



Policy Name:	CODE OF CONDUCT POLICY
Created Date:	May 26, 2021
Revised Date:	Nov. 18, 2022

Overview

The Chilliwack Curling Club is committed to creating and maintaining an environment which fosters mutual respect, integrity and is free of discrimination, harassment and bullying.

The purpose of this policy is to ensure a safe and positive environment by making everyone aware that there are expectations that inappropriate behaviour will not be tolerated.

This policy covers members, staff and visitors for all activities that take place within the facility on and off the ice. This includes bonspiels, training sessions and social functions as well as interpersonal and electronic communication.

Curl Canada, Curl BC and the Chilliwack Curling Club endorse the **Curler's Code of Ethics**.

- I will play the game with a spirit of good sportsmanship.
- I will conduct myself in an honourable manner both on and off the ice.
- I will never knowingly break a rule, but if I do, will divulge the breach.
- I will take no action that could be interpreted as an attempt to intimidate or demean my opponents, teammates or officials.
- I will interpret the rules in an impartial manner, always keeping in mind that the purpose of the rules is to ensure that the game is played in an orderly and fair manner.

Definitions

Discrimination: Unjust differential treatment of an individual using stereotypical assumptions based on a person's presumed traits such as race, religion sexual orientation, gender identity or disability.

Harassment/Bullying: Aggressive, intimidating, malicious or insulting behaviour that the person knows or reasonably ought to have known would humiliate, intimidate or hurt the person to whom it is directed. This includes jokes and name calling based on stereotypes.

Problem Intoxication: Consuming enough alcohol or drugs to cause a disturbance which interferes with the normal functioning of the club or guests or unsafe behaviour that could result in injury to oneself or others.

Profanity: The use of profanity as derogatory name calling or verbal aggression.

Violence: Any form of unwanted physical contact whether that be pushing and shoving or sexual; such as touching, hugging or kissing. It also includes damage to property of members, staff, visitor and the Chilliwack Curling Club.

Policy

It is expected that all members, staff and visitors of the Chilliwack Curling Club will conduct themselves in a manner by which they wish themselves to be treated. Members, staff or visitors of the Chilliwack Curling Club who are involved in harassment/bullying, discrimination, violence or problem intoxication may be subject to disciplinary actions.

Official complaints of harassment or discrimination will be taken seriously by the management and the Board of the Chilliwack Curling Club.

All members and staff members are expected to support this policy by:

- behaving in a manner that reflects good sportsmanship, mutual respect for others and respect for diversity
- not intimidating or harassing others,
- reporting any bullying or harassment they experience or observe that may contravene this policy
- participate fully in the resolution process or the formal complaint & investigation process when it is determined that they may be able to provide relevant information and
- respect the rights to personal dignity, privacy and confidentiality relating to this policy.

Harassment does not include any reasonable action taken by the Club/Operational Manager or Directors relating to their normal managerial rights and responsibilities in directing operations, performance evaluations, and operations of the Club.

How the Complaint will be dealt with

Any claim of inappropriate behaviour will be investigated promptly and discreetly. All complaints will be handled with sensitivity and are kept confidential as possible.

If you witness bullying, harassment or discrimination and make a complaint, your identity will not be disclosed.

Procedure

If you observe or believe you are being bullied or are subject to any form of harassment while on the ice or engaged in any activity that is being held at the Chilliwack Curling Club, here are the first things you can do:

Step 1

You are encouraged to make it clear to the person who is acting inappropriately that their behaviour is inappropriate and that it must stop.

In cases where the situation is serious or very volatile, the member, staff or guests will be asked to leave the building immediately. The incident should be reported immediately to the Board of Directors. In these cases, a temporary suspension may occur while the incident is being investigated.

Step 2

If the inappropriate behaviour continues, you should report your concerns/complaint to a staff member, the Club Manager or to a Director of the Chilliwack Curling Club.

The complaint may be verbal or in writing. The complaint or concern should contain the following information: the names of the victim and accused, date, time and place of the incident, description of the incident.

A form has been developed to help capture the details. (This form is attached to the end of this policy document). This form is available on the website, posted in the locker rooms and from any staff member.

Once the complaint or incident is reported, the two parties (the complainant and the alleged offender) will be brought together to resolve this incident in an informal manner.

Step 3

Once a complaint is referred to the Board of Directors, a formal investigation, into the complaint, will start as soon as possible.

When all pertinent information is gathered, and fully examined the Board will decide the appropriate disciplinary action that will be taken. In serious situations, the action may be the dissolution of membership or termination of employment.

The outcome of the investigation will be shared with the complainant and the accused.

The documentation related to all incidents will be placed in a sealed envelop and stored in a locked and confidential file.

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REPORTING INAPPROPRIATE BEHAVIOUR

Name and contact information of Complainant:

Name: _____ Date: _____

Telephone: _____ Email: _____

Please provide as much detail as possible:

Victim's name: _____

Accused's name: _____

Date and Time of Incident: _____

Location where incident occurred: _____

Witnesses: (Names and contact info): _____

Description of the incident, including behaviour and words used.

(Attach supporting any documents such as emails, handwritten notes or photographs as appropriate. Used a separate sheet if more space is needed.)

