



## Purpose

Parkland Pirates Aquatic Club (Parkland Pirates) is committed to providing an environment in which all Members are treated with respect characterized by the values of fairness, integrity, and open communication. Membership with the Parkland Pirates, as well as participation in its activities, brings many benefits and privileges. At the same time, Members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Parkland Pirates policies, bylaws, rules and regulations, including the *Code of Conduct and Ethics*. Irresponsible behaviour by Members can result in severe damage to the integrity of the Parkland Pirates. Conduct that violates these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, the Parkland Pirates provides Members with the mechanism outlined in this Policy so that complaints are handled fairly, expeditiously, and affordably.

## Application of this Policy

This Policy applies to all Members and discipline matters that may arise during the course of the Parkland Pirates business, activities, and events including, but not limited to, competitions, practices, training camps, travel associated with the Parkland Pirates activities, and any meetings.

Discipline matters and complaints arising within the business, activities, or events organized by entities other than the Parkland Pirates will be dealt with pursuant to the policies of these other entities unless requested and accepted by the Parkland Pirates at its sole discretion.

## Reporting a Complaint

Any Member may report any complaint to the Parkland Pirates to the President &/or Head Coach. Such complaint will be accepted by phone or email. Anonymous complaints may be accepted at the sole discretion of the Parkland Pirates.

## Procedure for Minor and Major Infractions

The appropriate person who has authority over both the situation and the individual involved will deal with all disciplinary situations involving the infractions. The person in authority can be, but is not restricted to being, staff, officials, coaches, organizers, or the Parkland Pirates decision-makers.

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).

Penalties for minor infractions, which may be applied singularly or in combination, include the following:

- Verbal or written reprimand from the Parkland Pirates to one of the Parties
- Verbal or written apology from one Party to the other Party
- Service or other voluntary contribution to Swim Alberta
- Removal of certain privileges of membership for a designated period of time
- Suspension from the current competition, activity, or event
- Any other sanction considered appropriate for the offense

Minor infractions that result in discipline will be recorded and records will be maintained by Parkland Pirates Aquatic Club. Repeat minor infractions may result in further such incidents being considered a major infraction.

Penalties for major infractions, which may be applied singularly or in combination, include the following:

- Verbal or written reprimand from "Organization" to one of the Parties
- Verbal or written apology from one Party to the other Party
- Service or other voluntary contribution to "Organization"
- Expulsion from "Organization"



- Removal of certain membership privileges
- Suspension from certain “Organization” teams, events, and/or activities
- Suspension from all “Organization” activities for a designated period of time
- Withholding of prize money or awards
- Payment of the cost of repairs for property damage
- Suspension of funding from “Organization” or from other sources
- Any other sanction considered appropriate for the offense

## Suspension Pending an Alleged Incident or Complaint

“Organization” may determine that an alleged incident or complaint is of such seriousness as to warrant suspension of a Member pending an internal investigation, completion of a police investigation or completion of a criminal process.

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

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

## Confidentiality

The discipline and complaints process is confidential and involves only “Organization”, the Board of Directors and the parties involved.

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.

## Definitions

- The following terms have these meanings in this Policy:
  - “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.
  - “Case Manager” - Refers to the person designated by “Organization” to administer this Policy as described herein.
  - “Complainant” – The Party alleging an infraction
  - “Days” – Days including weekend and holidays
  - “Frivolous” – Having no sound basis in fact or law
  - “Incident” – Matters giving rise to the complaint
  - “Member” - All categories of membership defined in Section 2.1 of the “Organization” Constitution and Bylaws as well as all individuals employed by, or engaged in activities with, “Organization” including, but not limited to, clubs, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of “Organization”, and parents/guardians of athletes

## POLICY: Discipline and Complaints



- “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. Examples of minor infractions can include, but are not limited to, a single incident of:
  - i. Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
  - ii. Disrespectful conduct such as outbursts of anger or argument
  - iii. Conduct contrary to the values of “Organization”
  - iv. Being late for, or absent from, “Organization” events and activities at which attendance is expected or required
  - v. Non-compliance with “Organizations”’s policies, procedures, rules or regulations
- “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. Examples of major infractions include, but are not limited to:
  - i. Repeated minor infractions
  - ii. Any incident of hazing
  - iii. Incidents of physical abuse
  - iv. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
  - v. Pranks, jokes, or other activities that endanger the safety of others
  - vi. Conduct that intentionally interferes with a competition or with any athlete’s preparation for a competition
  - vii. Conduct that intentionally damages “Organization’s image, credibility, or reputation
  - viii. Disregard for “Organizations’ bylaws, policies, rules, and regulations
  - ix. Intentionally damaging “Organization “property or improperly handling “Organization “monies
  - x. 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
  - xi. Any possession or use of banned performance enhancing drugs or methods
- “Parties” – The Complainant, Respondent, Affected Party and “Organization”
- “Respondent” – The alleged infracting Party
- “Vexatious” – The act of bringing a complaint without merit, including but not limited to, a complaint solely to harass or subdue a Respondent.
- “Organization” – refers to Parkland Pirates Aquatic Club (Parkland Pirates)