



South Niagara Canoe Club

Code of Conduct

This Code of Conduct applies to all members of the South Niagara Canoe Club including paddling members, general members, members of the board of directors and parents (guardians) of paddling members under the age of 18 years.

In general, members must:

- Follow club rules
- Be responsible for their own actions
- Be cooperative with and respectful of coaching staff
- Be respectful of fellow paddlers, parents and participants
- Respect the decisions of the board of directors
- Communicate courteously
- Maintain a clean and safe environment
- Show proper care of club property and the property of others
- Seek the assistance of coaches to resolve disagreements
- Respect and abide by decisions regarding regatta entries and the crews for team boats made by coaching staff
- Read, understand and follow all club policies
- Violence and harassment of any form is not tolerated

Conduct contrary to the above code is not acceptable and can lead to warning, suspension and termination of membership.

Guidelines for Disciplinary Action of the South Niagara Canoe Club

Disciplinary steps shall be executed in the following order and within indicated time frames:

Action Step	Timeframe	Responsibility
Verbal warning with a written record of the verbal warning	Immediately at time of incident, or immediately after Club Management/Board receive notification of incident	If present for incident: Supervising Coach/Instructor; otherwise the Head Coach or member of Board Executive
Written warning from the board of directors	Within 5 business days of receipt of incident report by Club Management/Board	Member of Board Executive
Invitation to an interview with the board of directors (documented interview). In the case that the invitation is declined – documented meeting of board of directors with written action plan	Interview offer within 5 business days of incident or receipt of incident report by Club Management/Board; interview completion within 20 business days of incident or receipt of incident report	Board Executive – Group decision
Suspension of membership for a given time	Decision communicated within 5 business days of completing interview	Board Executive – Group decision
Termination of membership	Decision communicated within 5 business days of completing	General Board – Group decision

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SNCC reserves the right to alter these standards and responsibilities should such changes provide a more effective, transparent, and appropriate response to any incident.

South Niagara Canoe Club takes the safety of our members seriously. Any paddler or parent of a paddler, if under 18 years, refusing to follow safety regulations could be subject to immediate suspension from the club and possible termination of membership pursuant to Disciplinary Steps outlined above. This suspension can be appealed, by submitting a written request to the Commodore for further review by the board of directors.

Letter of warning can result from:

- Disrespect of fellow paddlers and parents
- Disobedience and/or disrespect of coaching staff
- Disobedience and/or disrespect of members of board of directors
- Failure of a coach to follow SNCC policies
- Failure to pay fees within two weeks of registration. Warning/Invoice letter by treasurer will be mailed or emailed to paddler with a copy to Commodore. If after two more weeks fees are not paid, paddler is immediately suspended from SNCC and not reinstated until fees are paid in full (community sport / recreation funding programs are available for Niagara residents experiencing financial difficulties – speak to treasurer ASAP if this is the case)

Disciplinary Procedures of the South Niagara Canoe Club

Expectations for Paddlers:

- Come to SNCC ready to work hard
- Be on time
- Treat others with fairness and respect
- Take responsibility for actions
- Respect team mates
- Respect coaching staff
- Recognize that the coaching staff are in charge at all times
- Ensure that no other family member interferes during training or coaching
- Relay any questions or concerns in a respectful manner
- Inform the coach of any need to arrive late or leave early from practice or race day
- Be familiar with and adhere to all SNCC safety rules and policies
- Adhere to the coach's decisions regarding regattas to enter and boat selection. Any questions should be posed to the coaching staff involved in the making of that decision
- Be aware of and keep track of their own race times at regattas
- Show up for and participate in boat loading / unloading for each regatta even if it means an additional trip to the boat house
- Assist in the regular clean-up of the boat house
- Respect all equipment. If you need assistance to store or carry a boat – ask a coach immediately. First failure to respect equipment will result in verbal warning (with written documentation). Second failure to respect equipment can result in suspension from the SNCC for a given time. Any paddler who is known to blatantly disrespect any equipment is required to pay for repair or replacement of the equipment
- Respect the equipment of others. Cannot use the equipment of others without their consent
- Follow and adhere to the volunteer requirements as laid out in the registration package. This club is a collective of volunteers and the performance and development of paddlers is reliant on a volunteer commitment from all members and paddlers
- Thank those who contribute to their paddling development

Expectations for Coaches:

- Act respectfully towards paddlers, parents, other coaches and members of the public
- Act in the best interest of the paddler
- Be organized and on time
- Communicate changes to schedules, practices, regattas in a timely manner to paddlers, parents and board of directors
- Abide by all safety policies and regulations of SNCC
- Plan and execute excellent training programs for the paddlers
- Provide appropriate notice of regatta schedules and boat crews
- Monitor and maintain all club equipment
- Be prepared to act responsibly and calmly in the case of an emergency
- Ensure that all paddlers are treated equally
- Honour commitments and obligations
- Maintain confidentiality and privacy as appropriate
- Maintain dignity and exercise self control
- Ensure and enforce that family members do not interfere during training or coaching both at the boat house and at a regatta
- Respect regatta officials
- Promote SNCC in a positive manner at various venues and opportunities
- Respond to all board member's emails and requests in a timely manner
- Be accessible and approachable to parents to discuss attendance issues or training concerns or any other issues related to their child
- Respect all equipment.
- Use of club equipment outside of regular programming hours is prohibited unless scheduled through the equipment administrator or with permission from the head coach

- Take steps to resolve any outstanding issues with a paddler or their family in a timely and respectful manner. If the matter is left unresolved, the coach should contact the board of directors for assistance

Expectations for Parents:

- Support and encourage their child
- Inform the coach at the start of the program of any physical or mental conditions or health concerns that could impact the paddler's abilities
- Be respectful of coaching decisions
- Refrain from interfering with training, coaching or racing at any venue. Deal with concerns at an appropriate time (regattas are never the appropriate place to deal with a concern)
- Contact the coach to deal with any concerns related to coaching or coaching decisions. Should the issue remain unresolved, contact the board of directors for further vetting
- Be familiar with the training programs and guidelines through the Canoe Kayak Canada website (CKC)
- Follow and adhere to the volunteer requirements as laid out in the registration package. This club is a collective of volunteers and the performance and development of paddlers is reliant on a volunteer commitment from all members and paddlers
- Respond to emails when requested in a timely manner so that decisions can be made quickly
- Be pro-active in seeking regatta information
- Understand that parents are not to instruct a paddler before or after a race as it may conflict with the coach's instructions
- Pay all fees owing to the SNCC on time and understand the potential consequences if negligent
- Understand that regatta fees are not paid by SNCC – these fees should be paid when requested in a timely manner and understand that no paddler will race until regatta fees are paid in full
- Understand that regatta scratch fees will be paid by SNCC if it is a coaching decision. Understand that regatta scratch fees will be paid by the parent / paddlers for any missed races for any reason or failure to attend a previously agreed regatta
- Be encouraging of all paddlers

Expectations for Board Members:

- Set the strategic direction for the SNCC
- Define policies related to the SNCC
- Delineate the responsibilities of the board of directors and coaching staff
- Monitor the performance of paddlers, coaches and volunteers
- Manage communication with members and other stakeholders in a timely manner
- Ensure and enforce compliance with policies and regulations
- Maintain confidentiality of board issues as directed when required
- Demonstrate responsibility and ownership for duties performed
- Conduct disciplinary actions as required
- Respond to communications from members in a timely and respectful manner
- Demonstrate enthusiasm for the SNCC

Expectations for Volunteers:

- Take responsibility for any volunteer commitment to SNCC as laid out in the registration package
- Maintain respectful and timely communication with the volunteer coordinator
- Act respectfully towards all members of the public
- Represent SNCC in a positive manner
- Ensure that volunteer hours are logged with the volunteer coordinator in accordance with the volunteer policy in the registration package
- Have fun and enjoy this opportunity to help in the development of paddlers