



## Member Code of Conduct

### Code of Conduct

North Bay Curling and Athletic Corporation “the Organization” follows the rules and regulations set out by the Northern Ontario Curling Association (NOCA) regarding member conduct. Members and guests will conduct themselves on the premises (or when representing the Organization on a team or at a bonspiel or competition at another venue) in a courteous and responsible manner. Members and their guests should be able to enjoy the game of curling as a player or as a spectator in a harassment-free environment.

Members and their guests will refrain from violent, threatening, abusive language or behaviour toward other members, guests, and the Organization staff. Abuse may be perpetrated by an adult or a child, and the victim may be an adult or a child. (*See North Bay Curling and Athletic Corporation Harassment Policy*)

The Organization staff and members of the Board of Directors are tasked with ensuring that members and their guests comply with the rules. Members or guests who do not adhere to the rules will be asked to leave the facility, may be warned of their breach, may be excluded from participating in some club activities, including leagues, bonspiels, and social events, and may have their membership suspended or cancelled. Furthermore, NOCA may enforce discipline against a member who breaches the NOCA Code of Conduct, Harassment and Ethics Policy, particularly if the infraction occurs during a NOCA event.

### Complaint / Incident Reporting Process

In the event of a breach of member code of conduct, members or guests involved should provide a written report within five days outlining the time, date, place, specific nature of the actions and person(s) in breach to the General Manager as soon as is practical after the incident. Verbal reports to the Organization staff of such incidents are acceptable and must be followed by a report in writing within five days of the incident. The General Manager, along with the Board of Directors, or a Member Conduct Committee approved by the Board will discuss disciplinary decisions (e.g., warnings, exclusions, suspensions, and cancellations of membership). Members of the Board of Directors, or a Board-appointed Member Conduct Committee, will review the history of written reports involving a specific member when arriving at a disciplinary decision, particularly if a member has a history of breaches of the Code of Conduct.

Any complaint should be made as soon as possible after the incident while the details are still fresh in the individuals mind, and should include the following information:

- Your name, phone number, email address
- Date and time of incident
- Names of any witnesses
- Name of offender(s)

Version: 0

Approval Date: September 14, 2021

- Full details of the incident including what led up to the incident, who was involved and the outcome
- Date incident report is being submitted



## **Appeals**

Members have a right to appeal a disciplinary decision of the Board (or Board-appointed Member Conduct Committee) in writing to the attention of the President no later than fifteen days from the date of decision. Members who request an appeal will appear before the Board of Directors within a month of the written appeal, for a review of the disciplinary decision.



**Revision Log**

Version	Date	Changes
0	September 14, 2021	Initial document.

**Approval**

Date: Sept 14, 2021  
Name: Natasha Gribbon  
Signature: *Natasha Gribbon*  
Position: President

Date: Sept 14, 2021  
Name: Mackenzie Daley  
Signature: *M Daley*  
Position: Secretary