



## CODE OF CONDUCT

2008-2009

### **CODE of CONDUCT STANDARDS**

The Code of Conduct applies to members of any Alpine Ski Nova Scotia team -- coaches, athletes and managers alike. The high standards established by the Code of Conduct aim to create an environment in which all team members are respectful of others, demonstrate pride and goodwill, and exemplify the spirit of fair play and sportsmanship. Each team member is an ambassador for Alpine Ski Nova Scotia, their home club, and the Province of Nova Scotia

#### **1. Respect for Others**

Alpine Ski Nova Scotia is committed to providing an environment in which all individuals are treated with respect. Disrespectful, offensive, abusive, racist or sexist remarks or actions have no place in the sport. Discriminatory practises, sexual harassment or any other form of harassment, based on the protected characteristics and definitions as set out in the Nova Scotia Human Rights Act, will not be tolerated.

#### **2. Curfew**

Team members must adhere to the curfew as established by their coach(s) and/or chaperones. Quiet time is after 11:00 pm regardless of where the team is staying

#### **3. Fair Play**

Alpine Ski Nova Scotia strongly supports fair play in sport and in every way is against cheating of any kind, including the use of substances and methods not permitted by National

Sport Organizations and the Canadian Centre for Ethics in Sport. Alpine Ski Nova Scotia will help in every way possible to promote fair play

#### **4. Alcohol , Tobacco and Performance Enhancing Drugs**

- A minor is defined by the laws of Nova Scotia (legal age for purchasing or consuming alcohol and tobacco products is 19 years).
- Minors shall not drink alcohol at any time during races or training, during travel to or from races or training, or at any official Alpine Ski Nova Scotia function.
- All Alpine Ski Nova Scotia events are smoke free. There shall be no use of tobacco products including snuff and chewing tobacco during Alpine Ski Nova Scotia events
- Participants must not use illegal drugs/narcotics or performance-enhancing drugs or methods.

#### **5. General**

All participants of Team Nova Scotia are expected to behave in a proper and sportsmanlike manner at all times and in all circumstances.

#### **6. Infractions**

##### ***Minor Infractions*** (Disturbances)

The head coach or his/her designate is responsible for dealing with all minor infractions of the type noted, but not limited to, those described below.

- Disrespectful behaviour
- Unsportsmanlike conduct such as arguing
- Being late for, or absent from, team activities or functions
- Minor disturbance during quiet time (after 11:00 PM)
- Disrespectful comments
- Other similar minor infractions

##### ***Major Infractions*** (disorderly and disruptive Behaviour, team dishonour)

The Alpine Ski Nova Scotia Discipline Committee is responsible for responding to all major infractions including, but not limited to:

- Repeated minor infractions
- Curfew violations and/or major disruptions after 11:00 pm
- Use of tobacco products, including snuff and chewing tobacco by athletes, and/or coaches at Alpine Ski Nova Scotia activities or functions, or at competition sites
- Unacceptable behaviour such as fighting during or outside of competition
- Activities or behaviour which disrupts competition and/or practice
- Pranks, jokes or other activities which endanger the safety of others

- Use of alcohol by minors at any time
- Intoxication/drunkenness at anytime (regardless of age)
- Bringing disgrace to Alpine Ski Nova Scotia
- Offensive, abusive, racist or sexist comments or actions
- Use of illegal drugs/narcotics or performance-enhancing drugs or methods
- Criminal activities

### **Disciplinary Sanctions - Ranges of Response**

A range of sanctions will be applied, consistent with the inappropriate behaviour.

#### *Minor Infractions :*

Sanctions for minor infractions committed by an athlete will be assessed by the athlete's head coach. A minor infraction committed by a coach will be sanctioned by the Alpine Ski Nova Scotia coach director.

#### *Major Infractions :*

Sanctions for all major infractions will be determined after a review of the infraction by the Alpine Ski Nova Scotia Discipline Committee. The harshness of the sanction will depend on the severity of the infraction.

Possible sanctions include, but are not limited to:

#### ***Minor Infractions*** (Disturbances)

- Verbal reprimand
- Written reprimand
- Race or event Suspension
- Written and/or oral apology provided by the offender to the offended individual(s)
- Other appropriate sanctions determined by the discipliner (head coach)

#### ***Major Infractions*** (disorderly and disruptive behaviour, team dishonour)

- Written and/or oral apology provided by the offender to the offended individual(s)
- Multi-race or event suspension
- Sent home at own expense\* (must be accompanied by coach or designate)
  - *\*The disciplined participant's family will be billed for all travel costs incurred with this sanction.*
- Other appropriate sanctions determined by the Discipline Committee
  - Note: In addition to and apart from Alpine Ski Nova Scotia's discipline

procedures the Alpine Ski Nova Scotia Board President or designate may contact local police or law enforcement regarding any criminal or illegal behaviour if necessary .

- A Club may enforce further discipline

### **Code of Conduct - Disciplinary Procedures**

- Infraction occurs.
- The head coach designate handles all minor violations, in keeping with the Alpine Ski Nova Scotia Code of Conduct policy. Before applying sanctions, the head coach will give the alleged offender an opportunity to explain his/her side of the story. The head coach shall complete an infraction report for all minor infractions and sanctions applied.
- All major infractions are to be brought to the attention of the President of Alpine Ski Nova Scotia as soon as possible, by completing and submitting an infraction report.
- The alleged offender will be informed of the procedures outlined in this policy. If that person is an athlete, he/she will be informed of his/her right to consult an athlete's representative. Non-athletes will have the right to consult an individual of choice.
- The President of Alpine Ski Nova Scotia, upon receipt of a major infraction report, will refer the matter to the Discipline Committee. This Committee is comprised of:
  - The President of Alpine Ski Nova Scotia , or designate, who will chair the Committee;
  - One athlete chosen randomly by the President of Alpine Ski Nova Scotia , or designate ,from the list of NS athletes (not related to the alleged offender )
  - One coach chosen randomly by the President of Alpine Ski Nova Scotia , or designate, from a list of Nova Scotia coaches (not related to the alleged offender )
- The Discipline Committee will meet as soon as reasonably possible after the incident is reported. The meeting will follow the steps outlined in the infraction hearing process . The following principles will be observed:
  - The alleged offender is given reasonable notice of the hearing and has the opportunity to address the Committee
  - The alleged offender may be accompanied by a representative of his/her choice or any other advisor including legal counsel
  - The hearing is held in private
  - Witnesses may be invited to present evidence at the meeting
  - The plaintiff, if there is one, must present his/her case to the Committee in a private/confidential session.

- The Discipline Committee will determine by consensus:
  - if the infraction occurred
  - the severity of the infraction
  - an appropriate sanction
- If consensus is not reached by the Discipline Committee on whether or not the infraction occurred the allegation will not be sustained.
- If consensus is not reached by the Discipline Committee on the severity of the infraction and/or the sanction applied, the least severe of the sanctions being considered shall be chosen.
- The Discipline Committee shall determine appropriate sanctions using the policies and guidelines outlined in this Code of Conduct. The Discipline Committee shall provide a copy of its decision to the alleged offender, his/her advocate and the Board of Alpine Ski Nova Scotia. The Discipline Committee will forward a copy of the decision to the alleged offender's coach, and if the appellant is under the age of 19, his/her parent(s) and /or guardian(s).
- The decision of the Discipline Committee shall take effect immediately and sanctions will be carried out within two hours of notification of this decision or as soon thereafter as possible, unless a notice of appeal form is presented in writing to the President of Alpine Ski Nova Scotia

#### **Code of Conduct - Appeals Procedure**

- Any member of an Alpine Ski Nova Scotia team, who is affected by a decision of the Discipline Committee, shall have the right to appeal that decision. Individuals wishing to appeal the discipline decision shall have two days from the time he/she received the written decision of the Discipline Committee to launch an appeal. All appeals shall be in writing and the Notice of Appeals Form shall be used. Detailed reasons for the appeal shall be submitted to the President of Alpine Ski Nova Scotia.
- Upon receipt of a notice of appeal form the President will immediately forward the Appeal to the legal counsel for the Board of Alpine Ski Nova Scotia.
- Legal counsel will determine whether there are any grounds for the appeal.
- An appeal may only be heard if there are permissible grounds for the appeal. Permissible grounds include, Alpine Ski Nova Scotia's Discipline Committee:
  - a) Making a decision for which it did not have authority or jurisdiction as set out in governing documents;
  - b) Failing to follow procedures as laid out in the Code of Conduct;
  - c) Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views;

- d) Failing to consider relevant information or taking into account irrelevant information in making the decision;
  - e) Exercising its discretion for an improper purpose or in bad faith; and/or
  - f) Making a decision that was unreasonable.
- Legal counsel will inform the person filing the appeal whether or not there are grounds for the appeal. If there are grounds for the appeal, an appeal hearing will be held once the President of Alpine Ski Nova Scotia appoints an Appeals Committee
  - The Appeals Committee will consist of:
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  - The Appeals Committee may decide to void, vary or confirm the decision being appealed. The decision of the Appeals Committee will be effective immediately and may be applied retroactively where it is fair and reasonable to do so. The Appeals Committee shall provide a copy of its decision to the appellant, the appellants advocate and the President of Alpine Ski Nova Scotia. The President of Alpine Ski Nova Scotia will forward a copy of the decision to the appellant's coach, the Discipline Committee, and if the appellant is under the age of 19, his/her parent(s) and /or guardian(s).
  - The decision of the Appeals Committee shall be final and binding, and not open to any further appeal or intervention by any Court.

### **Code of Conduct - Confidentiality**

Every effort must be made to keep all information, including written documents, confidential. All communication of disciplinary matters to outside parties shall be handled by the President of Alpine Ski NS; therefore, all other persons involved in a disciplinary matter, including the person(s) being disciplined, shall not disclose the details of the matter to outside parties. All documentation to reside with the PSO office at the end of the discipline process.