

Code of Conduct Policy

Preamble

Membership in Burnaby Lake Rowing Club (BLRC), and participation in its activities, brings with it many benefits and privileges that are balanced by member and participant responsibilities and obligations.

This policy defines the parameters for these responsibilities and obligations, and thus identifies a standard for behaviour that is expected of all BLRC members and participants. This policy also identifies the procedures to be followed when this standard is not achieved.

1. Application of this Policy

- a) This Policy applies to all Members defined in the bylaws of BLRC and other individuals engaged in activities with BLRC, including parents and spectators, individuals employed by, or engaged in activities on behalf of, BLRC including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of BLRC, collectively referred to here as “Representatives”. This Policy applies to the conduct of Representatives at BLRC activities, programs and events.

2. Expected Standard of Ethical Conduct

- a) BLRC is committed to providing an environment in which all individuals are treated with respect. All Representatives of BLRC are thus expected to:
- Demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct;
 - Treat others with respect and refrain from negative remarks or conduct;
 - Care for and respect the property, assets and equipment of BLRC;
 - Avoid and reject the non-medical use of drugs or the use of performance-enhancing drugs or methods;
 - Consume alcohol and tobacco products responsibly in association with BLRC social events;
 - 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;
 - Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature that: is offensive and unwelcome; creates an intimidating and hostile environment; or can reasonably be expected to be harmful to participants in the sport environment;
 - Refrain from any behaviour that constitutes hazing; and
 - Comply at all times with the bylaws, policies, rules and regulations of BLRC, comply with any contracts or agreements executed with or by BLRC, and comply with any sanction imposed by BLRC.

3. 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. In addition to Section 2, coaches will:

- 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
- Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with athletes.
- 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
- Support the coaching staff of a provincial or national training camp, provincial team, or national team should a BLRC athlete qualify for participation with one of these programs
- Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- Act in the best interest of the athlete's development as a whole person
- Respect other coaches
- Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- 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
- Respect athletes playing with other teams 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
- 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
- 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 distinct 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
- Dress professionally, neatly, and inoffensively
- Use inoffensive language and behaviour, taking into account the audience being addressed

4. Types of Infractions

- a) Failure by a Representative or Coach to comply with the expected standard set out above may result in discipline and the imposition of a sanction. Infractions are divided into two types, minor infractions and major infractions, which are dealt with using different procedures.
- b) Minor infractions are single incidents of failing to comply with the expected standards of conduct that generally do not result in harm to others, to BLRC or to sport. Examples of

minor infractions include, but are not limited to:

- Single instances of un-sportsmanlike conduct;
- Single instances of disrespectful comments or behaviour directed towards others;
- Single instances of non-compliance with the bylaws, policies, rules, regulations and directives of BLRC.

- c) All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over Representative involved: this person may include, but is not restricted to, a coach, official, director, officer, volunteer or staff member. Penalties for minor infractions may include a verbal warning, written warning, request for an apology, service or other voluntary contribution to BLRC, removal of certain privileges of membership for a designated period of time, and/or removal from the current activity.
- d) Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to BLRC or to sport. Examples of major infractions include, but are not limited to:
- Repeated minor infractions;
 - Intentionally damaging BLRC property or improperly handling BLRC monies;
 - Pranks, jokes or other activities that endanger the safety of others;
 - Deliberate disregard for the bylaws, policies, rules, regulations and directives of BLRC;
 - Conduct that intentionally damages the image, credibility or reputation of BLRC;
 - Behaviour that constitutes harassment, sexual harassment or sexual misconduct;
 - Abusive use of alcohol, any use of alcohol by minors, use of illicit drugs and narcotics, or use of banned performance enhancing drugs or methods.
- e) Major infractions will be reviewed and decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence.

5. Reporting an Infraction

- a) Any individual may report to a person in authority within BLRC a complaint of an infraction by a Representative. Such complaint must be in writing and must be made within 14 days of the alleged infraction. For the purposes of this Section, a 'person in authority' is any person in a position of authority within the BLRC over the individuals involved in the complaint.
- b) Upon receiving a complaint, the person that received the complaint will provide it immediately to the President of BLRC, or designate, if the President is not available or not able to act in this capacity.
- c) BLRC may determine that an alleged infraction is of such seriousness as to warrant suspension of the Member, or removal of the Participant, pending investigation, a hearing and a disciplinary decision.
- d) Upon receiving a complaint of a major infraction, the President (or designate) will review the complaint and may:

- Dismiss the complaint if he or she considers it to be trivial or vexatious;
- Determine that the complaint does not fall within the jurisdiction of this policy, and refer it to the appropriate body having jurisdiction;
- Direct that the infraction be dealt with informally as a minor infraction; or
- Refer the matter to the Executive Committee to deal with as a major infraction.

6. Disciplinary Procedures

- a) Disciplinary matters will be handled by the BLRC Executive Committee which consists of the President, Vice-President, Treasurer, Secretary and Captain. The Executive Committee has an overall responsibility to ensure procedural fairness is respected at all times during the disciplinary process, and to carry out this process in a timely manner.
- b) Once the executive committee concludes the disciplinary procedure and before applying any sanctions the Executive will brief the BLRC Board on their findings. Also, if for some reason the Executive Committee is unable to carry out the disciplinary procedures the Board will take on that responsibilities
- c) Depending on the circumstances of the complaint, the Executive Committee may authorize an investigation into the alleged infraction.
- d) The Executive Committee will determine the format of the disciplinary process, which may involve an oral hearing in person, a hearing based on written submissions, or a combination of these methods.
- e) The Representative involved will be given reasonable notice of the format as well as day, time and place of the hearing; will receive a copy of the Investigation Report if an investigation was carried out; may be accompanied by a representative; and will have the right to present evidence and argument before the Executive Committee.
- f) After hearing the matter, the Executive Committee will reach a decision as to whether an infraction has occurred and if it has, what the sanction should be. The Executive Committee will issue a written decision, including reasons, for distribution to the Member, Representative or Participant, the complainant and the President.
- g) Where the conduct being reviewed by this policy is of a sensitive nature, the Executive Committee and BLRC will keep all proceedings under the policy confidential, except where publication is ordered as part of the sanction, is required by law, or is in the best interests of the public.
- h) In fulfilling its duties, and with the approval of BLRC, the Executive Committee may obtain independent advice.

7. Disciplinary Sanctions

- a) The following are examples of disciplinary sanctions that may be applied where it is found that a major infraction has occurred:
 - Verbal or written warning;
 - Require a verbal or written apology;

- Service or other voluntary contribution to BLRC;
- Removal of certain privileges of membership;
- Suspension from certain BLRC events or activities;
- Suspension from all BLRC activities for a designated period of time;
- Expulsion from membership; and/or
- Publication of the disciplinary sanction.

b) It is understood that the above are representative penalties only, that they may be modified to fit the circumstances of the infraction, and that they are presented generally in order of severity.

8. Criminal Convictions

- a) A Representative's conviction for any of the following Criminal Code offenses will be deemed an infraction under this Policy and will result in expulsion from BLRC (if the Participant is a Member) and/or removal from BLRC programs, activities and events:
- Child pornography offences;
 - Any sexual offences involving a minor;
 - Any offence of assault involving a minor;
 - Any offence of physical or psychological violence involving a minor; or
 - Any offence involving trafficking of illegal drugs or substances listed on the Canadian Anti-Doping Program's Prohibited List.