



## **Flatwater North Sprint Club (FNS)**

Whitehorse, Yukon

FNS board accepted FPY's Code of Conduct on July 16, 2018

## **FLATWATER PADDLING YUKON (FPY)**

Whitehorse, Yukon

DISCIPLINE POLICY Accepted by board

February 9, 2017

NOTE: in this policy "member" refers to all categories of members in Flatwater Paddling Yukon (FPY), as well as to all individuals engaged in activities with or employed by Flatwater Paddling Yukon, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, administrators and employees (including contract personnel).

### **PREAMBLE**

1. Flatwater Paddling Yukon is committed to providing a sport environment which is athlete centered and which is characterized by the values of fairness, integrity, open communication and mutual respect.
2. Membership in Flatwater Paddling Yukon, as well as participation in the activities of FPY, brings with it many benefits and privileges. At the same time members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the Code of Conduct, policies, rules and regulations of FPY.
3. The Flatwater Paddling Yukon Code of Conduct (attached as Appendix A) identifies the standard of behaviour which is expected by members of FPY. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy.

## **APPLICATION**

4. This policy applies to all members of FPY, as well as to all individuals engaged in activities with or employed by FPY including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, administrators and employees.
5. This policy applies to discipline matters which may arise during the course of all FPY business, activities and events, including but not limited to, competitions, training camps, summer camps, meetings, correspondence (including e-mail) and travel associated with these activities or which may have an impact on FPY business.
6. Discipline matters arising within the business, activities or events of member clubs or affiliated organizations of FPY shall be dealt with using the discipline policies and mechanisms of such organizations.

## **DISCIPLINARY PROCEDURES**

### ***Minor infractions***

7. Examples of minor infractions are shown in Appendix B. All disciplinary situations involving minor infractions occurring within the jurisdiction of FPY will be dealt with by the appropriate person having authority over the situation and the individual involved. (This person may include, but is not restricted to, an athlete, a board member, a committee chairperson, an event/race organizer, an official or a coach).
8. 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 infraction and has an opportunity to provide information concerning the incident.
9. The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:
  - a) verbal reprimand,
  - b) written reprimand to be placed in individual's file,
  - c) verbal apology,
  - d) hand-delivered written apology,
  - e) team service or other voluntary contribution to FPY,
  - f) suspension from the current competition,
  - g) other sanctions as may be considered appropriate for the offence.
10. Minor infractions which result in discipline shall be recorded using the Incident

Report Form in Appendix C. Repeat minor offences may result in a further such incident being considered as a major infraction.

### ***Major Infractions***

11. Examples of major infractions are shown in Appendix B. Any member, or representative of FPY may report to the President a major infraction using the Incident Report Form in Appendix C.
12. Upon receipt of an Incident Report, the President 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.
13. If the incident is to be dealt with as a minor infraction, the President will inform the appropriate person in authority as described in Section 6 and the alleged offender, and the matter shall be dealt with according to Sections 7 through 9 of this policy.
14. If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and in any event no later than 14 days from date of receipt of the Incident Report, and shall be advised of the procedures outlined in this policy.
15. Major infractions occurring within competition may be dealt with immediately, if necessary, by a FPY representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeal provisions of this policy.

### **HEARING**

16. Within 14 days of receiving the Incident Report, the President shall appoint 3 individuals to serve as the Disciplinary Panel. Where possible, 1 of the Panel members shall be from the peer group of the alleged offender.
17. The discipline Panel shall hold the hearing as soon as possible, but not more than 21 days after the Incident Report is first received by the President.
18. The Discipline Panel shall govern the hearing as it sees fit, provided that:
  - a) the individual being disciplined shall be given 10 days written notice (by courier, mail or fax) of the day, time and place of the hearing. The Panel may decide to conduct the hearing in person or 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) once appointed, the Panel shall have authority to abridge or extend timelines associated with all aspects of the Hearing.

19. The Discipline Panel shall render its decision, with written reasons within 14 days of the Hearing. A copy of this decision shall be provided to all the parties to the hearing and the President.

20. The preceding provisions may be modified, or added to as required by the provisions of any other pertinent FPY policy, such as those dealing with harassment, personnel or event-specific matters.

21. Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

22. If the individual being disciplined chooses not to participate in the hearing, the hearing shall proceed in any event.

## **SANCTIONS**

23. The Discipline Panel may apply the following disciplinary sanctions singly or in combination, for major infractions as determined by the Disciplinary Panel and recorded in the minutes.

- a) written reprimand to be placed in individual's file;
- b) hand-delivered written apology;
- c) suspension from certain FPY events which may include suspension from the current competition or from future teams or competitions;
- d) payment of a financial fine in an amount to be determined by the Disciplinary Panel;
- e) suspension from certain FPY activities ( ie: competing. coaching officiating) for a designated period of time;
- f) suspension of FPY funding;
- g) suspension from certain FPY activities (ie competing, coaching or officiating) for a designated period of time;

- h) suspension from all FPY activities for a designated period of time;
- i) expulsion from FPY;
- j) other sanctions as may be considered appropriate for the offence.

24. The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent FPY policy, such as those dealing with harassment, doping, personnel or event-specific matters.

25. Unless the Discipline Panel decides otherwise, any disciplinary sanctions shall commence immediately.

26. In applying sanctions, the Disciplinary Panel may have regard to the following aggravating or mitigating circumstances:

- The nature and severity of the offence,
- Whether the incident is a first offence or has occurred repeatedly,
- The individual's acknowledgement of responsibility,
- The individual's extent of remorse,
- The age, maturity or experience of the individual, and
- The individual's prospects for rehabilitation.

27. Notwithstanding the procedures set out in this policy, any member of FPY who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference, or sexual assault, shall face automatic suspension from participating in any activities of FPY for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by FPY in accordance with this policy.

## **APPEALS PROCEDURE**

28. Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeals Process of FPY.

**APPENDIX A**  
**CODE OF CONDUCT**

Insert Codes of Conducts...once approved by FPY Board.

## **APPENDIX B INFRACTIONS**

### ***Examples of Minor Infractions:***

- a) single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior 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) a single incident of being late for or absent from FPY events and activities at which attendance is expected or required;
- d) non-compliance with the rules and regulations under which FPY events are conducted, whether at the local, territorial, national or international level.

### ***Examples of Major Infractions:***

- a) repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, volunteers, administrators, spectators and sponsors;
- b) repeated unsportsmanlike conduct such as angry outbursts or arguing;
- c) activities or behavior which interfere with a competition or with any athlete's preparation for a competition;
- d) repeated incidents of being late for or absent from FPY events and activities at which attendance is expected or required;
- e) pranks, jokes or other activities which endanger the safety of others;
- f) deliberate disregard for the rules and regulations under which FPY events are conducted, whether at the local, territorial, national or international level;
- g) 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;
- h) any use of alcohol by minors;
- i) use of illicit drugs and narcotics;
- j) use of banned performance enhancing drugs or methods.

**APPENDIX C**

**INCIDENT REPORT**

Date and time of incident: \_\_\_\_\_

Name of writer: \_\_\_\_\_ Position: \_\_\_\_\_

Location of incident:  
\_\_\_\_\_

This incident is a: \_\_\_\_\_ minor infraction \_\_\_\_\_ major infraction

Individual(s) involved in the incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective description of the incident (please be concise, accurate and non-judgmental):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of individuals who observed the incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary action was taken (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of writer: \_\_\_\_\_ Date: \_\_\_\_\_