

Titans Discipline Policy

Last updated 26 May 08

PREAMBLE

The Titans organization is committed to providing a sport environment, which is athlete-centered, and characterized by the values of fairness, integrity, open communication, and mutual respect. Membership in Titans, as well as participation in its activities, brings with it many benefits and challenges. At the same time, members are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, by-laws, rules & regulations and Codes of Conduct of Titans. (Parent, Coach, and Athlete) This Policy covers a number of elements including:

- Identification of the standard of behaviour expected of Titans members. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this Policy; and
- Prescribing the process by which members will be disciplined when and if an incident occurs;

In this policy "member" refers to all categories of members of Titans, as well as to all individuals employed by or engaged in activities with Titans, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, parents, board members, administrators and employees (regular & contract).

APPLICATION

1. This Policy applies to all "members" of Titans as set out in the Preamble.
2. This Policy applies to discipline matters that may arise during the course of all Titans business, activities and events, including but not limited to regular training, meets, training camps, meetings and travel associated with these activities.
3. Discipline matters arising within the business, activities or events of provincial / national team gymnastics and trampoline events may also be dealt with using the discipline policies and mechanisms of such organizations.

DISCIPLINARY PROCEDURES

Minor Infractions:

4. Examples of minor infractions are shown in Appendix B. All disciplinary situations involving minor infractions occurring within the jurisdiction of Titans will be dealt with by the appropriate person having authority over the situation and the individual involved. In most cases this will be an athletes coach. (the person in authority may include, but is not restricted to coach, head coach, or any other titans coach on the floor at the time).
5. Procedures for dealing with minor infractions shall be informal and shall follow a simple process. In a regular coaching situation, when faced with athlete inappropriate behaviour, a coach will:
 - a) Use a 3 warning system during a training session. Once the athlete has been warned 3 times during a training period for inappropriate behaviour, the coach will issue a time-out to be served at the edge of the floor. The length of the time-out should be equal to the athletes' age. I.E. 5 minutes for a 5-year-old, 15 minutes for a 15 year old.

- b) The coach shall also ensure the athlete's parent or guardian is given a "yellow warning" ticket for the timeout outlining why a timeout was issued. This ticket must be signed and returned to the club.
 - c) If an athlete's behaviour is such that it continually disrupts other athletes, is a safety risk or cannot be resolved by a time out, then a coach may ask the senior coach on the floor to remove the athlete from the gym floor, phone his/her parents, and ask the athlete to leave for the remainder of the training session. This event may or may not be referred for further disciplinary action.
6. Repeat minor offences may result in a further such incident being considered as a major infraction and referral to the Head Coach for action. A Discipline hearing may result depending on the severity.

Major Infractions:

7. Examples of major infractions are shown in Appendix B. Any member, or representative, of TITANS may report to the Head Coach a major infraction either verbally or preferably using the Incident Report form in Appendix C.
8. Upon receipt of an Incident Report, the Head Coach shall determine if the incident is better dealt with as a minor infraction or is to be addressed as a major infraction.
9. If the incident is to be dealt with as a minor infraction, the Head Coach will inform athletes' coach and the appropriate "yellow ticket" issued.
10. If the incident is to be dealt with as a major infraction and if the Head Coach determines that a hearing is required, the alleged offender shall be notified as quickly as possible (in any event no later than 7 days from date of receipt of the Incident Report), and shall be advised of the procedures outlined in this Policy. As well the Parent Liaison board member shall be informed and an investigation started.
11. Major infractions occurring within competition may be dealt with immediately, if necessary, by a Titans representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy for major infractions.

Hearing:

12. Within 10 days of receiving the Incident Report, the Parent Liaison shall schedule a discipline committee hearing. As a minimum, the Discipline Panel shall be comprised of the Parent Liaison, Head Coach, and one other board member as designated by the Board of Directors. In special circumstances the Parent Liaison may request entire board form the discipline committee where the infraction is serious enough. The Parent Liaison shall investigate the incident, interview witnesses and provide information to the hearing.
13. The Discipline Panel shall hold the hearing as soon as possible, but not more than 30 days after the Incident Report is first received by the Head Coach unless extenuating circumstances warrant a delay. In such cases the Panel may approve an extension in the time limit.
14. The Discipline Panel shall govern the hearing as it sees fit, provided that:
 - a) A quorum shall be all 3 Panel members;
 - b) Decisions shall be by majority vote;
 - c) The hearing shall be held in private;
 - d) The Panel may request that witnesses to the incident be present or submit written evidence;

- e) Once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the Hearing.
15. The Discipline Panel shall render its decision, with written reasons within 10 days of the Hearing. A copy of this decision shall be provided to all of the parties to the hearing, the Head Coach and the President.
 16. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent TITANS policy, such as those dealing with harassment, personnel or event-specific matters.
 17. Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.
 18. If the individual being disciplined chooses not to participate in the hearing, the hearing may proceed in any event.

Sanctions

19. The Discipline Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:
 - written warning to be placed in individual's file;
 - personally-delivered written or verbal apology;
 - suspension from certain TITANS activities (i.e. training, competing, coaching or officiating) for a designated period of time;
 - suspension from certain TITANS events which may include suspension from the current competition or from future teams or competitions;
 - suspension from all TITANS activities for a designated period of time;
 - permanent expulsion from TITANS;
 - other sanctions as may be considered appropriate for the offence.
20. The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent TITANS policy, such as those dealing with harassment, doping, personnel or event-specific matters.
21. Unless the Discipline Panel decides otherwise, any disciplinary sanctions shall commence immediately.
22. In applying sanctions, the Disciplinary Panel may have regard to the following aggravating or mitigating circumstances:
 - the nature and severity of the offense,
 - whether the incident is a first offense or has occurred repeatedly,
 - the individual's acknowledgment of responsibility,
 - the individual's extent of remorse,
 - the age, maturity or experience of the individual, and
 - the individual's prospects for rehabilitation.
23. Notwithstanding the procedures set out in this Policy, any member of TITANS who is found guilty of a criminal offense under the Criminal Code of Canada, as amended from time to time, involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault,

shall be automatically expelled from TITANS. Such expulsion shall be subject to any further disciplinary action pursuant to this Policy.

APPEALS PROCEDURE

26. Except where the Discipline Panel is comprised of the entire Board of Directors, the results of any disciplinary action may be appealed to the Board of Directors. Titans must receive a written notice of appeal within 1 week of the written notification of the Panels sanctions. The Board may sit a special session to review the Panels decision or may choose to review the decision at a regular board meeting (in camera). The Board may, at its discretion, uphold, overturn, decrease or increase the sanction. All board decisions are final.

APPENDIX A - CODES OF CONDUCT

Titans is committed to providing an environment in which all individuals are treated with respect. Furthermore, Titans supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of Titans and GNS Fair Play that include fairness, integrity, open communication and mutual respect. Irresponsible behaviour by Coaches can do severe damage to the club and it's members. Conduct that violates these values may be subject to sanctions pursuant to Titans Discipline Policy.

The Titans Discipline Policy and Codes of Conduct shall govern all disciplinary matters. Failure to adhere to the Code may result in disciplinary action including warning, suspension and possible expulsion from the club.

Titans Coach Code of Conduct

As a Coach at Titans you are expected to:

1. Follow the rules and regulations of the Titans club and Gymnastics Nova Scotia including the **Fair Play** policy;
2. Obey all instructions from your Supervisor (Rec Program Manager / Head Coaches);
3. Support and encourage athletes, opponents, officials, coaches, spectators, parents and sponsors in a positive manner;
4. Refrain from the use of foul language or inappropriate gestures / behaviours;
5. Treat Titans property and equipment with respect and use it only as designed and intended.
6. Treat all other members with respect and behave professionally;
7. Wear appropriate coach clothing during class time;
8. Represent the Titans organization in a positive manner both inside and outside the gym.

Titans Parent Code of Conduct

As a Parent at Titans you are expected to:

1. Follow the rules and regulations of the Titans club and Gymnastics Nova Scotia including the **Fair Play** policy;
2. Maintain your account in good standing.
3. Support and encourage athletes, opponents, officials, coaches, spectators, parents and sponsors in a positive manner;
4. Refrain from the use of foul language or inappropriate gestures / behaviours;
5. Treat Titans property and equipment with respect.
6. Treat all other members with respect and behave professionally;
7. Bring to the attention of coaches and staff any issues that you feel need attention; and
8. Represent the Titans organization in a positive manner both inside and outside the gym.

Titans Athlete Code of Conduct

As an Athlete at Titans you are expected to:

1. Follow the rules and regulations of the club and Gymnastics Nova Scotia including the **Fair Play** policy;
2. Obey all Coaches instructions;
3. Support and encourage team mates, opponents, officials, coaches, spectators, parents and sponsors with in a positive manner;
4. Refrain from the use of foul language or obscene and offensive gestures;
5. Treat Titans property and equipment with respect and use it only as designed and intended under coaching supervision;
6. Treat all other members with respect and behave professionally;
7. Wear appropriate clothing during gym time;
8. Represent the Titans organization in a positive manner both inside and outside the gym.

APPENDIX B

Examples of minor infractions:

1. a single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
2. unsportsmanlike conduct such as angry outbursts or arguing;
3. non-compliance with the rules and regulations under which TITANS events are conducted, whether at the local, provincial, national or international level.
4. failure to adhere to the Titans Codes of Conduct.

Examples of major infractions:

5. repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, parents, officials, administrators, spectators and sponsors;
6. repeated unsportsmanlike conduct such as angry outbursts or arguing;
7. repeated incidents of being late for or absent from TITANS events and activities at which attendance is expected or required;
8. activities or behaviour which interfere with a competition or with any athlete's preparation for a competition;
9. pranks, jokes or other activities which endanger the safety of others;
10. deliberate disregard for the rules and regulations under which TITANS events are conducted, whether at the local, provincial, national or international level;
11. any use of alcohol by minors;
12. use of illicit drugs and narcotics;
13. any other action which, in the eyes of the Titans organization, warrants disciplinary action

Note: The definition of "repeated" will depend on the severity of the infraction and frequency of offences within a given time.

APPENDIX C - TITANS INCIDENT REPORT

Date and time of incident: _____

Name of writer: _____ Position: _____

Location of incident: _____

This incident is a: _____ minor infraction _____ major infraction

Individual(s) involved in the incident:

Objective description of the incident (please be concise, accurate and non-judgmental):

Names of individuals who observed the incident:

Disciplinary action that was taken (if applicable): _____

Signature of writer: _____ Date: _____