

Calgary Mako Water Polo Club

Policy Relating to Code of Conduct

As approved August 18, 2017 by Mako Water Polo Board of Directors.

Part One

Standard of Behaviour

The Mako Water Polo Club establishes the standard of behaviour which is expected of all Mako members and participants, which for the purpose of this policy shall include: all players, parents, coaches, officials, volunteers, directors, officers, committee chairs and members, team managers, administrators and employees (contract or otherwise) involved in any and all of the Mako Water Polo Clubs activities, programs and events.

All of the above mentioned groups, as part of their membership, will annually review and sign that they have read and understand the terms and conditions of the Code of Conduct.

Mako Water Polo Club is committed to providing an environment in which all individuals are treated with courtesy and respect. Members and participants shall conduct themselves at all times in a manner consistent with the values of the Mako Water Polo Club, Alberta Water Polo and Water Polo Canada, which includes honesty, fairness, integrity and mutual respect. During the course of all Mako activities, programs and events, members shall avoid behaviour which brings the Mako club or the sport of water polo into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors. Members of the Mako club shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes hazing activities, harassment or abuse will not be tolerated, and will be dealt with appropriately. Failure to comply with the Code of Conduct may result in a member losing all privileges which come with membership in the Mako Water Polo Club and Alberta Water Polo Association, including the opportunity to participate in activities and events, both present and future.

Use of cell phones, recording devices and social media

Cell phones are a necessary component of today's world and our young people are in the process of building their skill and understanding of responsible digital citizenship. In order to keep our athletes safe, focused on the game and to protect the privacy of themselves and others around them Mako Water Polo Club is requiring very limited use of cell phones and other devices during all Mako activities. **Mako Athletes will not be permitted to use cell phones in the change rooms, on the pool deck during team practices, games or tournaments, at team events or camps. Should an athlete choose to use a cell phone at any time during the above mentioned team events:**

- ❑ First Offence: Athlete will be required to call a parent/guardian for immediate pick up
- ❑ Second Offence: Athlete will be asked to call parent for pick – up and be suspended from next practice or game
- ❑ Third offence: Athlete will be asked to call parent for pick – up and be suspended from next 3 practices or games. If an athlete reaches a 3rd offence the Board will review the actions of the Athlete at this time.

Cell phones and other devices may be used in the stands and public areas of the pools.

Code of Conduct for Players

- ❑ I will do my best to demonstrate good sportsmanship at all times. I will not defend or engage in actions, in or out of the water, which are not consistent with good sportsmanship, including abusive, hazing like activities, discriminatory, intimidating and/ or profane body language or gestures, directed at anyone.
- ❑ I will be present for all practices and activities at which attendance is expected or required, and if I cannot be there, will notify the appropriate coach and/ or team manager.
- ❑ I will be on deck a minimum of 10 minutes in advance of the scheduled start of each practice (or earlier, as established by my coach).
- ❑ I will play and compete for my own enjoyment, as well as for my team and teammates. I will go beyond a 'win-at-all costs' attitude.
- ❑ I will respect my opponents.
- ❑ I will have fun, make friends, improve my skills and play safely.
- ❑ I will learn, understand and respect the rules of the game.
- ❑ I will respect the rights and consider the safety of other players, coaches, officials, administrators, volunteers and parents.
- ❑ I will refrain from any behaviour that could be constituted as 'bullying' or harassment, including, but not limited to: offensive, cruel, intimidating or humiliating behaviour; gossip or exclusion (direct or indirect); assertion of power through aggression; physical or mental harassment of a less powerful person by a more powerful person; unwanted remarks, jokes, comments, innuendos or taunts about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- ❑ I will refrain from using tobacco, marijuana and vaping when involved in Mako events, program or activities. I will not be in possession of any illegal substances, marijuana, tobacco and/ or performance enhancing drugs, and, if under the age of majority (or legal drinking age in Alberta), will not be in possession of or use alcohol.
- ❑ I will respect the facilities we practice and play in, as well as use for travel and accommodations. Any physical damage occurring to a facility, or cost arising from missing items/ vandalism in a situation that involves me, shall be the responsibility of myself (and in the case of a minor, my parents). If more than one person is sharing use of the facility or room, costs will be shared equally if there is no admission of guilt, and the Mako club shall be responsible for collecting any such costs.
- ❑ I will not use my cell phone or any other recording device according to the Use of Cell Phones, recording devices and social media guidelines set out in Part 1 - Standards of Behaviour.

Signature of Athlete

Signature of Parent/Guardian

Date: _____

Code of Conduct for Parents

- ❑ I will remember that this is a game that my Child is playing.
- ❑ I will do my best to demonstrate good sportsmanship at all times. I will never condone, permit, defend or engage in actions, in or out of the water, which are not consistent with good sportsmanship, including abusive, discriminatory, intimidating and/ or profane body language or gestures directed at anyone.
- ❑ I will encourage my child to do his or her best, have fun, and demonstrate good sportsmanship. I will teach my child how to win and lose gracefully and with dignity. I will lead by example.
- ❑ I will never ridicule or yell at my child, or any other child on any of the Mako teams or our water polo competitors for making a mistake.
- ❑ I will assist my child to understand and respect the rules of the game. I will encourage my child to remember that he or she is a part of a team, and to work for the good of the team.
- ❑ I will respect the rights and feelings of the players, officials, coaches, volunteers and administrators. I will work to support, not undermine or interfere with, their efforts. I will never encourage my child to play the game in a manner inconsistent with the coach's direction or plan.
- ❑ I will communicate any worries or difficulties my child may be experiencing to the Coach and Team Manager outside of practice or game time in a discreet manner.
- ❑ I will wait for a full 24 hours after an incident (unless the incident puts an Athlete in danger or is a direct violation of our Code of Conduct) before submitting a written Incident Report. All complaints must have a detailed written Incident Report attached to it. (this form is included in Part 2 of this Code of Conduct and instructions on filling it out are attached and available at all times on the Mako Web Site)
- ❑ I am aware that all communications with the Coach of my Child will automatically be CC'd to the Team Manager and Parent Liasion. This is to ensure that your concerns will be seen, noted and acted upon in a reasonable amount of time. All communications will be handled with the utmost discretion.

Signature of Parent/Guardian

Date

Code of Conduct for Coaches

- ❑ I will do my best to demonstrate good sportsmanship at all times. I will not defend or engage in actions, in or out of the water, which are not consistent with good sportsmanship, including abusive, discriminatory, intimidating and/ or profane body language or gestures directed at anyone.
- ❑ I will consistently display high personal and professional standards and project a positive image of the sport and of coaching.
- ❑ I will communicate with players, parents, officials, volunteers and administrators honestly, generously and with integrity. I will deal with difficult calls by officials appropriately (calmly and quietly), and within the rules of the governing body for Canadian water polo.
- ❑ I will treat players fairly and equally. This does not mean equal playing time. It means that: each player is as important as the next to the coach, and will be helped to improve their skills; in the case of misconduct, the discipline will be based solely on the act and not on the player's ability.
- ❑ I will set attainable goals for the team and individual players while encouraging safety and fun for everyone.
- ❑ I will lead by example, and respect the rules of the game.
- ❑ I will work continuously to learn more about the game and to improve my coaching skills.
- ❑ I will pay attention to and consider changing social, family and economic environments that may influence the attitudes and behaviour of players. I will consider the academic pressures placed on student-athletes and conduct training and events in a manner that supports academic success.
- ❑ I will, under no circumstances, provide, promote or condone the use of drugs or performance-enhancing substances.
- ❑ I will also abide by the Code of Ethics of the Coaching Association of Canada and Coaches of Canada.

Signature of Coach

Date

Code of Conduct for Volunteers, Administrators and Contract/ Other Employees

- ❑ I will do my best to demonstrate good sportsmanship at all times. I will never condone, permit, defend or engage in actions, in or out of the water, which are not consistent with good sportsmanship, including abusive, discriminatory, intimidating and/ or profane body language or gestures directed at anyone.
- ❑ I will learn, understand, and respect the rules of the game, treating everyone fairly and generously, with honesty and integrity.
- ❑ I will encourage players to have fun, make friends, improve their skills, play safely and respect the rights and consider the safety of others.
- ❑ I will take appropriate action when necessary to protect or enhance the safety of players, coaches, officials, parents, and other volunteers or administrators.
- ❑ I will share confidential information only with the consent of those requesting confidentiality or in a way that individuals cannot be identified.

Signature

Date

Part Two

Process and Procedures for Dealing with Infractions

Confidentiality and Neutrality

Mako Water Polo Club recognizes the sensitive and serious nature of abuse of the Code of Conduct, in particular coming forward with a complaint or of being accused, and will strive to keep all matters related to the complaint confidential. However, if required by law to disclose information, Mako Water Polo Club will do so.

It is critical that individuals receiving complaints act with complete neutrality. Just as the complainant has a right to make a complaint, the accused has a right to know that a complaint has been made, and to respond. There are two sides to every story, and the first task in sorting out the merits of the complaint is to gather the facts.

Types of Infractions

1. **Minor Infractions** are single incidents of breaching the expected standards of conduct that generally do not result in lasting harm to others. Examples of minor infractions include but are not limited to:

- ❑ Single incidences of disrespectful comments or behaviour directed towards others;
- ❑ Single incidences of unsportsmanlike conduct;
- ❑ Being late for or absent from Mako Water Polo events and activities at which attendance has been previously confirmed and is expected and required;
- ❑ Single incidences of non-compliance with the policies and rules of Mako Water Polo.

All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the Member involved: this person may include, but is not restricted to, a coach, team manager, official, board member or senior staff/ contract member.

2. **Major infractions** are instances of misconduct that result, or have the potential to result, in harm to other persons, to Mako Water Polo or to the sport of water polo. Examples of major infractions include, but are not limited to:

- ❑ Repeated minor infractions;
- ❑ Activities or behaviour that interfere with a competition or with any athlete's preparation for a competition;
- ❑ Pranks, jokes or other activities that endanger the safety of others;
- ❑ Deliberate disregard for the policies and rules of Mako Water Polo;
- ❑ Conduct that intentionally damages the image, credibility or reputation of Mako Water Polo, including entering into a conflict of interest;
- ❑ Behaviour that constitutes bullying, harassment, sexual harassment or sexual misconduct;
- ❑ Abusive use of alcohol, any use of alcohol by minors, use of illicit drugs and/ or narcotics, use of marijuana or use of banned performance enhancing drugs or methods.

Major infractions will be reviewed and decided using the disciplinary procedures set out in this policy.

Reporting of Complaint/ Disclosure

Any person having reasonable grounds, through the course of Makos business, activities or events, to believe that an infraction has occurred, should promptly report and document this belief/ incident, in the case of a minor infraction, to a supervisory person (Coach), or, in the case of a suspected major infraction, to a Team Manager and a member of the Mako Executive Board. Anonymous complaints may be received and mean that there is a possibility that something is wrong, and therefore a discreet investigation is needed. It remains imperative that supporting, written documentation be obtained in order to determine the next step(s). Upon receiving the complaint, the President and Mako Board members will determine whether the complaint is worthy of further investigation within ten (10) days of receipt.

In the event that the alleged offense is so serious as to possibly jeopardize the safety of the complainant or others, the alleged offender may be removed from all activities/ related duties, pending an investigation, provided there is:

- Sufficient grounds to do so based on the original complainant's statement, and any supporting documentation/ evidence.

Investigation and Intervention Process

The Mako Board shall consider:

- A summary of the complaint and relevant facts.
- A determination as to whether or not the acts complained of constitute a violation of the Code of Conduct.
- Disciplinary action against the respondent, where applicable, to consider: evidence presented; nature of the action; whether any physical contact was involved; whether it was an isolated incident or part of an ongoing pattern; the nature of the relationship between the complainant and the respondent; age of both the individual accused and victim(s); the respondent's past history; and, whether the respondent retaliated or initiated the action. Disciplinary precedents set by Mako Water Polo and Alberta Water Polo will be considered.
- Measures to remedy or mitigate any harm or loss suffered by the complainant, where applicable. These could include:
 - Verbal or written apology;
 - Letter of reprimand;
 - Service or other voluntary contribution to Mako Water Polo;
 - Removal of certain privileges of membership, including certification;
 - Requirement to complete additional training or counseling;
 - Demotion;
 - Placement on probation for a determinate amount of time;
 - Temporary suspension from one or more practices, activities, or competitions;
 - A requirement that a parent be in attendance at practices or tournaments;
 - Termination of position and/ or participation;
 - Expulsion from membership;
 - Any combination of the above.
- It is understood that the above are representative penalties only, that they may be modified to fit the circumstances of the infraction, and that they are presented generally in order of severity.
- Unless the panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.
- In the case of a tournament away from home, the head chaperone and coach, in

consultation with the Mako President or Current Board Member, may deem it necessary to take temporary action, including having a disruptive player sent home immediately. In this case, the parents will be notified and will be responsible for any expenses associated with the travel. An example of a situation would be use of alcohol by a minor, or use of illegal drugs or an Athlete being caught out of their room after the appointed curfew time. After the tournament or away activity – the Board may review the infraction and may suggest further actions as required.

Effect of Suspension or Expulsion

A person who has been expelled may apply to the Board for reinstatement. Subject to the bylaws, on receipt of an application for reinstatement, the Board shall review the application and, if in the opinion of the Board the application discloses information that may justify reinstatement, will take any steps in considers necessary to either be reinstated (with possible terms and conditions that the Board considers appropriate), or refuse to reinstate the person. There would be no reimbursement of any registration fees paid for that athlete.

