



Appendix A

AXEMEN CODES OF CONDUCT AND DISCIPLINARY POLICY

2018

Axemen Core Values

The Calgary Axemen Lacrosse Associations core values are outlined below. These values outline what we stand for within the Axemen Lacrosse Association. The following values are our guiding principles for the following code of conduct and disciplinary policy.

Sportsmanship - Foremost of all values is to learn a sense of fair play. We will be humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

Respect - Treat all others as you expect to be treated. Get along with your teammates. Respect your coaches, teammates, parents, opponents, officials, and property.

Integrity - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game. We play by the rules and with class.

Pursuit of Excellence at all levels- Each member of the organization, whether player, volunteer or staff, should seek to perform at the highest level of his or her ability.

Enjoyment and Fun - It is important for the lacrosse experience to be fun, satisfying and rewarding for all participants. We encourage lifelong participation in the game of lacrosse.

Loyalty- We are loyal to the Axemen Brand and we play with pride and passion while wearing the Axemen logo.

Teamwork - We value the strength of working together and a team first attitude.

Commitment- Understand the commitment to your teammates, coaches, and yourself. Work hard to improve on and off the floor.

Application of This Policy

This Policy applies to all Members as defined in the bylaws of the Calgary Axemen (“Members”) as well as any individuals engaged in activities with the Calgary Axemen including, without limitation, players, coaches, parents and spectators (“Participants”). This Policy applies to the conduct of Members and Participants at all Axemen activities, programs and events.

Expected Standard of Ethical Conduct

The Calgary Axemen is committed to providing an environment in which all individuals are treated with respect. All Members and Participants of Axemen Lacrosse are expected to:

- Conduct themselves at all times in a manner consistent with the core values of the Calgary Axemen Lacrosse Association.
- Demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct.

- Avoid behavior which brings Axemen or the sport of lacrosse into disrepute including, but not limited to, abusive use of alcohol, use of non-medical drugs or performance-enhancing drugs or methods, and use of alcohol by minors,
- Adhere at all times to:
 - Axemen bylaws, policies, procedures, rules, regulations and directives,
 - Alberta District Lacrosse's operational policies, procedures, rules and regulations,
 - Rules and regulations governing any competitions, in which the member participates on behalf of the Axemen.
 - Rules and regulations established by the facilities in which the Member or Participant participates in any activity on behalf of Axemen.
 - Any contracts or agreements executed with or by Axemen.
 - Any sanction imposed by Axemen
- Care for and respect the property and assets of Axemen.
- Refrain from engaging in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
- Refrain from comments or behaviors which are disrespectful, humiliating, demeaning, offensive, abusive, racist or sexist. In particular, behavior which constitutes bullying, harassment or abuse will not be tolerated.

Axemen Fair Play Codes of Conduct

Player Code of Conduct

Honor the game.
 Play by the rules.
 Respect your opponents.
 Be a team player – attend all practices and games.
 Remember that winning isn't everything – have fun, improve skills, and do your best.
 Acknowledge the good play of ALL players – both teammates and opponents.
 Play because you want to, not because your parents or coaches want you to.
 Show respect to all coaches, officials, players and fans.

Coach Code of Conduct

Set a positive example in conduct and coaching.
 Put players' interests and welfare above your own.
 Treat everyone fairly, regardless of gender, ethnicity, colour or other traits.
 Direct coaching comments at performances, not persons.
 Make training activities suitable for player age, experience, ability and fitness level.
 Pursue opportunities for coaching development.

Treat opponents and officials with respect.
Respect your players' academic needs.

Parent Code of Conduct

Remember that your child plays sport for his or her enjoyment, not yours.
Teach your child that the effort is more important than the outcome.
Praise your child for competing fairly and trying hard.
Never yell at your child for making a mistake or losing a competition.
Applaud good playing performances by both your child's team and the opponents.
Do not force your child to participate in sports.
Encourage your child to play by the rules.
Respect game officials, team members, opponents and fans.
Show appreciation for volunteers

Failure to Comply

Failure by a Member or Participant to comply with the expected standard of conduct set out within this policy constitutes an infraction and may result in disciplinary action and the imposition of a sanction in accordance within the guidelines set forth in this policy.

Reporting a Class 2, 3, 4 Infraction

Any individual (the Complainant) may report to The Axemen President a complaint of an infraction by a Member or Participant (the Respondent). Such complaint must be in writing and must be made within 5 days of the alleged infraction.

Upon receiving a complaint, the President will provide it immediately to the Discipline Committee, or his/her designate if the President is not available or not able to act in this capacity.

The President (or designate) may determine that an alleged infraction is of such seriousness as to warrant suspension of the Member, or removal of the Participant, pending investigation, a hearing and a disciplinary decision.

Upon receiving a complaint, the President (or designate) will review the complaint and may:

1. Dismiss the complaint if he or she considers it to be trivial or vexatious.
2. Determine that the complaint does not fall within the jurisdiction of this policy, and refer to it the appropriate body having jurisdiction.
3. Determine that the matter relates to a conflict within a Team or between Axemen teams and has not first been addressed using the Axemen Conflict Resolution process whereupon the President may refer the matter to the Complainant's Team Designate for resolution pursuant to that policy.
4. Direct that the infraction be dealt with informally as a minor infraction.
5. Refer the matter to the Discipline Committee to be dealt with formally as a minor

infraction; or

6. Refer the matter to the Discipline Committee to be dealt with formally as a major infraction.

Disciplinary Procedures

All informal disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the Member or Participant involved: this person may include, but is not restricted to, a coach, official, director, officer, volunteer or staff member.

When assigned by the President to informally address a complaint of a minor infraction, the appropriate person having authority over the Member or Participant involved shall:

1. Determine if an investigation is required to ascertain whether an infraction has in fact occurred,
2. Determine if the issue has followed the Axemen Issue Resolution Process outlined in the Communication and Issue Resolution Policy.
3. If deemed necessary, conduct a fair and impartial investigation of the matter and provide a written report of investigation findings to the Complainant, the Respondent, and the President

Upon the facts of the case as originally presented, or upon the results of an investigation, determine if an infraction has in fact occurred,

Where it is determined that an infraction has occurred, decide the appropriate disciplinary sanction and issue a written decision to the Complainant, the Respondent, and the President

Where it is determined that an infraction has not occurred, obtain the President's concurrence, then advise the Complainant and Respondent that the complaint has been dismissed, with reasons.

Where a disciplinary sanction has been imposed, coordinate the application of the sanction with other Axemen representatives as necessary, and monitor compliance by those upon whom the sanction has been imposed.

The Axemen Discipline Committee shall consist of three members:

- * Discipline director
- * Relevant division co-ordinator
- * Member of the executive.

The executive member will be appointed by the president prior to the start of each season and serve for one year. The president has the option to re-appoint the same executive member to continue in the role for subsequent seasons.

The Discipline Committee shall deal with all complaints of major infractions within the jurisdiction of this policy and may deal with complaints of minor infractions if so directed by the President.

Depending on the circumstances of the complaint, the Discipline Committee may authorize an investigation into the alleged infraction.

The Discipline Committee will determine the format of the disciplinary process, which may involve an oral hearing in person, a hearing based on written submissions, or a combination of these methods.

The Member or Participant will be given reasonable notice of the format as well as day, time and place of the hearing; will receive a copy of the Investigation Report if an investigation was carried out; may be accompanied by a representative; and will have the right to present evidence and argument before the Discipline Committee.

After hearing the matter, the Discipline Committee will reach a decision as to whether an infraction has occurred and if it has, what the sanction should be. The Discipline Committee will issue a written decision, including reasons, for distribution to the Member or Participant, the complainant and the President.

Where the conduct being reviewed by this policy is of a sensitive nature, Axemen Lacrosse Club will keep all proceedings under the policy confidential, except where disclosure is ordered as part of the sanction, is required by law, or is in the best interests of the public.

In fulfilling its duties, and with the approval of the Executive Committee, the Discipline Committee may obtain independent advice.

Axemen reserves the right, and at times may be obligated to consult with, and report to CDLA or ADLA any information regarding complaints filed, investigations, disciplinary hearings, and any resulting sanctions.

Disciplinary Sanctions

Penalties for minor infractions may include a verbal warning, written warning, request for an apology, service or other voluntary contribution to Axemen Lacrosse Club, removal of certain privileges of membership for a designated period of time, and/or removal from the current activity.

The following are examples of disciplinary sanctions that may be applied where it is found that a major infraction has occurred:

- Verbal or written warning,

- Require a verbal or written apology,

- Service or other voluntary contribution to Axemen,

- Removal of certain privileges of membership,

- Suspension from certain Axemen events or activities,

- Suspension from all Axemen activities for a designated period of time,

Expulsion from membership, and/or

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. Any suspensions given will apply to all teams the participant is involved with.

Appeals Policy

This policy identifies the procedures to be followed when a Member or Participant wishes to appeal a decision made by an official of the Axemen.

Application of this Policy

This Policy applies to all Members as defined in the bylaws of Axemen, as well as any individual participant engaged in activities with Axemen, including, without limitation, coaches, players, parents and spectators.

Timing of the Appeal

An individual who wishes to appeal a decision (“Appellant”), shall have 72 hours from the time they received notice of the decision, to submit the following: written notice of their intention to appeal; detailed reasons for the appeal, and an appeal fee of \$200.00. All to be submitted directly to the President of the Axemen.

Any consideration of an appeal after the 72 hour window has closed, will be at the sole discretion of the President, or designate.

Grounds for Appeal

Appeals may only be heard if sufficient grounds exist surrounding the decision-maker or decision made (irrespective of the events precipitating the decision), as detailed below:

- Decision-maker did not have authority or jurisdiction as set out in Axemen governing documents, to make such decision;
- Decision-maker failed to follow procedures as laid out in the bylaws or approved Policies of Axemen, in making the decision;
- Decision was influenced by bias;
- Decision-maker exercised their discretion for an improper purpose; or,
- Decision made was grossly unreasonable.

Screening of Appeal

Within 72 hours of receiving the notice of appeal, the President shall decide if the appeal constitutes sufficient grounds as set out in this policy. If the President is not available, a member of the Executive Committee will be designated to perform this function.

If the appeal is denied due to insufficient grounds, then written notice shall be provided to the Appellant, and the \$200 Appeal fee returned.

This decision is at the sole discretion of the President or the President's designate, and may not be appealed.

Appeals Panel

Should the President find sufficient grounds to proceed, then he/she shall appoint an Appeals Panel (the 'Panel') within 7 days of having received the original notice of appeal.

The Panel will be comprised of 3 people who have no personal relationship or common interest with the affected parties; and are free of any actual or perceived bias or conflict surrounding the Appeal.

The Panel's members shall select from themselves a Chairperson who will be authorized to arrange all preliminary matters of the appeal (ie: date and location of hearing; deadline for exchange of documents, clarification of issues in dispute; procedural matters; order and procedure of hearing; remedies being sought, identification of witnesses, and any other matter which may assist in expediting the appeal proceedings).

All affected parties may be notified of these preliminary matters via email by the Chairperson.

Procedure for the Appeal

The Panel shall govern the Appeal by such procedures as it deems appropriate, provided that:

The hearing is held within 7 days of the Panel's appointment;

All affected parties are given 5 days notice of the hearing (date, location, time);

The hearing will be held in person, within the geographic boundaries of Axemen;

Written documents to be considered by the Panel must be submitted by the affected parties, at least 2 days in advance of hearing. These may be submitted by email to the Chairperson, for further distribution to the Panel;

Affected parties may be accompanied by 1 other person (advisor/counsel) who will not address the Panel directly;

There shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties; and

Decisions shall be by majority vote, where the Chairperson carries one vote.

Expectations of Parents

Each parent and Axemen Volunteer including team managers is expected to be familiar with these values and their place in the Axemen organization.

The Axemen Lacrosse Association is dedicated to introducing the game of lacrosse to young men and women and their families. We expect the pursuit of excellence will be accompanied by appropriate sports behavior and respect for every individual as described in the Axemen Code of Core Values.

- Children participate in organized sports for their enjoyment. Make it fun and support them.
- Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud good plays of both teams.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game, and support the officials on and off the floor. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- Remember the game is for the children, not the adults.
- Axemen have a Zero Tolerance Policy, requires all parents/spectators to maintain sportsmanlike behavior and preserve the educational atmosphere before, during and after all games, practices and Axemen events (practices, meetings, etc.).

Expectations of Coaches

Working with young people is both a responsibility and a privilege; the importance of this position of authority and leadership cannot be underestimated. The following is a list of examples of a coach's responsibilities.

- All coaches will attend all meetings held by the Axemen Director of Coaching.
- Conduct an organizational meeting for parents and players prior to the first game of the season.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to play as a team.
- Coaching/Mentoring
- Encourage participation of every player in practices and games.
- Emphasize good sportsmanship on and off the ice.
- Stress the importance of teamwork
- Treat all players equally
- Stress FUN and skill development over winning
- Provide each player with fair and equitable floor time
- Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence, and develop self-esteem; teach them the basics.
- Encourage Healthy Lifestyles
- Help players develop physically by learning skills, improving conditioning, develop good health habits, and avoiding injuries
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- Refrain from use of tobacco products while in the presence of players.
- Refrain from use of alcoholic beverages prior to practices and/or games.
- Lead by example - maintain a positive attitude towards referees, parent, players, and other coaches.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; do not yell at players.
- Coaches should never teach their players tactics or skills designed to circumvent the intent of the rulebook and the standards of fair play. The rules exist to protect players and provide a common standard by which final results will be determined.
- Coaches should be sensitive to the impropriety of private meetings with on-ice officials before, during, or after the contest, without the presence of a representative of the opposing team.

Each coach or administrator is expected to be familiar with these values and their place in the organization.

Penalties and Violations

Class I violations carry a penalty of a one (1) game suspension. The suspension begins when the Discipline Committee has reached a decision on the issue; however the Discipline Committee has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Class I violations include, but are not limited to:

- Use of obscene or vulgar language or gestures to anyone at anytime
- Abusive language (toward players, coaches, parents, officials, other players, and spectators)
- Taunting of players, coaches, officials, or spectators by means of baiting, or ridiculing
- Addressing a coach, official, player or volunteer in an unsportsmanlike, discourteous, or threatening manner
- Questioning the coach(s) coaching during or after practices or games
- Questioning the referees during or after games
- Approaching a coach or referee immediately following a game to voice a complaint

Class II violations carry a penalty of a 6-game suspension from all practices, games, and/or any team activity during that timeframe. The suspension begins when the Discipline Committee has reached a decision on the issue; however the Discipline Committee has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Class II violations include, but are not limited to:

- Threats of physical violence towards any player, coach, parent, official, Axemen volunteer, or spectator
 - Throwing of any object in the spectators viewing area, players bench, penalty box, in the locker room, or on the ice surface, that in any manner creates a safety hazard
 - Intentionally shoving or striking a player, coach, or official during any Axemen function, whether in the locker room, on the floor, or at any time the team is getting together
- Public disparagement of other members (allegations found to be false)
- Second class I violation of the same offense or third or subsequent class I violations.

Class III violations carry a penalty of a one season minimum suspension from the program to permanent termination from the Axemen Lacrosse Association. The suspension begins when the Discipline Committee has reached a decision on the issue; however the Discipline Committee has the authority to immediately

suspend the offender until the investigation is complete. For Class III violations penalties will require ratification by a 2/3 majority of the Board of Directors, at a meeting where there is a quorum of the Board.

Class III violations include, but are not limited to:

Use of alcohol or drugs at the arena or official team function (this does not apply to consumption of alcohol at a restaurant, hotel, or home after scheduled games or practices).

Physical abuse of a player, coach, parent, official, Axemen volunteer, or spectator

Activities that violate Provincial Laws which create a safety risk to any member of the organization

Second class II violation of the same offense or third or subsequent class II violations.

Player/Parent Notification

Players and parents will be informed of this Policy before the start of the season.