



Alberta Whitewater Association

Code of Conduct Policy

A. Core Values

The Alberta Whitewater Association values...

1. teamwork, commitment, and fair play
2. personal growth and character development
3. striving for personal excellence
4. a leading edge, science-based approach to instruction and training in accordance with the Long Term Paddler Development model
5. healthy, constructive parental engagement and involvement
6. a healthy, safe, and fun environment
7. an ethical and respectful culture
8. open, honest, timely, and transparent communication
9. collaboration in everything we do
10. environmentally responsible operations and policies

B. Intent

1. The Alberta Whitewater Association (AWA) is committed to providing a safe, healthy sport that is characterized by honesty, fairness, mutual respect, drug free sport and open and clear communication
2. We believe that our core values should guide all our communications and actions and that such conduct is in the best interests of all who participate in the whitewater paddling sport.
3. The AWA promotes a high level of satisfaction in the sport and a respectful environment for everyone who participates.
4. We believe that it is a shared responsibility of all members to work towards the constant improvement of our organization through the adherence to the policies, rules and regulations laid out by the AWA.
5. To assist the AWA in maintaining an exemplary organizational environment, we require that all members of Alberta Whitewater Association conduct themselves in an ethical and professional manner, at all times.

C. Scope

- a. This policy applies to all volunteers, employees, members and participants.
- b. With respect to matters pertaining to the management, activities and programs of its Paddling Association members, these matters shall be dealt with by the AWA Code of Conduct Policy and the policies of the Organizational Members.

D. Definitions

1. Discrimination – the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age or sex (Oxford Universities Press, 2011).
2. Harassment – aggressive pressure or intimidation (Oxford Universities Press, 2011).
3. Ethics – Moral principles that govern a person's behaviour or the conducting of an activity (Oxford Universities Press, 2011).
4. Unethical – Not morally correct (Oxford Universities Press, 2011).
5. Moral – Concerned with the principles of right and wrong behaviour (Oxford Universities Press, 2011).
6. Illegal – Contrary to or forbidden by law, especially criminal law (Oxford Universities Press, 2011).

E. Policy Guidelines

To preserve the core values and principles that our organization is founded upon, we have compiled a list of unacceptable behavioural actions that have been classified as either:

1. Discrimination and Harassment
2. Detrimental to the Athlete and the Sport of Whitewater Paddling
3. Hazardous to Safety
4. Ethical and Moral
5. Illegal

The AWA has developed special policies to address some individual topic areas. These policies can be found in the AWA's website <http://www.albertawhitewater.ca/policies-procedures> under the following headings:

1. Discrimination and Harassment
– ***AWA Harassment Policy***
2. Detrimental to the Athlete and the Sport of Whitewater Paddling
– ***AWA Athlete Code of Conduct***
3. Hazardous to Safety
– ***CKC-W Whitewater Code of Safety***
– ***AWA Employee Handbook (Section 5)***

Please refer to these Policies for reference on these subject matters.

The AWA Code of Conduct policy covers the broader issue of Ethics and Morals and is guided by the Association's values and ideals.

F. Code of Conduct

1. Members, athletes, coaches, instructors, officials, volunteers and administrators share responsibility for the conduct of paddling activities and programs.
 - a. Their behavior shall be respectful, professional, responsible and sportsmanlike.
 - b. They shall treat others with respect and shall not speak disparagingly of any other athlete, coach, official, volunteer or program

- c. They shall not engage in conduct likely to bring the Association, its programs or the sport into disrepute
- d. They shall treat the roles and decisions of the officials, coaches and administrators with the proper respect and behavior due to them.

G. Unacceptable Actions / Behaviors

1. Unacceptable minor infractions may include, but are not limited to the following:
 - A single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others.
 - Unsportsmanlike conduct such as angry outbursts or arguing with others
 - An single incident of not being on time to an event or activity which results in a significant disruption or embarrassment where attendance is expected.
2. Unacceptable major infractions may include, but are not limited to the following:
 - Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others.
 - Repeated incidents of unsportsmanlike conduct such as angry outbursts or arguing with others
 - Repeated incidents of not being on time to an event or activity which results in a significant disruption or embarrassment where attendance is expected.
 - Activities or behavior which interfere with an event or another person's preparation for an event or competition
 - Disorderly, immoral, or indecent conduct.
 - Threats or harassing behaviour.
 - Causing physical harm to another person.
 - Violation of health and safety practices, policies and procedures.
 - Use of alcohol by minors.
 - Use of illicit drugs or narcotics
 - Use of banned performance enhancing drugs or methods
 - Willful damage or destruction to Association property, or members' property.
 - Theft, including physical and intellectual properties.
 - Dishonest, illegal or improper activities.

H. Disciplinary Procedures

1. Minor Infractions:

All disciplinary situations involving minor infractions occurring within the jurisdiction of the AWA will be dealt with by the appropriate person having authority over the situation and the individual(s) involved. This person may include but is not limited to Chief Official, Coach, Club Leader or AWA Officer.

Procedures for dealing with minor infractions shall be informal and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the

individual being disciplined is told of the nature of the infraction and has an opportunity to explain his or her involvement in the incident.

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

- a. Verbal reprimand
- b. Written reprimand
- c. Verbal apology
- d. Written apology
- e. Team service or voluntary contribution
- f. Suspension from events
- g. Other sanctions as may be considered appropriate for the infraction

2. Major Infractions

Any member, coach/instructor, official, volunteer or administrator may report to the Board of Directors or the Executive Director a major infraction using the Incident Report Form.

Upon receipt of a formal Incident Report Form, the Executive Director shall determine if the incident is better dealt with as a minor infrastructure, or if a hearing is required to address the incident as a major infraction.

If the incident is to be dealt with as a major infraction and a hearing is required, the process will follow the ***AWA's Dispute Resolution policy***.

The following disciplinary sanctions may be applied, singly or in combination for major infractions.

- a. Verbal reprimand
- b. Written reprimand
- c. Verbal apology
- d. Written apology
- e. Team service or voluntary contribution
- f. Suspension from events for a period of up to 3 years
- g. Suspension from events and activities for periods up to life
- h. Termination of membership
- i. Other sanctions as may be considered appropriate for the infraction

I. Appeals

Any appeal of a decision of a minor infraction made by the Appropriate Official will be handled in the process laid out in the ***AWA's Dispute Resolution Policy***.

Any appeal of a decision of a major infraction made by the AWA's Dispute Resolution Committee will be handled in the process laid out in the AWA's Dispute Resolution Policy.

Appendix A
Incident Report Form

Date and Time of Incident _____

Name of Writer: _____ Position _____

Location of Incident: _____

This Incident is a: _____ Minor Incident _____ Major Incident

Individuals 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: _____