



PO 3536  
Sherwood Park, AB T8H 2T4  
Phone 780-467-9412  
[www.sherwoodparkcurling.com](http://www.sherwoodparkcurling.com)  
[manager@sherwoodparkcurling.com](mailto:manager@sherwoodparkcurling.com)

## **Code of Conduct Policy Sherwood Park Curling Club**

### **Policy Statement**

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

The SPCC will not tolerate harassment or disrespectful behaviour in its setting from anyone and is committed to eliminating and doing everything reasonably practicable to prevent inappropriate and unacceptable behaviour.

The SPCC will appropriately review and respond to any concerns that are raised which could be considered disrespectful, harassing, discriminating or violent in nature.

### **Policy Expectations**

All SPCC members, directors, staff and any third party service providers are required to comply with this policy when participating or observing in 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.

### **Consequences of Breach**

Any member, director, staff 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.



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## **Criminal Record Checks**

All coaches and volunteers who are interacting directly with minors are required to complete a criminal record check. All SPCC staff and board members who have financial signing authority or are administering financial transactions on behalf of the SPCC are required to complete a criminal record check.

A criminal record check will need to be completed every 5 years. A valid criminal record check must be completed by September 30th of each season. . Should any board member, coach or volunteer who is required to have a valid criminal record check be charged with an offence 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 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. Any costs associated with the processing of a criminal record check shall be borne by the SPCC. Documentation which affirms the completion of a criminal record check will be administered by the SPCC Manager in accordance with Alberta FOIP legislation..

## **Dispute Resolution Process**

The SPCC encourages its members to resolve issues at the earliest opportunity. Members who witness or experience behaviour that they believe is not in alignment with the Mission or Guiding Principles as outlined in the SPCC Strategic Plan 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 should 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 the Mission or Guiding Principles as outlined in the SPCC Strategic Plan. The principles of natural justice will apply throughout the complaint and investigative process (if applicable).



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At the conclusion of the review by the Discipline Committee, a written decision will be provided to the complainant and the respondent (if applicable).

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.

A flow diagram outlining the Dispute Resolution process is located on the following page as [Addendum "A"](#).

Approved September 8, 2021



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**Addendum “ A: Dispute Resolution Process “**

SPCC Dispute Resolution Process  
Flow Diagram

