

APPENDIX

Code of Conduct for the General Membership of Heritage Greens Lawn Bowling Club (HGLBC)

A. Policy Statement

All individuals affiliated with Heritage Greens Lawn Bowling Club (HGLBC) through their individual club memberships participating in Club activities or sanctioned events shall:

- 1 Strive at all times to work towards the goals and objectives of HGLBC and the sport of lawn bowls, and towards the betterment of its members;
- 2 Attempt to maintain and improve the image and dignity of HGLBC and the sport of lawn bowling, and refrain from any behaviour which may discredit HGLBC or the sport as a whole;
- 3 Always be courteous and *objective* in any dealings with other members;
- 4 Refrain from unfavourable comments and criticisms of other members unless done through proper means;
- 5 Strive for excellence in all aspects of the sport while supporting the concepts of fair play and drug-free sport;
- 6 Show respect for cultural, social and political values of all members of the sport of lawn bowling in the province of Ontario and elsewhere;
- 7 As a guest in a club, province, or foreign country, abide by the laws of the sport and host club, province or country, and adhere to any social customs concerning conduct;
- 8 Refrain from using their membership, or office within HGLBC for personal and/or material gains;
- 9 Not knowingly circulate false, malicious or derogatory statements about or to any other member of HGLBC;
- 10 Know and abide by all by-laws, policies and procedures of HGLBC;
- 11 Not counsel others to disregard or break the by-laws, policies and procedures of HGLBC;
- 12 Not act in such a manner as to dishonour, embarrass or disgrace HGLBC or any of its members.

B. Council of Appeal

The HGLBC Council of Appeal shall decide any further actions which may include letters of warning or reprimand, fines, payments of any cost, suspension or expulsion from HGLBC. Any member of HGLBC whose conduct is in question shall *have* the opportunity to defend their actions and respond to the Council of Appeal or its designate.

Heritage Greens Lawn Bowling Club Harassment Policy

1. The Heritage Greens Lawn Bowling Club (HGLBC) is committed to creating and maintaining a sport environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in an environment that promotes equal opportunities and prohibits discriminatory practices.
2. More particularly, HGLBC is committed to providing an environment free from harassment on the basis of race, nationality or ethnic origin, religion, age, sex, sexual orientation, marital status, family status, or disability. Harassment on the basis of any of these grounds is a form of discrimination that is prohibited by the *Ontario Human Rights Code*. In its most extreme forms, harassment can be an offence under Canada's *Criminal Code*.
3. HGLBC does not tolerate harassment. All persons in positions of authority with HGLBC are expected to take appropriate action when harassment occurs. Individuals whose conduct is found to constitute harassment as defined in this policy will face disciplinary action.

Application of this Policy

1 This Policy applies to any employees as well as to all directors, officers, volunteers, coaches, athletes, officials, administrators, members and participants who are under the jurisdiction of HGLBC. It applies to harassment that may occur during the course of all HGLBC business, activities and events.

2 Harassment occurring within the business, activities or events of HGLBC member clubs will be dealt with using the procedures of the HGLBC.

3 Notwithstanding the procedures in this Policy, a person in a position of authority is encouraged to take immediate, informal, corrective disciplinary action in response to behaviour that constitutes a minor incidence of harassment.

4 At least 3 members will be appointed by the Executive to act as a **Complaints Committee**.

5 Written complaints under this policy should be submitted to a member of the Committee within 10 days of the incident and acted upon with a written report to the Executive as soon as practicable. A complainant not satisfied with the decision of the Executive may utilize the **Council of Appeal**.

Definitions

1 Harassment is a form of conduct that is cruel, intimidating, humiliating, offensive or physically harmful. Types of behaviour that constitute harassment include, but are not limited to:

- A hostile verbal and/or non-verbal communications;
- B condescending, patronizing, threatening, punishing, or inappropriate actions that undermine self-esteem or diminish performance;
- C unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation;
- D practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
- E any form of hazing;
- F any form of physical assault;
- G sexual harassment, as defined in this policy;
- H behaviours such as those described above that are not directed towards individuals or groups but that have the effect of creating a negative or hostile environment; or retaliation or threats of retaliation against an individual who reports harassment

2 Sexual harassment is defined as unwelcome sexual remarks or advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:

- A Submitting to or rejecting this conduct is used as the basis for making decisions that affect the individual;
- or
- B Such conduct has the purpose or effect of interfering with an individual's performance; or
- C Such conduct creates an intimidating, hostile or offensive environment.

3. Complainant is a club member who feels any form of harassment has been directed toward him/her.

4. Respondent is a club member who is alleged to be the person originating the harassment conduct.

Council of Appeal

The HGLBC Council of Appeal shall decide any further actions which may include letters of warning or reprimand, fines, payments of any cost, suspension or expulsion from HGLBC. Any member of HGLBC whose conduct is in question shall have the opportunity to defend his or her actions and respond to the Council of Appeal or its designate.

Policy Statement

Membership and participation in the activities of HGLBC offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including complying with Ontario Lawn Bowling Association's (OLBA's) Code of Conduct, as well as with OLBA's other policies and procedures including the Code of Conduct of the Heritage Greens Lawn Bowling Club and its other policies and procedures.

Should any dispute arise as to the meaning or interpretation of the laws of the game, or upon any point not covered by them, or by the conduct of any player(s), anyone of the parties to such dispute may appeal to the HGLBC Council of Appeal. All parties (clubs or individuals) must be members in good standing of Ontario Lawn Bowls Association. Statements and/or appearances will be required which represent all views of the factions affected.

Such appeal shall be accompanied by a deposit of one hundred dollars (\$100.00) or such other amount as may be determined from time to time by the Executive Committee, which may be forfeited or returned as determined by the Council of Appeal, after fully considering the controversy.

Application of this Policy

This Policy applies to all HGLBC members and participants in HGLBC programs and activities including spectators and the parents/guardians of HGLBC athletes.

This Policy only applies to written and signed complaints received by HGLBC that may arise during the course of HGLBC's business, activities and events including but not limited to office environment, competitions, practices, training camps, travel associated with HGLBC activities, and any meetings of staff, committees or the Board of Directors. Anonymous complaints will not be accepted.

Discipline matters and complaints arising within the business, activities or events organized by entities other than HGLBC will be dealt with pursuant to the policies of these other entities.

Confidentiality

Heritage Greens Lawn Bowling Club shall not disclose to outside parties the name of the complainant, the circumstances giving rise to the complaint or the name of the respondent unless such disclosure is required by a disciplinary committee or other remedial process.

Code of Complaint Procedure

The two parties involved in a complaint under the Code of Conduct are: 1) the *complainant* who is the member who feels he/she has been the subject of a violation under the Code, and 2) the *respondant* who is the individual who is alleged to have committed the violation under the Code.

Step 1

A person who experiences harassment is encouraged to make it known directly to the harasser. The two parties should try to settle the incident themselves personally. If that is not possible, proceed to Step 2.

Step 2

This step involves the **Complaint Committee** who are appointed by the President of HGLBC. The Committee shall consist of three regular members, one of which is the Chairperson, and two alternates. A quorum is three members. The alternates are available in the event one of the regular Committee members is not available or is a party to the complaint under review.

1. The complainant must submit a detailed written account of the incident with ten (10) days of the event which will include, date, time, place and the names of any witnesses to the incident. The written complaint should be delivered in a sealed envelop addressed the Complaint Committee and delivered to one of the following: Club President, Club Secretary or Chair of the Complaint Committee.

2. Upon receipt of a written complaint, and after reviewing the document, the Committee will meet with the parties within ten (10) days, and keep a written record of the meetings. The Committee may decide to interview any witnesses if the parties do not agree on the stated facts.
3. The Committee will produce a written report and suggested action, if the complaint is determined to be valid, within ten (10) days after the last interview.
4. Any further action is at the discretion of the Executive of HGLBC who will notify the parties, within ten (10) days of receiving the Committee's report, the outcome of the investigation, either by registered mail with return receipt or by hand delivery with a witness to the delivery.
5. The details of the investigation and any written documents will not be disclosed by the Committee unless an appeal is requested.
6. A written request for an appeal by either party must be filed with the President of HGLBC within ten (10) days of receiving notice of the decision. Proceed to Step 3.

Step 3

An **Appeal Committee** will be composed of five members of the Executive, three members being a quorum. No member of the Appeal Committee shall be a party, or an interviewed witness, to the event being appealed. Also, no member of the Appeal Committee may be a relative of either party in the dispute.

1. The Appeal Committee shall meet within ten (10) days of receiving a request for an appeal and review the records of the Complaint Committee.
2. The Appeal Committee will support the decision and action taken in the first instance, or overturn the decision and action taken.
3. The decision of the Appeal Committee is final.
4. The Executive will notify the parties of the Appeal Committee's decision.