

# Arnprior Curling Club

## Code of Conduct

### 2024/2025

## Introduction

This policy is to establish clear and acceptable behaviour expectations for Arnprior Curling Club members, guests, and volunteers. It is not intended to restrict the rights of anyone but rather to ensure that all members, guests, and volunteers can expect to be treated with respect while enjoying the Club. The Club deems that all members, upon acceptance to the Club, have given their consent to be bound by the by-laws and rules of the Club; both to the restrictions and the penalties imposed.

## Membership

The privilege of membership at the Arnprior Curling Club shall be extended only to those members who observe the policies, by-laws, regulations and rules of the Club. Membership shall not be extended to those members who conduct themselves in a manner deemed by the Board to be improper or to be unbecoming a member of a club, or to be likely to endanger the welfare, interest or character of the Club. Members shall always, whether on the Club premises or involved in Club related activities, conduct themselves in a manner that shall respect the rights of other members, Club volunteers and Club property.

## General Code of Conduct

All Members, guests, volunteers and Board Members are expected to conduct themselves in a manner that:

- creates an environment that is reflective of personal integrity and respect as exemplified in the Rules of Curling and any conduct aspects of Curling Canada and CurlOn;
- shows the utmost respect and dignity to fellow members, volunteers and guests;
- acknowledges the Club as a family-friendly environment and, therefore, refrains from using obscenities and loud boisterous behaviour inappropriate to social situations; and
- observes proper curling etiquette as well as the rules of curling as per Curling Canada.

## Interaction between members, volunteers, guests and the Board of Directors

All Members, guests, volunteers and Board Directors are expected to interact with respect to each other and understand that:

- the membership may respectfully make suggestions to the Board of Directors regarding the operation of the club; however, they should be judicious in the manner and timing of approach;
- they may report real or perceived safety hazards that are observed on both on and off the ice to the Board of Directors; and
- it is forbidden to engage in any form of harassment or discrimination.

## Board of Directors Code of Conduct (in addition to the above general code)

All Directors are expected to conduct themselves in a manner that:

- reflects honesty, integrity and support for the best interests of the Club in carrying out the day-to-day business and planning for the future of the Club;
- has a professional and healthy regard for confidentiality;
- on considering feedback from the membership, be unbiased when establishing guidelines;
- respectfully hears concerns, ideas, suggestions, and will, make and vote on motions for action or inaction;
- researches information and solicits advice from professionals in a particular discipline and gathers as much information as possible about Club issues;
- constantly keeps in mind, "What is in the best interest of the Club and its members?";
- once a vote is taken, Directors are expected to support the decision to the membership and conduct themselves as a unified body;
- does not undermine decisions made (democratically through the voting process) by voicing to small groups or individuals that he/she is not in agreement with the decision that was made (Board Member, whether they were pro or con, may describe issues before the Board, the alternatives assessed by the board and what was decided. A Board member can refer any member to the Minutes of Board and/or Committee meetings;
- brings member concerns forward to the Board for discussion; and
- holds Directors to a higher standard regarding the code of conduct.

## Disciplinary Committee

The Executive Committee of the Board of Directors will oversee all complaints and recommend penalties, within the guidelines, as may be deemed necessary, to the remainder of the Board. The President in conjunction with the Vice President will act as the convener. When issues of conflict of interest arise, the Board of Directors may change the composition of the Disciplinary Committee.

The Secretary acting on behalf of the Club shall have custody of and preserve all complaint files. Such files or records shall be regarded as confidential and available only to the committee, parties involved, and the Board of Directors. Release of any aspect of a Complaint File requires Board approval. The party against whom a complaint has been made, if the matter moves to a disciplinary process, shall have access to the Complaint File subject to reasonable redaction by the Disciplinary Committee or the Board. Board members who are the subject of a complaint or infraction investigation are not permitted to participate in any Board or Committee matters until the complaint/investigation process, described herein, has been completed.

The Disciplinary Committee will call an emergency Board meeting immediately upon determining that an incident or complaint may include a contravention of any statute of Ontario or Canada. If the Board confirms the Disciplinary Committee's conclusion(s) as to statutory contravention, the Board shall contact appropriate government authorities.

## Complaint Procedure

Complaints may be made by any person including members, guests, volunteers and members of the public.

Complaints must be made in writing via letter or email to either the President or Vice President of the Club, within three (3) working days of the matter occurring.

Once received, the President and Vice President will investigate, if necessary, and present the matter to the Board of Directors to determine appropriate action. If the Board of Directors decides by a vote of 2/3 of those members present at the meeting that the conduct in question warrants a penalty, the President shall report the outcome of the decision to the member in writing.

## Disciplinary Sanctions

So long as the disciplinary process described in the Code of Conduct has been followed, the Board of Directors shall have the power to suspend or terminate ( see “instances” below), any member whose conduct shall be improper, unbecoming, or detrimental to the welfare, interest or character of the club, or who willfully commits a breach of the By-Laws, or who willfully violates or neglects the observance of any rule or regulation provided by such By-Laws, or by the Board of Directors, or any committee under the authority thereof.

### Decisions and Penalties

1st Instance: Verbal Warning

2nd Instance: Letter of Warning

3rd Instance: 1-2 week suspension

4th Instance: 3-4 week suspension

5th Instance: 1 year to cancellation of membership, or termination of membership (termination)

Any suspension will state the date the suspension is to take effect and the number of days of the suspension. The days of suspension previously served shall be considered.

While under suspension the member's financial obligation to the Club for dues and other charges shall continue.

Any costs arising from an offence shall be paid by the member committing the offence in addition to other penalties.

If the offence, as reported and recommended by the Disciplinary Committee, is considered to be of significant seriousness, or there are other recent offences, then at the discretion of the Disciplinary Committee, acting reasonably, the Disciplinary Committee can recommend to the Board, and the Board can accept or reject, that the "instance steps" described above should be amended to an increased penalty.

## Appeal

A member, for whom the Disciplinary Committee has recommended a suspension or termination for any such offence, shall be notified in writing by the President (the "disciplinary letter") of the complaint and or investigation and penalty that has been recommended be applied against such member and be given an opportunity to be heard by the Board of Directors at a meeting called for that purpose or at the next regular meeting of the Board.

The member must submit their intent to appeal the recommendation in writing via letter or email within three (3) calendar days of the issuance of the disciplinary letter from the President. The member must include a statement as to whether they intend to have legal counsel attend with them.

Upon notification of the intent to appeal the disciplinary committee's recommended disciplinary action, suspension or termination, any sanction will be put in abeyance until the Member has appeared before the Board to make their appeal submissions. If the Member in question does not appear at the appointed Board meeting, the Board may proceed to make a decision on the Disciplinary Committee's recommendation. Notification of the appeal hearing date shall be deemed sufficient if mailed or delivered to the Member at least seven (7) calendar days prior to the meeting of the Board of Directors at which the hearing is to be granted. The Board of Directors may or may not take further permanent action with respect to the offending Member depending upon the results of the hearing.