



[www.sunparlourcurling.com](http://www.sunparlourcurling.com)

# SUN PARLOUR CURLING CLUB **CODE OF CONDUCT**



## TO OUR MEMBERSHIP

Curling is a sport with a long tradition of sportsmanship, friendship, and collegiality played by people of all ages, skill levels, and backgrounds. The game begins with a handshake and ends with each team member thanking their opponents for a good game. At Sun Parlour Curling Club (SPCC) we aim to uphold these curling traditions both on and off the ice.

# EXPECTATIONS

All members of SPCC are expected to:

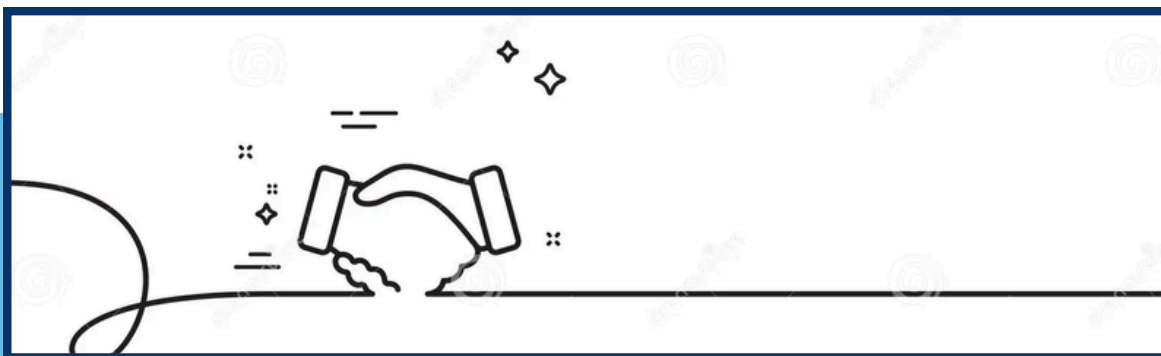
- Play by the rules and etiquette of curling
- Support fair play and the spirit of curling
- Create a welcoming environment and respect others, regardless of experience or skill level
- Refrain from abusive behaviour, violence, bullying or harassment of any kind
- Support openness and diversity
- Abide by the policies and rules of SPCC
- Respect the physical environment of SPCC
- Act as ambassadors for the sport of curling and SPCC
- Consider contributing to SPCC by taking on leadership or administrative roles



As our club grows, we want to create and maintain an open environment where every athlete, regardless of their background, feels equally welcome and respected, both on and off the ice.

This Code of Conduct is intended to ensure our club's activities remain welcoming and inclusive for all. It is here to help guide our members on how to be more self-aware of how their words and actions impact others, so any potential conflicts can be resolved quickly and amicably.

Where the Spirit of Curling guides an athlete's on-ice conduct regarding game play, this Code of Conduct is intended to complement that, with regards to our members' behaviour and communication towards others (both on and off the ice). It is in that spirit we ask this Code of Conduct be followed and applied. It is not designed to be an exhaustive list of things Sun Parlour Curling members cannot do.



# CORE VALUES

This Code of Conduct will be enforced inside all spaces managed or organized by Sun Parlour Curling. This includes, but is not limited to: on-ice activities, changing room, off-ice social events organized by the club, SPCC mailing lists, and other forms of media communication. This Code of Conduct also covers events in which you are officially representing SPCC. Examples include: playdowns and national competitions, any bonspiels where you play “under the flag” of Sun Parlour Curling.

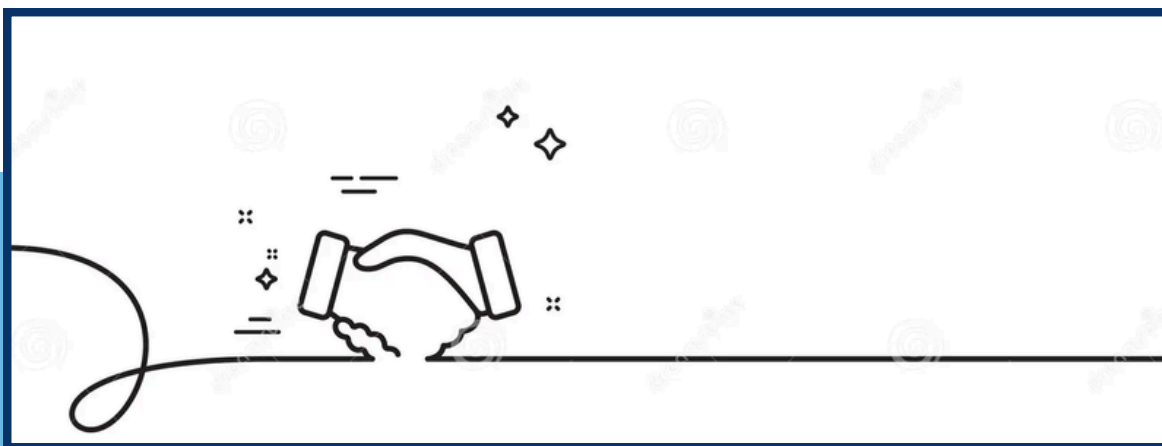
## OUR CORE VALUES

Along with the Spirit of Curling, Sun Parlour Curling has core values guiding our behaviour both on and off the ice. These principles are grounded in our love of the game and our respect for one another. This list of values and the details that follow are not an exhaustive list of rules, but rather guideposts to help you find your way towards positive and inclusive interactions with everyone in SPCC spaces.

**Be Respectful** - Respect is a fundamental value of our club. Not all of us will agree all the time, but disagreement is no excuse for poor behaviour and poor manners. Members of Sun Parlour Curling should be respectful when dealing with other members and non-member participants at SPCC activities.

**Be Inclusive** - We strive to be a community that welcomes and supports people of all backgrounds and identities.

**Be Careful in the Words You Choose** - We expect a professional level of conduct and discourse at SPCC. If you don't want it said to you, don't say it to a fellow club member.



# CORE VALUES

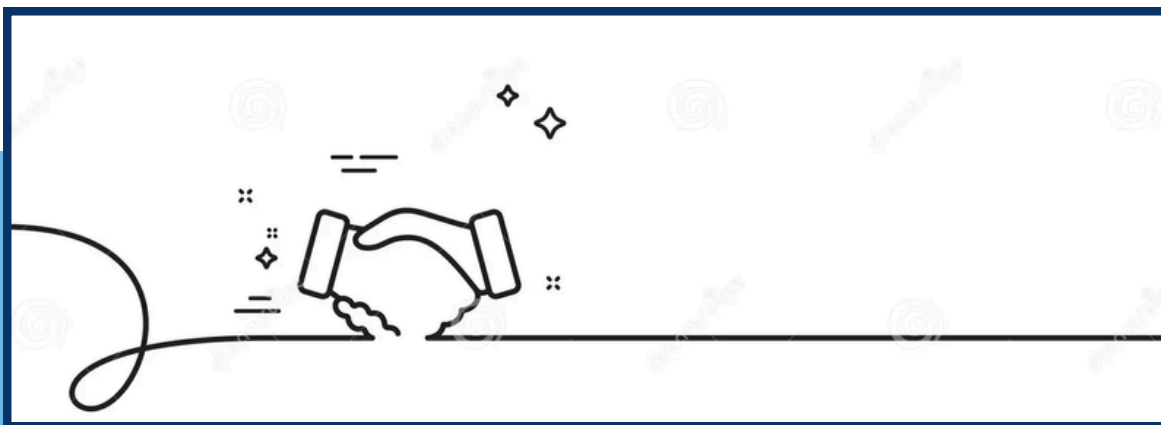
## OUR CORE VALUES

**Be Kind to Others** - Do not insult or put down other participants. Harassment and other exclusionary behaviour are not acceptable. This includes, but is not limited to:

- Violent threats or language directed against another person
- Discriminatory jokes and language
- Unwelcome sexual attention
- Conduct directed at someone that would cause a reasonable person to fear for their safety and/or the safety of others, and/or suffer substantial emotional distress
- Sharing sexually explicit or violent material
- Sharing (or threatening to share) other people's personal information
- Personal insults, especially any using racist or sexist terms, or other such "hate speech"
- Advocating for, or encouraging, any of the above behaviour
- Repeated harassment of others. If someone asks you to stop, then stop.

**Be Friendly and Patient** - We understand everyone has different levels of experience and skill on the ice. We all have areas of our game in need of improvement. SPCC should be a place where people can not only compete, but feel comfortable asking questions and learning along the way.

**When We Disagree, Try to Understand Why** - Being unable to understand why someone holds a certain viewpoint doesn't mean they're wrong. To err is human, and blaming each other for a mistake solves nothing. Instead, try to focus on resolving the issue, and learning from it.



# POLICY STATEMENT

The Sun Parlour Curling Club is committed to creating and maintaining an environment that is free from harassment and discrimination on prohibited grounds, including race, ancestry, place of origin, colour, ethnic origin, citizenship, political opinion, creed, sexual orientation, disability, age, marital/family status, language and any other discrimination or harassment prohibited by applicable law.

## PURPOSE

To ensure an environment that is consistent with the spirit and provisions of the Ontario Human Rights Code and Occupational Health and Safety Bill 168 – Violence and Harassment in the Workplace.

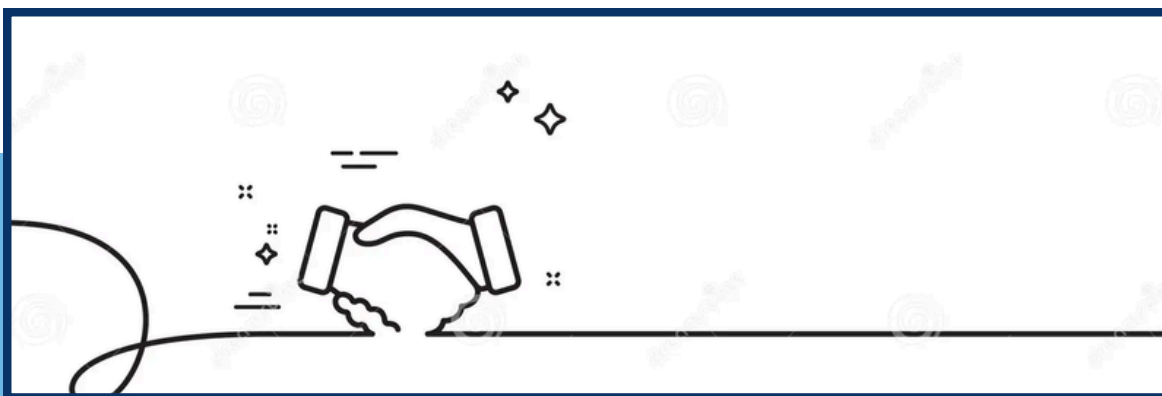
## GENERAL

This Policy is a preventative rather than a reactive or punitive document, and is directed to the spirit of the following guiding principles:

Every individual is equal before and under the law and has the right to the general protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, nationality or ethnic origin, colour, religion, sex, age or mental or physical disability. (Canadian Charter of Rights and Freedoms, 1982, Section 15).

It is public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination that is contrary to law, and having as its aim the creation of a climate of understanding and mutual respect for the dignity and worth of each person so that each person feels a part of the community and able to contribute fully to the development and well-being of the community and the Province. (Human Rights Code, Ontario, RSO 1990, Chapter H.19).

In keeping with these principles, The Sun Parlour Curling Club has the responsibility to ensure that all practices, processes, procedures and personnel within the Club contribute to the promotion of a positive work and sporting environment. To this end, The Sun Parlour Curling Club must deal with incidents of harassment and discrimination when they arise.



## DEFINITIONS

**“Business”** means the business of operating The Sun Parlour Curling Club, which includes the Web site.

**“Member” or “Membership”** means a membership in The Sun Parlour Curling Club

**“we”, “us”, “our” and the “Club”** refer to The Sun Parlour Curling Club, located at 55 Seacliff Drive East, Leamington, ON N8H 3X4

**“Website”** refers to the web site found at <https://sunparlourcurling.com/>

**“Bullying”** refers to the use of superior strength or influence to intimidate and to force someone to do what one wants. It includes the use of threat, or coercion to abuse, intimidate, or aggressively impose domination over others. The behaviour is often repeated and habitual. Behaviours used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets. Examples of bullying may include (but are not limited to) use of electronic communication (cyber bullying) to threaten, insult or otherwise demean another person who is a member of the Club. Such behaviour on or off the ice by adults, teens or children using the Club facilities will not be tolerated and will be subject to the sanctions of this policy.

**“Condonation”** - If a person in authority knows or, should reasonably have known that discrimination or harassment may have occurred and fails to take appropriate action, the person in authority has condoned the discrimination or harassment and may be subject to sanctions under these guidelines.

**“Discrimination”** refers to any conduct, whether intentional or not, which has the effect of imposing burdens, obligations or disadvantages on an individual that are not imposed on others, or which withholds or limits access to opportunities, benefits and advantages available to others.

**“Harassment”** refers to conduct which the perpetrator knew or ought reasonably to have known would be unwelcome. Harassment can take many forms but generally involves conduct, comment or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise causes offense, discomfort, or personal humiliation or embarrassment to a person or group of persons.

**“Sexual Harassment”** includes unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

- submitting to or rejecting this conduct can affect decisions about the individual;
- the conduct has the purpose or effect of interfering with the individual’s performance; or
- the conduct detrimentally affects the environment.

**“Reprisals”** are acts or threats of retaliation designed to punish an individual who has reported discrimination or harassment, particularly where the reprisal or threat of reprisal is by a person in authority. In sexual harassment situations, reprisals can also include: acts of retaliation to punish an individual who has rejected sexual advances; and threats of retaliation if sexual advances are rejected

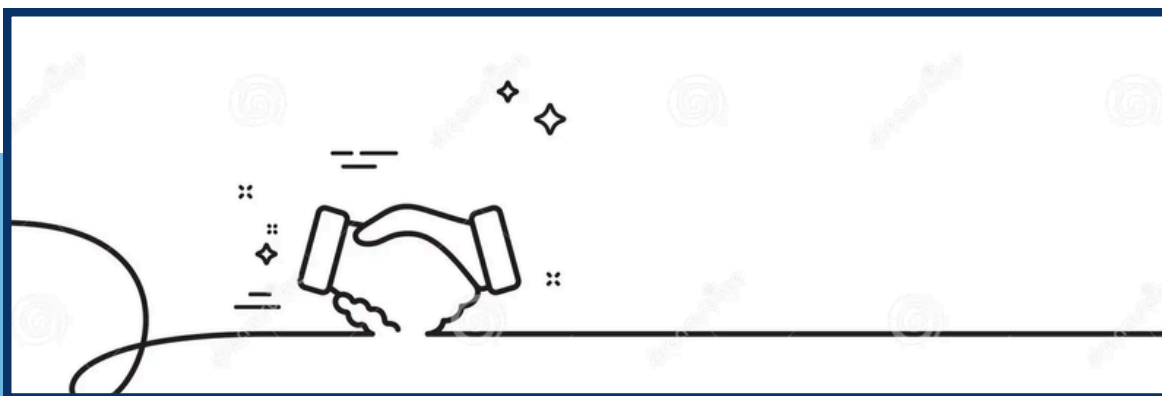


# PREVENTION

Preventing discrimination, harassment and bullying is everyone's responsibility. Everyone associated with the Club has a responsibility to ensure that the environment within the Club is free from harassment, bullying and discrimination. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy. In addition, anyone who believes that harassment, bullying, or discrimination has occurred is encouraged to notify the appropriate person.

All members of SPCC are expected to:

- set a good example;
  - take action even without a complaint being lodged;
  - refrain from comments and/or behaviour that may be considered discriminatory, harassing and/or bullying
  - express their disapproval if they encounter these behaviours at the Club; and
  - report evidence to the Board
- The Ontario Human Rights Code provides that a person such as a manager, supervisor, or Director who has the authority to prevent or discourage harassment, bullying, or discrimination will be held responsible for failing to do so. All manager, supervisor, and directors therefore have a particular duty to deal with such incidents when they ought reasonably to have known that there is an issue to address. This duty includes the obligation to be familiar with and uphold this policy and its procedures.





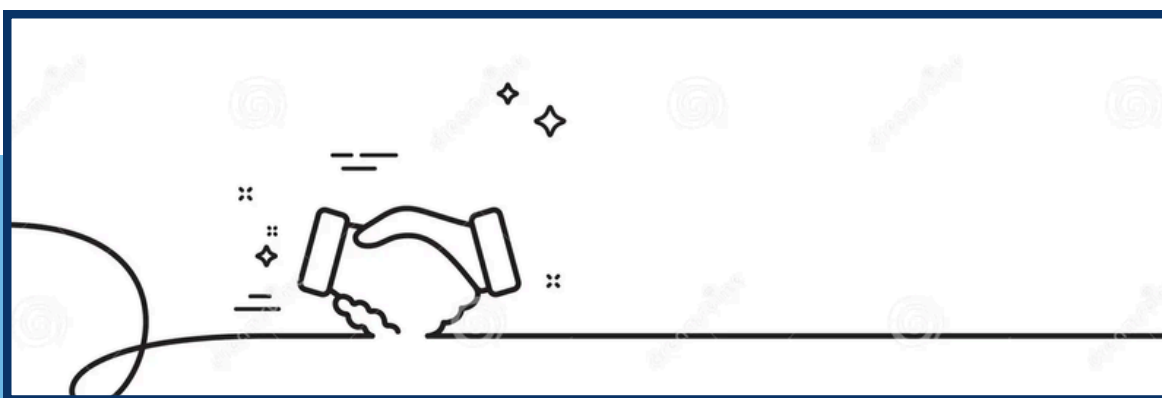
# INTERVENTION

## Policy Advisor

The Vice President of the Sun Parlour Curling Club will be appointed and will provide information about this policy and procedure to any person who is concerned about possible harassment or discrimination within the organization. The Advisor will not act as an advocate for any person and will not provide legal advice, and will maintain the confidentiality of communications with him or her, unless required to disclose information under a legal obligation.

The Vice President will have the overall responsibility for the administration of this policy. In addition the Vice-President is responsible for:

- Leading effort to discourage and prevent harassment, bullying and discrimination within the club
- Receiving complaints
- Providing advice and assistance to anyone associated with the Club who experiences harassment, bullying or discrimination
- Informing both the complainants and respondents of the procedures contained in this policy and of their rights and responsibilities
- Advising the Board of Directors on an ongoing basis, but no less than once per year, on the overall operation of the policy.





# COMPLAINTS **PROCEDURE**

## PROCESS

### INFORMAL COMPLAINT



Member(s) or employees of the Club who feel they have been harassed, bullied or discriminated against are encouraged, where appropriate, to make a direct request to the perpetrator to stop the offensive behaviour. If addressing the person responsible could lead to an escalation of the harassment or discrimination, or to safety risks, complainants are not expected to have to directly interact with that person.

Where persons feel confident or comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. If you feel you are being subjected to harassment, you should:

1. Make your objection clearly known to the offender and ask him/her to stop
2. Prepare and maintain a written record of the dates, times, details of the conduct, and witnesses, if any.

# COMPLAINTS **PROCEDURE**

## PROCESS

### FORMAL COMPLAINT



If this fails, the individual should file a formal complaint as per the following guideline:

1. Provide a letter of complaint that contains a brief account of the offensive incident (ie. when it occurred, the persons involved, names of witnesses, if any). The letter shall also include the remedy sought and be signed and dated by the person complaining.
2. File the complaint with the SPCC Vice President
3. Cooperate with those responsible for investigating the complaint.
4. A person who becomes aware of situations where discrimination or harassment may be occurring is requested to notify the SPCC Vice President.
5. Formal complaints will be investigated. The investigation process will involve interviews of the complainant, the respondent and any witnesses named by either. Within fourteen (14) days of the incident or notice thereof, the Vice President shall investigate the incident and prepare a written report of the investigation findings. Complainant(s) and respondent(s) will allow the advisor the full 14 days to finalize the investigations prior to having any further correspondence.

The investigation of the complainant will be impartial, timely, fair, and address all relevant issues. The investigator should thoroughly interview both the complainant and the person(s) alleged to have engaged in harassment or discrimination against the complainant. The respondents should be given the opportunity to respond to each of the specific allegations raised by the complainant and vice versa. The investigator should also interview any relevant witnesses identified by either the complainant or the respondent(s), and gather any relevant documents. Proper notes should be taken during interviews. The investigator should prepare a report summarizing the allegations, the steps taken during the investigation, and the evidence gathered.

# COMPLAINTS **PROCEDURE**

## PROCESS

FORMAL  
COMPLAINT



6. The report shall be provided along with recommendations, if any, to the SPCC Board for possible action. All complaints shall be handled in a confidential manner. Information concerning a complaint or action taken as a result of the investigation will not be released to anyone who is not involved with the investigation.

- The complainant and the respondent(s) must be apprised of the outcome of the investigation, and in particular, whether the policy was found to have been violated, and any actions that will be taken as a result. The complainant and the respondent(s) will each be provided with a copy of the investigator's report, and with the Board's decision regarding outcomes. Where a complainant is dissatisfied with the outcome of the complaint, he or she will be reminded of his or her rights under the Ontario Human Rights Code.

7. Disciplinary action for violations of this Code of Conduct will take the nature and impact of the violations into consideration and may include a written reprimand, suspension (with or without pay, where applicable) or termination (with or without notice) or removal from the Club property, or membership revocation. Deliberate false accusations are of equally serious nature and will also result in actions as stated above.

8. In determining the appropriate consequences, the Board will take into account the nature of the violation of the policy, its severity, and whether the individual has previously violated the policy. There will be an allowance of up to 3 violations (depending on severity of the violation and to be determined by the Board). Where a violation of the policy is found, the Board will also take any steps necessary to repair the effects of the discrimination or harassment on the complainant, and to prevent any further recurrences of harassment or discrimination within the organization.

# COMPLAINTS **PROCEDURE**

## PROCESS

### FORMAL COMPLAINT

9. In the event of the withdrawal of the complaint, or a resolution, documents pertaining to the case will be kept by the Board, or in safekeeping in the office of the Club.

10. A person who believes that he or she has been subjected to reprisal should be able to file a complaint under the procedure. No person shall be negatively treated for bringing forward a complaint, providing information related to a complaint, or helping to resolve a complaint. It is a violation of SPCC policy to discipline or punish a person because he or she has brought forward a complaint, provided information related to a complaint, or otherwise been involved in the complaint resolution process. Reprisal may be the subject of a complaint under this procedure, and persons engaging in reprisal are subject to disciplinary measures, up to and including termination of employment or membership.



Email

[codeofconductspcc@gmail.com](mailto:codeofconductspcc@gmail.com)

