.
- II. Parents will be contacted and made aware of the incident.
- III. Incident will be documented and filed with the Board of Directors.
- IV. An investigation may be conducted by the Head Coach and Board of Directors if required at any point
- V. If an investigation is conducted, the Primary Coach, Head Coach, representatives of the Board of Directors (1-3 BOD members), Parent(s), and Athlete(s) (if appropriate) will meet in person. The Investigation results and the Code of Conduct will be reviewed, and an appropriate sanction determined.
- VI. If the initial complaint brought forward is serious or complex in nature, a third party may be engaged and named as the Case Manager.
 - a. This person would be selected as an impartial individual by mutual agreement of the Board of Directors and the Family involved.

B. Parents/Family Members

- I. If a parent is displaying any inappropriate behavior, any individual can report the incident to the Primary Coach.

- II. Primary Coach is obligated to then report the incident to the Head Coach and the Board of Directors
- III. The 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.
- IV. If the inappropriate behavior continues, Head Coach, Primary Coach and a Board member will meet with the parent and a consequence will be determined.
- V. An investigation will be conducted by the Head Coach and Board of Directors if required at any point
- VI. If an investigation is conducted, the Primary Coach, Head Coach, representatives of the Board of Directors (1-3 BOD members), and the Parent(s)/Family Members, will meet in person. The Investigation results and the Code of Conduct will be reviewed, and an appropriate sanction determined
- VII. If the initial complaint brought forward is serious or complex in nature, a third party may be engaged and named as the Case Manager.
 - a. This person would be selected as an impartial individual by mutual agreement of the Board of Directors and the Family involved.

C. Possible Sanctions

- I. The Board of Directors may apply the following disciplinary sanctions, singularly or in combination:
 - a. Verbal or written reprimand
 - b. Verbal or written apology
 - c. Service or other contribution to the Organization
 - d. Removal of certain privileges
 - e. Suspension from certain teams, events, and/or activities
 - f. Suspension from all Organization activities for a designated period of time
 - g. Withholding of prize money or awards
 - h. Payment of the cost of repairs for property damage
 - i. Suspension of funding from the Organization or from other sources
 - j. Expulsion from the Organization
 - k. Any other sanction considered appropriate for the offense
- II. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately
- III. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs. Infractions that result in discipline will be recorded and records will be maintained by the Organization

D. Case Manager

- I. The Case Manager has the responsibility to:

- a. Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy
- b. Provide a non-biased review of the complaint and investigation
- c. Coordinate administrative aspects and set timelines
- d. Provide any other service or support that may be necessary to ensure a fair and timely proceeding

E. Coaches, Board Members, and Officials

- I. At all times the Parent and/or Athlete is encouraged to reach out to the coach/board member/official to discuss concerns, issues with communication, or conflicts.
- II. If there is a concern with a coach/board member/official that has not been resolved with discussion, or if the Parent and/or Athlete is not comfortable communicating with that individual directly, the concern should be brought to the attention of the Head Coach or the Board of Directors.
 - a. The Parent and/or Athlete involved should document the incident and any attempts to resolve it in writing.
- III. If the Parent and/or Athlete does not feel the issue is resolved, a meeting with the Head Coach, 1-3 board members, and the Coach/Board Member/Official in question will take place and attempt to resolve the issue.
- IV. If the Head Coach and/or Board of Directors feel the incident is significant and unresolved, an investigation will take place.
- VIII. The Board of Directors and Head Coach review the investigation. If there is a perceived conflict of interest, the incident is very serious, or the Parent/Athlete requests, a third party may be engaged and named as the Case Manager as per section 3.D.
 - a. This person would be selected as an impartial individual by mutual agreement of the Board of Directors, Head Coach, and the Parent/Athlete involved.
- IV. The Board of Directors may apply the following disciplinary sanctions, singularly or in combination:
 - a. Verbal or written reprimand
 - b. Verbal or written apology
 - c. Service or other contribution to the Organization
 - d. Removal of certain privileges
 - e. Suspension from certain teams, events, and/or activities
 - f. Suspension from all Organization activities for a designated period of time
 - g. Payment of the cost of repairs for property damage
 - h. Suspension of funding from the Organization or from other sources
 - i. Expulsion from the Organization
 - j. Termination of employment within the Organization
 - k. Any other sanction considered appropriate for the offense

F. Criminal Convictions

- I. 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:
 - a. Any child pornography offences
 - b. Any sexual offences
 - c. Any offense of physical or psychological violence
 - d. Any offense of assault
 - e. Any offense involving trafficking of illegal drugs

4. 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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