



PO 3536
Sherwood Park, AB T8H 2T4
Phone 780-467-9412
www.sherwoodparkcurling.com
manager@sherwoodparkcurling.com

Code of Conduct Policy Sherwood Park Curling Club

Preamble

The Sherwood Park Curling Club (SPCC) is committed to ensuring a safe, strong, inclusive, healthy and respectful social and sporting environment that is free of abuse, harassment and discrimination.

Policy Statement

The SPCC will not tolerate abuse, harassment, discrimination, or disrespectful behaviour and is committed within available means to eliminating and preventing inappropriate and unacceptable behaviour. The SPCC has zero tolerance for any type of abuse. The SPCC will appropriately review and respond to any concerns that are raised which could be considered abusive, harassing, discriminating, or disrespectful in nature.

Policy Expectations

All SPCC members, directors, staff, volunteers, sponsors, coaches, athletes, guests, and any third party service providers shall comply with this Policy when participating in, observing, or writing in public forums about SPCC sanctioned activities. Anyone associated with the SPCC who experiences or witnesses behaviour that appears to be contrary to this Policy is expected to report that behaviour in a timely manner.

The SPCC pledges not to dismiss, penalize, discipline, retaliate or discriminate against any Individual who discloses information or submits, in good faith, a report against an Individual under the terms of this Policy. Any individual affiliated with the SPCC who breaks this pledge are themselves in violation of this Code of Conduct Policy.

Consequences of Breach

Any member, director, staff, volunteer, sponsor, coach, athlete, guest, or third party service provider of the SPCC who is found to have violated this Policy may be subject to discipline, as determined by the Discipline Committee of the SPCC.



Discipline Committee

The Discipline Committee shall consist of three members - The President, President Elect and Past President. The Discipline Committee shall endeavour to find consensus in any decision it makes. If such consensus is not possible, then the majority decision of the Discipline Committee shall be applied. If for any reason a member of the Discipline Committee is in a real or apparent conflict of interest situation with an interested party, such member shall recuse themselves from any action or decision taken regarding the matter and the remaining members shall designate an alternate from the SPCC Board of Directors.

Screening

Persons in authority shall foster and maintain a safe sport environment for all athletes. The SPCC understands that screening personnel and volunteers is a vital part of providing a safe and responsible environment. The SPCC screens individuals in the following roles.

Role	Vulnerable Sector Check	Criminal Record Check	Annual Safe Sport Training
SPCC Coaches	Yes	Yes	Yes
SPCC Staff and Volunteers that interact directly with minors and other vulnerable individuals.	Yes	Yes	Yes
SPCC Staff members and Board members who have financial signing authority or administer financial transactions on behalf of the SPCC		Yes	Yes
All other SPCC Staff members			Yes
All other SPCC Board members			Yes

Criminal Record Checks (CRCs) must be in place by Sept 30th each year. CRCs are valid for three years; individuals are required to renew their CRCs prior to expiration. Should any board member, staff member, coach or volunteer who is required to have a valid criminal record check be charged with an offense under the Criminal Code, such person is required to disclose the nature of the charge to the SPCC Manager. The SPCC Manager will consult with the Discipline Committee to determine, what, if any action may be necessary as a result of the disclosure.

The SPCC will provide a letter to any individual who requires a criminal record check or vulnerable sector check; costs for the checks shall be borne by the SPCC. Documentation which affirms the completion of a criminal record check or vulnerable sector check will be administered by the SPCC Manager in accordance with Alberta FOIP legislation.

Dispute Resolution

The SPCC encourages its members to resolve issues at the earliest opportunity. Members who witness or experience behaviour that they believe contravenes this Code of Conduct Policy are

to advise the SPCC Manager. The SPCC Manager will work with the parties to try to resolve the matter to a satisfactory conclusion.

If the matter is not resolved or if the matter is of a serious nature, a written submission will be filed with the SPCC President which shall include the particulars of the concern. The SPCC President will refer all written complaints related to conduct to the Discipline Committee for further review. The Discipline Committee will determine what, if any action may be necessary to address the written concerns. All written complaints will be dealt with promptly and in a confidential manner. An investigation into the particulars of the complaint may be initiated, when the allegations, if proven, could constitute a violation of this Code of Conduct Policy. The principles of natural justice will apply throughout the complaint and investigative process (if applicable).

At the conclusion of the review by the Discipline Committee, a written decision will be provided to the complainant and the respondent (if applicable). Any Individual who is directly affected by a decision by the SPCC shall have the right to appeal that decision provided there are sufficient grounds for the appeal.

All information related to such complaints and associated reviews will be considered confidential and private. Relevant records pertaining to such complaints and the review process will be maintained by the SPCC Manager in accordance with Alberta FOIP legislation.

Dispute Resolution Process Flow Diagram

