

# **Calgary Olympic Track Club**

## **Code of Conduct**

The Calgary Olympic Track Club is not a "fitness group". It is not designed for weight management, muscle toning, extra training for other sports, or for entertainment, though all these things are obvious and positive side effects of involvement.

**COTC is a serious and competitive athletic club for people interested in realizing their full athletic potential in the sport of track & field and Basketball.**

Involvement in the club demands physical and psychological effort, and requires a substantial commitment from athletes, as well as their parents. Coaches and Board Members also have obligations that must be fulfilled.

### **Expectations of all COTC athletes:**

1. Respect for coaches, officials, opponents, parents, and each other. Disrespectful language or behaviour will not be tolerated. Engaging in private conversations while a coach is instructing the group is disrespectful.
2. Full attendance. Sporadic attendance seriously undermines progress in this sport and is not only frustrating for coaches, but also leads to underperformance and disappointment for the athlete. Arrangements can be made to accommodate another sport, but we expect that if an athlete must miss time at track, an equal amount of time will be missed at the other sport to accommodate the conflicts with track. Social engagements like birthday parties are not an excuse to miss track. A cold or a cough is not an excuse to miss track. If you're not sick enough to stay in bed, you're not sick enough to miss track. School assignments, projects, or upcoming exams are not excuses to miss track. Manage your time appropriately.

3. A watch. All athletes must have a digital watch with a stopwatch function for timing their own intervals. This is not an option.
4. Punctuality. The start time is the time we expect the athletes to be actually running, not showing up, or standing around chatting. They should begin warming up without being told to do so.
5. Focus. Every single drill and exercise, including the warm-up, must be done with purpose and focus. Talking and visiting while executing a drill is unacceptable.
6. 100% effort at every training session and every competition.
7. Athletes are expected to attend most, if not all, competitions. Certainly, the ones that take place in Calgary.
8. Proper nutrition. Unhealthy eating habits are counterproductive and severely frowned upon in this club.
9. No other physical training without coach approval.
10. Athletes should keep an accurate training journal, available to coaches any time.
11. Athletes may not scratch from events at a competition, unless they are injured.

### **Expectations of all COTC coaches:**

1. Respect and promote the rights of all participants.
2. Treat athletes fairly, with no consideration of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, age or any other conditions.

3. Interact with others in a manner that enables all participants to maintain their dignity and build mutual support among fellow coaches, officials, athletes and family members.
4. Be well prepared and current, with respect to training athletes.
5. Promote the athlete's development as a whole person.
6. Promote the club's mission, vision and value statements.
7. Display honesty and integrity in relations with others.
8. Work constructively with other coaches and professionals for the benefit of athletes.

### **Expectations of all COTC parents:**

1. Encourage and support your child's involvement in the club.
2. Ensure that your child is at practice on time.
3. Ensure that your child attends as many meets as possible, and arrives at each event in time to complete a proper warm-up.
4. Participate in all club fundraising activities.
5. Fulfill all volunteer commitments outlined at the start of each season.
6. Regularly check the club website for news, events and other important club activities.
7. Understand your role as a parent; allow coaches to coach. Communicate your concerns at appropriate times.
8. Discuss with coaches any anticipated time away from practices and meets. Workouts follow specific loading cycles. Deviating from these can negate some of the hard work your child has put in.

## **Expectations of all COTC Board Members:**

1. Demonstrate that participation is a high priority by attending all meetings of the board and relevant committees.
2. Discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics to be discussed.
3. Express opinions while being flexible and open to compromise.
4. Work with and respect the opinions of peers who serve on the board, and leave personal prejudices out of all board discussions.
5. Support in a positive manner all actions taken by the Board of Directors, even when in a minority position on such actions.
6. Be respectful of others, and communicate openly.
7. Treat boardroom discussions and decisions as confidential.
8. Represent the interests of the members of the club.
9. Represent the Club in a positive and supportive manner at all times.
10. Speak not as an individual but as a representative of the Club.
11. Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
12. Make sure that the board does its job of governance.
13. Understand legal obligations and make sure they are upheld.
14. Use expertise in a particular area to educate board members so that they can take responsibility collectively in making board decisions.

## **Basketball Conduct Expectation:**

- Consistently give positive feedback to players and others.
- Welcome opponents.
- Present positive comments before, during and after the game.
- Spectators, both members and guest, must demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against the opposing team. This is evidenced by the absence of booing and vulgarities.
- Be helpful to others (i.e. willingly offer information about the game, score, scheduling, venue locations, etc. to onlookers).
- Members and guest must also show proper acceptance of officials' judgment.

## **Disciplinary Procedures**

In joining the Calgary Olympic Track Club, members agree to fully comply with this Code of Conduct in general, and specifically with those articles pertaining to their particular role in the club.

Disciplinary matters will be dealt with by the elected officers of the club in the first instance and, if necessary, subsequently by an appointed Disciplinary Committee. Disciplinary action against Club members, including expulsion without notice, may be taken for offences of misconduct or any breach of club rules. However, every member has the following rights:

- The right to expect fair and consistent treatment
- The right to adequate notice from the Club
- The right to appeal an unfavourable decision
- The right to representation
- No member will be expelled for the first breach of Club rules, except in cases of "gross misconduct". However, all disciplinary actions taken by the club will be placed on file for reference at a future date.

### **1. Offences Leading to Disciplinary Action**

Though the following list does not cover all possible offences, these acts may be interpreted by the Board of Directors to fall within this Code:

**"Misconduct"** is the carrying out of an offence considered to be of a minor nature (unless frequently repeated) and will normally incur a written warning from the Board, together with a demand for full and appropriate corrective action. Examples of such offences include the following:

- Discourteous, crude or offensive behaviour at meets, training sessions or organized club events
- Conduct of an unsafe nature
- Offensive disregard for equipment or property
- Refusal to carry out reasonable instructions issued by event officials or organizers
- Failure to attend or participate in events or meetings organized by the club
- Failure to comply with the relevant code of conduct for the member's position within the club
- Any other action deemed by the Board to be of similar gravity

Repetition of these offences, or failure to comply with any demands made in writing by members of the Board, may result in a disciplinary hearing.

**"Serious Misconduct"** is the carrying out of an offence of such gravity that, in the opinion of the Board of Directors, it warrants a disciplinary hearing. Following are some examples such offences:

- "Misconduct" offences (above) that are specially grave or repeated
- Deliberate or consistent breaches of club rules
- Any attempt to achieve gains or advantage over others by unfair or unscrupulous means
- Theft or misappropriation
- Use of threatening or abusive behaviour
- Participating in the sport while under the influence of drugs or alcohol
- Malicious interference with equipment or property
- Disregard for one's own or other people's safety

- Any other action which, in the opinion of the Board, may bring the sport or the club into disrepute, or which left unpunished may result in detriment to the club or its members

**"Gross Misconduct"** is action of such seriousness that Board members will require the immediate expulsion of the offender from the club. The Board may summarily expel such an offender without invoking a disciplinary hearing. The expelled member will have the right to a disciplinary hearing as soon as one can be arranged, but will remain expelled until and unless such a hearing overturns the Board's decision.

The following are some examples of gross misconduct:

- Physical violence or assault towards other persons at a club event or related activity, including serious threats, intimidation or forceful behaviour
- Reckless disregard for safety and basic safety rules
- Conviction of criminal offences involving physical violence or abuse
- Proven use of banned substances
- Other acts that are considered to be of an extremely serious nature perpetrated against the club, its members or another party

*Child Protection - if the matter relates to a child protection issue, the club will follow the child protection procedures for dealing with a complaint, then follow its own disciplinary procedure after an outcome has been reached. If in doubt, Board members will contact the local social services for advice on how to deal with the complaint and the offender.*

## **2. Disciplinary Procedure**

On receipt of a written complaint from a member, another team within the sport, the governing body, meet organizers or any other party, the Board of Directors (with advice from a legal advisor should they so wish) will decide whether the complaint falls within the scope of this disciplinary code. If in their opinion it does, then the Board will determine the type of offence as per section 1 above.

If the offence is considered to be one of simple misconduct, the club Secretary will give the offender a formal written warning, including the demand for an apology or other corrective action the Board may deem appropriate. The Board will also attempt to obtain approval for their action from the complainant.

The Board will open a disciplinary file, in which will be placed copies and records of the original complaint, together with the written warning and any other correspondence. This action will normally finalize the process, unless any of the parties involved object strongly to the Board's decision, in which case that person may appeal directly to the Board for a final decision.

Should the Board consider the complaint to be one of serious misconduct, the following procedure will be implemented:

- The Board will appoint an Investigating Officer who will research evidence presented and, if possible, will obtain further written evidence, witness statements, etc.
- The Investigating Officer will advise the complainant that if a disciplinary hearing is called, then the complainant and all relevant witnesses will be obliged to attend and give evidence. (Non-attendance at a hearing will only be allowed in extenuating circumstances, such as ill health, threats of violence or intimidation. In such circumstances, a sworn declaration must be submitted to the Board of Directors.
- The Investigating Officer will contact the subject of the complaint to advise of the official complaint and request the member to submit a written statement of events
- In cases of disputes of a personal nature, the Board will attempt to resolve the situation amicably and to the mutual satisfaction of the parties concerned
- If settlement cannot be agreed between the parties, or if the offence merits it, then a disciplinary hearing will be arranged as soon as possible
- The club's legal advisor will be contacted, if required, and supplied copies of all evidence

- The Board or Investigating Officer will notify all parties of the hearing date and ensure the parties have all relevant copies of paperwork in good time prior to the hearing.

### **3. Disciplinary Hearing**

The Secretary shall take charge of the hearing and all questions will be addressed through the Secretary.

A disciplinary committee will be appointed, which will consist of the President and two other elected members of the Board. The club will appoint a case presenter, who will normally be the Investigating Officer. All witnesses will be interviewed and all written evidence reviewed at the hearing.

No new witnesses or statements can be introduced at the hearing without prior notice. Copies of all written evidence must be produced for consideration prior to the hearing. The Disciplinary Committee may adjourn the hearing to allow further evidence to be reviewed, if the disciplinary committee considers it fair to do so.

After the Disciplinary Committee has reached a decision, the subject of the complaint will be notified in writing of the decision and informed of any penalties within 7 days of the decision being reached. Penalties will be effective from the date of the decision.

### **4. Penalties**

Following the hearing, the Disciplinary Committee will apply such penalties it considers appropriate, including temporary or permanent expulsion of the offender from the club. Such penalties will have immediate effect, notwithstanding the possibility of an appeal in accordance with Section 5 below. Offences of cheating, or being under the influence of alcohol or drugs during a club training session or meet, or those involving threats of physical violence, will carry automatic expulsion from the club and will

preclude the offender from taking part in any organized club activity in an official capacity.

In all cases, the club will comply with the requirements of the sport's governing body and with child protection policies, including immediate notification of the police where required.

## **5. Appeals**

If an appeal of the decision or penalty is to be made, then written notice of the appeal must be given to the club Secretary within 28 days of being notified of the decision. No appeal will be considered after that period has elapsed. It will not be sufficient to state, "I wish to appeal". The offender must give full written grounds for the appeal, stating exactly what is being appealed and the reasons for the appeal. An appeal may be considered with respect to the decision rendered, the penalty imposed, or any other aspect of the case.

An appeal hearing will be convened as soon as practicable and will consist of an Appeal Committee of 3 members (one of whom should be a Board Member) who did not take part in the first hearing. The Appeal Committee will elect its own Chairperson who will have the casting vote.

New evidence cannot be presented at the appeal hearing. The Appeal Committee shall have power to amend or revoke any decision made at the previous disciplinary hearing. The decision of the Appeal Committee is final and binding on the parties and not subject to further appeal.

## **Communication and Privacy Policies**

Upon registration, all club members must sign a *Media Consent Waiver*, agreeing or disagreeing to permit the club to use images of members (in photographic, digital, or electronic form) for club publications, posters, websites or other media, without limitation, and not to make any claim for

misappropriation of personality, breach of privacy, or other loss or damages against the club in respect thereof. (See the COTC registration form at [www.calgaryolympictrack.com/registration.asp](http://www.calgaryolympictrack.com/registration.asp))

The club takes the privacy of personal information very seriously. Personal information is any information that relates to an identifiable person, including genetic material, electronic records, video recordings and photographs. The club may collect personal information for a number of reasons during the course of its activities. Following are some examples:

- Requesting general information about potential members
- Registration
- Fundraising events
- Applying for grants or financial assistance
- Enrolling in an event / program (track meet, camp, etc.)
- Producing *Contact Lists* to be shared among members
- General enquiries

The club generally collects personal information directly from its members; however, there may be occasions where it is necessary to collect information from a third party. Information may be collected over the phone, over the internet, in person, or in writing.

The types of information normally collected include names, e-mail addresses, home addresses and contact telephone numbers. It is sometimes necessary to collect additional details for the processing of applications for grants or financial assistance, or enrolling members into a program. Medical information may also be collected to assist in emergencies, or for administering medication to children where necessary. Sensitive information, such as political or religious beliefs or sexual preference is never requested.

The club only collects the information necessary to carry out its business, and that information is only used for the purpose for which it was collected. Information is never disclosed to a third party without the consent of those concerned. At any time, members may request the removal of personal details from the club's database. However, in some cases, there are statutory requirements for retaining data for a prescribed period of time.

The information the club collects is stored in a number of secure databases, paper-based files, or other record keeping repositories. The club takes steps to ensure the protection of personal information from misuse, loss, unauthorized access and modification or disclosure. Steps are also taken to destroy or de-identify information that is no longer required.

Reasonable steps will be taken to ensure that the personal information collected, used or disclosed is accurate, complete and up-to-date. If personal details change, members are asked to let club administrators know as soon as possible so that files can be updated.

If a member disagrees with the club about the accuracy, currency or completeness of personal information held by the club, the club will, at the request of the individual, attach a statement provided by the individual outlining the amendments requested.

### **Complaints**

Club administrators undertake to promptly acknowledge and investigate any complaints about the way personal information is managed. Members can apply for an internal review if they believe that the club has contravened an information protection principle or improperly disclosed personal information from a public register.

### **Procedure For Internal Review**

Applications for a review of the club's actions in relation to personal information should be made in writing and sent to the following address:

Calgary Olympic Track Club  
1076 Deer River Circle SE  
Calgary, Alberta T2J 7A3

Internal reviews are not discretionary, and if an applicant makes a lawful application, it must result in an internal review being undertaken. The application must be filed within the following procedural guidelines:

- Application must be lodged within 6 months of the person becoming aware of the conduct they require to be reviewed
- Sufficient information must be supplied to enable the correcting action or relevant document to be identified
- The applicant must specify an address where a response from the club can be sent
- The club may request identification to verify that the person making the request is directly related to the personal information
- If seeking a review on behalf of another person, the club can request signed consent from that person
- A decision will be made within 60 days of receiving the request
- The decision on whether action will be taken and what that action, if any, will be, shall be sent in writing to the person making the request

### **Handling requests for review**

When a request for an internal review is made, the club will nominate a Privacy Contact Officer who will manage the review and appoint an Investigation Committee. Under the direction of the Privacy Contact Officer, the Investigation Committee do the following:

- Acknowledge receipt of the request in writing
- Consider any relevant material provided by the applicant or the club
- Determines what action needs to be taken, which may include:
  - taking no further action
  - apologizing to the applicant
  - offering a remedy such as compensation
  - assuring the applicant that the behavior will not occur again
  - changing administrative procedures to prevent a similar occurrence
- Advise the applicant and club administrators of the result of the application within 60 days, including:
  - the decision that has been reached
  - the reason for the decision
  - action to be undertaken in relation to the complaint/review
  - the person's right to appeal the decision

**Internet privacy policy (website and social media)**

The Calgary Olympic Track Club website and Facebook page are maintained by contracted personnel. The club does not have any responsibility for the privacy policies or practices of third party sites linked to its own site.

"Cookies" are not used from the club's website to collect information.

The information collected from website visits is aggregated with similar logged information and published in reports in order for the club to identify patterns of usage of the site. These reports assist the club in improving its site and the services offered on it. The club will not disclose or publish information that identifies individual machines, or potentially identifies sub-groupings of addresses, without consent.

Information collected is stored in an appropriately secure format and held by the site administrator for archival purposes. When the information is no longer required for the purposes for which it was collected, it is deleted.

Due to the developing nature of privacy principles for online communication, this policy may be modified or expanded in light of new developments or issues that may arise from time to time. The amended policy will be posted to the club's website and will take effect from the time it is posted.

**Conflicts of Interest**

The purpose of the conflict of interest policy is to protect the club's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the club, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable provincial and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## Definitions

### 1. Interested Person

Any Director, Principal Officer, or member of a committee with Board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with whom the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with whom the Organization is negotiating a transaction or arrangement

Compensation includes direct and indirect remuneration, as well as gifts or favours that are not unsubstantial.

A financial interest is not necessarily a conflict of interest. Under Procedures, Section 2 (below), a person who has a financial interest may have a conflict of interest only if the appropriate Governing Board or committee decides that a conflict of interest exists.

## Procedures

### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest

and be given the opportunity to disclose all material facts to the Directors and members of committees with Board-delegated powers considering the proposed transaction or arrangement.

## 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, that person shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

## 3. Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the Board or committee meeting, but after the presentation, the person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the Board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity which would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible, the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with this determination, it shall make its decision whether or not to enter into the transaction or arrangement.

## 4. Violations of the Conflicts of Interest Policy

If the Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Records of Proceedings**

The minutes of the Board of Directors and all committees with Board-delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Compensation**

A voting member of the Board of Directors who receives compensation from the club for services, either directly or indirectly, is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation from the club for services, either directly or indirectly, is precluded from voting on matters pertaining to that member's compensation. No voting member of the Board or any committee

whose jurisdiction includes compensation matters and who receives compensation from the club, either directly or indirectly, individually or collectively, is prohibited from providing information to any committee regarding compensation.

### **Annual Statements**

Each Director, Principal Officer and member of a committee with Board-delegated powers shall annually sign a statement, which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the club is not for profit and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **Periodic Reviews**

To ensure the Organization operates in a manner consistent with non-profit purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the club's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further non-profit purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.