

DISCIPLINE POLICY

1 BACKGROUND

Synchro BC is committed to providing and upholding an environment which encourages tolerance, mutual respect, professionalism, teamwork, fair play, trust, and innovation for all its members as reflected in the Synchro BC and Synchro Canada Code of Conduct.

Membership with Synchro Swim BC brings includes 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 Synchro BC.

The discipline policy regulates the standard of behaviour that is expected of all members of Synchro Swim BC.

2 DEFINITION(S)

2.1 WHAT IS A MINOR INFRACTION?

Minor infractions are isolated incidents of misconduct that generally do result in harm to others. Examples of minor infractions include, but are not limited to:

- a) Unsportsmanlike conduct such as angry outbursts or arguing;
- b) A single incident of being late for or absent from Synchro BC events and activities at which attendance is expected or required;
- c) non-compliance with the rules and regulations under which CASSA events are conducted, whether at the local, provincial, national or international level misuse of audio and /or visual material which is offensive, regardless of intent;
- d) unwelcome remarks, jokes, comments, innuendo, or taunting about a person's body, attire, age, race, religion, sex, or sexual orientation, or abilities;
- e) misuse of any social media in the context of any of the above;
- f) An activity or behaviour which interferes with a competition or an athlete's preparation for a competition.

2.2 WHAT IS A MAJOR INFRACTION?

Major infractions are repeated incidents of misconduct that generally do result in harm to others. Examples of major infractions include, but are not limited to:

Note: The definition of “repeated” will depend on the severity of the infraction and frequency of offences within a period of time determined by Synchro BC at its sole discretion.

- a) Repeated unsportsmanlike conduct such as angry outbursts or arguing;
- b) Repeated incidents of being late for or absent from Synchro BC events and activities at which attendance is expected or required;
- c) Repeated non-compliance with the rules and regulations under which CASSA events are conducted, whether at the local, provincial, national or international level misuse of audio and/or visual material which is offensive, regardless of intent;
- d) Repeated unwelcome remarks, jokes, comments, innuendo, or taunting about a person’s body, attire, age, race, religion, sex, or sexual orientation, or abilities;
- e) Repeated misuse of any social media in the context of any of the above;
- f) Repeated activities or behaviours which interfere with a competition or an athlete’s preparation for a competition;
- g) Single physically abusive incident
- h) Deliberate disregard for Synchro BC policies and rules
- i) Use or promotion of illicit drugs and narcotics
- j) 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
- k) any use of alcohol by minors
- l) Use or promotion of banned performance enhancing drugs or methods.

3 CONFIDENTIALITY

Synchro BC, Disciplinary Advisors and Disciplinary Panel will act consistently with Synchro BC’s policies on privacy and confidentiality and will not disclose a complainant’s or a respondent’s (alleged offender’s) name or any circumstances related to a complaint to anyone, except as necessary to investigate or resolve a complaint, take disciplinary action, or as required by law.

The complainant, the respondent, witnesses and others with knowledge of a complaint are required to keep information about the complaint confidential.

4 APPLICATION/JURISDICTION

This policy applies to all Synchro BC employees, contractors, directors, officers, referees, officials, volunteers, participants, members, family members of participants, spectators and sponsors.

For purposes of this policy, incidents requiring disciplinary measures may occur:

- a) at Synchro BC sporting events or training sessions;
- b) at Synchro BC offices;
- c) at Synchro BC meetings, conferences, events and training sessions;
- d) while travelling to or from Synchro BC activities; and,
- e) in any other location where disciplinary measures relating to involvement with Synchro BC may occur.

5 REPRESENTATION BY A RESPONSIBLE ADULT

If a victim of an offence is a minor, a complaint may be brought forward by a parent, guardian or other adult of the person's choice who may be present during the complaint process.

If a victim of an offence is deemed to be incapable to represent him or herself, a complaint may be brought forward by a parent, guardian or other adult of the person's choice who may act on behalf of the concerned person throughout the complaint process (the "Responsible Adult").

If an alleged offender is a minor, Synchro BC's Disciplinary Advisor dealing with the complaint will inform him or her that he or she may have a Responsible Adult present during the complaint process.

If an alleged offender is deemed to be incapable to represent him or herself, Synchro BC's Disciplinary Advisor dealing with the complaint will inform him or her that he or she may have a Responsible Adult present during the complaint process and/or have a Responsible Adult act on his or her behalf throughout the complaint process.

6 RETALIATION

No person may engage in retaliation, intimidation or any other form of punishment against people who raise good faith concerns about an offence or who assist in an investigation. Retaliation will be grounds for discipline.

7 REFERENCES

Member: member in good standing of the British Columbia Amateur Synchronized Swimming Association (dba "Synchro BC"), in accordance with the current Bylaws.

Codes of Conduct: the approved Code(s) of Conduct for members of the association that describe expected standards and behavior as a member of the association.

Offence/Complaint: an issue that is informally or formally brought to the attention of the association in writing, and alleges misconduct or other non-compliance of Policies or Rules and Regulations by a particular member(s)

Complainant: the individual who files an offence complaint, in accordance with the Discipline Policy

Respondent: The alleged offender – the individual or club against whom an offence complaint is filed, in accordance with the Discipline Policy

Disciplinary Advisor: An individual appointed by Synchro BC. The role of the Disciplinary Advisor is to

- serve in a neutral unbiased capacity
- receive and assist in informal resolutions
- make recommendations for further action.
- provide information about the resources and support available

The Disciplinary Advisor will handle complaints that may be resolved through informal procedures, and refer all other complaints to the Disciplinary Panel.

Disciplinary Panel: At least three individual appointed by Synchro BC to investigate a disciplinary complaint as provided in this policy. The Disciplinary Panel will follow the terms of reference for an Ad Hoc Committee.

8 RESOURCES

Resources provided upon request

Access to this Policy will be provided to all members.

Date created January 28, 2015	Review date	Date approved February 14, 2015
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