



## **HORNETS CORE VALUES and DISCIPLINE POLICY**

The Calgary Hornets Lacrosse Association's ("Calgary Hornets") core values are outlined below. These values outline what the club stands for. These values are our guiding principles for the following code of conduct and disciplinary policy.

**H**onesty and Integrity – We look to foster honesty and fair play. We respect the rules and play by the rules.

**O**verall Pride – We are proud and passionate about the Hornet brand and it shows through our play of our game of lacrosse. We aim to build, not hurt, the Hornet's reputation, on and off the field.

**R**espect -- Get along with your teammates. Treat everyone as you would expect to be treated. Respect your coaches, teammates, parents, opponents, officials, and all property

**N**urturing – We want to help and encourage each player with their overall development through sport to be the best they can be.

**E**njoyment/Enthusiasm - We want to ensure the players are playing lacrosse because they want to play the sport, are enthusiastic and enjoy the challenge of developing as a player and above all else have fun and make new friends along the way.

**T**eamwork - We want our players to work together as a team. There is no "I" in "Team".

**S**portsmanship – The most important value is to learn a sense a fair play. We will be courteous when we win, and gracious when we lose. We want our players to show compassion to their teammates and opponents alike.

### **Application of the Policy:**

This Policy applies to all Members as defined in the By-laws of the Calgary Hornets Lacrosse Association ("Members") as well as any individuals engaged in activities with the Calgary Hornets including, without limitation, players, coaches, parents, and spectators ("Participants"). This Policy applies to the conduct of Members and Participants at all Calgary Hornet activities, programs, and events.

## **Expected Standard of Ethical Conduct**

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

- a) Conduct themselves at all times in a manner consistent with the core values of the Calgary Hornets;
- b) Demonstrate through words and actions the spirit of sportsmanship, sports leadership, and ethical conduct;
- c) Avoid behavior which brings Calgary Hornets or the sport of lacrosse into disrepute including, but not limited to, abusive or derogatory language, misconduct, abusive use of alcohol; use of non-medical drugs or performance-enhancing drugs or methods; and use of alcohol by minors;
- d) Adhere at all times to:
  - Calgary Hornets By-laws, Policies, Procedures, Rules, and directives;
  - Alberta Lacrosse Association's operational policies, procedures, rules, and regulations;
  - Rules and regulations governing any competitions in which the member participants on behalf of Calgary Hornets;
  - Rules and regulations established by the facilities in which the Member or Participants participate in any activity on behalf of the Hornets;
  - Calgary District Lacrosse Association's policies, procedures, rules and regulations;
  - Any contracts or agreements executed with or by the Calgary Hornets;
  - Any sanction imposed by the Calgary Hornets.
- e) Care for and respect the property and assets of the Calgary Hornets;
- f) 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;
- g) Refrain from comments or behaviors which are disrespectful, humiliating, demeaning, offensive, abusive, racist, misogynistic, homophobic, or sexist. In particular, behavior which constitutes bullying, harassment, or abuse will not be tolerated.

## **Calgary Hornets Fair Play Codes:**

### **Player Code of Conduct**

Play by the rules;  
Control my temper;  
Respect my opponents;  
Be a true team player – attend all practices and games;  
Winning isn't everything – have fun, improve skills, make friends and do my best;  
Acknowledge all good plays/performances – of my team mates and opponents;  
Participate because I want to;  
Remember that coaches and officials are there to help me;  
Play Fair.

### **Coach Code of Conduct**

I will not allow players to harass or put each other down or demean one another.  
I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.  
I will ensure that all athletes get instruction, support and playing time.  
I will not ridicule or yell at my athletes for making mistakes or for performing poorly.  
I will remember there is a reason for failure, it is part of the learning process and it is my responsibility as a

coach to define the problem and find the solution.

I will remember the game is for the athletes and the goals that I set will reflect the needs of the players rather than my person goals.

I will teach my players to play fairly and to follow the Code of Conduct for Players.

I will not pressure my players to perform at levels I have not prepared them for or in a way that will jeopardize their safety.

I will ensure I follow the Rule of 2 at all times.

I will not permit players to bully, harass, abuse or haze teammates or any other player.

## **Parent Code of Conduct**

Remember that my child players sport for his/her enjoyment;

Encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

Teach my child to do one's best.

Make my child feel like a winner by offering praise for competing fairly.

Never ridicule or yell at my child for making a mistake.

Remember that children learn best by example.

I will not force my child to participate.

I will never question the official's judgment or honesty in public.

I will support all efforts to remove verbal and physical abuse from children's sporting activities.

I will respect and show appreciation for the volunteers and coaches who give their time.

## **FAILURE TO COMPLY**

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

## **REPORTING AN INFRACTION**

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

Upon receiving a complaint, the President will provide it immediately to the Discipline Director to review the complaint to 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 from the President, the Discipline Director will review the complaint and may:

- a) Dismiss the complaint if he/she considers it to be trivial or vexatious in nature.
- b) Determine that the complaint does not fall within the jurisdiction of this policy, and refer it to the appropriate body having jurisdiction, including, if thought appropriate, to the ALA, CDLA, or law enforcement.
- c) Determine that the matter relates to a conflict within a Team or between Calgary Hornet teams and has not first been addressed using the Hornets Communication Flow Chart, whereupon the Discipline Director may refer the matter to the Complainant's Team Manager for resolution.
- d) Direct that the infraction be dealt with informally as a minor infraction.
- e) Refer the matter to the Discipline Committee to be dealt with formally as a minor infraction; or

- f) 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 as directed by the Discipline Director in his/her discretion; this person may include, but is not restricted to, a coach, official, director, officer, volunteer or staff member.

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

- a) Determine if an investigation is required to ascertain whether an infraction has in fact occurred;
- b) Determine if the issue has followed the Calgary Hornets Communication Flow Chart for appropriate resolution;
- c) If deemed necessary, conduct a fair and impartial investigation of the matter and provide a written report of the investigation findings to the Complainant, the Respondent and the Calgary Hornets Executive.

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

- a) 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 Calgary Hornets Executive;
- b) Where it is determined that an infraction has not occurred, obtain the Calgary Hornets Executive's concurrence, then advise the Complainant and the Respondent that the complaint has been dismissed, with reasons;
- c) Where a disciplinary sanction has been imposed, coordinate the application of the sanction with other Calgary Hornets representatives as necessary, and monitor compliance by those upon whom the sanction has been imposed.

The Calgary Hornets Discipline Committee shall consist of three (3) Members:

- Discipline Director
- And any two (2) neutral Board Members

The Discipline Committee (excluding the President) 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. Members and Participants are expected to truthfully cooperate with such an investigation and failure to cooperate may itself be grounds for discipline.

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 date, 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 Hornets Executive.

Where the conduct being reviewed by this policy is of a sensitive nature, Calgary Hornets 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.

Calgary Hornets reserves the right, and at times may be obligated to consult with, and report to CLDA, ALA or law enforcement 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 Calgary Hornets Lacrosse, 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 Calgary Hornets,
- Removal of certain privileges or membership,
- Suspension from certain Calgary Hornets events or activities,
- Suspension from all Calgary Hornet activities for a designated period of time,
- Expulsion from membership, and/or

The sanctions imposed will vary based on 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 Calgary Hornets.

## **Application of this Policy**

This Policy applies to all Members as defined in the By-laws of Calgary Hornets, as well as any individual participant engaged in activities with Calgary Hornets, 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 Calgary Hornets.

Any consideration of an appeal after the 72 hour window has closed will be at the sole discretion of the President of the Calgary Hornets.

## **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 the Calgary Hornets governing documents, to make such decision;
- Decision-maker failed to follow procedures as laid out in the By-laws or approved Policies of the Calgary Hornets, 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, then the President’s designate 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 three (3) Board Members (excluding the President) 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.

### **Procedures for 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 the Calgary Hornets;
- 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 (1) vote.

### **Penalties and Violations**

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.

### **Player/Parent Notification**

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

