



COCHRANE PICKLEBALL CLUB POLICY – CODE OF CONDUCT

1. POLICY STATEMENT

Cochrane Pickleball Club (CPC) members conduct themselves with respect for all individuals participating in CPC programs, activities, and events.

2. CONTEXT/BACKGROUND

The CPC is committed to ensuring a safe and positive environment within its programs, activities, and events by advising individuals there is an expectation, at all times, of appropriate behavior and of potential consequences for violating the Code of Conduct.

3. APPLICATION

This Code of Conduct applies to all individuals participating in CPC programs, activities, and events.

The Code also applies to CPC members outside of its programs, activities, and events when such conduct, including conduct on social media, is detrimental to the image and reputation of the CPC or its members.

4. COMING INTO FORCE

July 1, 2023

5. ROLES/RESPONSIBILITIES

5.1 Individuals

Individuals participating in CPC programs activities and events have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of CPC members and other individuals by:
 - demonstrating respect for every person regardless of physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, creed, disability, family, economic or marital status, gender identity or expression, or sexual orientation,
 - focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - consistently treating individuals fairly and reasonably; and
 - ensuring adherence to the rules of Pickleball and the spirit of those rules.

- b) Refrain from:
 - verbally or physically abusing opponents, officials, spectators, sponsors or CPC members
 - harassing, including sexually harassing, opponents, officials, spectators, sponsors or CPC members
 - using profane, insulting, or otherwise offensive language
 - consuming alcohol, tobacco products or recreational drugs while participating in CPC authorized sport activities.
- c) Abstain from the non-medical use of illegal drugs or the use of performance-enhancing drugs
- d) Respect the property of others and not willfully cause damage
- e) Promote the sport of Pickleball in the most constructive and positive manner possible
- f) Comply, at all times, with CPC bylaws, policies, procedures, and rules and regulations; and
- g) Conduct themselves in a manner that reflects the highest standard of behavior arising within the business, activities, or events of the CPC.

5.2 Cochrane Pickleball Club Board of Directors and Committee Members

In addition to the individual responsibilities described in section 5.1 of this policy, CPC Board of Directors (herein referred to as the Board), and Committee Members will have additional responsibilities to:

- a) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of CPC business and the maintenance of individuals' confidence
- b) Ensure that the financial affairs of the CPC are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- c) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the CPC
- d) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- e) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
- f) Respect the confidentiality appropriate to issues of a sensitive nature
- g) Ensure that all individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- h) Respect the decisions of the majority and resign if unable to do so
- i) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- j) Have knowledge and understanding of CPC governance documents; and
- k) Conform to the bylaws and policies approved by the CPC.

5.3 Coaches

In addition to individual responsibilities described in Section 5.1 of this policy, and in addition to any responsibilities described by the National Coaching Certification Program, coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
- c) Act in the best interest of the athlete's development as a whole person
- d) Respect other coaches, officials, administrators and volunteers
- e) Meet the highest standards of credentials, integrity, and suitability
- f) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- g) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- h) Use inoffensive language, taking into account the audience being addressed; and
- i) Avoid public criticism, including making derogatory or misleading statements of fellow coaches, athletes, officials and volunteers especially when speaking to the media.

5.4 Officials

In addition to individual responsibilities described in section 5.1 of this policy, CPC officials have the following additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes;
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of the CPC by agreeing to enforce and abide by national and provincial rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all Individuals
- f) Avoid publicly criticizing other officials, any club or association or athlete
- g) Assist with the development of less-experienced referees and minor officials

- h) Conduct themselves impartially, professionally, lawfully, and in good faith in the best interests of CPC, athletes, coaches, other officials, and spectators
- i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- j) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about individuals; and
- k) Honor all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time.

6. IMPLEMENTATION

The CPC Board is responsible for communicating this Code of Conduct policy to those who are governed by this policy.

Individuals participating in CPC programs, activities and events are to familiarize themselves with, and abide by, the Code of Conduct.

7. RESULTS

Individuals confirm they feel respected and safe while participating in CPC activities, programs and events.

All those participating in CPC activities, programs and events are familiar with and abide by their responsibilities under this Code of Conduct.

Appropriate actions are taken to respond to infractions of the Code of Conduct.

8. DISCIPLINARY ACTION

If an incident or event has occurred with an individual member or a group of members, the CPC Executive will gather all applicable evidence to ensure a fair and honest approach to mitigating the situation.

The CPC Board, as a group, will decide appropriate process and action should this be needed in the following circumstances:

- The member(s) has/have failed to abide by the CPC Code of Conduct
- The member(s) have purposely disrupted meetings or functions in a way that is not appropriate.
- The member(s) has caused harm to any CPC members or the association itself

The identified member(s) shall be affected by the following disciplinary action:

- **Action following first infraction:** A verbal warning will be disclosed to the member(s) by the CPC President and one other CPC Board member. A letter outlining the action will be presented to the member(s) and will be signed by the CPC President, the other CPC Board member and the member(s).

- **Action following second infraction:** The CPC President will forward a letter to the affected member(s) warning of suspension or termination
- **Action following third infraction:** The CPC Board will terminate the member(s) membership immediately. This action will be in the form of an immediate verbal communication by the CPC President and supported by documentation given to the member(s) that outlines the reason for the discipline. The CPC Board will keep a copy of the documentation. Any funds contributed to CPC by the terminated member(s) will be forfeited by that member upon notification by the CPC Board of the termination.

If the issue or situation is such that the CPC Board feel that the member(s) committed an excessive unsportsmanlike act toward another CPC member or the Club, the following procedure will be instituted:

- The CPC Board will terminate the member(s) membership immediately. This action will be in the form of an immediate verbal communication by the CPC President and supported by documentation given to the member(s) that outlines the reason for the discipline. The CPC Board will keep a copy of the documentation. Any funds contributed to CPC by the terminated member(s) will be forfeited by that member upon notification by the CPC Board of the termination.

The decision of the CPC Board is final. All copies of the documentation will be filed electronically and manually to ensure precise and accurate reporting in all situations concerning disciplinary action.