
SPRUCE GROVE BARRACUDAS SWIM CLUB
POLICIES

APPROVED

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TABLE OF CONTENTS

| | |
|--|----|
| SAFE SPORTING ENVIRONMENT GUIDING PRINCIPLE | 3 |
| CODE OF CONDUCT AND ETHICS (ATHLETES, COACHES, OFFICIALS, PARENTS & CLUB BOARD)..... | 5 |
| UNIVERSAL ACCESS & INCLUSION POLICY | 13 |
| DISCIPLINE AND COMPLAINTS POLICY..... | 14 |
| SCREENING POLICY..... | 20 |
| SCREENING DISCLOSURE FORM | 25 |

APPROVED

SAFE SPORTING ENVIRONMENT GUIDING PRINCIPLE

PURPOSE

Everyone in the sport has the right to enjoy the sport at whatever level or position they participate in. All members and staff have the right to participate in a safe and inclusive training and competitive environment that is free of abuse, harassment or discrimination. The welfare of everyone involved in the sport is a foremost consideration and in particular the protection of children/athletes in the sport is the responsibility of each individual, member, club and special interest group in the swimming community.

STATEMENT

We provide a fun, healthy, inclusive and safe environment. Swimming enriches the lives of everyone involved by ensuring that the training and competitive environment is one where athletes, coaches, officials, volunteers and staff know they are safe, and are treated with respect and dignity.

DEFINITIONS

The following terms have these meanings in this Code:

- a) *"Duty of Care"* is the requirement that reasonable care will be taken to avoid acts or omissions that could expose others to risk or harm.
- b) *"Member"* – All categories of membership defined in the Organization's Bylaws as well as all individuals employed by, or engaged in activities with the Organization including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the Organization, and parents/guardians of athletes
- c) *"Organization"* – Refers to Spruce Grove Barracudas Swim Club
- d) *"Position of Trust"* – a job or position in which one individual may exercise power or authority over another individual, such as a team manager or coach.
- e) *Representative"* – All individuals employed by, or engaged in activities on behalf of the Spruce Grove Barracudas Swim Club. Representatives include, but are not limited to, coaches, staff, administrators, officials, club directors and officers, committee members, and volunteers
- f) *"Vulnerable Individual"* – a person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed.

SCOPE

This policy applies to all policies, practices and procedures of the organization

STANDARD

1. In understanding its Duty of Care, the organisation will ensure standards and procedures, based on best practices, support a safe, inclusive, open, observable and transparent sporting environment for all members.
2. The framework for Safe Sporting Environment focusses on the role, responsibility and practices of everyone involved in Swimming to ensure the safety of and development of athletes.
3. The programs and services will be consistent with and support the Safe Sporting Environment Guiding Principle.
4. Recognizing the critical role of the club's members in the delivery of Safe Sporting Environment programs initiatives.
5. The programs and services will adopt the Open and Observable Environment requirements of Swimming Canada. Open and observable environments means making meaningful and concerted efforts to avoid situations where a coach, official or other representative might be alone with an athlete and/or vulnerable individual. All interactions between an athlete and an individual who is in a position of trust should normally, and wherever possible, be in an environment or space that is both "open" and "observable" to others.
6. Policies, practices and procedures shall be continually monitored and evaluated. Applicable policies may include and are not limited to:
 - a. Code of Conduct and Ethics
 - b. Screening Policy
 - c. Discipline and Complaints Policy
 - d. Equity Inclusion and Universal Access Guiding Principle

CODE OF CONDUCT AND ETHICS (ATHLETES, COACHES, OFFICIALS, PARENTS & CLUB BOARD)

PURPOSE

The purpose of this Code is to ensure a safe and positive environment (within the Organization's programs, activities, and events) by making Members aware that there is an expectation, at all times, of appropriate behaviour consistent with the Spruce Grove Barracuda's Swim Club core values. We support equal opportunity, prohibit discriminatory practices, and we are committed to providing an environment in which all individuals are treated with respect.

STATEMENT

The Organization has zero tolerance for any type of abuse and supports a sporting environment where all members can participate safely and free from any harm. Members are required to report instances of abuse or suspected abuse to the Organization to be immediately addressed under the policies of the Organization.

DEFINITIONS

1. The following terms have these meanings in this Code:
 - a) *"Member"* – All categories of membership defined in the Organization's Bylaws as well as all individuals employed by, or engaged in activities with the Organization including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the Organization, and parents/guardians of athletes
 - b) *"Organization"* – Refers to Spruce Grove Barracudas Swim Club
 - c) *"Position of Trust"* – a job or position in which one individual may exercise power or authority over another individual, such as a team manager or coach.
 - d) *"Vulnerable Individual"* – a person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed.

SCOPE

1. This Code applies to Members' conduct during the Organization's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Organization's activities, the Organization's social media presence, the Organization's office environment, and any meetings.
2. This Code also applies to Members' conduct outside of the Organization's business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

REPORTING

Conduct that is legally required to be disclosed to law enforcement, including but not limited to suspected cases of child abuse or neglect, will be referred immediately upon knowledge to local law enforcement. Additionally, in alignment with the Organization's *Discipline and Complaints Policy*, Members may be temporarily suspended pending the outcome of the matter.

STANDARDS

1. Members have a responsibility to comply with the Organization's Bylaws, Policies and Procedures, including but not limited to
 - i. Safe Sporting Environment Guiding Principle
 - ii. Equity, Inclusion and Universal Access Guiding Principle
 - iii. Screening Policy and Screening Disclosure Procedure Form
 - iv. Social Media Use Policy and Social Media Use Guidelines
 - v. Confidentiality Policy
 - vi. Conflict of Interest Policy
 - vii. Discipline and Complaints Policy
 - viii. Dispute Resolution Policy
 - ix. Appeal Policy
2. Maintain and enhance the dignity and self-esteem of the Organization members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
3. Conduct that violates this Code may be subject to sanctions pursuant to the Organization's *Discipline and Complaints Policy*.
4. All Members, participating non-members and prospective members of the Organization, may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time without probation, fined or expelled from the Organization if their conduct is not held to the standard described in this Code of Conduct and in accordance with Swim Alberta's *Discipline and Complaints Policy*.
5. Members have a responsibility when interacting with vulnerable individuals, or with individuals with whom there is a recognized power of authority or trust that exists, the individual in the Position of Trust is required to enact practical approaches to these interactions. These include, but are not limited to:

- i. Limiting physical interactions to non-threatening or non-sexual touching (i.e. high-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc.)
 - ii. Ensuring the vulnerable individuals are always supervised by more than one adult
 - iii. Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power onto one individual).
 - iv. Including parents/guardian in communication
 - v. Ensuring that parents/guardians are aware that some non-personal communication between individuals and vulnerable individuals (e.g. coaches and athletes) may take place electronically (e.g. texting) and that this type of communication is now considered to be commonplace, especially with other older vulnerable individuals (e.g. teenagers). Note that such communication is subject to this Code of Conduct and Ethics and the Organization's *Social Media Policy*.
 - vi. Ensure transportation of vulnerable individuals is with others present
 - vii. Ensure accommodations of vulnerable individuals are not shared unless there is additional adult supervision or others present
6. Members have a responsibility to refrain from any behaviour that constitutes abuse. Abuse refers to violence, mistreatment or neglect one may experience while in the care of someone they depend on or trust. Types of behaviour that constitute abuse include, but are not limited to:
- i. Physical abuse; including beating, hitting, shaking, pushing, choking, biting, burning, kicking or assaulting an individual with a weapon. It also includes holding an individual under water, or any other dangerous or harmful use of force or restraint.
 - ii. Sexual abuse; including fondling, inviting an individual to touch or be touch sexually, intercourse, sexual assault, incest, sodomy, exhibitionism, or involving a child in prostitution or pornography
 - iii. Neglect; including failing to provide for an individual's physical, psychological or emotional development and well-being
 - iv. Emotional or psychological injury or abuse including aggressive verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes exposing an individual to violence.
7. Members have a responsibility to refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
- i. Written or verbal abuse, threats, or outbursts
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - vi. Practical jokes which endanger a person's safety, or negatively affect performance
 - vii. Any form of hazing where hazing is defined as "*Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as*

part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."

- viii. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - ix. Retaliation or threats of retaliation against an individual who reports harassment to the Organization
8. Members have a responsibility to refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, or propositions
 - vi. Unwanted contact
9. Members have a responsibility to refrain from any behaviour that constitutes violence, where violence is defined as the exercise of physical force by a person that causes or could cause physical injury; an attempt to exercise physical force against an individual that could cause physical injury to the individual; or a statement or behaviour that an individual may reasonably interpret as a threat to exercise physical force against the individual. Types of violent activities include, but are not limited to:
- i. Verbal threats to attack
 - ii. Sending or leaving threatening notes or electronic communication
 - iii. Making threatening physical gestures
 - iv. Wielding a weapon
 - v. Hitting, pinching or unwanted touching which is not accidental
 - vi. Throwing an object
 - vii. Blocking normal movement or physical interference with or without the use of equipment
 - viii. Sexual violence
 - ix. Any attempt to engage in the type of conduct outlined above
10. Members have a responsibility to abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Organization's *Discipline and Complaints Policy*. The Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization
11. Members have a responsibility to refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period

of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)

12. Members have a responsibility to refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
13. Members of legal age have a responsibility to avoid consuming legal intoxicants in situations where minors are present and take reasonable steps to manage the responsible consumption of legal intoxicants in adult-oriented social situations associated with the Organization's events
14. Members have a responsibility to respect the property of others and not wilfully cause damage
15. Members have a responsibility to promote swimming in the most constructive and positive manner possible
16. Members must adhere to all federal, provincial, municipal and host country laws
17. In addition to the General Standards (above), each member has the following additional responsibilities to adhere to based on their role(s) within the organization:

BOARD/COMMITTEE MEMBERS AND STAFF

- a) Function primarily as a member of the Board and/or committee(s) of the Organization; not as a member of any other particular member or constituency
- b) Act with honesty and integrity and conduct oneself in a manner consistent with the nature and responsibilities of the Organization's business and the maintenance of Member confidence
- c) Ensure that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- d) Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the Organization
- e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in dealings with others
- g) Keep informed about the Organization's activities, the provincial sport community, and general trends in the sectors in which they operate
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Organization is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature

- j) Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- k) Respect the decisions of the majority
- l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- m) Have a thorough knowledge and understanding of all the Organization's governance documents
- n) Conform to the bylaws and policies approved by the Organization; in particular this Code of Conduct and Ethics as well as the *Conflict of Interest Policy* and *Confidentiality Policy*

COACHES

The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- c) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- d) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- e) Act in the best interest of the athlete's development as a whole person
- f) Respect other coaches and, should an athlete desire to change coaches, support and cooperate with the other coach in the exchange of information
- g) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Organization's *Screening Policy*
- h) Report any ongoing criminal investigation, conviction, or existing bail conditions
- i) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco

- j) Respect other athletes and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- k) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- l) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- m) Dress professionally, neatly, and inoffensively
- n) Use inoffensive language, taking into account the audience being addressed

ATHLETES

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
- b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, events, activities, or projects
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the Organization's rules and requirements regarding clothing and equipment
- e) Never ridicule a participant for a poor performance or practice
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- g) Dress in a manner representative of the Organization; focusing on neatness, cleanliness, and discretion. Designated official clothing, if applicable, must be worn when traveling and competing
- h) Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by coaches or chaperones

OFFICIALS

- a) Maintain and update their knowledge of the rules and rules changes

- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of the Organization by agreeing to enforce and abide by national and provincial rules and regulations
- d) Respect the rights, dignity, and worth of all individuals
- e) Conduct themselves openly, professionally, lawfully, and in good faith in the best interests of the Organization
- f) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- g) Respect the confidentiality required by issues of a sensitive nature, which may include disqualifications, discipline processes, appeals, and specific information or data about Members
- h) Promote a team spirit by respecting people's differences, valuing diversity of opinion, and working with others to achieve the best decisions for athletes in competitions
- i) Dress in proper attire for officiating

PARENTS/GUARDIANS

- a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence
- b) Never ridicule a participant for a poor performance or practice
- c) Provide positive comments that motivate and encourage athletes' continued effort
- d) Respect the decisions and judgments of officials, and encourage athletes to do the same
- e) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers who give their time to the sport
- f) Keep off the competition area and not interfere with events or calls

UNIVERSAL ACCESS & INCLUSION POLICY

PURPOSE

The Organization is committed to encouraging equity, inclusion and universal participation within its membership and to supporting universal participation within its programs and activities. This Policy is to ensure that the Organization provides people with a full and equitable range of opportunities to participate and lead.

STATEMENT

The key to being a more diverse and equitable organization is to incorporate equity principles in all strategies, plans and actions of the Organization, whether they related to technical programs, operations, business management, sponsorship, marketing, media or communications. The Organization resolves to incorporate equity concerns in its own operations, activities, and partnerships on a continuing basis.

DEFINITIONS

The following terms have these meanings in this Code:

- a) *“Membership”* – All categories of membership defined in the Organization’s Bylaws as well as all individuals employed by, or engaged in activities with the Organization including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the Organization, and parents/guardians of athletes
- b) *“Organization”* – Refers to Spruce Grove Barracudas Swim Club

SCOPE

This policy applies to its membership, programs and activities at both a participant and leadership level.

STANDARDS

1. The Organization will enhance the quality and increase the level of participation in the Organization’s leadership and programs by:
 - a) Supporting equity, inclusion, and universal access.
 - b) Ensuring that the achievement of equal opportunities is a key consideration when developing, updating, or delivering the Organization’s programs, policies, and projects.
 - c) Ensuring that its governance structure encourages and promotes equitable participation and inclusive decision-making.
 - d) Dealing with any incidence of discriminatory behaviour according to the Organization’s *Code of Conduct and Ethics*.
2. While committing to equity, inclusion, and universal participation in its sanctioned competitions, the Organization recognizes that competitions and records are bound by and must adhere to the Rules of Competitions as established by FINA, IPC Swimming, Swimming Canada, and/or Swim Alberta.
3. The Organization shall continually monitor and evaluate its equity and access programs.

DISCIPLINE AND COMPLAINTS POLICY

PURPOSE

The purpose of this policy is to provide a framework for addressing discipline and complaints in a fair expeditious and affordable manner. Members as well as participants are expected to be to comply with policies, bylaws, rules and regulations and irresponsible behaviors by members can result in severe damage to members, participants and the organization. Conduct that violates these values may be subject to sanctions pursuant to this Policy.

STATEMENT

The organisation provides a clear and transparent framework for addressing with any complaints or infractions, that are in contravention of our policies, procedures and bylaws, in a timely manner ensuring a safe environment for all who interact with the organisation

DEFINITIONS

The following terms have these meanings in this Code:

- a) *"Affected Party"* – Any individual or entity, as determined by the Case Manager, who may be affected by a decision rendered under this Policy and who may have recourse to an appeal in their own right under this Policy.
- b) *"Case Manager"* - Refers to the person designated by "Organization" to administer this Policy as described herein.
- c) *"Complainant"* – The Party alleging an infraction
- d) *"Days"* – Days including weekend and holidays
- e) *"Frivolous"* – Having no sound basis in fact or law
- f) *"Incident"* – Matters giving rise to the complaint
- g) *"Member" / "Membership"* – All categories of membership defined in the Organization's Bylaws as well as all individuals employed by, or engaged in activities with the Organization including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the Organization, and parents/guardians of athletes
- h) *"Minor Infractions"* – Single incidents of failing to achieve expected standards of conduct that generally do not result in harm to others, Organization , or the sport of swimming.
- i) *"Major Infractions"* – Instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to Organization, or to the sport of swimming.
- j) *"Organization"* – Refers to Spruce Grove Barracudas Swim Club
- k) *"Parties"* – The Complainant, Respondent, Affected Party and Organization

- l) “Respondent” – The alleged infracting Party
- m) “Vexatious” – The act of bringing a complaint without merit, including but not limited to, a complaint solely to harass or subdue a Respondent.

SCOPE

This Policy applies to all Members in addition to discipline matters and complaints that may arise during the course of the Organization’s business, activities, and events including, but not limited to, competitions, practices, training camps, travel associated with Organization’s activities, social media and any meetings. Discipline matters and complaints arising within the business, activities, or events organized by entities other than the Organization will be dealt with pursuant to the policies of these other entities unless requested and accepted by the Organization at its sole discretion.

STANDARDS

This Policy does not prevent an appropriate person having authority from taking immediate, informal, or corrective action in response to behaviour that constitutes either a minor or major infraction. Any infraction and resulting corrective action must be reported to Organization. Further sanctions may be applied in accordance with the procedures set out in this Policy.

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 the Organization and/or removal from the Organization competitions, programs, activities and events upon the sole discretion of Swim Alberta:

- i. Any child pornography offences
- ii. Any sexual offences
- iii. Any offence of physical or psychological violence
- iv. Any offence of assault
- v. Any offence involving trafficking of illegal drugs

CONFIDENTIALITY

The discipline and complaints process is confidential and involves only the Organization, the Parties, 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.

REPORTING A COMPLAINT

1. Any Member may report any complaint to the Organization’s President or designate. Such complaints must be in writing and signed. Anonymous complaints may be accepted at the sole discretion of Organization.
2. **Swimmer conduct:**
 - a. Discreetly bring the issue to the group’s coach off the deck either in person, by phone, email, or in writing.
 - b. If the issue is not resolved, then concerns should be put in writing and given to the Head Coach and President in confidence.

3. Parent conduct:

- a. Any complaint against a parent member should be directed in confidence to the Club President or vice president in writing.

4. Coach conduct:

- a. Discreetly bring the issue to the Head Coach off the deck either in person, by phone, email, or in writing.
- b. If the issue is not resolved, the concerns should be put in writing and given to the club President in confidence.

5. The person or persons bringing forward the grievance will do so discreetly and not discuss them with parents or individuals who are not involved.

6. Once a complaint has reached the President (or Board of Directors' designate) in writing, the President will determine who the affected parties are and will determine one of the following:

- a. The complaint is frivolous or vexatious and shall be dismissed.
- b. The complaint is potentially legitimate and will be dealt with as a minor infraction.
- c. The complaint is potentially legitimate and will be dealt with as a major incident.

Parties will be informed as to the classification of the complaint for swimmers.

7. MINOR INFRACTIONS:

Examples of minor infractions can include, but are not limited to, a single incident of:

- Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
- Disrespectful conduct such as outbursts of anger or argument
- Conduct contrary to the values of "Organization"
- with Organization's policies, procedures, rules or regulation
- Being late for, or absent from, Organization events and activities at which attendance is expected or required
- Non-compliance

Procedure for Minor Infraction Hearing

1. The appropriate person who has authority over both the situation and the individual involved will deal with all disciplinary situations involving minor infractions. The person in authority can be, but is not restricted to being, staff, officials, coaches, organizers, or member of the executive.
2. Provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).

3. Penalties for minor infractions, which may be applied singularly or in combination, include the following:
 - a. Verbal or written reprimand from the Organization to one of the Parties
 - b. Verbal or written apology from one Party to the other Party
 - c. Service or other voluntary contribution to Swim Alberta
 - d. Removal of certain privileges of membership for a designated period of time
 - e. Suspension from the current competition, activity, or event
 - f. Any other sanction considered appropriate for the offense
4. Minor infractions that result in discipline will be recorded and records will be maintained by the Organization. Repeat minor infractions may result in further such incidents being considered a major infraction.

5. MAJOR INFRACTIONS

Examples of major infractions include, but are not limited to:

- Repeated minor infractions
- Any incident of hazing
- Incidents of physical abuse
- Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- Pranks, jokes, or other activities that endanger the safety of others
- Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- Conduct that intentionally damages the Organization's image, credibility, or reputation
- Disregard for Organization's bylaws, policies, rules, and regulations
- Intentionally damaging Organization property or improperly handling the Organization monies
- Abusive use of alcohol or marijuana, any use or possession of alcohol or marijuana by minors, or use or possession of illicit drugs and narcotics
- Any possession or use of banned performance enhancing drugs or methods

Procedure for Major Infraction Hearing

1. The head coach (or designate) may deal with major infractions occurring within a competition immediately, if necessary. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.
2. The Organization may determine that an alleged incident or complaint is of such seriousness as to warrant suspension of a Member pending an internal hearing, a decision of the Panel, completion of a police investigation or completion of a criminal process.

3. The Club President shall notify the Parties that the complaint is potentially legitimate, and the incident shall be dealt with as a major infraction.
4. The Club President will appoint a Discipline Panel ("Panel"), which shall consist of two (2) current board member, 1 who will act as chair of this committee and one current coach, to hear the complaint. In extraordinary circumstance. The appointment of board members and coach will be determined by the Board of Directors. The appointment of these individuals will take into account the issue at hand to minimize or remove any potential conflict of interest.
5. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.
6. If a Party chooses not to participate in the hearing, the hearing will proceed in any event and all parties will be bound by the decisions.
7. The organisations executive will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone or electronic communications, a hearing based on a review of documentary evidence, or a combination of these methods. The hearing will be governed by the procedures that the Executive and the Panel deem appropriate in the circumstances, provided that:
8. The Parties will be given appropriate notice of the day, time, and place of an oral in-person hearing or oral hearing by telephone or electronic communications.
9. Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
10. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
11. The Panel may request that any other individual participate and give evidence at an oral in-person hearing or oral hearing by telephone or electronic communications.
12. The decision will be by a majority vote of Panel members
13. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become an Affected Party to the complaint in question and will be bound by the decision. Accidental omission of an Affected Party will not affect the outcome
14. In fulfilling its duties, the Panel may obtain independent advice.
15. After hearing the matter, the Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties, and the Organization. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of

the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

16. The Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:

- a. Verbal or written reprimand from "Organization" to one of the Parties
- b. Verbal or written apology from one Party to the other Party
- c. Service or other voluntary contribution to "Organization"
- d. Expulsion from "Organization"
- e. Removal of certain membership privileges
- f. Suspension from certain "Organization" teams, events, and/or activities
- g. Suspension from all "Organization" activities for a designated period of time
- h. Withholding of prize money or awards
- i. Payment of the cost of repairs for property damage
- j. Suspension of funding from "Organization" or from other sources
- k. Any other sanction considered appropriate for the offense

17. Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.

18. Major infractions that result in discipline will be recorded and records will be maintained by the Organization in perpetuity, unless the Panel determines otherwise.

6. Sanctions

All sanctions rendered under this Policy will be recognized, respected and adhered to by all Organization Members.

7. Reintegration

Upon the conclusion of a major infraction hearing and upon the request of the Organization, the Respondent will meet with the Organization in a forum determined by the Organization, in order to establish the Respondent's reintegration in the Organization activities and events.

8. Appeals

The decision of the Panel is final and may not be appealed.

SCREENING POLICY

PURPOSE

The Organization is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the Organization's activities who may pose a risk to the Organization and its participants.

STATEMENT

The Organization understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. All individuals who work or volunteer within the organization are required to participate in the screening program prior to engaging in any organization activities.

DEFINITIONS

The following terms have these meanings in this Policy:

- a) *"Criminal Record Check (CRC)"* – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record
- b) *"Member" / "Membership"* – All categories of membership defined in the Organization's Bylaws as well as all individuals employed by, or engaged in activities with the Organization including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the Organization, and parents/guardians of athletes
- c) *"Organization"* – Refers to Spruce Grove Barracudas Swim Club
- d) *"Position of Trust"* – a job or position in which one individual may exercise power or authority over another individual, such as a team manager or coach.
- e) *"Vulnerable Individual"* – a person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed.
- f) *"Vulnerable Sector Verification (VSV)"* – a detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database

SCOPE

This Policy applies to all individuals whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.

Not all individuals associated with the Organization will be required to obtain a CRC or submit a Screening Disclosure Form because not all positions pose a risk of harm to the Organization or to its participants.

The Organization will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Organization):

LEVEL 1 – LOW RISK

Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability. Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular informal basis

LEVEL 2 – MEDIUM RISK

Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability. Examples:

- a) Assistant coaches or volunteer head coaches of a club
- b) Coaches who are typically under the supervision of another coach

LEVEL 3 – HIGH RISK

Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have access to minors or people with a disability. Examples:

- a) Full time coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes

STANDARDS

1. Level 1 individuals will:
 - a. Complete a Screening Disclosure Form
 - b. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
 - c. Participate in orientation as determined by the Organization
2. Level 2 individuals will:
 - a. Complete and provide a CRC
 - b. Complete a Screening Disclosure Form
 - c. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
 - d. Participate in orientation as determined by the Organization
 - e. Provide a driver's abstract, (only for positions requiring driving for the organisations)
3. Level 3 individuals will:
 - a. Complete and provide a CRC and VSV

- b. Complete a Screening Disclosure Form
 - c. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
 - d. Participate in orientation as determined by the Organization
 - e. Provide a driver's abstract (only for positions requiring driving for the organisations)
4. Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.
 5. When the Volunteer Coordinator is of the opinion that, notwithstanding a conviction, a person can occupy a position within the Organization without adversely affecting the safety of the Organization, any individual, athlete, or member of the Organization through the imposition of such terms and conditions as are deemed appropriate, the Volunteer Coordinator may approve an individual's participation.
 6. If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization.
 7. If an individual provides falsified or misleading information, the individual will immediately be removed from his or her position and may be subject to further discipline in accordance with the Organization's *Discipline and Complaints Policy*.
 8. The Volunteer Coordinator is responsible for reviewing all CRCs, VSVs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the Organization. In carrying out its duties, the Volunteer Coordinator may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
 9. **Relevant Offenses**
Provided a pardon has not been granted, the following examples are considered to be relevant offenses:
 - a. If imposed in the last five years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
 - iii. Any offense involving conduct against public morals
 - b. If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault
 - ii. Any offense involving a minor or minors
 - c. If imposed at any time:
 - i. Any offense involving the possession, distribution, or sale of any child-related pornography
 - ii. Any sexual offense

- iii. Any offense involving theft or fraud

10. Records

All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.

11. Criminal Convictions

An individual's conviction for any of the following *Criminal Code* offenses may result in expulsion from the Organization and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization:

- a) Any offense of physical or psychological violence
- b) Any crime of violence including but not limited to, all forms of assault
- c) Any offense involving trafficking of illegal drugs
- d) Any offense involving the possession, distribution, or sale of any child-related pornography
- e) Any sexual offense
- f) Any offense involving theft or fraud

PROCEDURE

- Individuals can request a CRC and VSV by visiting the RCMP detachment in the jurisdiction in which you reside. You will need submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork in person. For Volunteer roles, you will also require a letter from the organisation in order to have the fees waived. Fingerprinting may be required if there is a positive match with the individual's gender and birth date. The turnaround time on CRC & VSV can be anywhere from 2-8 weeks.
- The Screening requirements defined in this policy will be submitted to the Organization in an envelope marked "Confidential":
- Individuals who do not undertake the screening requirements required by this policy will be informed that their position will not proceed until such time as the screening requirements are followed.
- The Volunteer Coordinator will review all submitted documents and determine if the individual has committed a relevant offense.
- Subsequent to its' review, the volunteer coordinator, will:
 - a) Approve an individual's participation; or
 - b) Deny an individual's participation; or
 - c) Approve an individual's participation subject to terms and conditions
- CRCs are valid for a period of three years, VSVs are valid forever (because no new names are being added to the database that the VSV searches), and Screening Disclosure Forms must be completed on an annual basis. However, the Screening Committee may request that an individual

provide a CRC or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.

APPROVED

SCREENING DISCLOSURE FORM

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ GENDER: _____
Month/Day/Year

CLUB: _____ EMAIL: _____

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Organization's *Screening Policy*.

1. Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance? Yes _____ No _____ If yes, please describe below for each conviction:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? Yes _____ No _____ If yes, please explain for each pending charge:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Further Explanation: _____

3. **Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, the sport or any other sport?** Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

4. **Have you ever been the subject of a decision of a court or tribunal that might reflect adversely on the profession of coaching, the sport or any other sport?** Yes _____ No _____ If yes, please describe below:

Type of Offense: _____

Year of Decision: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

5. **Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Dismissal: _____

Reason for Dismissal: _____

6. **Have you ever been disciplined or sanctioned by an international sport body, by a National sport governing body outside Canada, by the Organization, or by any other body within Canada that governs the sport or any other sport?**

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Discipline or Sanction: _____

Reason for Discipline or Sanction: _____

7. **Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?**

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense: _____

Name and Independent Body: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

For more than one conviction please attach additional page(s) as necessary.

Certification

I hereby certify that the information contained in this application is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____

Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize the Organization to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Criminal Record Check and/or Vulnerable Sector Verification for the purposes of screening, implementation of the Organization's Screening Policy, administering membership services and communicating with other National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of the sport. The Organization does not distribute personal information for commercial purposes.