

Saskatoon Aqualenes (SAQ) Discipline Policy

Preamble

This policy is based upon the Discipline Policy adopted by Synchro Canada.

SAQ is committed to providing a sport environment which is athlete-centered, and which is characterized by open, clear communication and honesty, fairness and mutual respect.

SAQ 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 synchronized swimming.

Membership in SAQ 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 policies, rules and regulations of SAQ.

This Discipline Policy identifies the standard of behavior which is expected of all SAQ members, swimmers, coaches, and parents included. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy. Parents, coaches and athletes are subject to this policy.

Application

This policy applies to members of SAQ, and members include athletes, coaches, officials, volunteers, directors, officers and administrators.

Discipline matters arising within the business, activities or events of clubs, provincial associations or affiliates of SAQ shall be dealt with using the discipline policies and mechanisms of such organizations.

Code of Conduct

Respect for Others

SAQ is committed to providing a sport environment in which all individuals are treated with respect. Furthermore, SAQ supports equal opportunity and prohibits discriminatory practices. Coaches, athletes, officials, directors, officers, administrators and volunteers shall conduct themselves at all times in a manner consistent with the ideals and values of SAQ:

1. Their behavior shall at all times be respectful, professional, responsible and sportsmanlike.
2. They shall treat others with respect and shall not speak disparagingly of any other athlete, coach, official, director, administrator, volunteer, program, club or association.
3. They shall refrain from comments or behaviors which are offensive, abusive, racist or sexist.

Competition

Coaches, athletes, officials and administrators share responsibility for understanding and complying with the regulations under which competitions are conducted and for the orderly conduct of such competitions:

1. They shall at all times observe the relevant local, provincial, national and international regulations which govern the sport of synchronized swimming.
2. They shall at all times acknowledge the authority of appointed technical officials for a competition and treat their roles and decisions with respect.
3. They shall at all times exercise self-control and show proper respect for peers, opponents and spectators.

Doping

SAQ recognizes and has adopted the Canadian Policy on Penalties for Doping in Sport, endorsed by the Canadian Centre for Ethics in Sport and Heritage Canada/ Sport Canada. Protest, appeal, arbitration and reinstatement processes shall be those described in the Doping Control Standard Operating Procedures of the Canadian Centre for Ethics in Sport.

SAQ may impose sanctions in addition to those of the Canadian Policy on Penalties for Doping in Sport, as it deems appropriate. Any such further action shall be governed by the procedures described in this policy and in SAQ's Appeals policy.

Disciplinary Procedures

Minor Infractions:

Examples of minor infractions are shown in **Appendix A**. All disciplinary situations involving minor infractions occurring within the jurisdiction of SAQ 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, a board member, management chair, coach, team manager or head of delegation).

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.

The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

1. written reprimand to be placed in individual's file
2. verbal apology
3. hand-delivered written apology

4. team service or other voluntary contribution to SAQ
5. suspension from the current competition
6. other sanctions as may be considered appropriate for the offence

Minor infractions which result in discipline shall be recorded using the Incident Report form in **Appendix B**.

Major Infractions:

Examples of major infractions are shown in **Appendix A**. Any member of SAQ may report to the Executive Director a major infraction using the Incident Report form in **Appendix B**.

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.

If the incident is to be dealt with as a minor infraction, the President will inform the appropriate person in authority and the alleged offender, and the matter shall be considered dealt with.

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 3 working days from date of receipt of the incident report, and shall be advised of the procedures outlined in this policy.

Within 7 days of receiving the incident report, the President shall forward the report shall constitute a Disciplinary Panel consisting of the President, the Vice-President and on other Board member.

The Discipline Panel shall hold a hearing as soon as a possible, but not more than 21 day after the incident report is first received by the President.

The Discipline Panel shall govern the hearing as it sees fit, provided that:

1. the individual being disciplined shall be given 10 days written notice (by courier 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;
2. the individual being disciplined shall receive a copy of the incident report;
3. members of the Panel shall select from among themselves a Chairperson;
4. a quorum shall be all 3 Panel members;
5. decisions shall be by majority vote; the Chair carries a vote;
6. the individual being disciplined may be accompanied by a representative;
7. the individual being disciplined shall have the right to present evidence and argument;
8. the hearing shall be held in private;
9. the Panel may request that witnesses to the incident be present or submit written evidence;
10. the Panel shall render its decision, with written reasons within 5 days of the Hearing;
11. once appointed, the Panel shall have the authority to abridge or extend timelines

associated with all aspects of the Hearing.

The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent SAQ policy (e.g. SAQ Anti-Harassment Policy).

The Discipline Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

1. written reprimand to be placed in individual's file
2. hand-delivered written apology
3. suspension from certain SAQ events which may include suspension from the current competition or from future teams or competitions
4. suspension of all SAQ or Sport Canada funding
5. suspension from certain SAQ activities (i.e. playing, coaching or officiating) for periods of up to three years
6. suspension from all SAQ activities for periods of up to three years
7. expulsion from SAQ
8. other sanctions as may be considered appropriate for the offence

The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent SAQ policy (e.g., SAQ's Anti-Harassment Policy).

Unless the Discipline Panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.

Appeals Procedure

All appeals of disciplinary matters will be taken to a full meeting of the Board of the club. A final binding decision of the majority of the Board will constitute the appeal process.

Notice of appeal must be received in writing no later than 7 days after the Disciplinary Panel ruling.

Appendix A

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
- unsportsmanlike conduct such as angry outbursts or arguing
- a single incident of being late for or absent from SAQ events and activities at which attendance is expected or required
- non-compliance with the rules and regulations under which SAQ events are conducted, whether at the local, provincial, national or international level

Examples of major infractions

- 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, administrators, spectators and sponsors
- repeated unsportsmanlike conduct such as angry outbursts or arguing
- repeated incidents of being late for or absent from SAQ events and activities at which attendance is expected or required
- activities or behavior which interfere with a competition or with any athlete's preparation for a competition
- pranks, jokes or other activities which endanger the safety of others
- deliberate disregard for the rules and regulations under which SAQ events are conducted, whether at the local, provincial, national or international level
- 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
- any use of alcohol by minors
- use of illicit drugs and narcotics
- use of banned performance enhancing drugs or methods

Appendix B

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 which was taken (if applicable):

Signature of writer: _____

Date: _____