

DRAGON BOAT CANADA BATEAU-DRAGON CANADA STANDARD OF CONDUCT/DISCIPLINE POLICY

1. Preamble

Dragon Boat Canada is committed to providing a sporting environment that is characterized by accountability, responsibility, honesty, fairness, mutual respect and clear open communication between its membership and all participants at Dragon Boat events or related activities.

Dragon Boat Canada believes that these values and ideals should guide all our communications and actions, and that such conduct is in the best interests of all who participate in the sport of dragon boat racing.

Membership in Dragon Boat Canada brings with its benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the policies, rules and regulations of Dragon Boat Canada.

This Standard of Conduct/Discipline Policy identifies the standard of behaviour, which is for all Dragon Boat Canada members. Members who fail to meet this standard will be subject to the discipline processes and sanctions identified within this policy.

This document is not meant to replace or subvert the current documents held in place by Dragon Boat Canada with respect to the adopted or draft policy documents or rules of racing. The intention is to draw attention to the relevant material so that participants may become familiar with the code of conduct expected by all members of good standing within the Dragon Boat Canada community, and the necessary actions or consequences if such members act contrary to those.

2. Application

This policy applies to all members of DRAGON BOAT CANADA and members include athletes, coaches, officials, volunteers and administrators engaged as such in the management, activities, programs or events of Dragon Boat Canada.

This policy does not apply directly to employees of Dragon Boat Canada. Any matters pertaining to employee(s) failure to meet the identified standard of behaviour shall be referred immediately to the DBC board of directors, and all necessary discipline for failure to meet the standards of conduct will be identified

With respect to matters arising within the management, activities, programs or events of clubs provincial associations or affiliates of Dragon Boat Canada, these matters shall be dealt with using the standard of conduct policies and mechanisms of such organizations, provided that any such conduct policy is in place within that club or association. Any club/organization/association

is at liberty to adopt this Policy, with any necessary modifications for its own use and applications, but must not displace the official minimum standards set by Dragon Boat Canada.

These rules of conduct are also in place at NON Dragon Boat Canada events. All members must be aware that they need to conduct themselves at all times, at any festival, such that they are representatives of a sporting body and as such must be seen beyond reproach.

3. Code of Conduct

Coaches, athletes, officials, volunteers and administrators share responsibility for the orderly conduct of Dragon Boat Canada competitions:

- 3.1.1 they shall at all times acknowledge the authority of appointed competition officials
- 3.1.2 treat their roles and decisions with respect
- 3.1.3 they shall at all times exercise self-control and show proper respect for peers, competitors and spectators.
- 3.1.4 follow the policy documents with regard to Rules of Racing (IDBF or DBC)

Coaches, athletes, officials and administrators and volunteers share responsibility for understanding and complying with the rules under which Dragon Boat Canada competitions are conducted.

They shall at all times observe the relevant club, local, divisional (racing class), provincial, national and international rules and regulations governing the sport of dragon boat racing.

Coaches, athletes, officials and administrators and volunteers share equal responsibility for understanding the proper form of protocol for addressing infractions at sporting events.

Coaches, athletes, officials, administrators and volunteers shall, when at and away from competition sites, conduct themselves, at all times, in a manner consistent with the ideals and values of Dragon Boat Canada:

- 3.2.1 their behaviour shall at all times be respectful, professional, responsible and sportsmanlike;
- 3.2.2. they shall treat others with respect and shall not speak disparagingly of any other athlete, coach, official, administrator, volunteer or program;
- 3.2.3. they shall not engage in conduct likely to bring the association, competition or sport into disrepute.

Coaches, athletes, officials and administrators should acknowledge that all training sessions, team meetings, fundraising events also fall under the parameters that Dragon Boat Canada would expect members to respect the values and ideals of DBC.

See adopted Dragon Boat Policy Documents;
Anti-Doping, Conflict of Interest, Athlete Centeredness, Equity and Access for People with Disabilities, Gender Equity and Access, Harassment and Safety.

4 Disciplinary Procedures

In every sport we rely on rules to set the standard for racing. DBC understands that there will be disputes and infractions that will occur at sporting events that cannot be controlled by competitors or officials. The remedy that governs any immediate address of any given situation is covered by the DBC Rules of Racing.

It is DBC intention to propose a set of rules that cover willful or premeditated actions by individuals or groups that challenges the fair play that each and every crew should have the opportunity to race under, or harmful actions expressed or physical that are premeditated in nature.

4.1 Minor Infractions:

- 4.2.1 Examples of *Minor Infractions* are shown in Appendix A.
All disciplinary situations involving *minor infractions* occurring within the jurisdiction of Dragon Boat Canada will be dealt with by the most appropriate person having authority and knowledge over the situation and the individual involved.
(This person may include, but is not restricted to, a board member, head competition official, coach, team manager.)
- 4.2.2 Procedures for dealing with *minor infractions* shall be informal - as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infractions and has an opportunity to explain his or her involvement in the incident.
- 4.2.3 The following disciplinary sanctions may be applied, singly or in combination, to an **Individual , Crew or Club** for *minor infractions*:
- a) verbal reprimand
 - b) written reprimand to be placed on file at the national office (individual or crew)
 - c) verbal apology
 - d) hand-delivered written apology (individual or crew)
 - e) team service or other voluntary contribution to Dragon Boat Canada
 - f) suspension from the current competition (individual or crew)
 - g) other sanctions as may be considered appropriate for the offence.
- 4.2.4 *Minor infractions*, which result in discipline and if deemed relevant, shall be recorded using the Incident Report form in Appendix B.

4.3 Minor Infractions Appeals Procedure

- 4.3.1 Any appeal from the decision of the individual representing Dragon Boat Canada will be addressed by a discipline panel that has or will be constituted by Dragon Boat Canada – comprising of individuals that have no conflict of interest and will proceed according to the Appeals Policy of Dragon Boat Canada. Dragon Boat Canada may appoint persons to

this Discipline Panel or Committee that do not have a Director role within the organization but will ensure a full and fair hearing in the right of appeal.

4.4 Major Infractions:

- 4.4.1 Examples of major infractions are shown in Appendix A. Any member of Dragon Boat Canada may report to the Executive Director a *Major Infraction* using the Incident Report form in Appendix B.
- 4.4.2 Upon receipt of an incident report, the Executive Director shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a *Major Infraction*.
- 4.4.3 If the incident is to be dealt with as a *Minor Infraction*, the Executive Director will inform the appropriate person in authority as described in Discipline Procedures - *Minor Infraction* and the alleged offender, and the matter shall be dealt with according to Sections 4.1 to 4.3.1 of this policy.
- 4.4.4 If the incident report is to be dealt with as a *Major Infraction* as determined by the Executive Director and a hearing is required, the alleged offender shall be notified as quickly as possible and in any event, no later than 7 days from date of receipt of the incident report, and shall be advised of the procedures outlined in this policy.
- 4.4.5 Within 7 days of receiving the incident report, the Executive Director shall forward the report to the President who shall appoint three individuals to serve as a Disciplinary Panel. None of the Panel members can be involved in the incident and must be independent of those who were involved in it.
- 4.4.6 The Discipline Panel shall hold the hearing as soon as possible, but not more than 21 days after the incident report has been first received by the Executive Director.
- 4.4.7 The Discipline Panel shall govern the hearing as it sees fit, provided that:
 - a) The individual being disciplined shall be given 5 days written notice (by courier, fax, or e-mail if provided) of the day, time and place of the hearing. The panel may decide to conduct the hearing in person, by telephone or video conference.
 - b) The individual being disciplined shall receive a copy of the incident report.
 - c) Members of the Panel shall select from among themselves a Chairperson.
 - d) A quorum shall be all 3 Panel members.
 - e) Decisions shall be by majority vote; the Chair carries a vote.
 - f) The individual being disciplined may be accompanied by a representative.
 - g) The individual being disciplined shall have the right to present evidence and argument.
 - h) The hearing shall be held in private.
 - i) The Panel may request that witnesses to the incident be present or submit written evidence.
 - j) The Panel shall render its decision, with written reasons within 5 days of the Hearing.
 - k) Once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the Hearing.
 - l) Dependent on the length of any hearing, or the complexity surrounding the depositions from an infraction, then Dragon Boat Canada retains the right to secure reimbursement of costs involved from the resolution process from the offending party(s) involved.

- 4.4.8 The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent Dragon Boat Canada policy (e.g., Dragon Boat Canada's Harassment Policy).
- 4.4.9 The Discipline Panel may apply the following disciplinary sanctions singly or in combination to an **Individual , Crew or Club** for major infractions:
- a) written reprimand to be placed on file at the national office
 - b) hand-delivered written apology
 - c) suspension from Dragon Boat Canada events which may include suspension from the current competition or from future teams or competitions
 - d) suspension from all Dragon Boat Canada privileges
 - e) suspension from certain Dragon Boat Canada activities (i.e. paddling, coaching or officiating) for periods of up to three years
 - f) suspension from all Dragon Boat Canada activities for periods of up to three years, or for life, if the circumstances of the infraction warrant
 - g) expulsion from Dragon Boat Canada
 - h) other sanctions as may be considered appropriate for the offense.
- 4.4.10 The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent Dragon Boat Canada policy governing Discipline Procedure.
- 4.4.11 This policy does not apply to matters properly following under the DBC Doping Policy and the DBC Harassment Policy.
- 4.4.12 In order to keep costs to a reasonable level the Panel may conduct the Hearing by means of a conference call or video conference.
- 4.4.13 The decision of the Panel will be private and will not be communicated beyond the person(s) deemed to have caused the Major Infraction and the Discipline Panel.
- 4.4.14 Unless the Discipline Panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.
- 4.4.15 The Executive Director may choose to consult members of the Executive of Dragon Boat Canada in his/her determination that the incident should be subject to *Major Infraction* discipline procedures.

4.5 Major Infractions Appeals Procedure

- 4.5.1 Any appeal from the decision of the Panel representing Dragon Boat Canada will be addressed by the IDBF and a panel of the Dragon Boat Canada directors – comprising of individuals that have no conflict of interest and will be done according the Appeals Policy of Dragon Boat Canada. This will ensure a full and fair hearing in the right of appeal. The decision of the Appeal Panel at the *Major Infraction* level will be binding for all parties.

5. APPROVAL OF POLICY

- 5.1. This Standard Code of Conduct policy was first approved by the Board of Directors of Dragon Boat Canada on 15 January 2009. It will be reviewed on an annual basis by the Board and may be amended, deleted or replaced by a resolution of the Board.

APPENDIX A

Examples of Minor Infractions

Minor Infractions are those incidents or situations that are generally deemed to have arisen from a single occurrence and has been determined that a pattern of behaviour causing such infractions does not exist. It would generally be considered to have been perpetrated without willful intent. Examples of a few minor infractions, but not limited to these, are;

- a) A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
- b) Unsportsmanlike conduct such as angry outbursts or arguing.
- c) Unintentional substitution of paddlers within a crew that does not conform to a Club Roster.
- d) Unintentional abuse of the Rules of Racing as determined by DBC.
- e) A single incident of intentionally being late or absent or unintentionally which results in significant embarrassment to or disruption of a Dragon Boat Canada event or activity in which attendance is expected or required.

Examples of Major Infractions

Major Infractions are those incidents or situations that are generally deemed to be more serious than a Minor Infraction. Examples of a few Major Infractions, but not limited to these, are;

- a) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
- b) Repeated unsportsmanlike conduct such as angry outbursts or arguing.
- c) Repeated incidents of being late for or absent from Dragon Boat Canada events and activities at which attendance is expected or required, whether intentional or unintentional.
- d) Single physically or sexually abusive incident.
- e) Activities or behaviour which intentionally, or even if not intentional with wanton disregard for the consequences, interfere with a competition or with any athlete's preparation for a competition.
- f) Pranks, jokes or other activities that endanger the safety of others.
- g) Deliberate disregard for the rules and regulations under which Dragon Boat Canada events are conducted, whether at the local, provincial, national or international level.

- h) Substitution of a paddler or paddlers within a crew that does not conform to a Club or DBC approved Roster.
- i) Violation of any future National Team Athlete Agreement.
- j) Violation of any future National Team Coach Agreement.
- k) Violation of the National Team Manager Agreement (which at this present moment covers conduct for all athletes, managers, coaches and volunteers of any National Program).
- l) Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive, causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely, or irrespective of the level of consumption, is in breach of any applicable no alcohol policy.
- m) Any use of alcohol by minors.
- n) Any use of illicit drugs and narcotics.